

WELCOME TO BEAVER RIDGE PRESCHOOL & PARENT'S DAY OUT

We are thrilled you have chosen to begin your early childhood education experience at Beaver Ridge. The preschool years are an exciting time of growth and development. We are eager to promote and provide an exciting adventure of learning and play for your child.

OUR GOALS

- Provide opportunities for children to gain confidence and a healthy self-concept.
- Provide a Christian environment where God's love is spoken of, shared, and modeled on an ongoing basis.
- Provide opportunities for your child to develop socially, cognitively, and emotionally.
- Provide activities that will develop fine motor and gross motor skills.
- Provide multi-sensory activities that will expose children to reading and math readiness skills.
- Provide a variety of experiences in the areas of music, literature, science, nature, and art in order to encourage creativity and foster a love of learning.

OUR CURRICULUM

Our curriculum is a teacher developed curriculum composed of a variety of focuses. Each classroom will study the same focuses, but specific activities and approaches will differ between the age groups. This allows us to host school wide thematic events everyone can appreciate but still provide variety for the child who is returning for their second, third or fourth year.

Our curriculum is comprised each month of a language focus, a math focus, a science focus, and a Christian value focus. Lessons, crafts, and learning activities are all planned around these areas of focus. A more specific curriculum will be outlined in calendar form and posted each month, as well as sent home with your child. Please read over it carefully each month.

OUR DAY

Your child's day will change based on their age. This may consist of a morning table activity, morning snack, circle time, play time, and one on one activity with their teacher. As the children get older, their day will become more involved and include more sitting and table activities – appropriate for their age.

Circle time can consist of a morning prayer, colors, shapes, and letters. Circle time will be the time when the children hear about what they are going to do that day, the letter of the week, science focus, math focus, and Christian focus for that month. Some classes may choose to read a book during circle time that pertains to something they are learning that day.

Each class' teacher will choose activities and crafts based on the age of their class. In the youngest

classes, including the infant room, the focus will mainly be on play and socializing with other children.

ENROLLMENT

Registration for Preschool and Parent's Day Out will be held annually in March. Applications are accepted on a first-come, first served basis. **A registration fee is required at that time to reserve your child's place in our program. This fee is non-refundable.** Since this fee covers the cost of insurance, supplies, in-house field trips, and special events, discounts are not given to families with multiple enrollments.

Our program consists of ages 3 months thru pre-k age. Your child will be placed in a class based on their birthday.

TUITION

The tuition is a set amount for the total year and may be paid in ten monthly installments due on the first day of each month your child is registered to attend. A discount will be given to families with more than one child enrolled in the program. The first child will pay full tuition. Each additional child attending two days per week will receive a \$20 discount per month.

PAYMENT/LATE CHARGE

Payment is due on the first day of the month. **A \$20.00 late fee will be charged if tuition is not received by the 10th day of the month. An additional fee of \$10.00 per week will be added after the 15th day of the month.** If the tuition and late fees are not paid in full by the first day of the following month, the child will lose their place in the program. In order to re-register your child in the program, a registration fee would be required and all debts incurred would have to be paid in full. There is, however, no guarantee that the space will still be available. All returned checks will be subject to any fees incurred by our program. When paying by check, please note the child's name on the check.

SCHOOL CALENDAR

Our school session begins mid August and concludes in May. During that time we will follow the Knox County School schedule unless otherwise posted. This includes closings due to holidays, health epidemics, inclement weather and teacher in-service days. If Knox County closes early for any reason, we will close as well. Please pick up your child(ren) before you pick up your school-aged children. There will be no refund for days missed.

PROGRAMS OUTSIDE SCHOOL HOURS

We will host an annual Open House in mid August in order to acquaint you and your child with their teacher and classroom. Preschool will also have a program at the end of the school year to celebrate a year of growth and to recognize the children who are graduating. Both these programs will take place during evening hours.

SCHOOL HOURS/ ARRIVAL

Our hours are 9:00 a.m. until 1:00 p.m. Our teachers arrive early to prepare for the school day. Every minute before that time is needed to prepare so that full attention is given to your child upon entering the classroom. The doors to the building will open at 8:00am. We ask that you wait with your child in the lobby until 9:00am. We encourage independence with our preschoolers. Preschool children should walk into the classroom and hang up their own backpacks. When you bring your child to the classroom, please remember that a quick goodbye will help your child get off to a good start. We have found that prolonged goodbyes will only make your child's adjustment more difficult. Please arrive on time each day so your child will not miss any activities at the beginning of the day.

