

Green Acres Preschool



**Parent Handbook
2011-2012**

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1. General Information:

Open House: An open house will be held the week before school begins to allow children to meet their teachers and see the classroom. Look for a letter to come home in early August with the particulars. The school year runs from September through the end of May.

Philosophy: Green Acres Preschool was established to provide the best possible program 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 your child's teacher or Mrs. Green. Mrs. Green is available everyday at school or by telephone in the evening (378-2742). Please do not hesitate to call rather than worry about a problem. Further, she is usually aware of any issues that may have occurred throughout the day and welcomes any parent conference if desired.

Parent Communication: Notes concerning school class plans, trips, shows, etc. will be put in your child's mailbox as well as a monthly newsletter and calendar. Please also check your child's backpack for any additional paperwork sent home.

Curriculum: Children will have a balanced day consisting of free play, music, language activities, science, art, concepts, outdoor recess, crafts, story and game times. 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. Children are very proud of the artwork they bring home. Please show enthusiasm and encourage these activities. Music and Gym are included in the program with no extra fee. Spanish is introduced to the four-year old classes. Specialized staff is brought in for these extra curricular 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 or flip-flops are not allowed on the playground (due to the woodchips used for ground cover). We try to go outside everyday, weather permitting. Please dress children appropriately for the cold weather including hats and gloves in the winter.

Hours of Service: Morning Preschool Session	9:00AM - 11:30AM
Morning Session with Extended Day	9:00AM - 3:15PM
Afternoon Preschool Session	12:45PM - 3:15PM

Snow Policy:

In the event of inclement weather, please listen to the radio or television for Appoquinimink School District closings or delays.

- ❖ If Appoquinimink is closed, Green Acres Preschool morning and afternoon classes are **cancelled**.
- ❖ If Appoquinimink is delayed one hour, Green Acres Preschool morning and afternoon classes **begin on time**.
- ❖ If Appoquinimink is delayed two hours, Green Acres Preschool **morning class is canceled**, however, **afternoon class will be held on time**.

Appoquinimink reports information concerning school closings on the following stations.

Radio:

1150 WDEL AM
 93.7 WSTW FM
 99.5 WJBR FM
 94.7 WDSD FM

Please note: This policy does not apply to Green Acres full day childcare which normally only closes when there is a state-of-emergency.

Tuition Information:

2 days/week \$165/month
 3 days/week \$185/month

Extended Day:

2 days/week \$285/month
 3 days/week \$365/month

Payment Schedule: Tuition is due on or before the first of each month and should be attached to coupon, which will be supplied.

Holiday Closings:

Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Friday after Thanksgiving Day
Spring Break (Good Friday and the week following Easter)	Christmas Eve through New Year's Day*

*Closed in accordance with the Appoquinimink School District Holiday scheduled breaks

2. Health and Safety:

Health Appraisals: All children must have a current health appraisal on file before beginning preschool.

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. Please include cell if applicable. 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.

Vehicle Name Tags will be supplied for use at pick up time. Tags should be placed in the front, passenger-side window upon picking up your child and should continue to be used throughout the year to speed up the dismissal process.

Release Procedure: Children should be signed in and out daily. If someone other than the parent (or usual person) will be picking up a child, the parent will need to complete a permission slip and hand it to a teacher. 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 Mrs. Green.

Medication Policy: 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: Licensing requires that children with a temperature above 100 degrees be sent home. Temperature must be normal for 24 hours before returning to Green Acres.

Disaster Plan: A new regulation for licensed centers has been put into effect. All children must bring in a small blanket, (a rolled fleece blanket would be great). Please do not send a pillow. Put both items in a plastic bag clearly labeled with your child's name. These items will be stored and returned to you when your child finishes the year.

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: During the beginning of the school year, the Appoquinimink School District, in cooperation with *Green Acres*, will conduct voluntary 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*. A contracted school bus with parent chaperones and staff are used for school trips. *Green Acres* transportation policy is to use the J&C Watson School Bus Company. This company has supplied excellent service with experienced drivers for us for many years. However, the buses do not have seat belts and we must have your permission to let your child ride the bus while still a preschooler. Absolutely no siblings will be allowed to ride the bus any longer as our school insurance only covers those children who are enrolled in the program and this will be a violation of licensing regulations. You may drive your child, if you choose along with a younger sibling.

Cubbies and mailboxes: Children will be provided a cubby for coats and backpacks. A change of clothes in case of accident should be kept in the backpack. Mailboxes should be checked daily. Monthly newsletters will be provided at the beginning of each month.

5. Other Topics:

School Pictures: Pictures are usually taken in October and May. 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 GO DIRECTLY TO THE PROGRAM, NOT GREEN ACRES.

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: (subject to availability)

- **Computers:** Computer Tots program is offered at Green Acres. There is an additional fee payable to Computer Tots.

Holidays: We will celebrate holidays and special days with crafts and fun activities. We encourage diversity. Parents are always welcome to share their family traditions with the group.

Fundraisers: Each year in the fall and winter, a fundraiser is conducted to help improve our program. These funds are used to refurbish the playground, purchase equipment, improve programs, and work toward accreditation. All are a costly process and tuitions do not cover these expenses. We would greatly appreciate if all could participate. Information packets will be placed in children's cubbies.