

# Little Peaches Preschool



Owned and operated by Abby Lazarus

Est. 2005

## Parent Handbook

Welcome to Preschool! Please read this handbook thoroughly, as it covers essential policies and procedures that not only govern our preschool contract agreement but also pertain to the care of your child. There **is** a lot of information, but it will help you to understand the type of care, environment, and education your child will be receiving. If you have any questions, please do not hesitate to ask.

\* The handbook, policies, and contracts are revised in January each year. \*

### Little Peaches Parent Expectations:

Open communication. Provide updates on problems and progress that your child is making. Excellent communication helps us work together in the best interest of your child. Keep in mind that Continuity of care is vital to a Child's development.

You should fully understand the terms of the contract and the policies and procedures that you, as the parent, are agreeing to. Be honest about how you believe the arrangement is working. Although you need to be vigilant to safeguard your child, you should trust me as your preschool provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

I welcome all parents at all times. I do not mind in the least to teach while you are watching me. So stop by to view anytime. I also love parent help and suggestions. It is a requirement that all parents volunteer at least once per school year in their child's class.

And lastly, treat my employees and me as you would like to be treated. Please keep in mind we are NOT "babysitters." Recognize that this is our job, and it is not an easy one. We are not superwomen; please do not expect us to do things you would not do. We are also working parents with other responsibilities. PLEASE, PLEASE DO NOT BE LATE!

### Hours of Operation:

Monday's 9-2:15

Tuesday's 12:15-2:15

Wednesday's 11:45-2:15

Thursday's 9-2:15

Friday's CLOSED

### **Days we are closed or will close early:**

Any closures will be noted on the website and in the parent lobby.

There is no tuition credit allowed for any closed days. Your full Monthly Fees are due every month from September through May. A two-week notice is required before pulling your child from class. If you chose to remove your child from school any month between September- May, your child's spot would not be guaranteed, when you decide to return. If you chose to take a vacation, your child's full fees are due every month.

A full list of this year's closed dates and holidays can be found in the parent lobby and on the website.

### **Fee Schedule:**

Monday, Wednesday and Friday mornings: \$180

Monday- Thursday Afternoons \$210

**Fees are always due on the last business day of the month, which means you are pre-paying for the month to come. All fees will be paid by the 5th of every month or a late fee of \$50 will be charged.**

There is a \$100 deposit that each new parent will pay before their child will be allowed to begin school. This fee ensures your child a spot in the program.

There is a \$40 returned check fee. You may pay in cash, PayPal(Fee) or by personal check, checks should be made out to Little Peaches Preschool.

If tuition becomes delinquent after 30 days, you will have ten days from notification to meet your financial commitment. Failure to do so will result in the removal of your child from school.

There are no refunds on fee's if you pay ahead. If you pay several months at a time please do so after carefully thinking if your child will attend for those months.

## **Pick-up/Drop-off**

We assume responsibility for your child only when he/she is on Little Peaches property. No child will be allowed to leave with anyone except parent/guardian, unless indicated by the parent that particular day. Anyone unfamiliar to me will be required to show I.D. and must be approved of by the parent before they leave.

Please be in control of your child at pick-up and drop-off times. If the person picking up the child appears to be under the influence of drugs or alcohol, another authorized person will be called to pick-up both parent and child. The Cheyenne Police department will be called at the first sign of resistance to this policy. Please know this policy is in place with concern for your Childs health and well-being.

**Television:** None. There is not a television in our preschool.

**Snack:** a light snack will be given during the middle of the class. I will either provide snack or ask for parent donations in the newsletter when we are low. Please plan to bring in a snack for your child's class once per month.

**Dress code:** Please have your children dressed weather appropriate and ready to play. If I feel that at anytime your child isn't dressed appropriately, I will address the issue with you privately. Your child will get dirty so I do not recommend treasured or valued clothing being worn to preschool; they should come dressed to work. They should always have a change of clothes inside their backpacks which they are required to bring daily. Your child should always wear shows to school, they don't want to have to stay inside if we decide to go out onto the sidewalk for an activity.

**Potty time:** Just make me aware of how you are trying at home, so that we may keep it consistent. Your child does not have to be potty trained to attend school. If they are training, please make sure they bring a change of clothes, and please make sure we have a supply of wipes and diapers/pullups/underwear for your child.

