



Momentum
Academy

PreSchool Handbook

2024-2025 School Year

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Welcome to Momentum Academy PreSchool!

Thank you for trusting Momentum to lay the foundation of your child's education. We look forward to getting to know you and your family better over the coming years. Please review this handbook and the accompanying district handbook and keep it for your reference throughout the year.

Sincerely,
Momentum Academy

Please note: This Preschool Handbook Addendum is provided as an additional resource for our families participating in the PreSchool Program. Further Clarification and additional school wide information can be found in the Family Handbook. Momentum Academy has established and will continually refine operational policies, procedures and expectations to support the mission, vision and goals. The policies, procedures and expectations in the following section are guidelines by which all community members are expected to abide by. As the school year progresses they may be refined, revised, added to or deleted as determined by and/or approved by the Board of Directors and school administrators.

About Our Program

Our Mission

Momentum Academy promotes academic excellence in an environment of mutual care and support that builds character, confidence, and community among all of our scholars so that they reach their full potential.

Core Values

Our Preschool classrooms promote our Core Values in a fun playful way through developmentally appropriate practice.



Solutions Driven



Integrity



Joy



Together We Can



Love Above All Else

Our Vision

Momentum Academy provides the highest level of academics to prepare the next generation of leaders to move toward greater educational and personal well-being so they can impact their families and communities in positive ways.

Our PreSchool Graduate Aims

When our scholars leave preschool they embody the following attributes that allow them to enter Kindergarten ready to learn.

CONFIDENCE: Scholars can actively engage in developmentally appropriate learning activities and exhibit critical thinking.

CHARACTER: Scholars are self-aware and demonstrate empathy and honesty in their words and actions.

COMMUNITY: Scholars possess the ability to build relationships, communicate their needs and wants effectively and understand their important role as part of the group.

Momentum Academy Commitment to Excellence

School staff, scholars, and families will share responsibility for promoting high scholar achievement, character and academic growth. The preschool years lay the foundation for academic success by preparing families and scholars to enter Kindergarten safe, comfortable, healthy and ready to learn. The entire Momentum community shares this responsibility as we guide our youngest scholars through their first academic experiences.

DAILY PROCEDURES AND INFORMATION

Contact Information:

For non emergency issues, question and concerns please email travis.rainey@momentumacademystl.org or meghan.pyatt@momentumacademystl.org

Lead Classroom Teacher: Ms. Palmer sharon.palmer@momentumacademystl.org
Teacher's Assistant: Ms. Mosby jalia.mosby@momentumacademystl.org

To ensure the safety of all scholars, the teachers may not be able to respond immediately to emails, however the expectation is that staff will respond within 24 hours. For immediate support please contact the main office at 314-571-5762

Hours of Operation

Momentum Preschool follows the Momentum Academy School District calendar which can be found on our website and provided during preschool orientation.

Monday - Thursday: Doors Open daily at 7:30 am
Academic Day begins at 8:00am
School ends at 3:15pm
Friday: Early Dismissal; School ends at 2:00pm

Breakfast is served daily for all Momentum Academy Scholars between the hours of 7:30am and 8:00am.

School Calendar and Closings

Please see the Momentum Academy Academic Calendar for scheduled school days for the current school year. Please note that our calendar may differ from the calendar of St. Louis Public Schools or other local charter schools.

Momentum Academy will close school only in cases of extreme weather conditions or in case of facilities emergencies. Please listen to local radio and television stations. Closings will also be posted on the Momentum Academy website, Facebook pages, and through Messenger text and email blasts. To ensure your contact information is correct, please contact the school's main office.

Morning Drop Off Procedure

Children are to be dropped off between 7:30am and 7:55am directly at the Preschool door. **All scholars must be signed in using the QR code in your Brightwheel App.** You may choose to use the walking gate and escort your child directly to class or utilize the driveway and drive your child up to the door and release them to a teacher who will walk them in.

NOTE: You must sign your child in while waiting in line, or before arriving at the classroom door. Parents may not enter the classroom during drop off. Parents may not park or remain stopped to sign in.

