

Green Acres Preschool



Parent Handbook
2011-2012

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1. General Information:

Open House: An open house will be held in late August for all new children. Enrolled families are welcome to come to meet teachers and classmates, find cubbies and mailboxes and receive school information.

Philosophy: Green Acres Preschool was established to provide the best possible care to develop a child's physical, educational, social and emotional well-being. We provide a nurturing facility with respect and consideration for each child's individual needs. We want each child to leave our facility with good overall self-esteem and discipline to succeed in meeting the challenges of today's society.

Parent Questions: Parents are free to inquire about their child's progress and behavior on a daily basis. Any questions or concerns can be directed to the child's teacher or Mrs. Green. She is available everyday at school or by telephone (378-9250-day, 378-2472-evening). Please do not hesitate to call rather than worry about a problem. Further, Mrs. Green is usually aware of any issues that may have occurred throughout the day and welcomes any parent conference if desired.

Parent Communication: Notes concerning lesson plans, trips, shows, etc. will be put in your child's cubby and posted on bulletin boards. If parents need separate copies, please inform the teachers.

Curriculum: Children will have a balanced day consisting of free play, music, language activities, math, science, art concepts, outdoor recess, crafts, story, and game times. A few minutes of age appropriate television or videos may be used while children are using the bathrooms and washing up for lunch as well as at the end of the day waiting to go home. TV will not be shown for long periods of time and with parental permission only. Children will learn to cut, paste, use many forms of art media and hold pencils and crayons correctly. They will have opportunities for scribbling, drawing, and, printing when ready. They will do collage activities and bead stringing for hand-eye coordination as well as small muscle control. We will do open-ended art as well as some teacher directed projects to learn to take directions. Children are very proud of the artwork they bring home. Please show enthusiasm and encourage these activities.

Music, Spanish (for 4 year olds), and Gym are included in the program with no extra fee. Specialized staff is brought in for these extra activities.

Attire: Children should be dressed in comfortable play clothes. Since we play outside and the children are on their knees both inside and out, please be aware that their clothes can get dirty. Open toe sandals and flip-flops are not allowed on the playground (due to the woodchips used for ground cover). The children go outside everyday, weather permitting. Please dress children appropriately for the cold weather including hats and gloves in the winter.

Hours of Service: Open 6:30AM - 5:45 PM SHARP
A late fee will be charged if children are picked up after 5:45 PM

Snow Policy: Green Acres Childcare only closes if a State of Emergency is declared or if weather is such that staff cannot get in, and is announced on WDEL and WSTW radio.

Tuition Information:

Full Day Program serving children 2 thru 5 years (Our full-day preschool program includes a complete preschool program):

- Full Day Not Potty Trained: \$180/week
- Full Day Potty Trained (not in pull-ups): \$170/week

Before and After Programs serving children from Kindergarten thru 5th grade:

- Before and After: \$85/week (plus \$17/day extra when school is closed)
- Before OR After only: \$50/week (plus \$24/day extra when school is closed)
- Summer Camp: \$170/week (plus activity fees for trips, etc.)

School Transportation - Provided to and from the following schools:

- Kindergarten: Townsend ECC, MOT Charter
- 1st-5th Grade: Brick Mill, Cedar Lane, MOT Charter, Providence Creek

Summer 2012 Rate Discount: Families that are in our program beginning 8/29/11 and remain thru 8/24/12, will be eligible for a 10% summer rate discount from 6/11/12 thru 8/24/12.

Sibling Discount: We offer a \$10/week sibling discount if two children are in the full-time, full-day program. This does not apply to one full-time and one before and after. In the summer, either the sibling discount or the 10% discount (if applies) can be taken. Not both.

