



## OUR HANDBOOK

At Preschool Place, we believe that preschoolers are the smartest people on the planet! Their little brains are hard at work making sense of the world and setting the stage for a happy and productive life. They are natural-born scientists, chefs, gardeners, and artists. We consider it a privilege to help guide preschool children, learn with them, and enjoy discovering new things about the world together.



## OUR PURPOSE

We seek to serve our community by providing a safe, positive, nurturing environment for children from 6 weeks to 5 years old (pre-kindergarten). Our qualified teachers and administrators have a passion for inspiring creativity, self-sufficiency, and wonder in young children, and are excited about being an encouraging influence in their lives.

## OUR STAFF

Preschool Place teachers and directors get it – every day is incredibly important in the life of your preschooler. In order to give them the care and attention they need, we maintain teacher-child ratios which are well below state requirements.

Maximum allowable ratios are as follows:

Infants: 4 to 1

Toddlers: 6 to 1

Twos and Threes: 8 to 1

Fours and Fives: 10 to 1

Through required continuing education, weekly team meetings, and staff development, we all strive to grow in our understanding of the unique needs of preschoolers and how they thrive physically, mentally, and spiritually. Background checks are required for all staff.



## ADMISSION GUIDELINES

Preschool Place has classes for children from the age of six weeks to pre-Kindergarten age.

Registration for fall classes begins April 9, 2018.

Registration forms must be completed and a non-refundable \$75 registration fee paid before a child is considered enrolled.

Children attending Preschool Place must keep all immunizations records up to date with a copy provided for the school to be kept in the child's file. This includes a medical, religious or philosophical immunization exemption issued by the Arkansas Department of Health.

When classes are filled, families may place their child on our waiting list.

Registration fee is not required to be placed on the waiting list. Names on the waiting list will be called in the order they have been placed on the list when an open spot is available. This list does not carry over year to year.

**All enrollment decisions are made by the Preschool Place Director with consideration given to balancing classes and maintaining optimum staff/child ratios.**

## DISMISSAL

Preschool Place will make every effort to meet the needs of your child within our abilities based on our staffing, ratio and facility resources. We will work with families in making necessary plans to accommodate your child in our program. If the Director determines that Preschool Place is not able to meet your child's needs, we may discuss withdrawal.



## TUITION POLICIES

### MONTHLY RATES

Tuesdays & Thursdays                      \$185/child (\$5 discount for 2<sup>nd</sup> and 3<sup>rd</sup> children)

Tuesdays OR Thursdays                      \$100/child (\$5 discount for 2<sup>nd</sup> and 3<sup>rd</sup> children)

Tuition fees are due by the 10<sup>th</sup> of each month, payable by ACH draft.

Fees are the same each month regardless of the number of days in the month or days attended in the month. Tuition rates are based 69 total sessions from September 2018 through May 2019, divided into nine equal payments.

Payments are made by ACH draft, payable by the 10<sup>th</sup> of each month. If needed, we can provide a statement of the payments you have made within a certain time period.

For tax purposes, our Federal Tax # is 73-1612212.

Fees include one-time registration fee (\$75) to be paid at the time of registration, plus a supply fee of \$60 per child per semester. Fall supply fees are due by September 30, 2018; Spring fees are due by January 31, 2019.

Please remember that missed days cannot be exchanged or “traded” for other days.

Two weeks’ notice is requested if it becomes necessary to withdraw your child from school.

## ARRIVAL AND DEPARTURE

Preschool Place begins at 9:00 AM and ends at 2:00 PM. We will accept children into their classes beginning at 8:45 AM.

Each child should be personally delivered to the classroom by their parent or other authorized (in writing) adult after being checked in.

Please be prompt, as it is important for your child to begin the day with his/her classmates.



If your child will be absent, please call Preschool Place to let us know.

**Children must be picked up promptly at 2:00 PM.** Our staff is paid hourly and is not prepared to care for your child after school hours. We have a digital clock in the hallway and late fees will be charged according to the time on that clock. Beginning at 2:15, late fees are as follows and will be added to your tuition:

0 to 5 minutes late	\$2.00
6 to 16 minutes late	additional \$5.00
Each additional minute	\$3.00 per minute

These fees apply to anyone (parents, grandparents, sitters, friends, etc.) who is picking up your child.