Afternoon Pick Up Procedure

Children are to be picked up between 3:15 pm and 3:30pm directly from the preschool door. All scholars must be signed out using the QR code in your Brightwheel App. Please “announce” your arrival in the App before getting in line or entering the walking gate. This allows us to have your scholar prepared. You may choose to use the walking gate and pick up your child directly from class or utilize the driveway and pick your child up from the door.

NOTE: You must sign your child out while waiting in line, or before arriving at the classroom door. Parents may not park or remain stopped to sign in. No PreK scholar will be released to a sibling until they are signed out through the Brightwheel app.

For the safety of scholars, Momentum Academy will only release scholars to Parents and guardians as documented in Infinite Campus or the following contacts who are pre-approved by a parent/ guardian:

- o An individual or emergency contact who is added to a scholar's pick up list

- o An individual that the office is pre-notified is approved to pick-up a scholar, and who provides identification to the school at the time of pick-up

NOTE: Pre K scholars MUST be picked up by an approved adult. No Pre K scholar will be released to a sibling scholar. Pre K scholars are not permitted to walk home with siblings.

Adding or adjusting the emergency contacts can be done by contacting the Main Office at (314) 664-7627.

Late Arrival

Scholars are expected to arrive prior to 7:55 in order to start the day on time. Once the walking and driving gates are closed for the morning, scholars must be walked into the front office and signed in. They will be marked tardy. Parents will need to leave their scholars in the main office until a staff member is available to walk them to class. Late arrival is disruptive to the learning environment. Please make sure every effort is taken to bring your child to school on time.

Early Dismissal

Scholars are expected to stay in school until the close of the school day (3:15 pm for regular dismissal days and 2:00 pm for early release days every Friday). The school offices are subject to close 30 minutes prior to dismissal as scholars and staff prepare for dismissal. Early pickups are disruptive to the learning environment. For a scholar to be dismissed early, the school office should receive prior notification of any scholar needing to be dismissed early. In addition classroom teachers should be notified ahead of time through Brightwheel. The school will arrange for scholars to be at the office at the time the parent requests. All Early dismissals will be picked up at the front office and the parent must enter the main office and sign the scholar out.

Reporting Absences

Parents/guardians are asked to call the office by 8:00 am in case of illness. If calling before school begins, please leave a voicemail message indicating the scholar's absence (scholar's name, date of absence, parent name, reason, daytime phone number). If a scholar misses three or more consecutive absences *due to illness*, please bring a doctor's release from the child's primary doctor upon returning to school.

Excessive Absences and Tardies

Instruction begins promptly at 8:00 am, any scholar who arrives after 8:00 am is considered tardy. At the time that a scholar has accumulated ten (10) or more unexcused absences during the school year, the parent/guardian may be required to appear before the Executive Director and/or Board of Directors to discuss consideration of the scholar's continued enrollment status or promotion to the next grade level. Cumulative tardy minutes may be combined with whole or half days absent to account for the total number of days missed.

CURRICULUM

Momentum Academy utilizes Apple Tree Institute's **Every Child Ready** curriculum. **Every Child Ready** is a standards based integrated instruction model.

Units of Study

- Unit 1: Get Ready to Learn
- Unit 2: Living and Working Together
- Unit 3: Blueprint to Building
- Unit 4: All the World's a Palette
- Unit 5: Not the Same, Not All that Different
- Unit 6: Healthy Minds, Healthy Bodies
- Unit 7: From Squeaks to Roars
- Unit 8: Pathways to Our Past (Dinosaurs)
- Unit 9: Our Earth
- Unit 10: Blast Off to Outer Space

Daily Schedule

7:30 Breakfast Available in classroom	9:00 Centers	11:00 Specials: PE and Art	1:00 Centers and Snack
7:50 Drop off in classroom	10:00 Recess	11:30 Lunch	2:30 Recess
8:30 Morning Meeting and Read Alouds	10:15-11:00 Snack and Learning Lab	12:00 Nap	3:00 Closing Circle and prepare for dismissal

Transition to Kindergarten:

The Momentum Preschool program is designed to support a smooth transition to Kindergarten. Our curriculum: Every Child Ready, uses a standards based progression of skills for 4 year olds to target key performance indicators in the domains of Language and Literacy, Mathematics, and Social Emotional Learning. Preschool teachers assess scholars 3 times throughout the year in relation to these benchmarks. Parent Conferences are held twice a year to report progress and work together to create an individual transition plan that best suits each individual scholar. In addition preschool teachers and kindergarten work collaboratively throughout the year to discuss what scholars need as they enter kindergarten. Children also learn important school routines and participate in school assemblies and special classes. We are excited to help you prepare your child for Kindergarten!

