



Carousel

Corner

PRESCHOOL

Parent Handbook

**CAROUSEL CORNER PRESCHOOL
AND
CHILDCARE CENTER**

**5345 Carousel Lane SE
Port Orchard, WA 98366
(360) 871-7572**

Care is provided for children 12 mo. to 12 yr. 11 mo. of age

Toddlers: 12 mo. to 2 ½ yrs.

Preschool/Childcare: 2 ½ -6 yrs.

Before and after school care/ summer care

**Carousel Corner services children within Orchard Heights,
Manchester, South Colby and Hidden Creek Elementary Schools**

Hours:

Monday through Friday

6 am- 6 pm

Facebook/Website:

Carousel Corner Preschool

Carouselcorner.portorchard@gmail.com

Parent Handbook

Welcome to **Carousel Corner!** Our goal is to provide families with the ultimate in childcare. Our program is designed towards giving your child a happy, enjoyable and successful learning experience conducive to the growth and development of the whole child. By keeping their needs in mind at all times, we will stimulate healthy growth as well as allow the child to build a strong self-image.

Any questions or suggestions are welcome. It is only through a good understanding and a close working relationship between parents and staff that the child can benefit from this experience. These children are yours; and since no one knows them better than you, your input is Welcome.

We consider the time your child spends with us a privilege and tremendous responsibility. Thank you for choosing our school. We are going to have a great year.

Sincerely,

A handwritten signature in cursive script that reads "Amy Robbins".

Amy Robbins

Director

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Introduction

Mission Statement

The goal of Carousel Corner is to provide the ultimate in child care. The center and program are designed to provide a safe, happy and enjoyable learning experience conducive to the growth and development of the whole child. The center's approach is to provide an age-appropriate program with the emphasis on hands-on learning experiences that will meet the developmental needs intellectually, socially, emotionally and physically of each child. Our belief is that each child is special and unique, and by keeping their needs in mind at all times we will stimulate growth as well as allow each child to build a strong self-image.

Accreditation

CCP is a licensed facility through the State of Washington. CCP abides by all rules and regulations relating to health, safety, and well-being of the children in our care. We are regularly inspected by the State, as well as county and state fire and safety inspectors.

All CCP employees meet or exceed the approved standards for education and experience set forth by the State of Washington and Kitsap County. All staff members are required to be CPR/First Aid certified and to pursue professional growth by means of continued course work, in-service training, and seminars.

Preschool Admission

Non- Discrimination Statement

At Carousel Corner Preschool and Childcare Center, children and families are admitted regardless of race, creed, color, gender, sexual orientation, veteran's status, national and ethnic origin, religion, marital status, or the presence of any physical, mental or sensory handicap. The Center is licensed to participate in the subsidy programs offered by the State, City, and Kitsap County.

Parents/Guardians may apply to the Center by mail, telephone, or in person. All registration forms must be completed before a child is enrolled. Washington State law requires that immunization records must be up to date before a child can attend. Classes are filled on a first-come, first-served basis according to the date the Center has record of receiving the registration fee. If classes are filled, the child's name will be put on a waiting list to fill vacancies as they occur. Children are conditionally accepted to Carousel Corner Preschool subject to a trial period (normally during the first month of attendance) to establish their capacity to benefit from the particular program. The preschool administration reserves the right to make adjustments and recommendations that would best serve the interests of all the children. Parents must abide and agree with the rules and regulations of Carousel Corner Preschool.

Registration Fee

A registration fee (non refundable) of \$100.00 is charged and due before admittance. This registration fee will be due **every** September. New forms must be filled out each September 1st for all children as required by our state licensing agreement, which states we must update our forms annually.

A written thirty-day notice is required for a change in a child's enrollment status. In order to provide adequate staffing and maintain legal child-to-staff ratios.

Before a child may be left at the Center, we must have a completed set of enrollment forms and parents must attend an orientation meeting.

All information in your child's file must be kept current. If there are any changes such as address, phone, job or authorized people to pick up your child, please notify the director.

