

## **PIONEER PRESCHOOL PARENT HANDBOOK**

Welcome to the Pioneer Preschool. We are pleased to be a part of your child's early years of growth and development. We have a unique preschool in which parents, children, and staff work together to provide a high quality enrichment program. We are looking forward to a rewarding friendship with you and your family. We seek to support families in wholeness by developing, nurturing and guiding their children.

The Pioneer Preschool is open 5 days a week Monday through Friday, 7:30 a.m. to 5:30 p.m. Children between ages of two years, ten months to five years of age who are potty-trained are eligible for enrollment. The preschool is open every weekday except Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, the day before Christmas, and Christmas Day, the day before New Year's and New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Friday before Easter, and Memorial Day. The program meets or exceeds all requirements set forth in Title XXII. There is no discrimination on the basis of race, color, religion, national, origin, or ancestry.

The Pioneer Preschool is a non-profit program operated under the guidance of the Pioneer Union Elementary School District.

## **PHILOSOPHY**

At the Pioneer Preschool we focus on the development of the whole child. We look at cognitive, physical, emotional, and social needs of the child. Children develop sequentially from one stage of development to another, because of this we provide opportunities that will challenge them and aid in their progression from one stage to the next. Because children develop knowledge through experience, our program will allow for success and encourage advancement in all areas of development. The basic needs of children must be met, in order for them to grow, therefore, our program provides a nurturing comfortable environment to meet their physical, emotional, and development needs. Finally, we work closely with the families in order to secure an environment that is most beneficial to each child.

## **PROGRAM OBJECTIVES**

Each child is recognized as a special person with individual needs. Careful consideration is given in the curriculum to the developmental needs of each age level. A warm, loving environment combined with a well-trained, creative staff stimulates the child's physical, social, emotional, and intellectual development. We encourage a close relationship between parents and staff.

The preschool offers a well-integrated program for all students. Careful consideration is given to the idea of an integrated day. We strive to make each day balanced and to alternate teacher-organized and child-initiated activities, indoor/outdoor experiences, active/quiet periods and group/individual play. Each child has the opportunity for structured activities and free choice, in a relaxing and positive atmosphere.

The objectives of the program are:

1. To help the child learn respect for others and him/herself and develop positive self-image.
2. To encourage in each child the development of his/her own creativity and experience success.
3. To promote good health through offering a balanced diet, teaching good eating habits and motor development.
4. To help the child gain social skills and emotional adjustment for daily living.
5. To improve the child's language and cognitive development by providing learning experiences appropriate to the child's level of ability.
6. To help each child develop skills in self-reliance, problem solving and independence.
7. To help the child build thinking and listening skills and develop multi-culture awareness.
8. To improve large and small motor skills and develop special and visual perception skills.
9. To provide for and active parent involvement/education component.

Activities such as creative art, storytelling, poetry, finger plays, puppetry, dramatic play, large muscle play, small muscle development and coordination, music, science experiences, nature studies, language development, mathematical concepts and field trips are all a part of the

teaching program. A field trip permission slip must be filled out in order for your child to participate in these events.

## **ENROLLMENT AND TUITION PROCEDURES**

Enrollment information may be obtained from the preschool site director. All enrollment applications will be given immediate consideration; however, if enrollment is filled, the applicant will be placed on a waiting list and contacted as an opening occurs. The registration procedure includes a preschool visit, completion of forms and an initial interview.

The initial interview will be scheduled as the child is accepted for enrollment. All forms must be completed at this time. Policies and procedures and any unanswered questions will also be discussed at this time. You may wish to share information regarding your child's personality, preferences, and special needs.

### **Enrollment forms must be fully completed before admission is allowed**

Children must be at least 2 years 10 months of age prior their enrollment date. **Children must be toilet trained before they may begin preschool.** Children who demonstrate an inability to control their bladder or bowels will be dismissed from the preschool program.

A one time T-shirt charge of \$12.00 for all enrolled children will be needed at enrollment time.

## **TUITION**

Tuition schedules are available from the site director. Tuition is due and payable by the fifth of each month in advance of the provided care. A current tuition schedule is attached and extras are available in the classroom. We reserve the right to refuse care if financial obligations have not been met. Please inform the site director or manager if you foresee any problems with your payment. If tuition remains unpaid we must suspend services until the balance is brought up-to-date.

There is a \$25.00 late payment charge if tuition is not received by the 5<sup>th</sup> of each month and a \$25.00 charge for any returned check. If a check is returned, you will be notified by phone.

As a child enrolls, the first month's tuition and one time T-shirt fee are requested the first day of attendance.