**Holidays/Birthdays:** We honor major holidays and all children's birthdays. Please pre-arrange with me any food you would like to bring in for your child's birthday. Also, if your family does not celebrate certain holidays please make me aware. It is always best to avoid any treats with nuts.

**Cleaning:** Children will be expected to clean up after themselves. Our classroom is sanitized on a regular basis and kept as clean as possible at all times. Handwashing is a must within our classroom, for parent volunteers, classmates and teachers. Please encourage your child to clean their messes at home as well.

## **What you can expect your child to learn when at Little Peaches:**

- **Independence**
- **Gross and Fine motor skills**
- **To learn to separate easily from parent/guardian**
- **Play cooperatively and respect personal space**
- **Self Help skills**
- **Identify body parts**
- **The alphabet and Numbers, visually identifying these out of order**
- **Colors and shapes**
- **Beginning knowledge of letter sounds, etc.**

## **Preschool Rules:**

### **- NO GUNS AND NO RUNNING!**

- No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting themselves or others.
- No intentionally breaking anything. In these cases the parents are held responsible and the item will be replaced by them
- No name calling, yelling, teasing or foul language.
- Show respect towards peers and other adults.

I do not have a lot of rules; the children will have clear expectations and we will consistently remind the children of these expectations during the school day. Please be aware as in Elementary school we try to solve any behavior issues within the school. Parents will be notified AFTER we have exhausted all our resources in solving the issues at school. This means if we pull you in for a parent meeting to discuss the behaviors that it is not the first time and we need to plan to work together to come up with a solution.

## **Discipline:**

Discipline will be consistent, clear and understandable to the child. When disciplining a child, positive guidance, redirection and setting clear limits that enable a child to become self disciplined will be used. Children will be encouraged to respect people, to be fair and learn to be responsible for their actions. Aggressive behavior toward their teacher or other children is unacceptable. Good behavior will be encouraged and

praised. If there are issues at school, please know that by the time I come to you to discuss any concerns it means it is not the first time we have had a problem. It means we have done our best to handle things within school, but the issue is not going away and its time we address it together as teacher and parent. The teacher closest to the child will handle any problems. A calm conversation will be had unless the teacher feels the child is too worked up yet to talk and they will be asked to take some chill out time in a quiet place until they clam down, then they will talk with me about how things could have gone better and what a better choice would have been. All discipline goes through me and all teachers are instructed by me in what to do in any situation that arises. Every incident that happens in class is reported to me. All student behaviors will be discussed between the parent and I.

Exclusions from Care/sicknesses:

PLEASE SEE BULLETIN BOARD

**Termination of care:** Care can only be terminated by the parent with a two weeks' notice. I reserve the right to immediately end care for non-payment, failure to respect me and the preschool rules. A refund of fees will not be given if you have chosen to leave preschool after dues have been paid.

**Teacher Vacation:** I reserve the right to 10 vacation days per year, with at least three weeks notice. Any unforeseen family events, I will do my best to have other qualified teachers there for me.

**Supplies:** Please see listing in parent lobby this may change monthly. For special activities I will ask the parents to help provide certain items, and will post a sign-up sheet for these items. Please do not feel pressured to sign up to bring in items.

**Blizzards/Snow Days:** If Laramie county school district #1 closes for a snow day, we will also close. If weather gets to bad and the district closes early and sends students home before a bad storm we will also.

**Tornados/Severe Weather:** The weather channel stays pulled up on the computer, and staff phones will alert to any impending inclement weather. If sirens go off, we will immediately take shelter in the buildings basement until deemed safe.\

**Medical Emergencies:**

All staff is CPR/1st aide certified. In serious situations, 911 will be called, and parents are responsible for any charges this may incur. In any and all situations, parents will be called immediately to be notified, even if it's a bruise.

**Fire Drills:** Fire drills are done monthly. In case of emergency, children will exit the building and meet on the other end of the parking lot in the designated area, a safe distance away from the fire. Even if no fire is visually seen, but the alarms go off we will evacuate. Parents will be notified immediately.

**Weapons Policy:** There are no weapons of any sort on the premises. There are no weapons allowed on-premises. I do not allow guns inside the school for any reason, no matter your occupation or license. Please remove all weapons before entering the school.

Thank you for choosing Little Peaches Preschool, I look forward to working with your family. If you have any other questions please just ask, if you have any suggestions please let me know!