## **PARKING**

Please park in any parking space on the south side of the Boys and Girls Club Building (near the playground).

Please come in through the marked entrance to the right of the patio and playground area.

Please do not park in handicap spaces to drop off or pick up your child.

Parents must come inside the building to pick up their children. Once the teacher has released your child/children to you, it is your responsibility to monitor their behavior. Please use caution in and around the parking area.

If you need assistance in picking up or dropping off, please feel free to call Preschool Place and staff person will be happy to help.

## **EMERGENCY PROCEDURES**

Preschool Place works in conjunction with Fayetteville Emergency Personnel to insure safety for our children in the event of an emergency.



Fire and Tornado drills are practiced monthly.

In the event of a fire, all children will be evacuated outdoors through the back emergency area of the preschool wing.

In the event of a tornado, children will be moved to the interior locker rooms at the Boys and Girls club.

## HEALTH AND SAFETY POLICIES

Preschool Place meets or exceeds the standards for minimum licensing requirements for safety. A copy of those requirements is available at your request.

Please check your child in at a kiosk upon arrival. This allows us to have an accurate record of attendance for your child's safety.

Bibs, necklaces (including teething beads), and any ties around the neck will be removed from infants prior to rest/naptime to reduce the risk of entanglement and strangulation while the child is sleeping.

We want to support potty training efforts and will do all we can to help your child with this important milestone! Please help us by using Pull-Ups with Velcro sides until they are consistent.

**Preschool Place accepts well children only!** Please do not send your child to school if he/she exhibits any of the symptoms listed below, or if a doctor has diagnosed them with an infectious disease.

- A. **Fever:** A body temperature of 101 degrees or greater. (Infants under 6 months of age, 100 or greater.)
- B. **Diarrhea:** two or more watery stools in a 24 hour period
- C. **Vomiting:** any occurrence in the last 24 hour period
- D. **Rash:** Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
- E. **Sore Throat:** if associated with fever or swollen glands in neck
- F. **Severe Coughing:** episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing



- G. **Pink Eye:** pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
- H. **Untreated Scabies, Head Lice or the presence of nits:** may return after treatment and removal of nits
- I. **Multiple sores inside mouth with drooling:** unless health care provider determines the condition is non-infectious
- J. **Ring Worm or Impetigo;** may return 24 hours after treatment is initiated

**PARENTS WILL BE NOTIFIED IF A CHILD DEVELOPS ANY OF THE ABOVE SYMPTOMS AT SCHOOL.**

## **MEDICATION**

Medication can be given to children only with signed parental permission which includes date, type, drug name, time and dosage. It must be in the original container, not have an expired date and be labeled with the child's name. Please submit all medications at the front desk.

If your child has a fever (101 or higher), sore throat or other symptoms of a virus, they should not be sent to school. Medicating your child in the morning to relieve these symptoms does not make them less contagious.

Preschool Place will provide aspirin substitutes, such as acetaminophen which can be given with parental permission.

Sunscreen is considered a medication. If you want your child to use sunscreen, please apply it just prior to coming to school.



## SOCIAL MEDIA POLICY

Please do not post anything on Facebook, Instagram, Twitter, Snapchat or any social media account that includes information about or pictures of any children other than your own. We certainly want you to get to know the other families in your child's classroom, but it is important to respect the privacy of others by not posting group photos or comments that include other children in the class. (Please be mindful of children in backgrounds as well.)

\*As a part of our Employee Policy, teachers are not allowed to post information about or pictures of the students on social media sites. Teachers do not use their cell phones during school hours.

## SNACKS AND LUNCHES

Snack-time and lunch time can be wonderful learning opportunities for preschoolers! Preschool Place will offer a daily morning snack to your child and will serve the lunch you provide for your child each day. Snacks will consist of whole milk, 100% fruit juice, or water to drink with crackers, dry cereal, animal cookies, graham crackers, fruit and other healthy foods.

