

Busy Bugs Preschool

We would like to welcome you and your family to preschool. Thank you for being a part of the Busy Bugs Preschool family. Our preschool is dedicated to teaching your 3 – 5 year old children. We believe these early experiences will follow your child and set the example for future learning experiences. We welcome and encourage you to be an active part of your child's early childhood education during his/her time with our program. We pride ourselves on having an open door policy that simply means you and your family members are welcome into our classroom at anytime. We believe that parent involvement with their child's education is extremely important and enhances your child's learning experiences. We hope to be instrumental in all aspects of your child's education; therefore communication with you will be ongoing so that all questions and concerns may be answered as they occur. Please take time to read through this parent handbook. This guide will serve as an important tool throughout your child's educational experience with us. There are many times throughout the school year when questions arise, and they may be answered for you right here in this valuable handbook. Otherwise, please feel free to contact us at any time. Our phone numbers are listed below.

Lora Wilcoxson (253) 862-6731
Roach Gymnastics (253) 826-5999

-Registration-

The registration fee is **NON-REFUNDABLE** and due at the time you turn in your registration application form. Tuition is due the first of the month no later than the 10th of the month beginning in September, unless you have made prior arrangements with the front desk. It is for your convenience that we have broken our tuition down into ten (10) monthly payments. You may pay for more than one month at a time, or for the entire year (10 months). The registration and tuition fees are based on the actual costs of operating our school. Fees for the current school year are as follows.

REGISTRATION FEE.....\$50.00 Non Refundable
TUITION (2 day a week classes).....\$120.00 per month(through Parks & Rec)
TUITION (3 day a week classes).....\$170.00 per month
OPTIONAL GYMNASTICS CLASS.....\$30.00 per month (Tues. 11:45-12:30)

MAKE ALL CHECKS PAYABLE TO: Roach Gymnastics

We also take, Visa, MC and Discover-If tuition is paid in cash, receipts will be given to you.

-TUITION POLICY

Because our tuition is based on actual operating expenses, we are unable to make refunds or adjustments on monthly tuition because of school holidays, family vacations, etc. Consideration will be given to those students who are absent because of lengthy illness and extenuating circumstances.

-Class Hours-

3 day Class: Mon.-Tues.- Thurs. ----- 9:15a.m. – 11:45 a.m.
Optional Gymnastics----- 11:45a.m.—12:30 p.m.
Mon-Tues-Thurs. afternoon program is available with minimum registration

2 day Class: Wed.-Fri. ----- 10:15a.m. – 12:45 p.m.

-Arrival at School-

We request that you do not bring your child into the classroom until the beginning of class. The staff needs the pre-class time to do their final classroom preparation for the day, and may not be free to supervise your child. In order to insure your child's safety and also your peace of mind, we request that each child be brought into the building. This also provides an opportunity to check the parent information board posted outside the classroom for any "special" information notices that might be posted.

-Dismissal from School-

The last few minutes of a school day are generally rather hectic. Getting coats, show and tells, class projects, and children together in their proper order and places is not always a simple task. To help us in ensuring that each child leaves safely and happily, we request that you remain patient and know we will get your child to you as soon as we can. If it is necessary for you to pick up your child early, just let us know and come and get him/her.

-Authorization for Pick-up-

No child will be released to a person or persons not authorized by a parent to pick up that child. We must have written advance authorization of change in this respect. In the case of single/divorced parents: If the parent given custody of the child wishes to restrain the other parent from picking up the child from preschool, we **MUST** have a copy of the **COURT ORDER** stating this, or we **cannot stop the non-custodial parent from picking up the child.**

-Health and Safety-

Your child's health and the health of his/her classmates is a matter of great importance to us. Please use common sense when deciding if your child is well enough to attend school. Keep in mind that sending a sick child exposes the entire class. Please keep your child at home if he/she has a temperature, diarrhea, vomiting, rash, constant cough, or other symptoms of a communicable disease such as a sore throat, reddened eyes, and stomach ache. Most important, if a child has been exposed to a contagious disease, they should be kept at home. Strep throat, infection, infected ears, glands, the measles, mumps, and head lice are considered "highly" contagious. Your child may be sent home if he/she appears to have symptoms of illness during class time. In such cases, we will make every effort to contact you first. We will then proceed to other emergency contacts you have listed. In the case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will contact the child's emergency contact number before seeking medical attention.

