



Parent's Handbook

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Arrival and departure rules

State law requires parents to bring their child into the school building and to sign him/her in using their full name. Each child's name is already on the daily roll sheets alphabetically and according to program schedule.

Parents must also sign out when picking up your child; other adults and older siblings may sign only if authorized in the child's file. Please remember to mark the time when dropping off and picking up.

Children are not allowed to exit the front school door unless accompanied by an adult. Please do not let your child out the front door to stand on the porch or to go to the car alone when you are picking up in the afternoon.

During circle and story time enter the school quietly and with respect for the children.

Please make an effort to pick-up your child 10 minutes before closing (6:00 PM). This gives you and your child time to collect belongings and say good-byes without a mad rush. Late pick-ups are subject to a fee.

Birthday celebrations

Celebration of your child's birthday at school is special and separate from his/her party. We keep track of all birthdays each month on our birthday calendar.

To celebrate, the birthday child decorates a paper birthday cake and receives a balloon and a badge. We request the parents send 3-dozen cookies (no cakes, cupcakes or brownies) to school on the day nearest the child's actual birthday. Please inform the staff which day you will be bringing cookies, so two children do not celebrate on the same day.

Please send invitations for your child's home birthday party through the mail. It is difficult for the children and parents when the birthday invitations are handed out at school or left on the front desk.

Book ordering

We make available children's book clubs for building your child's library. One order is

available each month. The book orders are placed on the front desk at the beginning of the month and must be turned in no later than 3 PM of the date marked at the bottom of each order form. Checks made out to the book club must accompany the order (please do not send cash). We will make recommendations for books especially well suited to our age groups.

Bringing toys and books

We discourage bringing toys to school. A small sleep toy is fine for nappers but other toys need to be left at home or in the car. This avoids conflict over toys and the risk that a special toy becomes broken or lost. Please see section on Sharing for appropriate times for bringing things from home.

Books and cassette tapes however, are very welcome. Let us know when you bring in a special story and we will try to be sure to read it to the children.

Changes of schedule

We make every effort to accommodate changes of schedule you may require; however we require 2-week notice of such changes. When requesting additional days or hours, please be aware that we may not be able to fill your request immediately as we are generally at full capacity for each program.

Clean-up

Children are expected to put away any materials they have been playing with or using. Outside we all cooperate and straighten up the yard as a group. When you pick your child up please encourage them to put away their work and then to gather their belongings. Supporting their independent efforts will encourage responsibility and cooperation.

Clothes

A complete set of extra clothes needs to be left at school in case of accidents or soiling in messy play. We require a shoebox containing underwear, socks, shirt, pants, and sweater. These are kept on a shelf in the children's bathroom. Please label your

child's clothing, especially jackets and sweaters that are hung up on hooks in the classroom. Remember to pack clothing appropriate for the season. Fall and winter call for heavy coats, hats, and mittens; spring and summer for shorts, bathing suits and light shoes.

Children who are being potty trained need at least two complete changes of clothing. Suitable clothing for self-potting includes dresses, skirts and shorts or pants with elastic waists; jumpsuits, overalls, zippers and snaps are very hard and frustrate a young learner.

Cubbies

Each child will have an assigned cubby. Encourage your child to make a habit of checking the cubby each day before leaving school. As most cubbies are shared, check the names on art or other materials in the cubby.

Hours we are open

Childkind is open from 7:00 AM to 6:00 PM Monday through Friday.

Lost and found

We keep lost and found items in a basket near the front door. You may wish to check it periodically for missing items. Clothing that is left will be donated to the Childkind extra clothes box or to a service organization.

Lunch

Children staying through the afternoon need a nutritious lunch. We have the children start their lunches with the most nutritious item: sandwich, yogurt, dinner leftovers, soup, eggs, salad. We then recommend their fruit or vegetable and drink.

We discourage you from sending sweets to school. A better choice for your child is an extra piece of fruit or popcorn. Watch out for disguised candy such as granola bars or chewy fruits. These products have the same effect on children as candy and cookies. An occasional treat is fine, but your child needs

a good lunch to get the most out of the school day.

