

The Village Preschool



It takes a village to raise a child!

Parent Handbook
2007—2008

The Village Preschool

Parent Handbook

Dear Parents,

Welcome to The Village Preschool AM, PM, and all day program. We know that finding the right preschool program for your little one is a very important, and often challenging decision to make. We also understand that it is ultimately important that you feel secure and as though your child's emotional, social, developmental, and physical needs will be met when leaving your little one in the care of others. The Village Preschool program has been developed with all of this in mind. We are excited to now be able to offer the families of Bend a program that will:

- Give children the opportunity to play, learn, and grow in an accepting and encouraging environment.
- Enable children to explore, embrace, and become a healthy part of the social, emotional, and physical world around them on both a local and global level.
- Encourage creativity and wonder.
- Teach respect and compassion for our teachers, friends, families, and nature.
- Support and meet the diverse child care needs of the families in our community.

This Handbook has been developed to give you a thorough introduction to our unique program and its processes and procedures. Building a partnership with our parent is vital to the program's success so please take some time to thoroughly read through each section of this handbook and feel free to contact us directly if you have any additional questions that need to be answered.

Please remember that your input and ideas will only help us grow and are always welcome. Thank you once again for joining us as we look forward to having the opportunity to watch your child play, learn, and grow in our inspiring and encouraging environment!

Sincerely,

Annette Benedetti Owner/Director/Teacher

James Garrett Owner/Teacher

Our Curriculum

Our Curriculum includes a monthly theme that encourages the children to explore and learn about the natural world as well as the culturally diverse world in which they live.

We believe that learning takes place when children play and are given activities that inspire creativity and activity. Some of the learning opportunities that will be provided weekly are:

Art: Our art center consists of a two sided art easel that will have paint, crayons, and/or chalk available all day long. We will also provide a wide array of art materials and prepare various art projects that are developmentally appropriate for each age group and reflect our theme.

Science/Cooking: Our science activities will include weekly cooking projects, sand and water play, exploration and discover of the natural world, and both long and short term projects that are thoughtfully developed and specifically designed for each class.

Music & Dramatic Play: We have a music room that includes various instruments and is located away from the other activity areas so that children can explore the sounds they make without inhibition. Our dramatic play area is filled with a variety of materials and a table puppet theatre that allow the children to use their imagination while creating stories and traveling wherever their minds will allow.

Yoga: At the beginning of both morning and afternoon circle the children will have a chance to participate in a mini yoga class designed especially for little ones. Yoga helps children learn how to listen to and respect their bodies. They will also enjoy learning more about animals and nature through poses such as: downward dog, cobra, and tree.

Our classroom is also equipped with a comfy reading area with a large variety of books and a small motor/block area.

The Classroom Environment

Our classroom environment has been carefully designed with the children's best interest in mind. You will immediately notice that the colors we have selected for the walls and the furniture are for the most part natural and/or neutral. We have hung very few "pre-made" or store bought pictures on the wall as we believe that children feel more connected to and more invested in their environment when they take part in its creation; thus, we have left plenty of blank space on the walls at both the child and adult eye level, where the children's art as well as pictures from home will be hung. On that note, we ask that parents take some time to pick out pictures of family members and friends that their child will enjoy looking at and sharing with their friends through out the year. Please only send pictures that you do not expect to get back in one piece if at all. These pictures will be hung low where the children can both see and touch them.

With the exception of a very few toys, our play centers are simple yet stocked with materials that allow the children to use their imagination while playing. For example, our dramatic play center has a few simple props, like large sheets of colorful material, that the children can use and play with many different ways. One child might use

the material as a dress and play princess, where as another might drape it over furniture to make a tent. By keeping our play materials basic, we allow and encourage the children to be more creative and use their imagination.

Many of our class activities will also be developed with the intention of adding to our class room play materials. For example, the curriculum may call for an art project that includes making drums or shakers. These shakers will then be added to our music room where children will enjoy playing with their own creations and seeing how they can improve and add to their own school environment.

Our Classes

As our group grows the children will be separated into two classes based on a combination of age and development. The classes are as follows:

The Explorers – Serving children ages 2 to 4 years old.

The Voyagers – Serving children ages 3.5 to 6 years old

Activities will be developed according what is appropriate for each age group.

Our Hours of Operation

We are open Monday through Friday from 7:30 AM to 6 PM.

Late Pickups: Parent agrees to pay a late pick-up fee of \$15.00 for the first 15 minutes after 6:00pm and \$15.00 there after for each 15 minutes of time.

Sign in & Out

All children must be signed in and out daily with a full signature of an authorized adult. When signing your child in, please state who will pick up your child if other then you. Your child will not be released to anyone who is not on the emergency form. If you think you cannot pick up your child and did not talk to a teacher when dropping your child off, you need to talk directly with a teacher to arrange pick up for your child at the end of their day.