Tuition

Rates/ Rate Changes

A sheet of current rate schedules is posted in the office, and one is supplied for you with our enrollment forms. We reevaluate rates and budgets annually. If we must increase our rates, families will be notified 30 days in advance.

Payments

We have a PRE-PAYMENT policy for service, this is to help insure that your child receives the best possible care at the lowest possible cost. Payments are due on the 1st of the month and is considered late after the 5th of the month. Monthly statements are put in your folders around the 25th of the prior month; if for some reason you do not receive your statement, please stop by the office. We accept cash, card, check or automatic withdrawal from your checking account. A late fee of \$35.00 will automatically be assessed on all overdue accounts at the end of the business day on the 5th of the month. Accounts that become 10 day's delinquent will be unenrolled until the account is brought current, at which time a RE-ENROLLMENT FEE will be assessed. Enrollment fees are due upon enrollment, after a break in service, and at re-enrollment time each September.

We require a thirty-(30) day notice for intention to withdraw a child or change in schedule and payment in full for that month is required. If your last day is in the middle of the month, we will prorate you for that month. There are no billing adjustments for illnesses, holidays, weather or personal plans.

Checks should be made out to Carousel Corner Preschool and Childcare Center and may be brought to the office or mailed to us. Please wait for a receipt when paying in cash. You may also ask for a receipt when paying by check or money order if you wish. Any checks that are returned for Non-Sufficient Funds will have a \$50.00 fee added to your account, and personal checks will no longer be accepted.

Preschool Hours of Operation

Holiday Closures

Carousel Corner will be open for childcare Monday through Friday, from 6 am to 6 pm, twelve (12) months of the year with the following exceptions which are included in the tuition. Daycare children may be at the Center any time during these hours. The Center will be closed weekends and the following legal holidays. In the event of snow, the Center will also close.

- New Year's Eve Day at 4:00 pm
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- * Columbus Day
- * Veteran's Day
- * Thanksgiving Day
- * Day after Thanksgiving
- * Christmas Eve
- * Christmas Day
- * Day after Christmas

For any holiday that falls on a Saturday or Sunday, the Center will be closed the preceding Friday or following Monday. There will be a notice posted in the Lobby to remind you of these closures. IF the holiday falls on a Thursday, the preschool will be closed Friday as well.

The Center will be closed during extreme weather conditions only. The information will be broadcast on local radio stations. Please follow us on our Facebook page to get current updates and status reports on openings/closures for CCP.

ARRIVALS AND DEPARTURES

Signing in and out

All children must be brought into the facility by the adult who brings them to the Center. The parent must sign the child in upon arrival. When a child is picked up, he or she must be signed out by the parent/guardian. A full legal parent/guardian signature and time is needed whenever a child is dropped off or picked up. This is required by the state and is for the benefit and protection of all concerned.

If at any time someone other than those people listed on your child's enrollment form is to pick up your child, please notify us by telling the teacher or a staff member, and/or by a phone call from you personally. We must know that it is your wish. We cannot, under any circumstances, let your child leave the Center with anyone not listed unless we have been notified. If it is someone new picking up your child, they can be expected to show identification unless the staff member knows who he/she is. Children are to be picked up by authorized persons over the age of 18.

DSHS Families MUST sign in on the tablet AND the Book

Late Pick Up

There is a \$2.00 charge per minute for children not picked up by YOUR CONTRACTED TIME. This fee must be paid in cash at the time of pick up. When a situation is absolutely impossible to avoid such as traffic accidents or bridge closures, this fee may be waived. Please call us and let us know what is going on, if possible.

Discipline

Discipline should not be punishment, but an attempt to steer the child toward behavior that is desired and acceptable. We work to make discipline a constructive learning device that teaches the child what he or she can do, rather than what he or she cannot do. We work to have your child express him/herself verbally when he or she has a problem. When a child misbehaves, we try to speak in a positive rather than a negative manner to him or her; and try to present options of acceptable behavior.

