



Little Owls PRESCHOOL

Policies and Procedures

I am so happy that you have chosen to enroll your child in Little Owls Preschool! We are going to have a wonderful year! Please read through the following policies and procedures of the Preschool. I will be asking for a signature at the end of this document to ensure that you are aware of the guidelines for the school, so let me know if you have any further questions or concerns. Please turn in the signed form, with the \$35 materials fee before September 1st, to ensure your child's spot for the year. Thank you!

Jaclyn Brown
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- Preschool will be held Tuesdays and Fridays from 9-11:30, beginning September 5th, 2014 and ending May 29th, 2015.
- Tuition is \$90 per month and is due the first class of every month. There will be a \$5 late payment for every week it is past due. Cash or personal check is acceptable.
- The tuition is calculated from an average total of all the school days for the year. We will have fewer days some months, and more some months. The tuition will always be the same. However, I will prorate the tuition any time I am unable to hold class and can't find a substitute.
- If the need arises to have a substitute, my sister-in-law, Sonja Parkin, will fill that need. She is also a preschool teacher and does the Kindergarten Readiness program for American Leadership Academy.
- When dropping off your child, please do not park in the driveway. Please park on the street and I will meet the children outside and walk them into the house.
- When picking up, again, please park on the street and we will line up inside the house, and I will walk them outside to you.
- If you drop off late to preschool, you may park in the driveway and walk your child inside my house and upstairs to the classroom. I will leave the front door unlocked for the first 15 minutes. Then I will lock it for the remainder of the school hours. If for whatever reason you need to get your child, please call or text me. I will have my cell near me at all times.
- Please notify me in advance if your child will be absent, so I can plan accordingly.
- There will be no hitting, biting, or hurtful comments to other children in the class. If a child does misbehave and cannot follow our classroom rules, they will be asked to go on time out and apologize.
- If there is recurring negative behavior, I will notify the parents so we can further discuss how to handle the situation.
- There will be rewards for good behavior, and my goal is to always praise the children and reward them when I see good things.
- If your child becomes injured at preschool, I will administer first aid to the best of my ability. I am recently CPR and First Aid certified. I will not be held liable or financially responsible for any injuries that occur during preschool.
- If there is an emergency situation, I will notify the parents immediately.
- We will be celebrating holidays during the school year. Please inform me if there are any traditions or holidays you do not celebrate or do not want your child participating in.

- All children attending this preschool are required to be up to date with vaccines.
- Please do not send your child to preschool if they are sick or have any of the following symptoms. We encourage sharing, but not with germs!
 - **Fever.** This is one symptom that automatically rules out school, no questions. (Anywhere from 100 to 101 degrees or higher is the usual guideline used by most schools.) Your sick child should be fever-free without medication for at least 24 hours before you send him back to school.
 - **Diarrhea.** This could be a sign of a viral infection, so it's best to keep your child at home. It's also important to keep rehydrating him with an oral rehydrating solution when he has diarrhea, and the best way to do that is by keeping him at home.
 - **Vomiting.** Aside from the fact that your child won't be comfortable, he could vomit again (in our house, one bout of vomiting is usually followed by another). Keep him home until he has gone 24 hours without throwing up -- though some parents and doctors say it's fine to send a child to school if he hasn't vomited since the night before.
 - **Cough.** This depends on how severe the cough is. Coughs can spread infection to other students. A serious cough can also keep a child from getting a good night's rest, which means he'll be too tired for school in the morning. As a general rule, if your child has a serious cough, particularly if it's accompanied by breathing troubles, call your doctor and keep him home. But if it's just a mild cough and he has no other symptoms, he can probably go to school.
 - **Rashes.** Skin rashes could be a sign of a contagious infection, such as impetigo. You should have a rash evaluated by a doctor before sending your child to school.
 - **Pinkeye** (conjunctivitis). This infection can quickly and easily spread from one child to another, as many parents of grade-school age children already know all too well. Keep your child home until the doctor says he is no longer contagious.

(List adapted from childparenting.about.com)

Please sign below that you have read and understand the policies and procedures of Little Owls Preschool. Thank you.

I, _____, parent/guardian of
_____, have read and will adhere to the policies and procedures
of Little Owls Preschool.

Signature

Date

Little Owls Preschool

What to Bring

Please send your child to preschool each day with a **healthy snack, backpack, water bottle, extra change of clothes** to leave in their backpack in case of an accident, and their **folder** that I will be providing for them.

Classroom Schedule

I will be trying to keep a daily schedule each day. I feel that children do best with a routine and when they know what to expect. Here is an example of what our day will look like, but it may adapt or change according to the needs of the group.

- 9-9:20/ Freeplay
- 9:20-9:30/ Clean up
- 9:30-9:50/ Circle Time
 - Song, Calendar, Weather, Alphabet, Counting, talk about our topic for the day, felt story board.
- 9:50-10:05/ Snack and story time
- 10:05-10:30/ Outside Play and sensory tables
- 10:30-11:00/ Centers
 - This will include usually 2 or 3 centers. There will be a craft or art activity and a fine motor activity that goes along with our theme.
- 11:00-11:20/Music and Movement
- 11:20-11:30/ Pack up and line up to go home

Folders

Each child will have their own folder that they are responsible for bringing to school each day. In it there will be a place where I put papers for them to leave at home, and papers for them to bring back to school. I will send a monthly newsletter home, as well as a reminder for tuition. You may also send tuition in an envelope in the folder as well.

Birthdays

We want to share and celebrate your child's birthday at preschool! During circle time, your child will be recognized as we sing to him/her and make a compliment chart about them to take home. I will also provide them with a special birthday

straw to take home. Parents are welcome to come during the last 20 minutes of class and bring a treat to share and to read the class your child's favorite book!

Holiday Parties

There will be 4 class parties throughout the year. We will be having a Halloween party, Holiday party, Valentine's party, and our last day of school party. I would love volunteers for those parties, so please let me know if you would like to come and join in the fun! There will be more details to come.

Field Trip

For our farm unit we will be going to Schnepf Farms in April. All parents are encouraged to come and siblings are welcome! As we get closer to April, I will have more specifics for this fun field trip!

Monthly Newsletter

At the beginning of each month, I will be sending home a monthly newsletter. In this newsletter I will include a calendar of the themes we will be covering, class birthdays, a brief summary of all the fun we had the month before, and any other important announcements.

Important Dates to Remember

- September 5th- First Day of School
- October 31st - Halloween Party
- **November 11th- No School**/Veteran's Day
- **November 28th- No School**/Thanksgiving Break
- December 19th- Holiday Party
- **December 22nd-January 2nd- No School**/Winter Break
- February 13th- Valentine's Day Party
- **March 9th-13th- No School**/Spring Break
- **April 3rd- No School**
- May 29th- Last Day of School