

Play And Learning School

School Readiness/P.A.L.S.
Parent Handbook with Class
Information



School Readiness/PALS

School Readiness/PALS was created for and is committed to serving the community by providing low cost, quality preschool classes.

At preschool, we believe that children learn best through play, we play to learn and learn to play. Children experiment to find out how things work; they use all their senses to learn about the world they live in.

The primary goals of School Readiness/PALS are:

1. To provide a caring and open classroom for children to work and play in. We want to encourage a love for learning.
2. To encourage creativity by providing access to a variety of developmentally appropriate materials.
3. To provide opportunities for children to develop and practice listening skills.
4. To provide a clean and safe environment. Children are supervised at all times.
5. To provide for large and small muscle development through play equipment and manipulative materials.
6. To encourage understanding of our feelings and respect for the feelings of others.
7. To provide activities that are both quiet and active, teacher lead and child lead.

Admission

School Readiness/PALS is a preschool program for children 3-5 years of age and is open to any child regardless of race, creed, color, national origin, sex or ability.

However, staff must be convinced that the program will be able to meet the needs of the child without hindering the care of other children.

Children MUST be completely toilet trained (meaning, they are able to tell the teacher when they need the restroom, able to wipe themselves, and out of pull-ups)

All registration materials, must be completed and returned and Immunizations must be up to date by the 1st day of class.

Discipline

Our preschool program believes that children's negative behavior can most often be inhibited through creative planning and redirection to other activities. There will be times when these procedures will not be effective and some form of discipline is required. This will vary depending upon the nature and context of the action. Serious conversation concerning the negative behavior and an appropriate solution is one method. Another is the use of a separation period. The separation area is never isolated from the staff observation. Under no circumstances is any kind of physical punishment or withholding of snack used as a form of discipline. Children will be treated firmly but with respect and dignity during any disciplinary action.

- * Parents are expected to have children ready to learn for school. This includes a good night sleep, fed, and are properly clothed. Please inform the teacher beforehand if someone other than a parent will be picking up a child.
- * Parents must bring children into the building and to the classroom. Please wait with your child by classroom until the door is opened to enter the classroom.
- * Children should not arrive more than 5 minutes before class (children will not be admitted into the classroom no sooner than this) and should be picked up promptly after class is ended. If you are more than 10 minutes late picking up your child, a \$5 late fee will occur and your child will wait in the Main Office until you arrive.
- * Children should wear clothes appropriate for active and messy play.
- * Children must wear tennis shoes at all times; we go to the gym or outside each day and tennis shoes are needed. (Velcro works the best)
- * Toys and gadgets from home should only be brought on your child's special show and tell designated days. Please leave rings, hats, toys, anything that may distract your child at home.
- * Parents will also be asked to participate in your child's education by reading to your child, attending conferences, attending ECFE classes and at home tasks for your child's education.
- * Please check your child's back pack daily and read any notes and informational letters that have been sent home!!
- * **Children going into Kindergarten the following school year are required to attend an ECFE Skills for School Class (usually in Spring) This allows parents to see where your child is in his/her Kindergarten readiness skills and will help you to know what areas they may need help with. A schedule of the ECFE Skills for School classes will be sent home at a later date.**

Snack/Show and Tell

A snack is served during each class session. Milk is provided by the school. You will be asked to provide a snack for the entire class several times throughout the school year, please provide healthy snacks, veggies, fruits, etc. A snack calendar will be provided monthly with the assigned days for your child's special day. On that day, your child will be "special helper" and may bring in one show and tell item.

Cancellations

Preschool will follow the same cancellation schedule as the BLHS schools. If school is 2 hours late, there will be **NO** morning preschool class. The afternoon class will meet as scheduled. If school is canceled after school begins, parents will need to return and pick up their child as soon as possible. Parents may sign up text notifications for early outs and late starts.

Tuition and Payments

Tuition is payable monthly, half of the year, or one payment for the entire year. Complete tuition payments must be made in order to keep a spot for your child in the program.

Families will be expected to pay the full tuition for the month if they withdraw from the program unless there is another child to fill his or her spot.

Skills Check

Skills checks will be completed two times a year, first skills check is completed in the fall when the elementary conducts their fall conferences and the second skills check is completed in the beginning of May. Individual conferences will be set up in the fall and spring through an online "Sign Up Genius". This way all parents are able to see which slots are available for conference times. Skill checks will be sent to the Kindergarten teachers in the Spring before your child enters Kindergarten. It is always helpful for the teachers to see what your child has done throughout the year and where your child's skills are at.