A microwave is available for heating up foods. Food must be sent in microwave safe wrappings or containers (Tupperware-like containers or wax paper).

Childkind provides a morning and an afternoon snack consisting of fruits, vegetables, cheese, crackers and water. We try to buy healthy, natural products, low in sugar with no preservatives or additives. Your child's nutrition is very important to us and we encourage good eating habits at all meals. Children are encouraged to finish the food in their lunch boxes for afternoon snack and we supplement with additional snack foods.

Medication policy

We can only administer physician prescribed medication. All medication must be accompanied by a doctor's order, address and phone number, and be in the original container with an appropriate measuring tool. When you have medication to be administered, fill out a medication permission slip and give it to the on duty teacher. Medications are stored in a locked refrigerated cabinet.

Napping

Nappers need their own blanket and a soft sleep toy if desired. Blanket cubbies are stored in the group room and you are encouraged to leave the blanket, remembering occasionally to take it home for laundering. Encourage your child to choose a school blanket and sleep toy that can be left at school. Do not send the 'favorite' blanket or lovey as it may get forgotten. Pacifiers are ok for young nappers, but we discourage bottles.

Open door policy

You are always welcome to come by school without notice to observe how things are going. If you let us know you will be visiting we can adjust schedules so some one can meet with you.

Parent's board

One bulletin board in school is reserved primarily for communicating with parents. On this board you will find the daily record of school activities and highlights. These are designed to keep you informed of what your child did each day so you can better participate in the school experience.

Parent's nights

We have two parent's nights per school year. The first is scheduled in October and is designed to acquaint you with our staff and so families can begin to get acquainted. The second is an all-family school picnic scheduled in the summer.

Parent teacher conferences

We are available for parent teacher conferences at your request. We will occasionally ask for a conference when we notice a change in your child that we want to check out with you. Please feel free to request a conference with any of the teachers or the director at any time, for any reason. We are here to support your child's development and your family. For children going on to kindergarten, we schedule spring conferences with parents for assisting in the process of kindergarten choices and to provide information helpful to being your child's advocate in school.

Parking

Please park to the far edges of the driveway or in our small lot by the playground. Be sure to leave room for other cars to come and go and watch your children carefully while going from school to car.

Phone and mailing list

We prepare a master list of all the families at Childkind Preschool. This list will be copied and handed out to all parents for contacting new friends, birthday party invitations and getting the kids together. If you do not wish to be included on this list please leave us a note.

Pre-registration

We conduct pre-registration for our summer and fall programs in the spring. Pre-registration guarantees your child a place at Childkind. After returning students have been placed, we give preference to siblings of returning students, and families on our waiting list. A non-refundable deposit, which will be credited against tuition, is required with pre-registration.

School photos

During the fall we have a professional photographer take individual and group photos of the children. You have the option of purchasing prints of these photos at school group rates. The photos are usually ready before winter break.

School vacations and holidays

In general, Childkind is closed for Federal Holidays and for our winter and summer breaks. Winter break is generally the last two weeks of December; summer breaks are generally the third week in June and the last week in August. We will notify you of the exact dates of the breaks in our newsletters.

You are responsible for childcare during these breaks and holidays.

Sharing

Sharing at school is a very popular activity. We encourage the children to bring books, items from home and the world beyond, and nature items. Each child has one day a week that is her/his sharing day. Please do not send toys, but choose an interesting item from home or nature.

Shoes

Children's footwear needs to match their activity. Please send your child in play shoes to preschool. Our play yard has bark and the children run, ride bikes, and climb all day. Party shoes, cowboy boots and sandals do not work for school.

Small Group

Each day a group of children are selected from the larger group to participate in small

group. These children and a teacher will engage in an extra activity down in the group room. These activities range from a smaller circle type of group time to individual assessments of skills to an intensive play dough workshop. We try to utilize this time to support and direct the developmental needs of specific groups during the year. For instance in the fall we generally take the youngest children for a small circle to practice circle time behavior and also to make it more appropriate for their age. Then in the spring we focus on the kindergarten bound group to facilitate their readiness.