EARLY CARE AND DROP-INS

Early care is available from 8:00am-9:00am for an additional **\$5.00 per day**. This service is offered to anyone enrolled in our programs and is located in the gym. You do not have to enroll or call ahead to bring your child to early care. Payment must be made when dropping your child off that morning. Children who have not paid for early care cannot be dropped off before 9:00am.

DISMISSAL

The last minutes of the school day are very important for your child. Teachers use this time to review the lessons learned, read a book or have a special share time. If you arrive early and find the door closed, please do not be alarmed. The teacher is trying to keep the children's attention until dismissal time. At 1:00 she will open the door and dismiss your child to you. If you arrive after 1:10 to pick up your child, a late fee of **\$5.00 for every five minutes** that you are late will be charged to you.

Upon pick-up feel free to inquire about your child's day. Please be brief at this time. If you have further concerns or questions, please arrange a time to talk to the teacher by phone or in a scheduled conference. Children must be picked up by a parent or an individual on the signed authorization form. Please notify us in person, by phone or in writing if someone other than those on the list will be picking up your child. **They should bring some form of photo ID with them at pick-up time.** We will not release a child to anyone without parental authorization. Please stay with your child at all times when on the church property and in the parking lots. **Please do not park your vehicle in the covered area outside the front doors of the building.**

DRESS FOR SCHOOL

Please dress your child in casual clothes. If your child is potty training and wears pull-ups, we ask that you only send pull-ups that have velcro sides. While pull-ups are great potty training tools, they make changing time especially difficult. Please dress your child appropriately when using pull-ups or diapers.

If your child is potty trained, clothing should be easy for the child to remove to go to the bathroom unassisted. Overalls, one piece outfits, belts and hard to buckle pants make it difficult. Rubber soled shoes are safest on the playground. Coats, jackets and sweaters should be labeled with your child's name. A change of clothing should always be in your child's backpack in case of sickness, bathroom accidents, or spilled drink or paint.

LUNCHESES

Please provide a lunch for your child each day he/she attends. If there is something in your child's lunch that needs to remain cold, please include ice packs in their lunch box. Remember to always pack any utensil (spoon, fork, straw, etc..) your child will need in order to eat his/her lunch. You may pack anything your child likes for lunch as long as we do not have an allergy to worry about. We cannot heat lunches, but you are welcome to send already heated food items in a thermos.

WHAT YOUR CHILD SHOULD BRING

Please, provide anything your child will need throughout their day. This includes a backpack, change of clothes, diapers or pullups if needed, a cup with a lid, lunch that they can eat on their own.

PLEASE LABEL EVERYTHING YOU BRING TO PRESCHOOL

PERSONAL TOYS/ ITEMS

Please have your child leave all personal toys/ items at home. Sharing a favorite toy is not easy for a child. We will encourage them to bring in special items on certain days. These will be marked clearly on your calendar. If for some reason they do have to bring that special item to school with them, make sure it is placed in their backpack before entering the classroom. Please leave all aggressive toys at home. It has been our experience in the past that these toys can cause aggressive behavior in the classroom and on the playground.

BIRTHDAYS

If you wish to celebrate your child's birthday at school, please let the teacher know ahead of time. A special snack to share with the class is welcome and encouraged. Please keep in mind that an elaborate snack may take up valuable classroom time. A simple favorite snack is always appreciated.

ALLERGIES

Please be sure your child's emergency form indicates any allergies, especially food allergies. We provide snacks and often have special treats for the children. Please make us aware of any potential allergens your child may have.

MISBEHAVIOR

When misbehavior occurs and cannot be resolved by talking to the child, then "time-out" is used. Periods of "time-out" are based on the child's age and maturity (no longer than one minute per year of age). If the problem cannot be resolved, we will talk with the parents so we can work together to resolve the problem.

