

# A+ Preschool



**2009 – 2010**

**Parent Handbook &  
Admission Policies**

# Table of Contents

Welcome .....	page 3
Purpose.....	page 3
Program Philosophy.....	page 3
Teaching Philosophy.....	page 3
Methods.....	page 3
Goals .....	page 4
Class Structure .....	page 4
Classroom Rules .....	page 4
Discipline .....	page 4
Group Time.....	page 5
Center Time .....	page 5
Daily Schedules .....	page 5
Preschool Calendar .....	page 6
Program Director and Licensing Information .....	page 7
Admission Policies .....	page 7
Days and Hours of Operation .....	page 7
Capacity Information .....	page 8
Rates.....	page 8
Financial Policies .....	page 9
Withdrawal.....	page 9
Sign-In /Sign-Out.....	page 10
Clothing.....	page 10
Medication and Illness.....	page 10
Food .....	page 10
Transportation.....	page 11
Field Trips.....	page 11
Rights of the Department of Social Services .....	page 11
Emergency Care and Disaster Plans .....	page 11
Admission Agreement .....	page 12

## **Welcome**

Our warmest welcome is extended to you and your child. We are delighted that you have chosen to send your child to the A+ Preschool. Your child is important and special to us. We view ourselves as more than a preschool, we view ourselves as part of your extended family. During the formative years of development, we hope to make a positive contribution to your child's mental, social, physical, emotional, and spiritual growth.

Please read this Parent Handbook so that you are familiar and secure with the school you have chosen for your child. Thank you for sharing your child with us. We promise to love and nurture your child through their educational journey.

## **Purpose**

The purpose of the A+ Preschool is to provide quality care and enriching experiences for children in a warm and loving environment. As the name "A+" implies, we always strive for excellence.

## **Program Philosophy**

We believe that God created each child as a special and unique person. Each child can achieve his/her full potential through encouragement when guided with love and patience. Stimulation through a wealth of new experiences will promote spiritual, emotional, physical, mental, and social development and growth.

## **Teaching Philosophy**

We believe that children learn best through a combination of structured activities and free play. They learn through active participation in all learning activities: including crafts, group time, center time, recess, story time, organized games, and songs. The curriculum that we use is a hands-on curriculum. The children are learning by using as many senses as possible, and therefore gaining as much as possible from their experiences. Our curriculum is carried out through weeklong units. These units include letters of the alphabet, seasons, holidays, and other practical topics.

## **Methods**

We believe that every child should have a well-balanced early childhood experience in all areas of growth. Therefore, our program includes the following:

- |  |                      |
|--|----------------------|
| • Group time                               | • Dramatic play      |
| • Bible stories                            | • Computers          |
| • Music                                    | • Science and nature |
| • Center time                              | • Organized games    |
| • Creative art activities                  | • Free play          |
| • Language development activities          | • Outdoor activities |
| • Math readiness and basic math activities | • Physical exercise  |

## Goals

- **Encourage** the child's awareness of the love of God.
- **Increase** love and respect for others.
- **Stimulate** curiosity and creativity.
- **Promote** a positive self-image.
- **Develop** a sense of responsibility.
- **Assist** in the development of small and large motor skills.
- **Introduce** good health habits.
- **Lay** a foundation for success in school.
- **Provide** an environment fostering a sense of security and well being.

## Class Structure

There are two preschool classes in the A+ Preschool Program.

**Friendly Frog Class-** Children in this class must turn 4 by December 2, 2009. The children in this class will be old enough to attend kindergarten the following school year.

**Busy Bee Class-** Children in this class have turned 3 years old, but will not be 4 by December 2, 2009.

The A+ Preschool uses December 2nd as the cutoff date, following the TTUSD guidelines for kindergarten eligibility. Your child will remain in their assigned class throughout the school year.

## Classroom Rules

There are only 5 rules in the A+ Preschool. Children cannot remember long lists of do's and don'ts. These simple rules provide children with a framework to know how to behave in almost any situation.