PRESCHOOL CULTURE

Code of Conduct

The following rules will apply at all Momentum Academy St. Louis schools:

1. Scholars and families will show mutual care by avoiding disparaging or threatening actions or language.
2. Scholars and families will show respect for property inside and outside the buildings.
3. Scholars and families will behave in a manner that does not endanger themselves or others.
4. Scholars and families will uphold the code of conduct on virtual platforms and/or school issued devices and communication platforms

Behavior Supports and Guidance:

Social emotional and behavioral skills are foundational to academic learning and one's ability to interact within a community. Children's behaviors are the observable indicators of their current social-emotional skills.

Momentum Academy Preschool recognizes this and commits to teaching these skills to our young scholars during their preschool experience.

During Preschool scholars will learn:

- To recognize and verbalize their emotions
- To self-regulate and co regulate their emotions
- Positive self-concept and community interaction
- Perspective-taking and empathy
- Independence and Initiative
- Foundational relationship skills
- To navigate challenges and social decision making

Adults facilitate proactive community building strategies to strengthen connections. When needed children are guided through ways to be accountable through resolving conflict and repairing mistakes with others. The ways adults respond to unexpected or dysregulated behaviors are learning opportunities for children and a crucial strategy for building strong social, emotional and behavioral skills.

As such, Momentum Academy expects teachers, staff and parents working with our young scholars to work together to utilize inclusive practices such as logical consequences and taking accountability for one's actions.

In the event a scholar's behavior becomes chronically disruptive and inclusive practices have been utilized consistently over time, additional supports such as behavioral evaluation and parent-child-teacher behavioral compacts may be implemented.

FAMILY INVOLVEMENT

Momentum Academy requires parents to be partners in the education of their children. The important task of educating a child calls for the school, scholar, and parent/guardian to all work together to ensure success.

In order to be effective partners, we must communicate. There are several ways that Momentum Academy can and will communicate with families throughout the year:

Daily and Weekly Communication

Momentum Academy PreSchool believes in frequent positive communication between parents and staff that is easy and effective. In order to best facilitate this we have chosen Brightwheel as our communication app.

Parents will be required to download the FREE app.

Parents/Guardians will use it to communicate with teachers, as well as during pick up and drop off information. Teachers will use the app to communicate important information and positive behaviors to parents, as well as scholars' progress, fun pictures of classroom happenings and ways to enhance learning at home.

Parent (Guardian)/Teacher Conferences

During each semester, parents will be required to attend Report Card conferences for their scholars. Parents/Guardians will receive a written report card at the conference. These are important opportunities for parents/guardians to learn about their scholar's progress in school as well as how families can continue to be a critical part of their child's education.

Visitor Policy

Visitors, especially parents, are a vital part of the Momentum Academy community. We welcome visitors as volunteers, observers, and partners in the education of our scholars. Unfortunately, unannounced visits or requests for meetings can be disruptive to our educational program. Parents who would like to visit or observe should call one day in advance to schedule a class visit appointment. Requesting a meeting with a teacher or administrator should be done in writing through the main office. Meeting Request Forms are available in the main office.

All campuses will be using the Hall Pass School Management System. Visitors will be required to enter through the main office and provide picture identification. The school secretary will provide the visitor with a badge that will be required to be visible throughout the visit. A visitor may enter classes during a regularly scheduled transition period, although they may leave at any time. Visitors may not talk to a scholar or teacher during class, although they may call the teacher after school to discuss what they observed.

If a visitor comes to school to drop something off for a scholar or to leave a message, the visitor must check in at the Main Office. For the sake of scholar safety, Momentum Academy does not allow unannounced visitors to walk about the building without an escort.