Themes

Each month we have a theme that we use to help guide our curriculum and provide a structure to the year. We begin with topics close to the child and gradually expand our focus as the year goes on.

Your guide to our themes and projects is our monthly calendar. We publish these every two months.

Tuition & fees

Our program is based on a school year tuition which is payable in 10 monthly installments. Summer tuition is based on a 2-month program and is also payable monthly.

All the rates and fees referred to in this section are published on our general rate sheet. The complete guide to rates and fees is your enrollment agreement.

Registration fee

We charge an annual registration fee. This fee is due the first month you enroll or for returning students in September.

Rates

Our rates are posted. We make every attempt to hold our rates constant for a 2-year period, however we reserve the right to change rates without notice.

Rates are calculated for each program we offer. When you combine program choices

(two mornings and two extended) your tuition is prorated by percentages.

Family discount

For families who have two or more children attending a regularly scheduled program, we offer a 5% discount on total tuition. We are not able to offer this discount when your child attends on an hourly fee basis or on extra hours.

Payments

Tuition is due the first day of the month your child is scheduled to attend. Your monthly base tuition plus any extra hours and any debits or credits is recorded on the Tuition Checklist sheet at the beginning of each month. This can be found at the back of the sign-in clipboard at the front desk.

Extra hours

Parents needing to leave their children beyond their scheduled hours must receive prior approval. Preschoolers (9-12:30) are scheduled for lunch. Extended Day (9-3) children must be picked up after story time unless prior arrangements have been made. Please call in the morning or earlier to see if we can help arrange extra hours. We will make every effort to meet your additional needs when we can.

We keep track of extra hours and bill you for them at the beginning of the following month.

Other Fees

Late Pick-up Fee

We charge a late pick-up fee when you are not able to pick-up your child by closing time (6:00 PM).

Late Payment Fee

Unless other arrangements are made, there is a 4-day grace period for payment of tuition after which you will be charged late payment fee.

Refused Payment Check Fee

If your check is refused for payment, we will charge a refused payment check fee.

Vacation credit

Each child is eligible for a 2-week vacation credit in each school year. When you take your vacation credit, we reduce your tuition and hold your child's place in school. This credit can be used for times when you are going on vacation, when a prolonged illness keeps your child out of school, or when the school is closed for scheduled breaks. When you take your vacation credit, your child may not attend Childkind.

Volunteering

We welcome parents who would like to come to school to share a special skill or interest or would just like to help out. This is not an expectation of our program, but an opportunity for you to be involved in your child's preschool experience.

When it rains

Please send a raincoat, boots and a hat with your child on rainy days. We do go outside for play and for rain walks. Regular shoes are still needed on these days for indoor activities. Occasionally we will show an educational video on rainy days – if you own a movie your child would like to share we would welcome it.

When your child is sick...

Childkind Preschool is licensed for well childcare and is not legally able to care for sick children. Children showing signs of illness – fever, runny nose, vomiting, irritability, diarrhea – should be kept at home for at least 24 hours after the last signs have disappeared. Any child showing these signs at school will be presumed ill and his/her parents will be notified and requested to pick up the child as soon as possible. This is to insure against spread of infection to children and teachers alike.

We ask your cooperation in keeping your child home if you suspect an illness. Please notify the school immediately when your child will be absent and/or if he/she has been exposed to or has exposed the school to any serious illness or disease (chicken pox, strep throat, ear infection, lice, fifth disease).

Withdrawal from school

We require a two-week notice for withdrawal from school. We will charge two weeks of tuition for withdrawal without notice. We request that you give us 1-month notice for withdrawal.

We may ask that you withdraw your child from our program if, in the opinion of the director, placement of your child is not appropriate at Childkind. We will give you two weeks notice in this unlikely situation.