### **CHECK-IN**

The child is to be signed in by parents and checked in by the teachers on the attendance sheet. **Parents must sign in using their first and last names.** If there are any questions regarding days and hours of attendance, attendance sheets can be checked.

### **VACATION CREDIT**

Two weeks vacation credit is allowed each child after **six months attendance.** This credit is given within the yearly period of July to June of each year. Request for vacation day credit should be submitted on the schedule form and given to the site director two week in advance.

### **WITHDRAWAL**

**A two-week notice** is required when withdrawing a child from the preschool. If a child needs to be gone from the preschool for an extended period of time beyond the allotted vacation days, special arrangements must be made with the site director.

### **ILLNESS AND IMMUNIZATION INFORMATION**

Pioneer Preschool is a place for well children. Every child must have a physical examination on file. A current immunization record must be presented upon enrollment and updated as necessary. According to State Department of Health, every child is required to have a minimum of **three** oral polios, **four** DPT, **one** MMR, and **one** **Varicella.** The **Mantoux** TB skin test is also required.

The staff will assess the health of each child daily. Children with signs of contagious infections will not be accepted at the preschool.

Children must stay home if they have any symptoms listed below. Children must be free of these symptoms for at least **24 hours** before they can return to the preschool.

### **SYMPTOM LIST**

1. Diarrhea (loose, watery, mucous-filled stools).
2. Fever of 101 degrees or above. Temperature must be normal for 24 hours before returning to the preschool.
3. Common cold (running nose, vomiting, mucous is the most common signs, also a fever or loss of energy).
4. Cough with mucous secretion (wet, wheezy cough), which could spread a bacterial or viral infection. A child experiencing the dry, hacking cough of allergy may come to the preschool. If there is a question regarding symptoms, a doctor's clearance may be required.
5. A rash or skin infection with drainage. A child having dried skin lesions may come to the preschool.
6. Vomiting, recurring or with fever.
7. Pink eye, or conjunctivitis. Child must be on medication for **24 hours** before returning to the preschool.

### **MEDICINE**

The preschool prefers that parents administer their child's medicine. If work schedules make this difficult, the preschool will assist in this matter. **All medicines brought to the preschool must be labeled with the child's name on it and left in the proper prescribed container.** Each day that the medicine is required it must be signed in on the medicine sheet in the classroom. The Administration of Medicine form must be completed before **any** medication can be given. This form will be kept as a permanent record in your child's file. If the medicine needs to be refrigerated, please give it to the teacher in charge. Medicine is given at 12 noon and 4 p.m. unless arrangements are made with the Director or Lead Teacher.

### **EMERGENCY INFORMATION**

In the case of an emergency , it is important that preschool's director and staff maintain the following information in your child's file:

- Current address
- Home and work phone numbers
- Physician's name and telephone number
- Authorized people who may pick up your child

Please notify the Director immediately of any changes so we can keep our information up-to-date.

### **PROCEDURE OF PICKING UP YOUR CHILD**

Each child must be signed in and out every day (**using first and last name**) in his/her classroom. **A parent or authorized adult must accompany each child in and out of the classroom.** Parents are encouraged to read parent bulletin boards and notices each day to stay informed about the program. While we realize the limited amount of time you may have to become involved in your child's life at school, we would like to emphasize that your communication and/or participation is important. It will enhance a feeling of a partnership in the education of your child.

The preschool staff will not allow any child to leave the preschool with anyone other than his/her parent unless authorized by the parent (preferably with written permission). Forms are available at the check-out counter. If there is any question, the staff will ask the person for identification. If written permission has not been received and the name is not on the emergency card or in the file, the staff will not allow the child to leave. The staff will contact the parent to clarify the situation

### **MEAL AND ALLERGY INFORMATION**

Please make certain that your child's teachers are fully informed about his/her allergies. An accurate list of the foods or substances will be kept posted in the classroom. Prompt notification will allow for appropriate substitutions.

An emphasis is made to offer balanced nutrition education and experiences through daily lessons, meals and snacks. Meals are prepared by the Pioneer cafeteria. Menus are posted on bulletin boards, and extra menus are available upon request. *If your child chooses to bring a sack lunch do not include items that need heating.* Every effort will be made to accommodate children with food allergies and special nutritional needs. In extreme cases parents may need to supply part or all of the meals. Mealtimes are as follow:

<b>9:15</b>	<b>Morning snack</b>
<b>11:00</b>	<b>Lunch</b>
<b>3:00</b>	<b>Afternoon snack</b>

### **DISCIPLINE**

Discipline is considered to be a form of guidance rather than a form of punishment. The goal is to help children develop their own problem-solving, choice-making, and self-monitoring skills rather than to allow the adult to vent anger, frustration, and display superiority and power.

