



Mission Statement: provide a loving, safe and structured learning environment for each child's cognitive, physical, social and emotional development.

Philosophy: learn through play. Early childhood education is not about worksheets and lesson plans. We will introduce our monthly themes through songs, word-play, games, art and stories. Everything we do at Village Preschool is an opportunity to learn.

Hours of Operation: Monday through Friday, 7am-5:30pm

Who we serve: children ages 2.5 to 6 years old. Child must be toilet trained.

Policies and Procedures:

- Child must be signed in and signed out each day. Please keep your emergency contacts current in the event that you are not able to pick up your child. Unrecognized adults will be asked for their id.
- Preschool is a no-cell phone zone. Please complete your calls before coming into the school. Children need your full attention when you drop-off or pick-up and staff may need to share information with you.
- No personal toys. We have lots of great toys to play with here and ask that you leave your child's belongings at home. The one exception is a snuggly at rest/nap time. If a child brings a toy, you will be asked to take it home with you.
- Shoes, no flip flops. We have a staircase that leads to our playground in the back. Children will be riding bikes. Sandals with a back strap are fine.
- AM snack. You will be asked to supply snack once a month for your child's classroom. Please bring items from two food groups. For Early Years, please bring enough for 12 children. For Pre-K, please bring enough for 18.
- Nap/rest time. Children will need a CRIB SIZED sheet and a blanket. Please make sure these items are LABELED. If sheets and blankets aren't provided by the parents, Village Preschool will provide them for a \$5.00/day fee.

- Extra clothes. Please make sure your child has replacement clothing in his/her cubby. Re-supply as needed and check throughout the year to make sure they still fit (these little guys just keep growing!)
- Lunch. Please pack healthy choices for your children. We ask that no desserts or candies be sent (if they are, we will hold them until the end of the day when they go home.) We do not have a microwave for the children so do not send food that needs to be heated. Please add an ice pack to lunches which need to stay cold. The refrigerators we have are big enough for the am snack supplies only.
- Sick children. If we notice symptoms of illness, you will be contacted to pick up your child immediately. We provide well care. Your child will be isolated from the other children in the director's office until you are able to come get your child.
- Exclusion from care: pink eye (conjunctivitis), diarrhea, vomiting, ring worm, head lice, fever of 100 degrees or higher, headache, excessive discharge or drainage from the nose or eyes, excessive coughing.
- Medication. All children who need prescription medication must have a Authorization to Administer Medication form completed and signed. All medications must be labeled with the child's name and in its original container. No over the counter medication will be administered including powders, ointments or cough suppressants.
- Major injury. In the event that an injury occurs where the director or staff deems it necessary to call 911, parents will be contacted immediately. Make sure all your contact information stays current. If a parent/guardian cannot be reached, hospital staff will be in charge of all crucial medical decisions.
- Minor injury. You will receive an injury or "Ouch" report if your child gets injured at school. Please feel free to follow up with any questions regarding the injury
- Birthdays! We love to celebrate! Please let your child's lead teacher know if you plan to bring a special treat for the class.
- Late Pick Up. Village Preschool closes at 5:30pm. There will be a late fee of \$10.00 for every five minutes that you are late. The charge will be added to the following month's invoice. Repeated offenses will result in director evaluation of your child's place in our program. Our half-day program concludes at 12:30pm. The same charges will apply as those after 5:30pm.

- Days closed. Village Preschool will be closed for following holidays: Martin Luther King, Jr. Bday, Presidents' weekend, Memorial Day, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving, Christmas and New Year's. We will close for the week between Christmas and New Year's and the first week of January. There will be a week after graduation where we will close to prepare for the summer program.

Discipline: provide clear, age-appropriate boundaries. The rules and expectations of the classroom, the playground and the school overall will be consistently communicated with the children. If we spot a behavior not consistent with those expectations, we will ask questions like, "What does your body need to do when inside? Is that what you should be doing with your body right now?" This gives the child the opportunity to evaluate his/her decision and self-correct. Most of the time, this method of discipline will be enough. However, on those occasions when your child or another child is at risk, staff intervention will follow in these ways:

- Thinking Break: a child will be removed from the environment to a quiet location to calm his/her body. They will stay in the quiet space for no longer than 1 minute/age of child. At the end of their break, a staff member will ask them about their behavior as above and give the child the opportunity to self-correct.
- Solitary Play: allowing a child space to simply play by themselves instead of in a social setting may be necessary. When the child has calmed their body and looks ready to rejoin the group, the teacher will invite them back to the group.
- Isolation: a child who cannot control their body will be escorted to the director's office. This will remove any risk to the other children in the program and also give the tantrum child a place to calm down.

There may be occasions when a repeated behavior puts the other children in the program or the environment at risk. If the director or the teachers believe that to be happening, the child will be sent home.

If a behavior issue persists and we are not able to help correct the behavior at school, a parent conference will be scheduled and a behavior contract will be developed. Children with behaviors that result in an unsafe environment for the other children in the program will be asked to take a break from the program or to possibly leave the program.

Examples of behaviors that would result in a parent conference: biting, repetitive or targeted hitting, pushing or kicking, spitting, deliberate potty accidents.