-Emergency Preparedness-

Earthquake and fire drills will be practiced throughout the year. We will acquaint your child with evacuation procedures. Each parent will need to supply a 72 hour emergency kit for their student to be kept on the preschool premises throughout the school year. Please don't forget to include a comfort letter and photo(s) of your family for comforting purposes and we will keep these letters and family photos till the end of the school year.

Please keep your emergency information at school up to date!!!

-Ways we can Help-

When you enroll your child in our school, we assume the responsibility of giving assistance with special needs in relation to your child's school adjustment, growth, and development. We will look after his/her health, safety, and social/emotional being while he/she is in our care. We would really appreciate it if you would keep us informed of any changes in your child's home situation during the school year. For example, the birth of a baby, an accident, a death, a separation or divorce, a traumatic experience, just to name a few. If we are kept informed of any such changes, we will be better able to deal with any changes in your child's behavior during class time.

-What to Wear-

Think of your child's comfort, and provide simple clothing that is free of complicated fastenings. Think of messy activities, and provide clothing that is washable. We will make every effort to keep your child's clothing in the condition in which it arrived, but do remember that accidents happen.

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Potty Training Requirement-

Due to state requirements, all children entering Busy Bugs Preschool must be potty trained. Consequently, children must be able to utilize restroom facilities on their own while attending classes. However, it is understood that accidents can happen, so we ask that each child have a change of clothes they can keep in their backpacks every day.

-Monthly Calendar -

To strengthen the link between home and school, each month you will receive a snack/activities calendar. We will try to communicate as clearly as possible through them any information you may need to know in addition to sharing a bit of your child's preschool day with you. It will remind you of upcoming events and inform you of any school needs as well.

-Parental Observations-

First and foremost, our classroom is open to parents at all times. There will be a specific time set aside for a parent orientation and open house at the beginning of the school year. Separating is sometimes difficult for a child and/or parent at the beginning of the school year. To help this situation we encourage you to wait in our classroom for as long as needed until your child has an opportunity to become comfortable in their school

environment. Please let us know at anytime if you have a question or a concern about your child.

-Show and Tell-

Show and Tell is a very important time in the school day. It may well be your child's first opportunity for "Public Speaking." We encourage, as you might too, your child to bring in **one** item for Show and Tell. Please assist your child in selecting something to share with a thought, perhaps, for the curriculum we are studying that month. The most important thing, however, is for the child to be comfortable with his/her decision (even if the same decision was made last month, too). We would appreciate a limit of **ONE** item per child per time to share. That's about all time and attention spans will allow. **The teachers can and will handle small pets, bugs, snakes, and other creepy crawlies so don't hesitate to share. Please let us know your plans ahead of time so we can make sure there are no allergies to consider.**

-Field Trips-

Outside classroom experiences can start at an early age. During the school year Busy Bugs Preschool will be taking several class field trips. Transportation needs to be provided by parent/guardian volunteers. Notice of field trip plans will be given in the monthly calendar. Directions to the field trips will be handed out prior to the field trip.

As a rule, field trips will be taken during the regular class time hours. Every attempt will be made to provide fun and educational learning experiences at "no extra cost". For each preschool child a **Field Trip Consent Form** and a **Release of Liability** is required. Both forms are due prior to our first field trip and are good for the entire school year.

-Holidays/Snow days-

School will be closed on national holidays and vacations observed by the Sumner school District calendar. Written notice of such closing will be made on the monthly calendar. Busy Bugs Preschool follows the Sumner School District schedule and consequently preschool will be closed anytime the Sumner School District closes. Listen to any radio station, or TV station for school closure information due to weather. When there is a closure or an interruption of our schedule, we will try to contact each of you by e-mail. If there is a two hour late start or school is cancelled because of weather, we will **not** have preschool class that day. If you have any questions, please feel free to contact us.

-Nutrition and Snacks-

At Busy Bugs Preschool the children take turns bringing snacks to share with the class. At the end of each month a "Snack Calendar" will be sent home with your child indicating who will be providing snacks for the upcoming month. Snacks need not be sweet, expensive, or elaborate to be tasty and fun. A child's turn to bring in snack is very important to the child so suggest several ideas you think they might enjoy and then let them decide and help you with preparation. Use the monthly themes or curriculum we are studying to help you with your ideas. Enjoy being creative together! We have a microwave and refrigerator available for snacks.

