

# PARENT HANDBOOK

## Philosophy

As teachers, we are dedicated to creating an environment that is inviting and rich in stimulation. We believe that children learn by doing so we provide a variety of hands on experiences in many creative areas including literacy, math, art, science, music, and drama. Although our program does not place undue emphasis on academics, children (if ready) will learn academic skills such as identifying letters, numbers, days of the week, and writing their names through a carefully developed curriculum. We believe that children learn about their world through play. Play is essential for children to learn social skills and to learn about themselves and others. Children are learning and growing so rapidly and play helps them make sense of their changing world. We believe that a positive preschool experience is essential for children since this is one of their first encounters with school. We want to capture your child's excitement to create an environment that will help children love to learn throughout their lives.

## Curriculum

Our curriculum is literacy based. This means that children will be surrounded by books and print. Books will be discussed in class and the focus of our literacy program is to help children develop and understand the meaning of books. Books will be read and reread to help generate discussion and allow child feedback. (i.e. Why do you think \_\_\_\_\_ did \_\_\_\_\_? If you were \_\_\_\_\_ what would you do? etc.) Children will also sign in daily as well as parents. We do not expect children to "read" this print but our reasoning behind this is that children will

be given pre reading skills and strategies that will help them become better readers later on.

Our curriculum is also based on a thematic unit. Research has found that children learn more about their world when information is presented in themed units. Most learning centers, books, songs, etc. will be focused on the current theme. Teachers will try to gear themes to children's interest and will be learning along with the students.

Along with a thematic unit approach, we try to follow the developmentally appropriate guidelines as defined by the NAEYC (National Association for the Education of Young Children).

### Parent Involvement

We believe very strongly that parental involvement in school is important. A co-op preschool serves several purposes. 1) Co-oping lets the child know that you value what they are doing in school. 2) It gives the parent a chance to see how your child interacts socially with other children, how your child reacts to another adult, and it gives you a chance to see what we do in the classroom. 3) By having more adults in the classroom, we are able to have more quality group activities.

On the days you come to preschool, you will be treated as a teacher. **Please arrive 10-15 minutes early so we will have time to discuss the day's activities.** We will provide all teaching materials and lesson plans, but you will be the one to help implement them. Please ask if you have any questions. **It is very important that you come to school on your co-op days or that you find another parent to trade with you. You will be charged a \$35 non co-op fee if you do not find a replacement.** You will receive a Co-op Guidelines article that will give more specific details about co-oping.

We will be taking field trips throughout the year. Each parent will be required to attend all field trips their child will be

attending. You may bring other children with you, but you are responsible for all of them. If you are unable to attend with your child, you may make other arrangements with another parent.

### Guidance Principles

Consistency is key. If children know what is expected of them and what to expect of others, most discipline problems disappear. Age and stage appropriate tasks and responsibilities will be asked of your child and the other children in the class. This will include helping clean up after free choice, listening during group time, respecting teachers, classmates, toys, parents, etc. Positive reinforcement will be used to help children know what they are doing is encouraged and appropriate.

Positive redirection will be used first to help guide children to appropriate activities when they have chosen an inappropriate behavior or activity. A choice will be given to the child to help them focus on something that is more appropriate. In some cases, a child may need to be removed from the situation to gain control of their bodies. Please feel free to talk to us at any time about any guidance principles we may use. If you have found something that works especially well for your child, please let us know.

### Newsletters

Newsletters are an important piece of the home-school connection. This will let you know what we will be learning about that week as well as who the co-ops will be and give any announcements or reminders. Upcoming events such as field trips or days off will be sent home several weeks in advance so that you can plan for them.

### Drop Off/Pick Up

Our door will remain locked until the teacher is ready for the day to begin. If it is your day to coop, you may knock on the door and the teacher will let you in so that you can get the information needed for the day.

Please be prompt in picking up your child. If you are late in picking up your child, they may become scared or worried. **There is a \$25 late pick up fee, which will be charged if more than 10 minutes late. Frequent late pick ups beyond 5 minutes will also incur a \$25 charge.** Please be courteous of our teachers and be on time!!

You must sign your child in and out every day. If someone else is picking up your child, make sure they are on the list of people authorized to pick up your child. Please let your child's teacher know if someone other than yourself will be picking your child up.

### Payment Policies

You will be signing a 9-month contract with Guided Exploration. This allows you to make 9 equal monthly payments throughout the year. Payments are due on the 1<sup>st</sup> day of each month. You may bring payment with you to school on or before the 1<sup>st</sup> of each month. You may also pay via paypal from our website: <http://www.guidedexplorationpreschool.com>. Or via Venmo @GuidedExploration. You may also mail/bring payment to Shannon's house 2883 Morningside Dr SLC, UT 84124. **A \$25 late fee will be assessed on the 6<sup>th</sup> of each month.**

All fees are due in full regardless of attendance. If you chose to withdraw your child from preschool before the year is over, you are responsible for the remainder of your contractual agreement. At the sole discretion of Guided Exploration, you may be released from your contract. Some reasons for this release might include but are not limited to: change of residence more

than 10 miles, change of marital status, significant change of income, and loss of a primary job. A \$25 fee will be assessed for any returned checks. After 10 days of non-payment, your child may no longer attend preschool and their enrollment may be filled. Please talk to us if you are having financial difficulties.

Tuition prices are as follows:

2 day/week co-op	\$130
2 day/week non co-op	\$155
3 day/week co-op	\$150
3 day/week non co-op	\$175

### Snack

The co-op parents will provide snack. If there are two co-op parents, one will bring the drink, and one will bring the snack. Please remember that we are trying to teach children about healthy snacks. The Department of Health requires us to use pre-packaged foods. Bagels, string cheese, cereal, pretzels, grapes, graham crackers, and granola bars are always favorites. You will provide drinks or we will use water. Access to a refrigerator and a microwave is available. We will provide all paper products such as napkins, forks, spoons, and cups. We will let you know of any food allergies in the class. Please try to bring snacks that every child can enjoy.

### Potty Training

All children in the 3 and 4 year old classes must be potty trained before entering school. All children in the toddler class who are still in diapers will need to bring diapers and wipes in a Ziploc bag with your child's name on it. We have several changes of clothes at school. If your child comes home wearing different clothes than they came to school in, please wash them and return them as soon as possible.

## Illnesses

Children are given a brief health check periodically throughout the day. Children exhibiting symptoms of illness or infection will be excluded from school, not only to help the child recover, but to help minimize the spread of infection. Please make sure all phone numbers we have are correct. Children will be excluded for the following:

- Fever of 100 or higher

- Nausea, vomiting, or abdominal pain

- Unusual tiredness or drowsiness

- Sore throat, runny nose with discharge

- Persistent coughing

## Misc. Info

Please keep all toys, gum, and candy at home. Please send your child to school in clothes he/she will feel comfortable in. We use all washable art supplies but be cautioned that these clothes may get stained during play.