Volunteer Policy

VOLUNTEERS are adults who assist teachers, administrators, or other staff in public school classrooms, schools, or school district programs who do not receive compensation for their work.

- VOLUNTEERS serve under the guidance and direction of district personnel.
- VOLUNTEERS must be [screened](#) through a FBI fingerprint background check and register with the Family Care Safety Registry prior to volunteering, and wear identifying stickers or badges at all times while on school grounds or at school-sponsored events.
- VOLUNTEERS, like visitors entering school buildings, must check in at the main office and present their identification for approval through the [visitor management system](#). You will check in as a volunteer and print a volunteer badge. Volunteer hours will automatically be logged by checking in and out through the visitor management system.

SCHOLAR HEALTH AND WELFARE

Immunizations

Momentum Academy follows Department of Elementary and Secondary Education (DESE) and the Missouri Health Department expectations regarding scholar immunizations. All scholars must stay current with all required immunizations, unless the parent has documented legitimate religious objections to such immunizations. Any immunization waivers must be submitted to the main office. The school administration may not allow scholars who are not current with immunizations to attend school until immunizations are brought current. Scholars in Transition, as defined by the McKinney-Vento Homeless Education Act, will have an additional 30 days to provide immunization records

Illness

In the event a scholar contracts an illness or exhibits symptoms of being sick, Momentum Academy requires that parents/guardians keep scholars home who are exhibiting the following conditions:

- Temperature of 99.6° F or greater
- Vomiting or diarrhea
- Suspicion of a Communicable Illness or Disease (i.e. Chicken Pox, Strep Throat, Flu or Flu-like symptoms, Pink Eye, Impetigo, Ringworm, Scabies, Rash etc.)
- Severe coughing

- Inability to participate in normal classroom activity

A scholar may not return to school until they are symptom-free for 24 hours without medication and/or receive clearance to return to school from a qualified medical professional (as outlined by RSMo 167.191). When in doubt, Momentum Academy will refer to health standards established by the Department of Health to inform decisions as to what is considered a communicable illness or disease, and subsequent treatment and response recommendations.

A parent or guardian must notify the school if your child will not be in attendance due to illness. Additional information on attendance can be found in the attendance policy.

Scholar Health and Well-Being

The health and well-being of our scholars, staff and families are a top priority and a healthy scholar will allow scholars to learn most effectively. For this reason, it is important to have your doctor or health center examine your child on an annual basis. Momentum Academy may not necessarily have a Licensed Registered Nurse on staff and will manage all medical conditions in partnership with families, working to carefully follow directives from the child's physician.

If your child requires medication during school hours, a member of the School Leadership team will assist by administering medication in accordance with a doctor's orders. Medication may not be given without the completion of the "Medical Permissions" and/or "Physician Authorization" form which must be completed by a healthcare provider, or a medical action plan. Families should obtain a copy of this form from the main office. This policy, and the requirement to have a form on file, applies to all medicine, including cough drops/syrup, pain relievers, asthma inhalers and other over-the-counter medicines. Teachers may not administer medication in the classroom. All scholar medicines will be kept in a locked cabinet, and the school will keep a detailed log of all medicines that are administered.

Momentum Academy provides the health services required by law. Scholars with serious injuries will be taken to the hospital for emergency medical care and the parent(s) or guardian(s) are notified immediately.

Accidents

Momentum Academy works to prevent accidents that result in injury. However, in the event that any accident happens staff will respond immediately and determine the most appropriate course of action. In the event of a medical emergency when the parents or guardian cannot be immediately reached, the staff of Momentum Academy will make reasonable medical decisions for the scholar until a parent or guardian is available. If an accident occurs an administrator will immediately be notified and a detailed incident report will be completed. The scholar's parent/guardian will be notified as soon as possible. In the event of a significant emergency, Momentum Academy staff may contact emergency services.

