

Early Advantage Preschool LLC Parent Handbook

Educational Philosophy

Early Advantage Preschool LLC promotes individualized learning experiences by supporting physical, intellectual, social and emotional growth through a comprehensive, research based early learning program. In each child I strive to cultivate:

- Autonomy
- Sense of belonging
- Respect for others
- Enthusiasm for exploration
- Risk-taking in learning

Curriculum

Early Advantage Preschool LLC offers a child-centered and developmentally appropriate program for children three to five years of age. Classes are a careful balance of play-based and teacher directed instruction, making a comprehensive system of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive, and language. I have spent the last five years developing the curriculum I use at Early Advantage Preschool LLC, which is the same curriculum I now sell to other preschool teachers nation-wide, and even internationally.

I also use my own experience, as well as the children's interests, to adapt the curriculum to be unique to each class. Classroom observations and assessments become important tools to guide my instruction as well as to communicate with parents. It is not uncommon for me to use data I have collected via observation and assessments to make simple changes to our lessons. Doing so allows me to best meet the needs and interests of every child in my care.

Formal assessments are completed three times a year, fall, winter and spring. The fall assessments give me a baseline for where each child begins the year. Parent-teacher conferences are held during the fall as a way for me to get to know each parent. It is also an opportunity to set and share learning goals for your child. For the remainder of the year, conferences will be held upon request or concern.

Classroom Information

Monthly newsletters are sent out at the beginning of each month, giving parents an at-a-glance look at what the children will be learning. On occasion,

informational articles about preschool development are also sent home. Each week, a report is sent home recapping the week of lesson plans as well as a special note specific to your child.

Days and Time

3-4's Class – Tuesdays and Thursdays from 9:00am-11:30am

4-5's Class – Tuesdays and Thursdays from 12:30pm-3:00pm

Tuition and Fees

Monthly tuition is due the first day of preschool school of each month at a rate outlined and signed for on the registration form. Payments can be made via check made out to Early Advantage Preschool LLC or cash. Alternatively, parents can choose to be invoiced via PayPal.

At the time of enrollment, a one-time, non-refundable registration and supplies fee of \$60 per student is due.

A late fee of \$25.00 will be charged if payment is received after the 7th of the month.

Daily Preschool Schedule

(Not all activities below apply to every age group)

The time allotments below are flexible, meaning that some days certain activities may take longer than others.

15 minutes	Pre-writing and/or Writing Practice Name spelling practice
15 minutes	Morning Circle Time
30 minutes	Phonics Instruction <ul style="list-style-type: none">• Song, poem, rhyme or chant• Oral language skill• Phonemic awareness• Letter of the week activities
30 minutes	Thematic Activities
30 minutes	Math Activities
30 minutes	Snacks, Outdoor Learning, and Closing Circle Time

Attendance Policy

School is important, no matter the age of the child. Regular attendance at school not only helps your child grow and mature in all areas of development, but also teaches your child to value of education and work. Please make every attempt to make sure your child comes to school every day and is on time for class. However, when child is sick, it is best for everyone, including the child, to stay home and rest. (Read more about the sick policy below.) If your child must be absent, please inform me via E-mail or text as soon as possible. Students who miss six or more consecutive days of school with no communication from the parent or guardian will automatically be withdrawn.

School Cancellation Policy—Inclement Weather

When necessary, preschool will be cancelled due to inclement weather. If the Nampa School District has cancelled school, then typically preschool will be also cancelled. Parents will be notified as early as possible via text message.

School Cancellation Policy—Teacher Absence

I reserve the right to claim up to three sick/personal days per academic year. Any additional sick or personal days will either be made up by providing an equal amount of extra days of preschool, or a refund of prorated tuition.

Withdrawal Policy

If you find the need to withdraw your child for any reason, please let me know as soon as possible. If your child is withdrawn after the first preschool day in any given month, tuition for that month will not be prorated and returned.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. Early Advantage Preschool is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, Early Advantage Preschool reserves the right to dismiss a child from the program.

Drop-off and Pick-Up Policy

Students may only be picked up by a parent, unless the parent has given specific permission for another person to pick up their child as stated in the registration form.

Because no extended care hours are offered, students may only be dropped up a maximum of five minutes before the preschool day (doors will remain locked until that time), and must be picked up within five minutes after to avoid a late pick-up fee.