If, after discussion of the rules, a child continues to have problems, he or she may be removed from a particular activity or given a "time out," which is taking a child away from the group and having the child sit quietly. (We usually have our time outs geared to the age of the child, i.e. one minute for each year of age.)

If the problem persists, the teacher may discuss the problem with the director or remove the child from the classroom for the director to handle.

We strive to teach children to use words instead of actions such as hitting, biting, or kicking to solve problems. We do not use corporal punishment. In extreme cases, the parents may be contacted if a child cannot be handled reasonably. We ask you to work with us on any discipline problems your child might have. We will work to keep you informed of your child's progress and problems and try to use consistent and positive discipline with each child. Please feel free to discuss with the director any problems that you or your child might encounter at Carousel Corner Center. We may be unaware of problems until you bring it to our attention.

We feel that firm, consistent, fair, and loving discipline is the best way to guide your child to acceptable standards of behavior in the daycare setting. If at any time we are facing problems with your child or feel that you should be aware of his or her progress, we will arrange a conference with you and the Director, either in person or by phone. If at any time you wish to have a conference, please let us know. We are here to work with you.

Preschool Educational Goals

At CCP, our goal is to create an atmosphere of love, respect, trust and safety where children strive to achieve their maximum potential. This instruction encompasses the mental, intellectual, physical, social and emotional areas of child development.

Curriculum

CCP curriculum is based on the belief that children learn through play. Play is their work. It is through play, art, music, and our hands-on approach that language arts, math, and science are introduced. Our developmentally appropriate curriculum is customized to meet each child's individual needs: socially, emotionally, physically, and cognitively. CCP daily practices provide consistency while incorporating emergent curriculum which stimulates each child's unique interests, curiosity, and sense of discovery.

Our curriculum offers:

- *Weekly themes
- *Discovery learning Centers
- *art, science, home, building, pretend play, writing and music centers
- *songs and fingerplays
- *simple math and phonics

*large and fine motor skills and manipulative development

*interactive play and movement

*behavior and manners teaching

*letters, shapes, colors, numbers and opposites

*weekly lesson plans

Health Policies

Upon enrollment, there is a health information sheet that must be filled out on your child. Immunization records must be up-to-date. If you are unsure of what immunizations your child must have, please stop by the office and we will look it up. Your child must have a physical exam or record of a doctor's visit at least once each year. If your child has been given a medical prescription in the last year and we have a record of it, it shows that your child has seen a medical professional. Please keep us informed of health problems or allergies. All records will be kept confidential.

Please keep your child at home if he or she shows symptoms of illness. We know it is difficult for you to miss work, but we do not have the facilities or extra personnel to care for ill children.

Licensing requirements state that your child must be kept home if any of the following symptoms are present:

- *Fever of 100 degrees or higher
- *Unexplained Rash or Impetigo
- *Acute Cold
- *Deep hacking or uncontrollable cough
- *Head lice (nits or bugs)
- *Discharge from eyes or ears, or profuse nasal discharge: yellow or green (without Medical consultation)
- *Intestinal upset causing vomiting or diarrhea (2 within a 24 hour period)
- *Chicken Pox or other contagious diseases
- *Uncovered open sores
- *Pink Eye, Scabies, Strep Throat or other contagious conditions must be on
 - Prescription antibiotics for at least 24 hours.

Occasionally children will contract lice, pink eye, or other contagious conditions. In such instances, they may not be in daycare, but can only return after they have been treated. Children may return to daycare for other contagious diseases after they have been on an antibiotic for 24 hours or their doctor says they may return.

Parents are required to notify the preschool whenever a child or family member has been exposed to a communicable/infectious disease so that all CCP families can be alerted.

Please keep us informed of any emotional upsets, loss of sleep, or change in disposition your child may experience. Any changes in the family situation should be noted. By being aware of these problems, we can better understand your child's needs and meet these needs with love and understanding.