Preschool Place does not serve breakfast. Please make sure your child has finished breakfast before entering their classroom.

If your child has special dietary needs, you may send snacks for them. Please include a note in his or her lunch box to inform substitute teachers of food allergies.

Please plan to send snacks with infants, as their needs and abilities vary widely.

When packing your child's lunches, Preschool Place recommends following healthy meal guidelines as recommended by the Department of Agriculture. Each lunch should contain milk, a protein, a fruit and a vegetable (or two of one), and a grain.

Milk should be sent in a thermos to keep it cool and an ice pack included in the lunch box as a backup to maintain freshness. Thermos should be kept in upright position.





## SCHEDULES AND HOLIDAYS

Preschool Place strives to follow the Fayetteville Public Schools schedule as closely as possible. We also observe the same holiday schedule as the Fayetteville schools. Upcoming holidays will be communicated in advance through our monthly newsletters. A calendar for Fayetteville Public Schools is available on their website ([www.fayar.net](http://www.fayar.net)).

During inclement weather, Preschool Place will close when Fayetteville Public Schools close. Please listen to local television and radio for school closings. Please arrive 30 minutes before the FPS scheduled early dismissal to pick up your Preschool Place children.

**Birthdays:** Birthdays are special times for young children. We encourage you to celebrate your child's birthday with his/her classmates at Preschool Place.

## SPECIAL EVENTS

- September 1st Day of School, Grandparents Day Breakfast
- October Family Field Trip to Farmland Adventures
- November Thanksgiving Feast
- December Christmas Program, Christmas Break
- January Community Helper Day
- February Valentine's Day Celebration
- March Spring Break, Spring pictures
- April Donuts with Dad
- May Muffins with Mom, Field Day



## CLASSROOM SCHEDULES

Preschool Place classroom schedules are planned to include times of activity and rest, group and individual play, snacks and outdoor play times. While there is some degree of flexibility, the classroom routines remain the same each day to provide a sense of security for young children.

Each classroom at Preschool Place has their own individual schedule with morning snack (9:30-9:50), lunch (11:30-12:00), rest time preparation (12:00-12:30), and rest time (12:30-1:40) being consistent for all classrooms. Check with your teacher for their class' schedule.

Our daily schedules include music and story time, crafts, and frequent special activities designed to inspire wonder and creativity in preschool children.

Since the older children are more aware of their classroom routines, it is important for them to arrive at school in time to experience their “whole” day. We encourage all of our children to arrive on time to be a part of their class.

Outdoor recreation will be part of our daily schedule as weather allows. When necessary, we will enjoy indoor recreation and physical activity in the gym.

Please dress your child for outside play. Close-toed shoes are always best for this. Remember to send a jacket in the cooler weather!

Your child should wear comfortable, washable clothing. A change of clothes is suggested in case your child has an accident.

All of your children's belongings must be labeled; we ask that you leave personal toys at home.



## BEHAVIOR GUIDANCE

Behavior guidance at Preschool Place will be individualized and consistent for each child. It will be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. The following is our behavior guidance policy:

Children at Preschool Place are taught to respect the rights and property of others, to share, to work together and to follow instructions. When a child is having difficulty observing rules or responding to verbal directions, the child will be removed from the situation (i.e. TIME OUT) in order that he/she may have time to calm down and consider appropriate behavior. The child will then be asked to rejoin their group. (The length of time a child is placed in time out shall not exceed one minute per year of the child's age)

Should a child have such behavioral problems as to cause uncontrollable disruption to the classroom, that child's parents will be called to come in for a conference. If behavior does not improve, the Director may ask parents to remove the child from Preschool Place. Any unused fees would be refunded.

Children will not be spanked or subjected to any form of physical or verbal abuse.

Please feel free to share with the Director and/or your child's teacher if you know they are experiencing behavioral issues. We will work together with you to help guide him or her to make good choices, learn self-control, and enjoy their time with their friends and teachers at Preschool Place. We believe that parents are a child's first and best teacher, and we want to champion and support your efforts!

