

# Junction Preschool

Our Treasure

Introduce your child to the love of learning!

## Parent Handbook 2010 – 2011

All children ages 3 to 5 years, independent in the bathroom,  
are eligible to enroll.

547-3267

**9087 Deschutes Road, Portables RM 104 and 105  
Palo Cedro, CA 96073**

Marsha Renelle – Junction Preschool Director/Teacher

Jeanne Garayoa – Preschool Teacher

Kristi Crum – Preschool Teacher

## Goals

The goal of Junction Preschool is to introduce and assist children in learning about themselves and the world around them in order to prepare them for kindergarten and the "love of learning." Concepts such as staying in line, taking turns, sharing, learning and following instructions, and "playing" together will be emphasized. Core academic and pre-academic skills will be addressed such as learning shapes, colors, counting, alphabet, basic writing, fine and large motor skills, and fundamental concepts important in becoming a strong student.

## Fee Schedule and Policies

An **annual supply fee of \$65.00** is required with enrollment papers.

**Full Day is 7:30 a.m. to 4:00 p.m.**

**3/4 Day is 7:30 a.m. to 2:30 p.m.**

**1/2 Day is 7:30 a.m. to 12:00 p.m.**

**Nap Mat Fee \$12.00**

**Nap Mat Fee \$12.00**

	<u>TWO DAYS</u>	<u>THREE DAYS</u>	<u>FOUR DAYS</u>	<u>FIVE DAYS</u>
<b>Full</b>	<b>200.00</b>	<b>300.00</b>	<b>400.00</b>	<b>500.00</b>
<b>_</b>	<b>180.00</b>	<b>280.00</b>	<b>380.00</b>	<b>480.00</b>
<b>_</b>	<b>170.00</b>	<b>230.00</b>	<b>280.00</b>	<b>330.00</b>

**Hourly \$ 4.00    Day Rates \_ = \$20.00    \_ = \$25.00    Full = \$30.00**

Monthly tuition must be paid in advance by the first of each month. Tuition paid after the 15th of each month will incur a \$15.00 penalty unless other arrangements have been made and approved by the director. No refund of fees and no adjustment for days the child does not attend. There will be no adjustment for holidays. Please refer to the Junction School District 2010 - 2011 School Calendar schedule. Minimum days do not apply to Junction Preschool.

Accounts that are not paid in full by the last day of the month will constitute grounds for termination.

Tuition is based on the 2010 – 2011 school year contracts. Half-month tuition is due in August and in December and day rates in June. All other months will have full tuition due.

Junction preschool must be informed in writing of withdrawal of preschooler four weeks prior to exiting. Please inform the director of any special circumstances to be considered.

## Procedures

### Arrival Time

Our preschool day starts promptly at 8:30 a.m. In deference to the children and staff, please be prompt. Preschoolers do not regroup very quickly or effectively. Our doors are open at 7:30 a.m. for our preschoolers.

### Daily Schedule

7:30 – 8:30	Arrival and free play
8:30 – 9:00	Circle time, flag salute, calendar, weather, music and story
9:00 – 9:20	Wash up and morning snack
9:30 – 10:15	Outside playground time (weather permitting)
10:15 – 10:30	Bathroom/Wash up
10:30 – 11:30	Centers/Activities (educational games, art, fine motor skills)
11:30 - 11:40	Clean up and wash up for lunch
<b>11:40 -12:00</b>	<b>LUNCH</b>
<b>12:00</b>	<b>PICK UP TIME for _ day</b>
12:00 - 2:00	Rest time
2:00	Wake up, bathroom, story
<b>2:30</b>	<b>PICK UP TIME for _ day</b>
2:30 - 3:00	Activities/music/stories
3:00 - 3:30	Wash up and afternoon snack
3:30 - 4:00	Outside playground time (weather permitting)
<b>4:00</b>	<b>PICK UP TIME for Full day</b>

Parents are to walk their children into the classroom and sign them in upon arrival and departure.

Depending on availability, the waiting list vacancies will be filled in chronological order.

**An up-to-date immunization record and Physician's Health report is required before your child may attend Junction Preschool. See enrollment packet. Your child's enrollment will be confirmed upon receipt of registration packet, tuition, supply fee and rest mat fee, if needed.**

### Transportation

Parents will provide transportation.

### Change in Information

Parents are responsible for advising the Director of changes in address, phone, in addition, work and emergency telephone numbers.

## **Late Pick-up Policy**

A parent picking a preschooler up after designated time tuition covers the hourly rate will apply for extra hours.