- |  |                          |
|--|--------------------------|
| • Listen and follow directions the first time. | • Share and take turns.  |
| • Thumbs up before speaking.                   | • Be kind to each other. |
| • Keep your hands and feet to yourself.        |                          |

## Discipline

Discipline is necessary to help children learn to control their actions. We do NOT use corporal or severe punishment. A+ has adopted the following procedures to deal with behavior problems:

- Verbal warning; discuss with the child that what they are doing is unacceptable.
- Remove the child from the situation and redirect.
- Time out chair.
- If behavior persists, the child's behaviors will be discussed with the parents at the end of the day.
- If repeated time outs occur, a parent/administrator conference will be mandatory.
- If the above steps fail, the child will be asked not to come back for a period of time agreed upon by the parents and the administrator.

The child becomes aware that he/she is loved, but that certain behavior is not acceptable. The safety of the children is the highest priority for setting the discipline policy.

## Group Time

In order for children to mature and gain school readiness skills, they must have some structured learning time. A group time requires children to remain quiet and still for a specific period of time and focus on the task at hand. This structured time allows children to develop their attention span, comprehension skills, long and short-term memory skills, and appropriate social skills in a group setting. The elements of our group time include: flag salute, calendar time, daily head count, theme of the week discussion, songs, and a Bible story.

## Center Time

Children learn through play and activity. We use this research-based knowledge and apply it in the classroom to help children learn and grow. Structured playtime helps prepare children for kindergarten. After receiving instruction for each center, they are expected to play and learn in small groups. Children develop important skills during center time including: social skills, problem solving, sharing, and time management skills. The centers focus on the areas of math readiness, language development, arts and crafts, and dramatic play. They are designed to address the following skills:

- **Math readiness center-** matching, counting, sorting, classifying, comparing, one-to-one correspondence, sequencing, patterns, measurement, shapes, and number recognition.
- **Language development center-** listening skills, comprehension, vocabulary, verbal expression, letter knowledge, early word recognition, written expression, developing knowledge of literary forms, reading motivation, and book care.
- **Arts and crafts center-** using a variety of materials to create original work; using a variety of colors, textures, and shapes; expressing oneself; develops gross and fine motor skills through the use of markers, crayons, paintbrushes, scissors, etc.
- **Dramatic play center-** expression of feelings and emotions, interaction with others, and development of imagination.

## Daily Schedules

The following are the daily schedules for the Friendly Frog and Busy Bee classes. The schedule provides the structure and consistency that creates an environment in which children thrive.

### **Friendly Frog Schedule**

8:45 - 9:30	Free Play
9:30 - 9:40	Bathroom
9:40 - 10:00	Snack
10:00 - 10:30	Group Time
10:30 - 11:20	Center Time
11:20 - 11:40	Outside Play / Free Play
11:40 - 11:45	Bathroom
11:45 - 12:30	Lunch
12:30 - 12:45	Clean Up / Bathroom
12:45 - 1:00	Story time
1:00 - 2:00	Naptime
2:00 - 2:15	Wake Up / Bathroom
2:15 - 2:30	Snack
2:30 - 3:00	Outside Play
3:00 - 3:15	Group Time
3:15 - 4:00	Center Time
4:00 - 5:00	Free Play/ Organized Games
5:00 - 5:30	Story time, Activity CDs

### **Busy Bee Schedule**

8:45 - 9:30	Free Play
9:30 - 10:00	Group Time
10:00 - 10:10	Bathroom
10:10 - 10:30	Snack
10:30 - 11:20	Center Time
11:20 - 11:40	Outside Play / Free Play
11:40 - 11:45	Bathroom
11:45 - 12:30	Lunch
12:30 - 12:45	Clean Up / Bathroom
12:45 - 1:00	Story time
1:00 - 2:00	Naptime
2:00 - 2:15	Wake Up / Bathroom
2:15 - 2:30	Snack
2:30 - 3:00	Outside Play
3:00 - 3:15	Group Time
3:15 - 4:00	Center Time
4:00 - 5:00	Free Play/ Organized Games
5:00 - 5:30	Story time, Activity CDs



# A+ Preschool Calendar 2009 - 2010

\* *These are tentative dates based on the TTUSD 2009-10 calendar. Revised 3/18/09\**

