

The School Garden's
Preschool
2009-2010 Handbook

Philosophy:

It is the philosophy of The School Garden, LLC to give preschool children ages 3-6 a fun learning experience to build on academic, social, emotional, and physical skills needed to enroll in Kindergarten in a constructive positive manner.

Contact Information:

Director/Instructor: Pam Holcomb (W) 308.872.2489 (H) 308-527-3976 (M) 308-870-1598

Teacher's Assistant: Katrina Griffiths (W) 308-872-2489

Enrollment/Payment Policies:

Enrollment may be done at any time throughout the year. There is a \$25.00 enrollment fee that is not refundable if you choose not to attend The School Garden, LLC. Payments are due by the fifth day of each month (September-May). If there is an outstanding balance by the tenth day of each month and payment arrangements have not been made your child may be temporarily withdrawn from the preschool until the account is brought current. Refunds will not be given for days your child cannot attend preschool due to his/her sickness and /or inclement weather conditions.

The School Day:

The School Garden Preschool will meet on Monday-Friday from 9:00-3:00 excluding holidays and days with inclement weather. Children can be dropped off on the north side of the building (in the alley) or on the south side of the building. Please feel free to come inside with your child. If, however, you are unable to come inside there will be a staff member at each door at the beginning and ending of each preschool session.

M-W-F sessions are reserved for children who will be enrolling in Kindergarten the following year. There are two sessions available. The morning session will run from 9:00-11:30 and the afternoon session will run from 12:30-3:00.

T-Th sessions are reserved for children two years prior to enrolling in Kindergarten. The morning session will run from 9:00-11:00.

Children will be arriving at different times but it is an important time of the day for a child to be properly welcomed to school with a smile and a conversation of how they are. A positive environment is a vital part to the learning process. There will be a staff member at each door in order to properly greet you and your child each day.

Upon arrival, children will be able to play until the rest of the class is present. It is necessary for your child to arrive to preschool on time so our day can begin promptly after arrival.

All sessions will begin with “Circle Time” where children will have the opportunity to participate in group discussions, calendar activities, and the Pledge of Allegiance. Music and literature will be vital components to circle time and throughout the day. Music develops children’s listening skills, encourages creative expression, and contributes to speech and language development...plus, it’s FUN!

During “Work Time” children will create projects that center around specific skills they need to develop according to their age. Such skills consist of fine motor skills, cooperation, sharing, and knowledge in the content areas of language, reading, math, science, and social studies. On most days, children will be creating something they can take home to share with the rest of their family which is an excellent opportunity to promote language skills. Work time will involve children in both a whole group setting and in small groups.

Eating together provides a valuable social experience for children. Children will experience new foods, learn about nutrition, learn self-help skills, practice good table manners, and reenergize their bodies. Children will take part in “Snack Time” every day. Parents will be asked to furnish snacks (approximately once per month) for their child’s preschool class. **THIS IS NOT MANDATORY!** A calendar will be sent home monthly with snack information on it. If you do not wish to send snacks with your child, snacks will be provided by the preschool. Snacks should be nutritious such as fruit, crackers, muffins, cheese sticks, granola/cereal bars, etc. (The occasional cookie is always welcome as well! 😊) **Please let the preschool staff know if your child has any food allergies.**

Children will have an opportunity to work in small groups or individually during “Center Time”. Learning centers will be a part of the daily learning process and will build on skills learned during work time. Centers include building blocks, puzzles, art, literature, science, and music. Children will have their favorite centers but will be required to experience all of the learning centers.

“Story Time” will be incorporated into circle time, work time, and snack time. Learning to read is vital to a child’s academic success. Children will be read to every day at preschool! Literature will be used often to teach new skills and to review skills we’ve already learned. I would also encourage you to read to your children every day...bedtime is a good time to wind down with a good story!

