

# Junction Preschool

Our Treasure

Introduce your child to the love of learning!

## Parent Handbook 2019 – 2020

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

547-3267 preschool      356-2844 Miss Marsha

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

Miss Marsha – Junction Preschool Director/Teacher

Miss Terry – Preschool Teacher      Miss Heather – Preschool Teacher

Miss Shana – Preschool Teacher Aide

## 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 for Transitional Kindergarten/Kindergarten and the lifelong “love of learning.” Concepts such as staying in line, taking turns, sharing, learning and following instructions, and “playing” together is emphasized. Core academic and pre-academic skills are 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 \$75.00** is required with enrollment papers.

	<u>THREE DAYS</u>	<u>FOUR DAYS</u>	<u>FIVE DAYS</u>
Full	\$288.00	\$375.00	\$465.00
½	\$200.00	\$240.00	\$280.00

Hourly \$4.00      Daily Rates ½ day = \$25.00      Full day = \$35.00

Monthly tuition must be paid in advance by the first of each month. Tuition paid after the 10<sup>th</sup> of each month will incur a \$15.00 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. There will be no adjustment for holidays. Please refer to the Junction School District 2019-2020 School Calendar schedule. Minimum days do not apply to Junction Preschool.

Families can be credited for sick or vacation days during the preschool calendar year. The number of days your child is enrolled per week will be the number of days used for credit for the preschool year. There will be no credits carried over for next year. It is the parent’s responsibility to advise the director when you want to use your credit. (Example; child attends 3 days per week, child received 3 days credit for the preschool year)

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 2019 – 2020 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.

# 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, hand wash and free choice centers
8:30 – 9:00	Pledge of Allegiance and circle time
9:00 – 9:30	Bathroom /hand wash for morning snack
9:30 – 10:15	Outside playground time (weather permitting) and Gym
10:20 – 10:30	Bathroom/hand wash
10:30 – 11:30	Centers (preschool academics, art, fine motor skills)
11:30 - 11:40	Clean up, bathroom /hand wash
<b>11:45</b>	<b>PICK UP TIME for ½ day</b>
<b>11:40 -12:00</b>	<b>LUNCH for children staying full day</b>
12:00 - 2:00	Rest/Nap time
2:00	Lights on, bathroom /hand wash, story time
2:30 - 3:00	Outside playground time (weather permitting)
3:00 - 3:30	Bathroom/hand wash and afternoon snack
<b>3:30</b>	<b>PICK UP TIME for full day</b>

Parents are to park in the parking lot walk their children into the preschool upon arrival and departure. Please **do not** park in front of our fence area. Please review our Parent Information board for monthly activities and snack menus along with other important information.

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 completed 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, 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 3:30 p.m. will receive a penalty fee as described below:

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 \$15.00 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 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 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 must bring a lunch from home or purchase a hot lunch from the Junction School cafeteria. The cost of hot lunch is **\$3.00**, and includes milk. You may also purchase milk for **.25 cents** for your child's cold lunch from home. When needed please keep your **child's lunch box clean and sanitized**. Hot lunch may be purchased by the day or you may prepay in advance at the Junction Elementary School office. Hot lunches are delivered to the Preschool and served by 11:40. Monthly menus are provided by our Junction kitchen staff 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 allergies or special dietary needs in writing. Parents will be responsible to provide gluten free or special food for their child.**

## **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.

## **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. Junction Preschool is NOT a sick child daycare center.

**Children must be symptom free for 24 hours minimum. PLEASE KEEP YOUR CHILD HOME for fevers, vomiting, diarrhea, persistent coughing or unusual rash and yellow/green mucus for the sake of our teachers, parents and all other children.**

**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.

## **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 administered under the following conditions. Types of incidental medical services to be provided will be prescription medications and over the counter medications with a doctor's note only.**

**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, sunscreens on your child. Hats may be worn outside.

## **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.**

## **Birthdays**

Please see the Director or staff for specific details. Classroom parties are welcomed and take place at our 9:00 a.m. snack time. Breakfast muffins are preferred due to 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. **Please do not send candy in your child's cold lunch.** Be sure your child's name is on 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.**

## **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/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 2019– 2020. I have received a copy of this handbook for future reference.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date