<b>August</b>	First day of preschool – Monday, the 24 <sup>th</sup> .
<b>September</b>	A+ Preschool is <b>closed</b> for Labor Day, the 7 <sup>th</sup> .
<b>November</b>	A+ Preschool is <b>open</b> for Veteran’s Day, the 11 <sup>th</sup> . A+ Preschool is <b>closed</b> for Thanksgiving, Thursday & Friday, the 26 <sup>th</sup> – 27 <sup>th</sup> .
<b>December</b>	A+ Preschool is <b>closed</b> for Christmas break, the 21 <sup>st</sup> – 31 <sup>st</sup> .
<b>January</b>	A+ Preschool is <b>closed</b> for New Year’s Day, the 1 <sup>st</sup> . Back to preschool – Monday, the 4 <sup>th</sup> . A+ Preschool is <b>closed</b> for Martin Luther King, Jr. Holiday on the 18 <sup>th</sup> .
<b>February</b>	A+ Preschool is <b>closed</b> for Presidents’ Day, the 15 <sup>th</sup> .
<b>March</b>	Preview Day is Thursday, the 25 <sup>th</sup> from 10:30 a.m.-11:30 a.m. <i>Tell your friends and neighbors!</i>
<b>April</b>	A+ Preschool is <b>open</b> for Spring Break Week, the 12 <sup>th</sup> -16 <sup>th</sup> .
<b>May</b>	Registration for returning students, the 4 <sup>th</sup> . New student registration, the 6 <sup>th</sup> . A+ Preschool is <b>closed</b> for Memorial Day, the 31 <sup>st</sup> .
<b>June</b>	Graduation and Promotion ceremony will be on Thursday, the 3 <sup>rd</sup> . Last day for A+ Preschool is Monday, the 7 <sup>th</sup> . <i>Based on TTUSD calendar.</i>

### Important Notes:

- A+ Preschool will be open for snow days as long as there is electricity.
- The last day of A+ Preschool for the school year will be June 7, 2010. The Big A Club will offer a class for 3 and 4 year olds from 10 a.m.-2 p.m., Tuesday through Friday. The summer programs will begin Tuesday, June 8<sup>th</sup>. (Based on the TTUSD 2009-2010 calendar.)
- A+ Preschool will continue through the summer with a limited enrollment program. It will be held Tuesdays through Fridays June 8<sup>th</sup>-August 6<sup>th</sup>, and Mondays through Fridays August 9<sup>th</sup>-20<sup>th</sup>. The preschool program will be open from 8:45 a.m.-5:30 p.m. and the children will participate in all Big A Club activities. Enrollment for this summer program will take place on a first come, first serve basis, with priority given to children who have completed the school year in A+ Preschool. The summer program is only open to students who have completed all paperwork and are current with all tuition payments. The cost is \$25 a day and includes the cost of all field trips and Big A Club special events.

## Program Director and Licensing Information

We are fully licensed by the State of California

License Number – 313 609 613

A+ Preschool Program

Gaynell (Nell) Jackson, Director

P.O. Box 7452

390 Fairway Drive

Tahoe City, CA 96145

**A+ Office – 530.583.1534**

Church – 530.583.7458

Fax – 530.583.9071

Email – [gaynelljackson@sbcglobal.net](mailto:gaynelljackson@sbcglobal.net)

Website- [www.tahoeministries.com](http://www.tahoeministries.com)

### Admission Policies

Healthy children will be admitted and accorded equal treatment and access to services without regard to race, religion, color, national origin, or ancestry. The A+ Preschool Program is for children ages 3 and 4 years old. The day your child turns 3 years of age, they are eligible for our program. **Children must be toilet trained by the day of entry.** Children must be ready for the type of group experiences offered and able to benefit from the program.