Payment Schedule:

- Tuitions are due Monday mornings of each week. Tuitions may be paid weekly, bi-weekly or monthly. However, please note several months have a fifth week and must be accounted for.
- Late fees of \$5/day are now being enforced on tuitions not submitted by Wednesday morning. Any tuition that remains unpaid for more than two weeks must be paid before a child can remain in the program unless there are extenuating circumstances.
- Checks should be made out to "Green Acres Preschool" and deposited in the tuition box on the desk as you enter the multi-purpose room. For tax purposes, the school's tax ID number is provided to all parents at the end of the year. Please keep all cancelled checks for your records of childcare payments. If a weekly or monthly receipt is needed, please ask and one will be provided.

Vacation Policy:

- Children who have previously been in our program for a year including this summer thru August 26th, 2011 and will again begin our program on August 29th will be given two weeks tuition vacation any time during the year except for Christmas break. Tuition is due that week. Children who begin after August 29th, 2011 and remain for the full year until August 24th, 2012 will be given one week tuition free. If these weeks are taken and children do not remain in the program, these tuitions must be paid when the child leaves the program.

Closings:

- Our paid holidays/closing days will be: Labor Day Holiday (9/2, 9/5) Thanksgiving Holiday (11/24, 11/25), Christmas Holiday (12/26-12/30), Easter Holiday (4/6, 4/9), Memorial Day Holiday (5/28), Independence Day (7/4) and one August closing week (8/6-8/10).

2. Health and Safety:

Health Appraisals: No child will be accepted without a current health appraisal. All children enrolled through kindergarten are required by the state of Delaware to have an updated physical each year.

Emergency Cards: Each child has two cards on file. These cards are updated each September. If a child is new to the school, please complete cards and return to the staff when the child begins. Of course, keep us informed of any changes throughout the school year.

Lion's Club Screening: The Lion's Club will conduct eye screening early in the school year - a permission form will come home prior to screening.

Sign In/Out Procedure: All children must be signed in and out by a parent (not the child). Forms are located in each room. Parents of school age children are to follow this procedure as well and check cubbies for notices.

Release Procedure: If a child is being picked up by someone other than the parent (or the usual person), their name must be listed as an emergency contact on the child's card. This person will need to show a picture ID to the staff before taking the child off school property. The parent will need to complete a permission slip in the morning if someone else will be picking the child up. When there is a parental conflict and one parent is not allowed to pick the child up, a court order must be on file for verification. It is important to discuss this situation with a staff member.

Medication Policy: PLEASE DO NOT PUT THE MEDICINE IN A LUNCH BOX. A medicine dispersal form must be completed and given to a staff member along with the medication in the original container. The label must include the name of the medication, the child's name (not a sibling), date prescription was filled, dosage and times to be administered. Note: If a doctor prescribes medicine for more than one family member, all names should be on the label or the medicine should be in separate containers. Over-the-counter medicines can be administered as well, however, must follow same rules as stated above.

General Health Policy: Children with a temperature above 100 degrees will be sent home. Temperatures must be normal without medication for 24 hours before returning to Green Acres. Health inspections are done on a daily basis for cleanliness, illnesses, sores, etc. Bruises and injuries will be reviewed upon arrival and documented along with parental signature.

Security: Parents will enter through the main office door in the morning and exit your child's room (except for the two year old room) upon leaving. Security cameras are used to monitor the front entrance. Parents must call and give their cell phone or home phone number when having someone other than themselves picking up their child in an emergency. Otherwise, parents must sign a pickup slip beforehand.

Disaster Plan: According to state licensing disaster plan regulation, children must bring in a small blanket (rolled fleece blanket would be great) as well as a king sized pillowcase. These items will be stored and returned to you when your child finishes the year. A bag will be provided for this purpose.

3. Behavior:

Discipline: Teachers use positive reinforcement and redirection to encourage good behavior. A time-out procedure is used for inappropriate behavior. If a child's poor behavior is continued, a parent conference will be called to discuss potential solutions.

Dial Screening: At the beginning of the school year, the Appoquinimink School District, in cooperation with Green Acres will conduct Dial Screening. This testing is done as an early intervention to identify the 3 year old children who may be eligible for special services provided by the School District. If you would like your child to participate in the screening service and you are a resident of the Appoquinimink School District, you will be provided a form to complete. This is not mandatory.