Please do not communicate this by leaving a phone message. The safety of your child is very important to us and is not taken lightly or for granted, therefore clear and direct transfer of information to a teacher is necessary.

Snacks & Meals

Snacks: The Village Preschool serves 3 healthy snacks throughout the day. Our snacks include whole grain breads and crackers, fruits, veggies, and dairy products. Please let us know if your child has any food allergies. Every Monday, children will participate in a bread making project. The bread that is made will be used for snack through out the rest of the week.

Breakfast and Lunch: Cold whole grain cereal and juice or fruit will be available for children who attend the program early in the AM. Lunches must be brought from home. If you send food that needs to be refrigerated please

use a lunch pail that can hold an ice pack. Your child's lunch should include food such as whole grains, protein, cheese, veggies and fruit. Please do not send candy or sweetened drinks to school in your child's lunch. We will heat food as needed by microwave.

What Your Child Should Bring

Clothes: You should bring active clothing appropriate for the current weather conditions. In the summer we will be playing outside and getting wet so be sure to include a swim suit and several changes of clothes. In the winter we will go outside everyday unless it is dangerous for the little ones. It is important that you send them with a heavy coat, hat, snowsuit, boots, and gloves everyday as we don't have extras available and we don't have the extra staff to keep a child inside on their own.

In general, expect your child to get dirty everyday, we have an active and creative curriculum that includes lots of messy stuff. Please send your child with extra clothes each day and make sure they aren't special clothes because even though we try to always use washable supplies... some stains just won't come out!

Diapers & Wipes: Parents are responsible for all diapering materials.

Nap Mat Sheet: Please bring a nap mat sheet (crib sheets will work), and blanket for your child's nap mat.

Toilet Training

We understand that not all children are potty trained by 2 years and we are willing to help with the process however your child must be able to sit on and use a potty. If your child is in pull ups or diapers we will change him/her standing up, and in the bathroom. You are responsible for all diaper and wipe materials needed. We believe toilet training is only possible with consistency and gentle encouragement. Staff will communicate closely with parents on their child's toileting progress.

Field Trips

The class may go on walks in the neighborhood or to nearby parks. Children will be accompanied by the appropriate staff at all times. A note will be left on the front door telling parents where their children are if they should arrive while the class is gone. Parents may pick their children up from wherever the class destination may be.

Field trips may be taken throughout the year to enhance classroom activities. Parent will be notified and permission slips will need to be signed by a parent for your child to attend. Parent drivers will be scheduled to transport students and supervise activities.

Television Policy

The television is rarely scheduled as an activity. In the event that it is scheduled, parents will be notified ahead of time as to what the children will be watching and when.

Holidays/Absences/Vacations

Holidays: The Preschool is closed for all major holidays including but not limited to: *New years Day, Memorial Day, Provider Appreciation Day, Labor Day, July 4th, Thanksgiving and day after, *Christmas and day after. All other vacation days will be posted at least a month in advance. Rarely, with no fault to the preschool or its staff, we may have to close for unforeseen reasons or illness. If this occurs, we will first attempt to find a substitute. If this option is unavailable, then notice will be given at least 24 hours in advance.

*The Village Preschool has two vacation weeks a year. One is typically in winter and falls over and the Christmas holiday and includes Christmas as well as New Year. The other falls early in summer directly after the end of the school year. Please see the calendar for exact dates.

Vacations: Please notify the school in advance when you know your child will not be attending due to vacation time. Your monthly fee will need to be paid on time and in full in order to keep your space in the center.

Absences: Please let the school know as early as possible when your child is going to be absent due to illness. If you child has a contagious illness please let us know so that we can post it to alert other parents as is required by law.

Emergency Closures: If school is closed due to snow, announcements will be made on local radio stations including KBND 1140 AM, KLRN 105.5 FM, KQAK 105.7 FM and or a teacher will call you. Closures will correlate with public school closures.

Preparedness Plan

In the event of a natural disaster or a similar emergency, a written disaster and emergency preparedness plan is maintained at the Preschool, which specifically outlines a course of action for the following areas:

- 1 Designation of administrative authority and faculty assignments.
- 2 Contingency plan for fires, floods, and earthquakes.
- 3 Means of emergency exit.
- 4 Emergency transportation arrangements.
- 5 Means of contacting local agencies, including the fire department, law enforcement agencies, civil defense, and any other disaster authorities.
- 6 Means of contacting parents or other designated adults.
- 7 Relocation sites equipped with necessary survival supplies to last at least 72 hours.
- 8 Personalized bag for child, containing a family photograph, 3 days of clothing and a special transitional object.