The following forms must be completed and turned in to A+ **BEFORE** your preschooler may be admitted into the program: Copy of Admission Agreement, Notification of Parents' Rights, Personal Rights, Identification and Emergency Information, Consent for Emergency Medical Treatment, Child's Pre-admission Health History (Parent's Report), Physician's Report, and Immunization Requirements. **A+ will not hold a spot for your child until all paper work is completed.**

Children must be immunized against Polio (3), Measles, Mumps, and Rubella (1), Diphtheria- Pertussis- Tetanus (DPT-4), Hib, Hepatitis B, and Varicella (or give date of the disease), or have a statement on file giving a reason for exemption. The last TB test must have been within the past two years. Up-to-date immunization records must be presented at the time of enrollment.

Parents must complete information regarding the pick-up and release of their child. Only people on file will be allowed to take a child from the program. Should the need arise for someone not listed to pick up your child, we must have a written note or phone call from the parent. The designated person will be required to show a picture ID.

### Days and Hours of Operation

We are offering Monday through Friday:

- 8:45 a.m.-12:30 p.m. morning half-day option (\$12.00 per child)
- 12:30 p.m. – 5:30 p.m. afternoon half-day option (\$15.00 per child)
- 8:45 a.m.-5:30 p.m. full day option (\$25.00 per child)

## Capacity Information

Our preschool is licensed for 36 children.

Parents will be charged a flat rate each month, based on the number of sessions/days per week that your child has been enrolled. (See below) If your child attends any additional sessions, this amount will be added to your bill.

**Drop-ins** will be on a space available basis only. Please do not just show up. You will need to call to see if there is space available for your particular day. **To summarize: no phone call = no drop-in.**

## Rates

**Morning Session (8:45-12:30).....\$12.00**  
**Afternoon Session (12:30-5:30).....\$15.00**  
**Full Day Session (8:45-5:30).....\$25.00**

<b>Half Days</b> 8:45-12:30 / 12:30-5:30	<b>Monthly Rate</b> AM/PM
1 day	\$48/\$60
2 days	\$96/\$120
3 days	\$144/\$180
4 days	\$192/\$240
5 days	\$240/\$300

<b>Full Days</b> 8:45-5:30	<b>Monthly Rate</b>
1 day	\$100
2 days	\$200
3 days	\$300
4 days	\$400
5 days	\$500

**\* Registration Fee-**

**An initial registration fee of \$40.00 is charged at the time of enrollment. It is non-refundable and non-transferable. This is a one-time fee.**

## Financial Policies

### Tuition-

Tuition will be billed at the end of the month for the days enrolled. Tuition two weeks in arrears will lead to dismissal from the school until account is paid in full. Re-entering the program will be based on “space available” openings after the account is paid in full.

Tuition is due on the 15th. A \$10.00 late fee will be charged if paid past the 15th. Chronic late payment will lead to dismissal. **Tuition is subject to change with a month’s advance written notice.**

### Returned Checks-

Tuition checks returned by the bank are subject to a \$10.00 return check charge. If two checks are returned within a three month period, payment by cash or money order will be required.

### Late Pick-Up Charge-

It is imperative that all parents pick up their children on time. There will be a five minute grace period, after that the charge is \$1.00 per minute and is due at time of pick-up. Continued late pick-ups will result in a termination of services.

### Capacity Information-

If a child is **absent on their scheduled days**, you will still be charged.

**Vacations-** We hope that you and your family are able to go on vacations. When this happens, here are your choices:

- Pay your regular fees for that time period to keep your child’s spot.
- Find another child to use and pay for the days you will be absent. They must meet all the requirements and fill out all the paperwork. No registration fee will be required for children filling vacancies.

**Illnesses-** There is no credit, refund, or make-ups given in the event of an illness. If there is a severe illness (of two weeks or more), arrangements may be made at the discretion of the program. The same options are available as stated in vacation policy.

**Changes in your Child’s Set Schedule-** Any changes that are made by the parent during the actual month will become effective on the first of the following month. That means that the bill for the month will remain the same until the beginning of the next month. If you wish for your child’s schedule to change for the next month, make sure you notify us prior the beginning of that month.

## Withdrawal

Children benefit most when the program and the home have a similar philosophy of teaching and discipline. Should the time arise when either the A+ Preschool or the parent feels that the child is not benefiting from the program, either party may request withdrawal without prejudice with a two week written notice.