Behavior/Delays: If any child demonstrates the need for special services, it may be possible for Appoquinimink School District to provide those services. Feel free to discuss the possibilities with our staff.

4. Day-To-Day:

Transportation: Parents are to provide transportation to and from Green Acres. All school-age children ride a public school bus to and from school. A contracted school bus with parent chaperones and staff are used for school trips. There will be a nominal charge for class trips and other extra-curricular activities such as shows.

Cubbies: Each child has their own cubby, supplied with a rest mat if the child will be napping. Kindergarten children do not nap unless a parent wishes them to do so. Parents are to provide a king size pillow case or body pillow cover for the mat and a small, crib-size blanket. If a child has a special naptime item, such as a blanket, stuffed animal, etc., please include this so they will feel comfortable and secure at rest time. Due to limited space, we ask that back packs are not used. A change of clothing including socks and underwear should be kept in the cubby (in a plastic shoe box with the child's name on it) for emergency purposes.

PLEASE LABEL ALL PERSONAL BELONGINGS, INCLUDING EXTRA CLOTHING AND BEDDING.

Breakfast: If a child does not have time to eat breakfast at home, a box of cereal (with child's name) may be sent in and the child will be given cereal and milk as long as he/she arrives before 7:45 AM. Breakfast will not be served after 7:45 AM as snack is served mid-morning. Morning and afternoon snacks are provided by Green Acres.

Lunch: Parents are to provide lunch. Milk, juice and basic necessities are provided by Green Acres, so you do not need to send in utensils, juice boxes or thermoses. Square lunch boxes are convenient and fit in the cubbies nicely. Make sure to label them because there are often duplicates. Foods to be heated or refrigerated are taken out of the lunch box around 8:00 AM or after children arrive and containers are named and refrigerated. At lunchtime, a teacher is available at each table to cut fruit, open food, etc. If needed, meals can be heated, (please send in a microwave-safe container). Some lunch suggestions are dinner leftovers, a sandwich and fruit or yogurt, and a snack. Please do not pack too many sweets. If pudding is packed, cupcakes or another sweet is not needed. Licensing requires that children bring a balanced lunch including a fruit and/or vegetable, a protein, and a grain.

5. Other Topics:

School Pictures: Pictures are usually taken in October. As the date nears, you will be informed of the specifics. YOU ARE NOT REQUIRED TO PARTICIPATE.

Special Programs and Trips: Different groups will have special programs or trips throughout the year. Some trips may require an extra fee for either the bus or admission.

ANY SPECIAL PROGRAM OR TRIP FEES SHOULD BE PAID IN CASH, NOT BY CHECK. THE FEES SHOULD BE GIVEN DIRECTLY TO THE CHILD'S TEACHER, NOT IN THE GREEN ACRES TUITION BOX.

Scholastic Book Orders: A flyer from the Scholastic Book Club will be distributed every other month. These books are very inexpensive and we encourage reading at home. If a parent is interested in purchasing books, checks should be made out to SCHOLASTIC BOOK CLUB. No cash will be accepted.

Extra Curricular (available with enough enrollment): The following programs are available at Green Acres. The classes/sessions are held here in our facility, however the fees are paid directly to each program, not Green Acres.

- Dance
- Computer Tots
- Tumblebus
- Karate
- Soccer Shots

** Music, Gym and Spanish are included in the program at no extra charge. (Music and Gym start at age 3 and Spanish starts at age 4.)

Holidays: We will celebrate holidays and special days with crafts and fun activities. Our four year olds will have a Christmas Pageant.

Fundraisers: Green Acres conducts two fundraisers a year to help improve our program, one in the Fall and one in the Spring. These funds are used to refurbish the playground, purchase equipment, improve programs, technology, etc.. All initiatives are costly and tuitions do not cover these expenses. Participation is greatly appreciated, however, not mandatory. Information packets will be placed in children's cubbies.