Health Policy

Health Policy: A child may not attend school with any of the following: fever over 100.5 F, diarrhea, vomiting, nausea, severe cough, unusual yellow color to skin or eyes, skin or eye lesions, rashes that are weeping or pus

filled, difficult breathing or wheezing, or complaints of severe pain. If your child gets any of these symptoms, they will be asked to lie on a mat and stay isolated from the other children. You will be called immediately and asked to come get your child. Any accident or injuries that occur while your child is on the school premises shall be reported to you, in writing, describing the nature of the injury and actions taken. Please sign and return this accident form. A copy will be kept on file at school. If emergency medical care is required, 911 will be called. Parents will be called first if possible. Parents are responsible for any emergency service charges.

Medication: Prescription, or non-prescription medications will only be given to your child after you have filled out and signed a Medication Release form. Teachers will document the times that medication was given.

Accident Reports

All minor accidents are reported in writing on an accident report form. Minor accidents such as cuts and scrapes will be treated with soap and water, bruises and bumps will be treated with ice. Certified personnel may administer additional first-aid. If emergency treatment is necessary, parents will be notified immediately.

Discipline Policy

Good classroom discipline begins with good classroom supervision. Class teachers and assistants are responsible for supervising students at all times. Discipline shall be fair and consistently applied. It shall occur in a timely manner and be appropriate to the infraction and age of child. Consequences for misbehavior shall involve restating rules and appropriate choice options when possible.

Teachers shall:

- Be within sight or hearing of children at all times.
- Monitor children's play for appropriate child to child interaction, intervening when necessary.
- Know their students, monitor individual students for frustration, anger, and intervene when necessary.
- Set clear classroom rules, guidelines, and limits to maintain a safe environment.
- Help each child develop self-control and respect for others.
- Monitor her/him self for frustration/anger level and take appropriate breaks when needed as situation will allow.

Punishment that includes the following are not allowed:

- Hitting, slapping, shaking, striking of any kind.
- Mental or emotional punishment such as belittling, ridicule, threats, yelling or name calling.
- Forcing or withholding meals, snacks, rest, or toilet use.
- Punishment for lapses in toilet training.
- Confining a child to a closed area.
- Chemical or physical restraints used for discipline or control of behavior.

Concerns or complaints regarding discipline should be brought immediately to the director's attention.

Child Abuse Policy

The state of Oregon observes the mandatory reporting policy. Under these guidelines, all staff, volunteers, parents, and adults in and around our school are mandated reporters of suspected child abuse.

Parent Communication

Communication with our parents is of the utmost importance. Teachers will make an effort to talk to parents regularly about how their child is doing in the classroom. Please feel free to call anytime you have questions or concerns. The Director will send out regular announcements via both hardcopy (please check your child's cubby) and e-mail. A monthly newsletter will be sent out updating parents on the classroom curriculum and activities. You are also encouraged to visit the preschool Web site at www.thevillagepreschool.org regularly for any updates that might be posted. If you have an e-mail account please make sure to post it on your enrollment forms. If you have multiple e-mail addresses make sure to clarify which one you would like The Village Preschool staff to use.

Parent Volunteers

We welcome and encourage all parents to spend time in and contribute to our classroom curriculum. If you have special skill or hobby please let the director know. Becoming a regular volunteer is a great way to get to watch your child grow and learn while getting to know the school better. Parent volunteers are always needed for field trips.

Parent Teacher Conferences

Parent teacher conferences will be held every November, March, and June. These conferences give you an opportunity to review your child's overall progress and get to know the teachers and the preschool program better.

Birthdays

Birthdays are a special time at The Village Preschool. Each child will have a special celebration in honor of the day they were born. The children will make a cake for each child and all will participate in decorating the school for the celebration. Parents are welcome to attend the celebration. If you aren't able to come please feel free to leave a camera so that we can take pictures that you can enjoy viewing later.

Enrollment

Enrollment: Children ages 2 – 6 yrs are enrolled in The Village Preschool. No child will be refused enrollment because of gender, race, or religion, or that of their parents.

Before enrolling read and fill out the enrollment packet forms along with the Parent Handbook and included form. Return them to the director along with a copy of your child's immunization records and a nonrefundable fee of \$75 as well as the first month's tuition.

Withdrawal

Parents wishing to withdraw their children from the program must give a 30 day notice in writing. If the pre-school has concerns that the program is not a good fit for a child's specific needs the director and teachers will take all steps necessary to inform and work with his/ her parents to find a solution that will allow the child succeed and stay in the program. In the event that a solution, that is in the best interest of the child, is unable to be found, The Village Preschool reserves the right to request that a child be withdrawn from the program.

The Village Preschool Receipt of Parent Handbook

I have read and fully understand the policies and procedures outline in The Village Preschool Parent Handbook. I understand that parents are expected to adhere to the policies and procedures as outlined within.

Parent/Guardian's Signature _____ Date _____

Please return this sheet with your enrollment forms.