All preschool sessions will also end with “Circle Time” where children will have the opportunity to reflect on the day’s activities. What did they like or dislike? What did they learn? What did they make? What did they do exceptionally well? Again, there will be a staff member dismissing children at both doors. Please feel free to come

inside and ask about your child's day. To finish off the day, I would ask that you go through your child's folder and ask him/her to tell you about his/her day. Parental involvement in education is a key to success!

Immunizations:

Nebraska Law requires that every child be properly immunized before attending school, unless excused by a medical doctor or minister. Please provide The School Garden, LLC a copy of your child's current immunization records within the first week of September.

Medications Given at School:

Medications, both prescription and non-prescription, will only be given with prior written permission and written instructions from a parent. Medication shall be in the original container and clearly labeled for a named child. The dosage will not exceed that which is printed on the label. Expired medication will not be given or applied to a child.

Signs of Illness:

Precautions will be taken to keep our school "germ free" but please do not bring your child to school if he/she seems sick. If your child shows any of the following symptoms you will be notified to come pick him/her up.

- ✓ Fever 100 degrees F or over when taken by mouth
- ✓ Significant cold symptoms such as thick runny nose, severe cough, difficulty breathing, fatigue
- ✓ Diarrhea, vomiting, or an upset stomach
- ✓ Rash (diagnosed or undiagnosed) or skin irritation
- ✓ Eyes that are red or have a discharge

Absences:

It is important to a child's academic success to form a habit of regular, punctual attendance. If your child will not be attending preschool, or will be late, please let us know by calling the preschool at (308) 872-2489. You can also reach Pam at home at (308) 527-3976 or on her cell at (308) 870-1598. If we do not receive a phone call or advance notification, the preschool will call you for safety reasons.

School Closings or Delayed Openings Due to Weather:

Information about school closings or delays will be broadcasted over the radio at KCNI/KBBN (tune in to 95.3) and over the internet at www.sandhillsexpress.com. If you have any doubt, please call Pam at home at (308) 527-3976. If I or my children are sick requiring me to stay home, a substitute teacher will fill in. Likewise, if the teacher's assistant is to be absent for whatever reason, a substitute will fill in so there will always be two adults at the preschool.

Fire Evacuation Plan:

In the unfortunate event of a fire, the preschool will evacuate the premises promptly. We will either exit the building on the north side and walk across the alley to the cement slab or we will exit the building on the south side and walk across the street to the square. The preschool staff and students will remain together during evacuation. Fire drills will be practiced on a regular basis.

Tornado Safety Plan:

In the unfortunate event of a tornado, the preschool will walk across the street to the Tier One Bank if ample time is given. Again, we will remain together the whole time. If there isn't enough time, we will line up in the hallway and assume the position (sitting face down on our knees with our hands over our heads). Tornado drills will be practiced during the second semester.

Dismissals:

For the safety and protection of all children, your child will only be released to those you list on your child's enrollment form. Children feel safer if they know ahead of time who will be picking them up. It would also be helpful if you would let the teachers know if someone different will be picking your child up on any given day.

Religious Practices:

The School Garden is a nonsectarian, nondenominational organization. We do not have any religious affiliations, and we do not provide any religious instruction. That does not mean, however, that the word "God" is never used, and The School Garden, as a private institution, is not held to the same "separation of church and state" standard as public schools are. If you have concerns about a religious issue that your child faces at preschool, please discuss it with a staff member.

Staff will organize class parties at their discretion, often at Christmas, Easter, Halloween, and so forth. Activities done are intended to be fun and to promote cultural awareness and should not be regarded as religious instruction. If you do not wish to have your child participate in these, please let your child's teacher know, and an alternate activity will be available.

Field Trips and Extra-Curricular Activities:

Certain units lend themselves to short field trips for fun and learning (for example, a visit to the fire station, police station, or post office when we are talking about community helpers). Parents will be notified via the monthly school calendar and permission slips will be sent home in advance.

Please date and sign and return to preschool with your child by September 12, 2008. Thanks!



I have read and understand the contents of The School Garden's Preschool 2009-2010 handbook.

Signature _____

Date _____

