



JUNCTION PRESCHOOL

License # 455404720
JESD Tax ID #68-0174779

Introduce your child to the
love of learning!

9087 Deschutes Road
Palo Cedro, CA 96073
(Portables, Room 104 and 105)
tbrock@junctionesd.net
(530) 547-3267

7:30am – 3:30pm
Monday - Friday

Miss Terry - Preschool Director/Teacher
Miss Tammy - Preschool Teacher

Parent Handbook 2023 – 2024

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

Goals

Our program focuses on the whole child. We offer a nurturing environment where children can learn and grow. Preschool children are naturally curious and learn through play. We introduce core concepts in a variety of ways in a structured, immersive environment. Concepts such as shapes, colors, numbers, letters, and basic writing skills are introduced, as well as large and small motor development. We focus on emotional and cognitive development and learning to interact and communicate with peers to facilitate transition into the TK or Kindergarten classroom.

Our goal is to provide experiences that encourage exploration and investigation into who they are and to learn about the world around them. We foster the sense of “self” and social and emotional development, while supporting families to build a sense of community and a lifelong love of learning.

Monthly Tuition and Policies

Program Hours

Full Day 7:30am to 3:30pm
Half Day 7:30am to 11:45pm (Preschool Program runs 8:30 to 11:30am)

Tuition Cost

	<u>Three (3) Days</u>	<u>Four (4) Days</u>	<u>Five (5) Days</u>
Full Day	360.00	470.00	580.00
Half Day	300.00	350.00	400.00

Hourly Rate: \$ 4.00/hour

Daily Rates:

 Half Day \$25.00/day

 Full Day \$35.00/day

* An **Annual Registration Fee of \$80.00**
is required with enrollment paperwork.

Monthly tuition must be paid in advance by the first of each month. Payments can be made by ACH (no fee), debit or credit card (for a fee), or pay by check or cash in preschool (no fee). Tuition paid after the 10th of each month will incur a \$25.00 penalty unless other arrangements have been made and approved by the director. There will be no refund of fees or adjustment for days the child does not attend. The months of August, November, December, January, February, April and June will be adjusted due to partial months and holidays.

Accounts that are not paid in full by the last day of the month will constitute grounds for termination, unless other arrangements have been made and approved by the director.

Tuition is based on the current preschool year enrollment contracts. 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.

Preschool Calendar

Junction Preschool follows the same schedule as Junction Elementary School. Please refer to the Junction School District School Calendar. *Minimum days do not apply to Junction Preschool.*

Immunization / Health Report Policy

An up-to-date Immunization Record and Physician's Health Report is required before your child may attend Junction Preschool. All immunizations required for your child's age must be administered prior to enrollment.

Enrollment Policy

All required documents and payments must be received and complete before your child will be enrolled. Complete enrollment packet, registration fee, and 1st month's tuition fee must be received, and there must be room in our program for your child. Please contact the director with any enrollment questions.

Depending on availability, vacancies will be filled first with returning students, next with previous preschool family's siblings, and then qualified children in order of placement on the waiting list (if applicable).

Billing and Account Information

Upon completion of the enrollment paperwork, your information will be entered into our Smartcare database. You will then receive an email with a link to Smartcare (which is an app you can download). You will have access to your personal account information and account balance information through the app.

Procedures

Arrival / Departure

Our doors open at 7:30am. The preschool program begins at 8:30 a.m. Please be prompt. Preschoolers do not regroup very quickly or effectively.

Parents provide all transportation to and from preschool. There is no bus service for preschool. Parents are to park and walk their children into the preschool upon arrival and departure.

PLEASE remember to sign in and out each day. Full signature is required.

Children will be allowed to leave with an authorized adult listed in the enrollment packet. California State Law requires that we check identification of the person picking up if we are unfamiliar with that adult.

Late Pick-up Policy

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

All children must be picked up from Junction Preschool by 3:30 p.m. Any parent picking their child up after 3:40 p.m. will pay a \$25.00 late penalty fee and will be charged \$1.00 per minute thereafter. Any parent who anticipates being late should call Junction Preschool at 547-3267.

In the event that 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.

Daily Schedule

7:30am	Doors Open Children Arrive (wash hands, complete jobs, free play)
8:30am	Circle Time (including Pledge of Allegiance/Flag Salute)
9:00am	Wash Hands / Bathroom Visit Morning Snack
9:20am	Outside Play (weather permitting) (Rainy days – songs and dance, games, active play)
10:05am	Large Motor Movement (outside or in the gym)
10:25am	Wash Hands / Bathroom Visit CD Book
10:45am	Group Time / Centers
11:25am	Clean Up the Classroom
11:30am	Wash Hands / Bathroom Visit
11:40am	Lunch for full-day
11:45am	Half-Day Pickup
12:00pm	Nap Time
2:00pm	Lights On! / Blankets Put Away / Bathroom Visit Library Time / Coloring
2:15pm	Story Time
2:30pm	Outside Play (weather permitting) (Rainy days – songs, dance, games, play)
3:00pm	Wash Hands / Bathroom Visit Afternoon Snack Library Time / Puzzles
3:30pm	Full Day Pickup / Walk to Raider Care

Our Parent Information Board is a source of reference for you and your family. It includes our curriculum calendar, lunch/snack calendar and other important information. Our Junction Preschool Daily News easel lists the day's activities and books to be read. Be sure to take a look each day to see what your child will be working on.