The preschool environment is designed to be child proof and to encourage pro-social, age-appropriate behavior from your children. The limits or rules set by the staff for the children are simple and consistent. A positive approach is used with children in insuring their safety and well-being while at the preschool. The staff is trained to effectively use positive discipline approaches such as redirection, role-modeling, time-out from the activities, and discussion with the parents.

Children who demonstrate a consistent and ongoing inability to function successfully in the preschool environment may have to be dismissed from the program. Intervention procedures and a parent conference will precede any dismissals.

### **GENERAL REMINDERS AND HELPFUL HINTS**

Traditions and special holidays are celebrated throughout the year. Children's birthdays are special occasions and parents are encouraged to celebrate them at the preschool. Highly refined sweets are not



recommended. Small cookies, fruits, little trinkets or individually wrapped items are a pleasant treat. **Please make advanced arrangements with your child's teacher.**

All clothing--coats, sweater, changes of clothing, lunch pails, blankets, etc.--should be marked with your child's name. **Please keep one extra set of clothing, a blanket, and pillow in your child's cubby at all times.**

Occasionally your child may wear someone else's clothing or shoes home. If this occurs, please call the preschool immediately. (A parent or teacher may be searching for that item). Be sure to return it to the classroom the following day.

Toys, candy, jewelry, guns, and money are prohibited and should be left at home. All children should understand that anything brought to class should be shared or left in their cubbies.

Parent and teacher conferences are available upon request by either party. If you have any questions regarding your child's progress in school or behavior, feel free to schedule a conference

THIS WILL ACKNOWLEDGE THAT I/WE , THE PARENTS, GUARDIANS OF \_\_\_\_\_  
HAVE RECEIVED A COPY OF THE PARENT HANDBOOK FROM THE AUTHORIZED  
REPRESENTATIVE OF THE PIONEER PRESCHOOL.

I HAVE READ AND UNDERSTAND THE PRESCHOOL PHILOSOPHY, INFORMATION, AND  
POLICIES. I AGREE TO THE TERMS AS SET FORTH IN THE ADMISSION STATEMENTS  
BELOW:

1. I HAVE MET ALL REQUIREMENTS AND SUBMITTED ALL COMPLETED FORMS  
NECESSARY FOR ENROLLMENT IN THE CENTER.

2. I UNDERSTAND I AM FINANCIALLY RESPONSIBLE FOR THE TUITION BILLED OR MY SUBMITTED SCHEDULE EACH MONTH. IN A DIVORCED FAMILY EITHER OR BOTH PARENTS ARE RESPONSIBLE FOR TUITION.

3. I UNDERSTAND IT IS MY RSPONSIBILITY TO SIGN MY CHILD IN AND OUT EACH DAY IN THE CLASSROOM.

4. I UNDERSTAND IT IS MY RESPONSIBILITY TO NOTIFY THE PRESCHOOL IN ADVANCE IF SOMEONE OTHER THAN THE APPROVED PERSONS IS PICKING UP MY CHILD.

5. I UNDERSTAND THAT IF IT WERE DEEMED NECESSARY:

A. THE DEPARTMENT OF LICENSING AGENCY SHALL HAVE AUTHORITY TO INTERVIEW CHILDREN OR STAFF; AND TO INSPECT AND AUDIT CHILD OR FACILITY RECORDS WITHOUT PRIOR CONSENT.

1. THE LICENSEE SHALL MAKE PROVISIONS FOR PRIVATE INTERVIEWS WITH ANY CHILD/REN, OR ANY STAFF MEMBER AND FOR THE EXAMINATION OF ALL RECORDS RELATING TO THE OPERATION OF THE FACILITY.

B. THE DEPARTMENT OR LICENSING AGENCY SHALL HAVE AUTHORITY TO OBSERVE THE PHYSICAL CONDITION OF CHILD/REN, INCLUDING CONDTTIONS WHICH COULD INDICATE ABUSE, NEGLECT, OR INAPPROPRIATE PLACEMENT, AND TO HAVE A LICENSED MEDICAL PROFESSIONAL PHYSICALLY EXAMINE THE CHILD/REN.

\_\_\_\_\_  
SIGNATURE OF PARENT(S)/GUARDIAN(S)

\_\_\_\_\_  
DATE

**THIS FORM MUST BE SIGNED AND RETURNED TO THE PIONEER PRESCHOOL PRIOR TO ENROLLMENT.**