Parents picking a preschooler up after 4:00 p.m. will receive a penalty fee as described below:

All children must be picked up from Junction Preschool by 4:00 p.m. Any parent picking their child up after 4:05 p.m. will pay a \$15.00 late penalty fee and will be charged \$1.00 per minute thereafter. Any parent who anticipates being late should call Junction Preschool. In the event the Junction Preschool staff cannot locate a parent or another authorized person to pick up the child, the Shasta County Child Protective Services will be called at 6:00 p.m.

Should the Junction Preschool be closed due to inclement weather or other emergency, you will be notified via the radio station KQMS or Television station KRCR. If Junction School is closed, Junction Preschool will also be closed.

## **Nutrition**

Lunches are not included in the monthly fee. Children must bring a lunch from home or purchase a hot lunch from the Junction School cafeteria. The cost of hot lunch is \$2.00, which includes milk. Hot lunch may be purchased by the day or you may prepay in advance. Hot lunches are delivered to the Preschool and served by 11:45. Monthly menus are provided by the Junction kitchen and will be placed in your child's daily folder. Nutritious snacks are provided twice daily at 9:00 and 3:00. Snack menus are posted on the Parent Information board.

**Please notify us of special dietary needs in writing.**

## **Medical Emergency Procedure / Accidents**

Injuries of a minor nature (small cuts, bruises, bumps, etc.) staff will give necessary first aid and will notify parents of injury with a note from person administering the first aid.

Serious injuries our staff members will call 911 and then make contact with parents or other emergency contacts as listed in enrollment packet. Staff will provide first aid until EMT arrives. Accident reports will be sent home following any injury.

A report will be filed by Junction Preschool to Child Protective Services in the event staff suspects child of being abused in any way (physically, sexually, emotionally). We are mandated by the state to file such a report.

## **Fire Drills / Emergency Evacuations**

Fire drills are held once a month. The Emergency Disaster Plan is posted on the Parent Information board. You may request a copy if needed.

## **Health and Medication Policies**

If your child is sick and has a fever or undiagnosed symptoms, we are not equipped to take care of your ill child. **Children must be symptom free for 24 hours. PLEASE KEEP YOUR CHILD HOME for fevers, vomiting, diarrhea or persistent coughing, for the sake of our teachers, parents and all other children.** Children who become sick at preschool will be isolated in the preschool ill room until parents arrive to pick them up.

Prescriptions or over the counter drugs must be sent with a signed request (using an approved form) from the physician and should include:

1. Date
2. Name of child
3. Name of Medicine
4. Amount to be given
5. Time of day to be given and how often
6. Number of days to be given
7. Medicine must be in the original container
8. A request for medication taken during preschool hours requires a form signed by both the physician and the parent. The physician must give instructions.

## **Personal Items**

Children are required to have a backpack with an emergency change of clothes, blanket and/or stuffed animal that give comfort for rest time. No bottles or sippy cups allowed. Lunches from home can come in brown bags or a lunch box. Please be sure your child's name is on personal items.

A child may bring a book that is related to our preschool themes, letters, colors, numbers, shapes, etc. to share with the class. Please leave personal toys at home.

## **Birthdays**

Please see the Director for specific details. Classroom parties are welcomed and usually take place at our 9:00 a.m. snack time. Parents are responsible to bring birthday cake or cupcakes and any other party items needed.

## **Rules of Discipline**

We believe in using positive discipline strategies with our preschoolers to help nurture a positive self-image in all children.

Positive discipline begins with adult behaviors: good limit setting, clearly communicating limits, teaching behavior that is more appropriate and giving cues for the new behavior, supporting children in their new behavior, changing something about a situation, and ignoring behavior when it is appropriate to do so.

Positive discipline continues when adults respond to typical interaction problems with positive, helpful strategies: redirection, active listening, I-messages, natural or logical consequences, conflict resolution, recognizing and dealing with strong emotions, and withdrawal from emotion-laden situations. However, the core of positive discipline strategies is helping children save face and preserve their dignity in discipline situations.

At Junction Preschool, we praise positive behavior. A warning will be given to the child first; secondly, the child will be removed from others and placed at the "able" table. When "able" the child may return to activity, circle time, etc. Junction Preschool will not tolerate Corporal punishment.

If a child continues to display behavior that is disruptive to other children and teachers, the director and teachers will hold a conference with both parents to remedy the behavior. If the child continues disruptive behavior, the child's enrollment with Junction Preschool will be terminated.