If your child becomes ill during the day, we will notify the parents by phone as soon as possible. If the parents cannot be reached, those listed as emergency references will be contacted. We ask you to pick up your ill child as quickly as possible for your child's own comfort and for the sake of others who would be exposed to the illness. We must isolate sick children from the others and do not have room to do this for an extended period of time. No one can care for a sick child as well as mom, dad, or some other family member. This is a time for lots of TLC.

Because all children need exercise and fresh air whenever possible, please do not ask us to keep your child indoors. We feel that if your child is well enough to attend the daycare and is dressed properly, he or she should be able to be included in all activities. Also, we do not have extra staff available to remain inside with one child. Dressed properly, everyone can benefit from fresh air.

Accidents and Emergencies

Minor Injuries

In case of minor or less serious injuries, we will first give first aid and then call the parent if the situation warrants it. If the parent cannot be reached, we will call the individuals listed on your enrollment form, to be contacted in emergencies. We wash cuts/scrapes with soap and water. A Band-Aid will be applied if needed. We also have ice packs if needed. We will always fill out an injury report, please sign it and return it to the office.

Major Injuries

In case of a more severe injury, immediate medical attention will be sought for your child first, and then you will be notified as quickly as possible.

All our staff has completed a CPR and first aid course. The first aid kit is kept in the kitchen, one in each vehicle and each classroom is supplied with band-aides and wipes.

If no one listed on the child's form can be reached, the child will be taken to our consulting physician or the emergency room at Harrison Urgent Care in Port Orchard or Harrison Hospital in Silverdale or Bremerton. Please know that every opportunity will be taken to inform you of any emergency situation.

Medication

The State of Washington requires a permission slip signed by the parent and/or physician for over the-counter or prescribed medicine for your child. The medication **must** be in the original container with the dosage instructions and a filled out form (available at the office) detailing when and how much to administer. This form must be completely filled out with the child's name on it and the signature of the parent or guardian as well as how to administer and dosage. There is also a medication log kept in the office that the teacher uses to record who the medication is for, what it is, when it is to be given, and a space for comments. The "permission to administer" form **MUST BE** filled out monthly if your child takes daily medication. The prescription container constitutes the physician's signature, as he/she was the originator.

Any and all medication must be kept in the refrigerator lock box (if required) or in the locked first aid cabinet in the kitchen. Only office or childcare staff members will have access to the medication when the parent is not present. A staff member must administer all medications as per label directions. We cannot administer medications to children under the age of children specified on the label directions, even with your written permission. We must have a doctor's written instruction to do so.

Sunscreen

Parent is responsible to bring their own sunscreen. Before your child can use sunscreen, you will need to fill out a sunscreen permission form. Please label the bottle with your child's first and last name.

Allergies

If your child has any allergies, please let us know and keep us updated if anything changes.

ADDITIONAL GENERAL INFORMATION

Attendance

Drop Off

Please have your child here no later than 10 am. We are **NOT** a drop-in facility, if your child is going to be here later than 10am, you must call by 8:30 am and let us know.

Staffing

The staff of Carousel Corner Preschool and Childcare Center is dedicated to creating a caring and stimulating environment. While they cannot replace parents/guardians, they are committed to modeling positive behaviors that will encourage a strong self-image and a happy and confident outlook on life. Staff members are chosen for their ability and commitment to providing skilled care that recognizes every child's individuality and unique needs.

They are trained, experienced professionals who have received certificates and/or degrees from an accredited community college or university child development program or have significant experience in the childcare field. The Center values continued professional development of the staff and recognizes that quality childcare depends largely upon maintaining high levels of skill among the employees. Therefore, the Center consistently seeks out trainings for the staff to participate in.

Family Involvement

In keeping with our desire to form a partnership with parents, CCP encourages open communication and participation. Monthly newsletters keep parents informed of all preschool happenings and opportunities to get involved.