If a child does not seem to be adjusting to our program (excessive crying, hitting, etc..) we will talk with the parents and give the child a two week trial period in which we will try to correct the behavior. If the child's behavior has not improved during the trial period, we will ask that the child be removed from our program. Our policy for aggressive behavior is fairly flexible, however we cannot allow biting. If a child bites, we will talk with the child about the inappropriate behavior, place them in time-out, and inform the parent at pick-up time. If this behavior happens three times, we will ask that you remove the child from the program.

ILLNESS

Please do not send your child to school if you suspect he/she may be sick. Children with diarrhea, vomiting, bad cough, unexplained rash, sore throat, or a fever of 100 or more in the last 24 hours should not attend. If a staff member determines that your child appears to be sick, she/ he will not be allowed to attend or stay the rest of the day. We will isolate your child from the other children (in the office) until you or someone on the emergency list can pick them up. **Please make sure all emergency phone numbers are kept up to date.**

Please notify the school if your child contracts a contagious disease (such as chicken pox) so that we may inform the other parents.

Please let your teacher know if your child has taken any medication that morning before coming to school that may affect his/ her behavior for the day.

If your child needs medication while at school, you will be required to fill out a medication form.

EMERGENCY

Each child is required to keep a current emergency form on file with us at all times. This provides us with vital information on your child regarding allergies, seizures, special health considerations, etc. This form will allow us to act swiftly in the event of an emergency. We must have this form in hand before your child can attend our program.

IMMUNIZATIONS

We require a current immunization form for each child enrolled in our programs. These forms may be obtained at your physician's office. The immunization form must be current and include your physician's signature. We must have this form on file before your child can attend Preschool or PDO

INCLEMENT WEATHER

Our programs follow the Knox County School System schedule unless otherwise posted. We are closed anytime Knox County schools are closed for any kind of inclement weather (snow, ice, excessive rain, etc...). If Knox County goes one hour late, we will still begin at 9:00am but will not have early care. If they go two hours late, we will begin at 10:00am. If schools close early during the day, please remember that we will close also and you should pick your child up as soon as possible.

After five missed days during the school year due to closure per Knox County Schools for inclement weather, tuition will be reduced \$15 per day beginning on the sixth day of cancelled classes for your child. For children enrolled in PDO one day per week, tuition will be reduced after the third day your child misses due to school closure per Knox County. The discounted tuition will be reflected in the next month's tuition.

PARENTAL INVOLVEMENT

We have an "open-door" policy regarding parent visitation. Feel free to drop in at any time; however, please be sensitive to the teacher's scheduled activities and avoid interrupting the flow of the day's plans.

Notify your child's teacher if you wish to volunteer in the classroom, help with holiday parties, or send in a special snack. Please remember that preschool time is for your child that is enrolled in the program. Siblings who are not enrolled in the program must stay with you at all times.

PARENT/ TEACHER CONFERENCES

Please feel free to schedule a conference with your child's teacher if you have any concerns. You may call the school office if you need to leave a message for your child's teacher and she will return your call as soon as possible. In the spring, the preschool teachers will send home information they have been compiling throughout the year regarding your child's social and emotional adjustment, behavior and developmental progress. If you have any questions or concerns at that time, you may schedule a time to talk with your child's teacher.

TERMINATION

Should a teacher or a director determine that your child is not ready to benefit from the preschool program (due to immaturity, difficulty in adjusting, unusually prolonged separation anxiety) you will

be notified and your child will need to be withdrawn.

Any one of the following situations shall necessitate removal of a student from the program:

- *Excessively disruptive or exhibits exceptionally aggressive behavior.

- *Threatens the safety and well being of self and/ or others.

Please familiarize yourself with classroom rules so you can encourage and remind your child to do their best. When a misbehavior occurs and cannot be resolved by talking to the child, then a “time-out” (no more than one minute per year of age of the child) or loss of outside or gym playtime is used. If a problem cannot be resolved, we will speak to you promptly so that we can work together to resolve the problem behavior.

WITHDRAWAL

Parents are required to give a two week notice of withdrawal from our programs and are responsible for payment of those two weeks. If your child is absent for two weeks without you having contacted us, your child’s spot will be automatically forfeited. For this reason, it is imperative that you let us know when your child will be absent. You may call and leave a message on our answering machine at any time. We DO NOT want your child to inadvertently lose his/her spot in our program. If a child withdraws from the program for any reason, a registration fee will be required in order to re-register in the program.