Allergies

Momentum Academy will attempt to reasonably control the school environment to minimize scholars' exposure to controllable allergens. However, we cannot guarantee that all allergens will be removed from the environment. If your child has specific allergies please be sure to include that information on the scholar Health History Form (included in the Enrollment Packet, or available from the Front Office) and inform school staff of any potentially serious allergic reactions. **PLEASE NOTE:** Momentum Pre K is a Nut-Free Classroom

Meals and Snacks

Momentum Academy provides breakfast daily from 7:30 - 8:55 daily. If your child will not be attending breakfast please provide a nutritious, filling breakfast before arrival to school. Lunch is served at 11:30 daily. Afternoon snacks will be offered between 1:30 and 2:30 daily, Scholars may bring lunch from home.

Outdoor Policy

Scholars receive a minimum of 30 minutes of outdoor time each day. We will take scholars outside daily as long as the wind chill is 32 degrees or above and the heat index is below 90 degrees. We ask that parents provide appropriate outerwear for their scholar daily as well as send an extra set to keep in their cubby.

Nap/Rest Time

Scholars will have a 1 hour rest time each day after lunch. Each scholar will be provided with an individual cot, sheet, and blanket. Each scholar may bring 1 stuffed animal to cuddle

with which will be kept in their cubby for the entire year. All scholars are expected to rest quietly on their cot for the first 30 minutes. If they do not fall asleep, with the permission of a teacher they may use a nap bag, which contains quiet activities they may use while remaining on their cot. We ask parents to help their scholar to be ready to learn daily by making sure they receive 11 - 12 hours of sleep per day and maintain good sleep hygiene.

Toileting

Scholars participating in Momentum Academy's 3-year-old Preschool and 4-year-old Pre-K programs should be toilet trained before entering the program. Being toilet trained means a child must have the awareness to use the bathroom without reminders, be able to manage clothes without help, and can wipe or clean themselves appropriately to maintain good hygiene.

Let's further define a toilet trained child:

- (1) Be able to tell one of the teachers they have to use the restroom before they have to go. This would be without prompting from the teachers. (Practice with your child, having them verbally say, "I have to go potty.")
- (2) Be able to pull their clothing down and up and use little or no assistance from teachers (we DO help with fastening.... buttons, snaps, zippers. This is, however, a goal we have for increasing the child's independence/self-help skills.)
- (3) Be able to wipe themselves after using the toilet.
- (4) Be able to get on and off the toilet by themselves, and to flush.
- (5) Be able to wash and dry their hands.
- (6) Be able to postpone going (for a short time) if they must wait for someone who is in the bathroom, or if we are outside or away from the restrooms.

We understand children of all ages have an occasional accident, which is why the child must be able to clothe themselves in case of an accident (please practice at home before school begins). **We require that you keep a change of clothing (appropriate to the season) in your child's backpack.** If the occurrence of accidents becomes more frequent (more than three occurrences), the teacher will contact the parents to discuss the child's readiness to be in a preschool classroom and offer the family strategies and a possible plan for the child to re-enroll in preschool later, when toilet training has become successful.

GENERAL INFORMATION

Uniforms

Momentum Academy preschool scholars are required to wear the appropriate uniform daily. In order to help parents and students ease into the new experience of wearing a school uniform, Momentum Preschool will furnish 4 light blue collared uniform shirts to be worn Monday - Thursday and 1 T-shirt to be worn on Fridays. Families may purchase more at the main office. Please put your child's name on the tag of each shirt. Extra shirts will be available in case of spills and accidents. Parents must supply uniform bottoms which must be plain navy blue pants, shorts or skirts. Parents may also elect to purchase the school approved plaid skirt or jumper however shorts or tights must be worn. Preschool scholars should be able to fasten and unfasten their bottoms without support. Please take this into consideration when purchasing uniform bottoms.

PARENTS MUST FURNISH 1 EXTRA SET OF UNIFORM BOTTOMS, UNDERWEAR AND SOCKS TO BE KEPT IN THEIR CHILD'S CUBBY AT ALL TIMES.

Personal Items

We are so excited to be furnishing everything your child needs including meals and snacks. To keep distractions to a minimum we request that scholars do not bring any outside toys or non-uniform clothing. Each scholar may bring 1 stuffed animal to cuddle with during nap. This item will be kept in their cubby and they may use it during their nap / rest time. Thank you for cooperating and keeping all other items at home.