We encourage you to look into our busy, happy, often noisy and creative classrooms and to see your child at play! We want you to realize the validity of play and the importance of what your child is learning. Parents/guardians have the right to enter and inspect the day care facility in which their child/children receive care without advance notice to the provider but must do so within normal operating hours. Access can be denied to a parent/guardian and a 911 call may be made if their behavior poses a risk to those in the facility, or if the facility has written notification from the custodial parents denying access to non-custodial parents. This notification must be in the form of a legal document.

DAILY SCHEDULE

6:00	Center open; free play, activity centers.
7:00-7:30	Breakfast
8:00- 9:00	Group/Individual Activities and Outside Play/Bathroom
8:05	School age children leave for school
9:00	Circle Time/Centers
9:15	Morning Snack
9:45	Circle Time/Art/Music/Weather/Science/Play/Writing/Language
10:45	Bathroom/Outside Play
11:45-12:15	Lunch
12:15-12:30	Bathroom/Wash Up
12:30-2:00	Rest Time
2:30	Bathroom/Afternoon Snack/Outside Play
3:30	Art/Circle Time/Free play
3:30	School age return from school
6:00	Goodbyes/Close

This is a brief description of our day at Carousel Corner. Please look at the specific schedule/lesson plan listed in your child's classroom.

Naptime

During naptime, your child will be using a mat. Each week the mats are disinfected...this is to protect your child from becoming ill or being exposed to the multitude of germs that are present whenever you have children. The mat covers and blankets are kept in the child's cubby to keep exposure to a minimum. Please take your child's personal blanket home at the end of each week for laundering. The State requires that we provide this rest period for all children up until they enter Kindergarten. If your child is not a napper, he or she will be required to rest quietly for a period of time. Because the lights go out and many children do sleep, non-nappers cannot engage in activities that are distracting. Usually the teacher will read a story or play music or a tape at the beginning of quiet time to help settle the children down. All children are to use the bathrooms before naptime to cut down on the number of disturbances during naptime.

Mealtime

We provide morning and afternoon snacks, as well as a nutritional lunch at Carousel Corner. Most of the lunches are hot lunches or at least a portion of the lunch. The snacks have at least two food groups represented (i.e. cheese and crackers or cheese and apple slices). Monthly menus are posted in the front lobby. Due to the number of children we have here at our facility, we do not have the personnel available to prepare separate meals for each child. For this reason, we are unable to provide your child with an alternative meal if he or she does not care for the food served at any given meal. If your child does not like what we are having, they may bring their own lunch/snack but it needs to be well-balanced. If your child has any food allergies, it is the parents' responsibility to send a sack lunch with them. We do note all allergies and will do our best not to give your child something to which he or she is allergic.

Special Occasions

Birthdays are a special occasion for young children and worthy of celebration. If you would like to provide a treat for a special occasion, please speak to the teacher or administration about the arrangements. We enjoy helping celebrate special occasions. All treats must be store bought.

Holidays

Carousel Corner Preschool and Childcare Center will celebrate the holidays of Christmas, Easter, and Thanksgiving; planning commemorative activities appropriate for the season. Major holidays of other religions and cultures will be acknowledged, with activities aimed at expanding the child's understanding of the diversity of religious and cultural practices. Each child and family's faith and beliefs are respected and children are not required to participate in activities contrary to their beliefs. Alternate activities are available to each child. It is our goal to encourage the children we serve to gain self-confidence, have concern for others, and to assist in cooperative work and play to have respect for other beliefs and culture.

Dress

Please dress your child for play. We do get dirty and do not want your child to feel that he/she cannot participate because he/she needs to be careful of his/her clothing. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

Please provide a change of clothes for your child: shirt, pants, socks and underwear and leave them in their clothes cubby. This is mandatory as we do not have spare clothes. Also, if your child has had an accident, please take the clothes home same day of accident, at the end of the day Friday we will throw away any soiled clothes that have been left in cubbies.

