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# Parent Handbook

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406-407-8850

### **Hours of Operation:**

Start Date: September 8 (3 year old class) / September 09 (4/5 year old class)

End Date: May 27 (all classes)

### **Age Requirements:**

Your child must be 3 by September 10<sup>th</sup> for the three year old program, or 4 by September 10<sup>th</sup> for the four year old program. We are concentrating on kindergarten readiness, social development, school routines, and overall development (gross motor, fine motor, classroom routines, social/emotional, and language development).

Immunization Requirements:

We require the same immunizations the State of Montana requires at all daycare facilities. Please check with the Flathead County Department of Public Health for more information. You will need to provide a copy of your child's immunization record.

### **Child Attendance Options:**

We offer a 3 day four year old session, and a 2 day three year old session as indicated below. Please refer to tuition agreement form for cost.

#### **Option #1 (child must be 4 prior to September 10<sup>th</sup> and potty trained)**

8:30-12:00 Tuesday, Wednesday, Thursday

#### **Option #2 (child must be 3 prior to September 10<sup>th</sup> and potty trained)**

8:45-11:45 Monday, Wednesday

A non-refundable payment of \$50 is due for enrollment/registration of your child. This ensures your child a slot in the program, and is used to purchase curriculum materials for the start of the school year.

### **Start of day and End of day information**

For the safety and security of those in the building, the doors automatically lock when shut. We will be nearby to let you in the building between 8:25-8:35 for drop off/start time. ***Due to staffing if your child is in the 3 year old class, please do not come in the building until 8:40 (even if doors are unlocked).*** We appreciate promptness, so we do not have to leave class to open the doors if you are late. Please **DO NOT RING THE DOORBELL** as it does not ring into our room. It rings to a business downstairs. If you are late, please call our phone number. Class ends at the time indicated above. We will be waiting with the students in the foyer.

***Please supervise your child closely before and after the indicated pick-up times. Once your child is picked up he/she is in your care and we are no longer responsible.***

### **Inclement Weather Conditions:**

In the event there are school closures in Kalispell, we will be closed. We will contact you as soon as possible. We will post immediately to our Dojo app if school is not in session.

***We will NOT text or call. Our primary mode of communication is via an app called Dojo.***

You will receive information on class Dojo at the start of the school year.

### **Holidays/Days Off:**

***Remember monthly tuition is based on a yearly sum, and there will be no adjustments due to absences of your child, or routine non-school days as reflected on the school calendar. Payments are to be made, according to the payment schedule listed in the tuition agreement, regardless of the actual number of school days scheduled or attended in any given month. There are no individual reimbursements/credits or proration of payments due to your child's absence from the program. (e.g. illness or vacation). Some rare exceptions may apply (e.g. absent for more than 2 consecutive weeks due to hospitalization).***

***We observe the following holidays/days and our calendar is similar to that of the local school districts. Our calendar will be provided once school district calendars become available to us.***

MEA-MFT Educator's Conference

Thanksgiving

Christmas/Holiday Break

Martin Luther King Day

Spring Break

Memorial Day

### **Illness:**

Your child should be picked up and/or not come to school if any of the following apply.

1. Fever (must be fever free for 24 hours before returning)
2. Vomiting or Diarrhea (must wait 24 hours after last episode)
3. Any infectious condition that is contagious to others

***If your child is unable to participate comfortably in activities, he/she should stay home.***

### **Potty Training:**

Your child MUST be potty trained prior to attending preschool. We will have toilet breaks built into the daily schedule, and we understand that an occasional accident may occur. If an accident occurs, we may need to call you to assist your child (depending on staffing, child's independence level, and situation). If child has more than three accidents per month, he/she may be dismissed from the program.

### **Classroom Rules:**

The Preschool 3B's:

Be Safe, Be a Friend, Be a Worker (Be Safe, Be Respectful, Be Responsible)

We teach the 3B's as part of our daily classroom routine.

### **Discipline:**

Discipline is used with a positive approach using a variety of teaching strategies. We believe in the teaching program Love and Logic and the 2 choice system. The program creates a nurturing, safe environment where children make their own good choices. We reinforce desired behaviors continuously throughout the school day, as part of our daily routine.

### **Severe Behavior Clause:**

We reserve the right to terminate the enrollment of a child with severe behavior (endangering self or others, significant disruption to the daily routine, requiring too much staff attention). This is only for severe cases and after many attempts to correct the behavior. We promise this will not come as a surprise, as we will have been in contact with the parent if this situation arises.

### **Supplies needed:**

- \*Backpack for supplies/belongings
- \*Crayola brand water colors (please label with child's name)
- \*Spare set of seasonally appropriate clothing to be left at school (please label)
- \*Snow boots, snow pants, hat, mittens (ensure they are dry for the next school day) **PLEASE LABEL!!!**

**NOTE: PULL ON TYPE BOOTS/NO LACE UP ONLY TYPE BOOTS!**

**MITTENS VERSUS GLOVES! ONLY SEND GLOVES IF YOUR CHILD IS INDEPENDENT AT PUTTING THEM ON. THANK YOU!!!**

You may want to provide a different pair of shoes or slippers during the winter months, so your child doesn't have to wear his/her snow boots inside.

Please put your child in appropriate footwear for playing. Flip flops are cute, but they are not a safe alternative for playing outside.

Please do not send your child in their "good clothes". This is a preschool environment and children do get messy. There are certain products used in the classroom which may stain clothing. Although aprons are worn, **we will not be responsible for replacement of clothing.**

### **Toys/Items from home:**

We will not be responsible for items brought from home. Please discourage your child from bringing toys to school.

### **Snack:**

Please pack a healthy snack for your child and a water bottle every school day.

### **First-Aid Policy:**

We handle minor injuries with Band-Aid's, ice packs, and hugs. If we feel the injury is more serious, we will call you and inform you of the situation to let you decide which action should be taken. In the event of a serious injury or emergency, we will call 911 and administer first-aid until emergency transport personnel arrive. We will call you and inform you of the situation.

### **Outdoor Play:**

We spend time outdoors every day, except in the most extreme weather. This time is important for your child's health, growth, and development. Please make sure your child has seasonally appropriate clothing to play outdoors.

### **Curriculum:**

We are both experienced teachers with a degree in the field of education. We will be using age appropriate, academic programs used by various local school districts. We will be using the preschool Handwriting Without Tears program to teach the first stages of writing, letter formation, pencil grip, etc... ZooPhonics will be used to teach lower case letter sounds and phonemic awareness.