Also, we have cups and water for snack time if you do not want to provide a drink. Please make the teachers aware of any allergies your child has and if you would like to provide an alternate food for him/her we can store it in our classroom. When it is your child's turn for snack, please supply enough snacks and napkins for the entire class.

The following are just a few snack ideas:

Crackers	Muffins	Rolls and butter	Cheese	Apples	Bananas
Pickles	Orange sections	Grapes	Yogurt		Melon
Banana chips	Dry cereals	Finger Jell-O	Pretzels		Granola
Deviled eggs	Popcorn	Trail mix	Finger sandwiches		Rice cakes
Dried fruit	Celery and Peanut butter		Potato & corn chips		Nuts
Cherries	Strawberries	bread	Plums		granola bars

-Birthday Snack-

Birthday snack is very important to your child and to our preschool. On the preschool day closest to your child's birthday, we will assign him/her to bring their favorite snack food (Yes cupcakes are just fine). Your child will be able to wear our birthday crown that day in class, we will sing "Happy Birthday" during snack time, and he/she will be able to pick a treat from the birthday box at the end of class. Parents are welcome in at anytime for this very special celebration.

-Discipline-

The discipline policy of our preschool is designed to aid the child in developing inner control. Discipline is viewed as a process of the child's learning appropriate behaviors. Positive reinforcement for "good behavior" in a warm supportive environment promotes the child's self-confidence and leads to increased desirable behavior. The child is also challenged with learning and doing new things, thus preventing the discipline problems which may occur from boredom. When corrective discipline is necessary, it will be administered by the teacher in a POSITIVE consistent manner, appropriate to the situation. When the child's behavior is unacceptable, the teacher will remove the child from the group, talk with him/her, discuss the problem, and discuss alternate ways to handle the problem. If the disruptive behavior continues, the staff will then determine if a conference with the parent(s) is necessary. Brief "Time Outs" will be used if necessary to aid the child in quieting his/her body and mind and allowing an opportunity to begin "anew" with more acceptable behavior.

-Diversity-

Preschool children are active eager learners who want to know all about the world around them. This age is the perfect time to introduce them to different cultures. Busy Bugs Preschool will be looking for your ideas, in hopes your family can share their heritage. We would like to include your family experiences, cultural foods, music, language, clothing etc. Our young Preschool children need to learn about and understand the world around them first. We would like to teach them about our families with whom they are classmates within these early years. Please let us know if you would like to share with us during the year.

-Curriculum-

Busy Bugs Preschool offers an exciting, challenging, and age appropriate curriculum. In our program the children will have experiences in cultural awareness, music, language, mathematics, science, arts and crafts, gross and fine motor activities, field trips, and MORE! They will learn to play and work together as a group, to share experiences with a group, and to pick up toys and materials they have used, unassisted. We feel that all of this will provide a well rounded curriculum that will further your child's development. Specific areas of emphasis change from month to month and year to year. We will try to keep you informed of those areas we are specifically studying at any given time via our calendar.

Busy Bugs Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students.

RELEASE OF LIABILITY FORM

During the course of the school year, Busy Bugs Preschool will be taking several class field trips. Transportation needs to be provided by parent volunteers. Students will be supervised at all times. However, the school assumes no liability beyond that of reasonable caution and care in conducting the transportation of preschool students to and from field trips. Below is a form granting permission for your child to be transported to and from these special learning experiences with release of liability to both the parent volunteers, and Busy Bugs Preschool, and families.

I hereby grant permission for

To be transported to and from field trips by parent volunteers for the school year 2010-2011. I release all liability of Parent volunteers, and Busy Bugs Preschool Staff and personal families. I accept the conditions stated above.

Signature of Parent or Legal Guardian

Because our tuition is based on actual operating expenses, we are unable to make refunds or adjustments on monthly tuition because of school holidays, family vacations, etc. Consideration will be given to those students who are absent because of lengthy illness.

Tuition is averaged over a 10 month period. Some months will have more classroom days than others. This way you are not being charged for holidays or Sumner District school closures. The average results are simplified by having the same rate each month.

I have read and understand these terms regarding the 10 monthly payments due Busy Bugs Preschool between the 1st and 10th of each month unless prior arrangements have been made.

Signature of Parent of Guardian