To avoid loss and confusion, PLEASE mark your child's belongings: coat/Jackets, blankets, mittens, gloves, etc with first and last names. Please place coats/jackets and backpacks to their assigned classroom and place them in their assigned cubbies when you drop them off first thing in the morning. We believe this will help alleviate parents having to search for their things at the end of the day.

Diapers/ Toilet Training

Toilet training is a partnership between the parents/guardians, the child, and the staff. However, as with any learning experience, this process should be as developmentally individual as each child. There is no right age a child should be completely toilet trained. Therefore, Carousel Corner does not require your child to be toilet trained prior to enrollment. We encourage children who show an interest in toilet training to use the toilet or potty, clean themselves, and dress. When your child shows signs of being physically, cognitively, and emotionally ready to begin the toilet training process; we ask that you begin the training at home, preferably over a long weekend or holiday. When beginning at Carousel Corner, all toilet training must begin in pull ups, for sanitary reasons. Underwear cannot contain urine and feces to prevent the spread of germs to other children and staff. We can then discuss a plan to coordinate similar efforts and methods while your child is in our care. Toilet training is done under staff supervision and guidance. All efforts are made to treat the child as an individual and to work with his/her specific needs and abilities.

Children in diapers will be checked every 1 ½ - 2 hours (or as needed) and changed as needed. Records of diapering are kept daily. Once your child starts kindergarten, we will no longer be able to assist the child in the bathroom.

Personal Belongings

NO toys are allowed from home except for their show and tell day. The toy must be labeled and put directly in their cubby in the morning and will not be brought out until their morning circle time. If your child brings a toy outside this time it will be given to the office, where the parent will pick it up at the end of the day

We are not responsible for any loss or breakage of personal items

Field trips

We will be taking several field trips during the year. There might be a small charge depending on where we go. You will be informed in advance. We may also need mothers or fathers to accompany us on various trips. Please let the teacher know if you are able to help. Children will be transported by CCP&C van or private vehicles. All children must meet state standards on weight/height to sit in a seat or a booster seat is required. All drivers must have valid driver's license, car insurance, background checks, etc. Every vehicle carries safety, roadside equipment and 1st Aid kits.

In the summertime, it is not customary for us to take pre-school age children off the center grounds, and if we were doing so, it would only be with specific permission for a specific occasion. We do like to take them off campus once or twice during the summer, and we do spend as much time outside as we can during the summer.

The older children do have a lot of off-campus activities during the summer for which there is often an extra charge. You will be notified in advance of those charges that only cover the actual cost of the event. We try to post a calendar of events so you know what is happening, we try to give them a broader range of activities. These activities include going swimming, going to the park, bowling, etc

Postings

We post menus, field trip notices, notices of exposure to illnesses, and other important information in the lobby. Most field trips take place during the summer or spring break when school is not in session. Please look for these postings. We also publish a monthly newsletter and calendar to keep you informed of activities, special events, and how things are progressing with your children. These are posted on the main bulletin board in the lobby.

Mandated Reporting

Carousel Corner Center and its staff are mandated reporters of child abuse and neglect.

(1) Center and its staff must protect the child in care from child abuse, neglect, or exploitation, as required under chapter 26.44 RCW.

(2) We (the center and staff) must immediately report an instance when we have reason to suspect that child physical, sexual, or emotional abuse, child neglect, or child exploitation as defined in chapter 26.44 RCW has occurred. This report must be made to children's administration central intake.

(3) If there is immediate danger to a child we must also make a report to local law enforcement.

Pesticide Policy

Carousel Corner's policy is that we provide a 48 – hour advance written notification to parents whenever an application of a herbicide or fungicide is scheduled. A sign will be posted in a prominent spot in the entrance on the day of the application and/or signs will be posted in locations that are going to be treated.

Pre-notification is not required if the application of pesticide can be scheduled during a time frame where classes will not be held for at least 48 hours after the treatment. The law also allows for the use of post notification procedures whenever emergency pesticide application is needed to avert an immediate child health hazard such as an infestation of stinging insects.