## Sign-In / Sign-Out

When dropping off your children, our motto is, “**the shorter the good-bye, the shorter the cry!**” California law requires Sign-In/Sign-Out sheets. We become responsible when you sign in, and you resume responsibility when you sign out. **You, as the adult, must sign your child in and out. You must use your full signature and not just initials.**

**Chronic indifference to this responsibility jeopardizes your child’s continued enrollment.** After signing out, your child should remain with you. The staff will sign in students picked up by the program at TCNS and TSP.

## Clothing

Every child must bring an extra change of clothes in their backpack. Please put your child’s name inside their clothes. Children must wear undergarments every day. Thongs and sandals are unsafe for playground activities. Please send your child with socks and tennis shoes.

Children will go outside throughout the school year. Parents should send children to preschool with the appropriate clothing for the weather. This includes jackets for cooler weather and snow clothes (snow pants, snow boots, waterproof gloves, hat, and coat) for winter weather.

## Medications and Illnesses

Medication is given to a child only if the medication is in the original container with the child’s name, drug name, doctor’s name, dosage, and times to be given. Written consent from the parent must accompany medication. No medications, including aspirin, cough medicine, etc. will be given without written permission. A medication log is kept in Nell’s office. Parents will be required to sign that log to acknowledge the administering of medications.

### ***A CHILD SHOULD BE KEPT HOME FOR THE FOLLOWING REASONS:***

- A persistent fever or one during the night for the past 24 hours.
- If taking an antibiotic during the first 24 hours.
- If there is a nasal discharge (including thick or colored)
- A constant cough or complaint of ear hurting.
- Any symptoms of a communicable disease (including cold or flu).
- Diarrhea or vomiting.

Parents will be contacted during the day if the child develops a fever (over 100 degrees), vomits, coughs constantly, or appears ill in any way. The child will be sent home until he/she is well enough to return to the program. Working parents must make arrangements for someone to pick up and care for their child if illness occurs during the day.

## Food

A+ Preschool provides a mid-afternoon snack. If your child has allergies, please notify us so that we may accommodate. **It is your responsibility to provide a morning snack and a nutritious lunch for your child each day.**

## **Transportation**

Children will be picked up from Tahoe Community Nursery School and the Tahoe State Preschool in the A+ van. Children under the age of 6 years, or under 60 pounds are required to be transported in car seats. A+ will provide a car seat for your child.

## **Field Trips**

Field trips are planned by A+. Parents will be notified in advance. Permission slips are required for each trip and transportation is provided by A+. A+ will provide car seats.

## **Rights of the Departments of Social Services**

This department has the right to interview any children or staff, and to inspect and audit records regarding a child or the center without prior permission. A+ will make provision for private interviews and for the examination of all records relating to the operation of the program. The department also has the right to observe the physical condition of the child (children), which includes the situations that would point to abuse, neglect, or inappropriate placement.

## **Emergency Care and Disaster Plans**

### **Fire Drills-**

Fire drills are conducted once a month in order to train the children in fire safety procedures for our building. After evacuation occurs, all students and teachers meet in the First Baptist Church parking lot. We are lined up according to classes and a head count is taken.

In case of an actual building fire, the children will be evacuated to one of two places. Our first choice is to be evacuated to Tahoe Lake School. The number there is 583.3010. The other site would be the Fairway Community Center. You would want to reach us by the cell phone numbers below.

### **Emergency Cell Phone Numbers-**

- **Nell Jackson: 530.448.1166**
- **Debbie Wohler: 530.448.9359**
- **Kelly Moyer: 530.448.3255**
- **Mrs. Mo (Maureen Stelzriede): 530.386.2655**

### **Forest Fires-**

In case of an actual forest fire, we will remain at the church. If it does become necessary to, our first point will be the Tahoe City Golf Course. If we are still threatened, we will evacuate to Mi Casa II. If that is not safe, we will then head to Commons Beach. This third choice would be our last resort.

### **Earthquakes-**

In case of earthquake, A+ would remain at First Baptist Church. If we were unable to stay at the church, you would be able to reach us by cell phone.