Late Pick Up Fee

Pick up time is strictly observed. Parents are allowed three late pick up days allowing an additional 15 minutes per year, should circumstances be unavoidable. To utilize this benefit, please call or text at least 15 minutes prior to pick-up to inform me of the late pick up. A \$15 per offense late pick up fee will be charged for any other late pick up later than five minutes and is due the next preschool day for admittance.

Sick Child Policy

To help prevent illness and disease, your child should stay home from preschool if he/she is sick or feeling under the weather. Specifically, your child will not be admitted to preschool with any of the following:

- A fever of 100° or higher within a 24 hour period prior to preschool class
- A runny nose
- Frequent coughing
- Vomiting or diarrhea within a 24 hour period prior to preschool class
- Contagious skin rashes such as impetigo, ringworm or chickenpox
- Any illness that requires a doctor prescription until the student has been on treatment for 48 hours or more

Please inform the preschool immediately if your child has been diagnosed with any of the following communicable diseases:

- Strep throat
- Pink eye
- Ringworm
- Lice
- Pinworms
- Any other conditions common to a school environment

This notification is important as the preschool needs to act quickly to inform other parents if symptoms begin to occur in other students. Early Advantage Preschool will not give out the names of the child or families involved, but rather will speak to individual families should symptoms occur.

To help prevent illness, children will be asked to use hand sanitizer upon coming to school in the morning. Hands will be washed with soap and water before eating, after messy projects and after outside play.

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

Positive Discipline Policy

Impulse control is one of the major areas of growth and learning for preschool aged children. Some children learn quickly how to control their anger or frustration in productive manners, while others require more time and guidance to develop impulse control. In such circumstances, I believe in redirecting the child, encouraging the child to express themselves using words, and teaching methods of problem solving during peer conflicts. Consequences for misbehavior are as follows:

1. Modeling of problem solving during conflicts
2. Redirection or expression using words
3. Reminder of problem solving techniques
4. Removal from activity (but not from room)
5. Parent contact to brainstorm positive learning-based discipline strategies

Please note that hitting, pushing, kicking, hair pulling and biting are never acceptable behaviors and such will result in an immediate removal from activity. Any offenses will be reported to a parent.

Student Behavior Expectations

Children are expected to meet the following behavior expectations:

1. Be respectful of others, themselves, and materials and surroundings
2. Participate—a child who chooses not to participate can sit out an activity to read books.

Clothing

For optimal learning, your child should come to school in comfortable play clothing. Please keep in mind that at preschool children often engage in messy, hands-on activities, so sometimes clothing may come home very dirty, however I do my best to only use on-toxic, washable materials.

While it is not required, I strongly encourage parents to send their child to school with close toed athletic shoes. Such shoes allow for optimal learning and play outside, and are also good shoes to teach children how to put them on by themselves.

We go outside every day for learning activities and a free-play recess, so please be sure your child is always dressed appropriately for the weather, especially during the winter months. This means your child should come to school with a winter coat, hat and mittens. Please pack snow clothing when there is snow on the ground. On hot and sunny days your child should come to school wearing sunblock and possibly a hat.

The only exceptions to learning and playing outside is when the weather is very rainy, severely windy, or when the temperature drops below 20°. During the summer months, when the temperature exceeds 100°, outside time will be limited, but not revoked.

Potty Training

Potty training is a developmental milestone, so I am more than happy to help potty train your child if he or she is truly ready. However, please keep your child in diapers or pull-ups until completely potty trained.

If your child is not yet or newly potty trained, please pack an extra set of clothing for your child should he/she have an accident. If your child is not potty trained, a change of clothing, and a package of both diapers and wipes are required to be left at the preschool.

School Supplies

Your child should come to school each day with a full-size school backpack. This makes pick-up run more smoothly as then I can have the children ready to go upon your arrival. If possible, please label the backpack with your child's name by using a luggage tag.

All other major school supplies will be provided. However, on occasion, I may ask that parents contribute various supplies that will support thematic crafts and activities.

Food

A light and healthy snack will be provided each day. Snacks are provided by parents for the entire class as designated by a snack schedule, which will be handed out at the beginning of each month. Reminders in the form of wrist bands will be sent home the preschool day before.

Currently, there are no food allergies at preschool.

Birthdays

Birthdays will be recognized in preschool with a small celebration during snack time. If your child would like to have a special snack, parents may bring something in. Please DO NOT bring cupcakes, as they are very, very messy. Instead consider bringing in cookies or fruit with whipped cream. Students with summer birthdays may celebrate their half-birthday during the school year. Please let me know a week in advance if you choose to bring in a special snack to celebrate your child's birthday or half birthday.