Disaster Plan/Health Plan Disaster Preparedness Plans and Emergency Exits are posted in each classroom, as well as our health policies which is reviewed by a registered nurse every 3 years.. In the event of a disaster or crisis, the child care staff will care for your child until parent or designee are able to reach them. Parents are asked to keep emergency release information updated. Children will only be released to those specified by parents. Fire drills are done each month. Disaster drills (Earthquake) and Stranger Danger are done each quarter.

Liability Insurance/Inspection Reports

Liability insurance policies and Inspection Reports are kept in the office and are always kept up to date. Any questions please inquire with the Director.

Weather Policy Information

Power Outage

If the power is out longer than 2 hours, we will start to make phone calls for parents to come and pick up their children.

If the power is out in the morning when we open, then we will be closed for the day because we won't be certain when the lights will come back on.

Snow

Just a reminder, if public school is running 2 hours late then we will open 2 hours late. If public school is closed, then you need to assume that we will be closed also. Please follow our Facebook page, we will post updates, or call the office.

What Do Preschools Teach?

In spite of the excellent educational record of good preschools, there are still people who think that "the children only play and don't really LEARN anything." We list here a few of the informational items and attitudes taught in preschool.

A. COGNITIVE CONCEPTS:

1. The teacher carefully guides the children into systematic number thinking; through counting blocks or each other, through taking turns; they gain understanding of cardinal and ordinal meanings as well as the serial order of numbers.
2. Children learn to understand more, less, bigger, smaller, taller, shorter, heavier, lighter, etc., through practical situations. They measure one thing against another, i.e. "two of these blocks make one of those."
3. They learn before, after, soon, now, morning, afternoon, they learn and they come to think of the year as a succession of four seasons and recurrence of familiar holidays.

B. LANGUAGE TRAINING:

1. Children are encouraged to talk with the teacher and with each other, thus learning new words and skills in communication. Vocabulary is also built through carefully planned new experiences associated with the appropriate words, group discussions, language games, and the telling and reading of many stories and poems.
2. An interest in and desire for reading is cultivated; attractive and suitable books are made available for the children's enjoyment. They are taught the proper care of books.

C. SCIENTIFIC INFORMATION:

1. Children learn much about the physical properties of things around them and of their own bodies and "how things work." They learn what makes a structure stable, how to steer wheeled vehicles, how to use a pulley, magnet, or magnifying glass.
2. They learn about the needs, habits and life cycle of various plants and pets and about wind, weather, heat and other natural forces.
3. Above all they learn to reason, observe accurately, exercise judgment, to seek answers, and to carry through simple experiments.

D. OTHER LEARNING OPPORTUNITIES:

1. MUSIC: Children learn to enjoy listening to music, singing songs, playing simple instruments, creating music through rhythmic responses.
2. ART: They learn to handle various art materials creatively and expressively.
3. SENSORY TRAINING: Through guided observation they learn to notice differences and similarities in color, shape, pitch, etc. Visual acuity and eye-hand coordination are taught through puzzles and through music, language, and other activities.
4. MEMORY: Is cultivated through discussions of past events and through learning games, poems, songs, etc.
5. SOCIAL ATTITUDES: They learn favorable attitudes toward one another, toward teachers, and toward learning, ability to function in a group, to listen to others, to wait one's turn, to cooperate, to assume responsibility, to concentrate on a task, and to follow directions.

ALL THIS LEARNING SPELLS OUT READINESS FOR THE MORE FORMAL INSTRUCTION OF THE ELEMENTARY YEARS.

ARTWORK: Our projects are for three main purposes:

- To develop readiness skills
- To teach a concept
- Just for fun

We thank you in advance for all your cooperation and understanding in the following guidelines and procedures displayed in this handbook. If you have any more questions or concerns, please stop by the office.

I have received, read and understand the parent policies.

Please sign and return this page to the office, it will be kept in your child's folder.

Child's Name: _____

Signature: _____

Parents Name (Printed): _____

Date: _____