Change in Information

Parents are responsible for advising the director of changes in address or phone number(s) and changes in people authorized to pick up your child. It is critical to keep contact information up to date in case of an emergency. Please make these updates in writing.

School Closure

Should 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 Elementary School is closed, Junction Preschool will also be closed.

Nutrition

Please be sure your child has had a healthy breakfast prior to coming to preschool.

Lunches are not included in the monthly tuition fee. Children enrolled in our full-day program must bring a lunch from home. When needed please keep your child's lunch box clean and sanitized. ***Please do not send candy or sweet treats in your child's lunch.***

Nutritious snacks are provided twice daily at 9:00am and 3:00pm. Snack menus are also posted on the Parent Information Board. ***Please notify Junction Preschool of allergies or special dietary needs in writing. Parents will be responsible to provide gluten free or special food for their child.***

Please provide your child with a labeled water bottle filled only with water and ice (if desired) each day.

Health and Medication Policies

If your child is sick and has a fever or undiagnosed symptoms, your child must be kept home. ***Children must be symptom free for 24 hours minimum in order to return to preschool.***

For the sake of our teachers, parents and all other children, ***please keep your child home for fevers, vomiting, diarrhea, persistent coughing, unusual rash or yellow/green mucus.*** Children with colored mucus must be checked by a doctor for infections. Children who become sick at preschool will be isolated in the preschool until parents arrive to pick them up.

Medical Emergency Procedure / Accidents

Injuries of a minor nature (small cuts, bruises, bumps, etc.): Staff will give necessary first aid and will complete an "Ouch Report" to notify parents about the injury.

Serious injuries: Staff members will call 911 and then make contact with parents or other emergency contacts as listed in the 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.

Incidental Medical Services Plan

The providers at Junction Preschool prefer not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of the child. **Medications will be only administered when prescribed by a physician, and over the counter medications will be administered only when accompanied by a doctor's note.**

Prescriptions and/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 form (s) for prescription and/or over the counter medication taken during preschool hours requires a form signed by both the physician and the parent.
9. Junction Preschool will document and log date, time and amount of medications given to child.
10. Junction Preschool staff will wash hands first and wear gloves when giving child medications.
11. All medications will be kept in a secure, out of reach location.

Junction Preschool staff is not allowed to apply any type of over the counter creams, lotions or sunscreens on your child. Your child may apply chapstick or other topical item independently, with your permission. Please inform staff if this is needed.

Fire Drills / Emergency Evacuations

Fire drills are held monthly throughout the school year. The Emergency Disaster Plan is posted on the Parent Information board. You may request a copy, if needed.

Dress Code

We follow the Junction Elementary School District dress code. Shoes must have back straps for safety reasons. Hats, caps, visors may be worn outside only. Dresses and shirts must have minimum width of 2 fingers or require undergarments. All dresses in preschool require shorts or leggings to be worn underneath. **Always send a coat or sweatshirt with your child to preschool (with name clearly written on the inside label).**

Birthdays

Classroom parties are welcomed and take place at our 9:00am snack time. Please schedule at least one week in advance. Please see the director or staff for specific details.

Due to State regulations, we cannot accept homemade foods for classroom parties. All food must be store bought and contain no nuts. Breakfast muffins are preferred due to the time of celebration.

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. **All items must fit in child's backpack and be completely zipped up at all times.** Please keep your child's backpack clean and sanitized. No bottles or sippy cups allowed. Lunches from home can come in brown bags or a lunch box. Be sure your child's name is on all personal items.

A child may bring a book related to our preschool themes, letters, colors, numbers, shapes or nursery rhymes to share with the class. **Please leave personal toys at home.** We cannot be responsible for items being lost or broken.

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 consistent expectations that are developmentally appropriate, including clearly communicating expectations, teaching behavior that is more appropriate, and supporting children in using behavior strategies during conflict situations. 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/guardians to remedy the behavior. If a child continues disruptive behavior, the child's enrollment with Junction Preschool will be terminated.

Please sign, date and return this page to the director with your enrollment packet. THANK YOU!

ACKNOWLEDGEMENT OF JUNCTION PRESCHOOL HANDBOOK

I have read and understand the information in the Junction Preschool Handbook for 2023–2024. I have received a copy of this handbook for future reference.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date