

Parent Handbook



Please sign and return final page

Dear Parents,

Welcome to The Mini Mozarts' Preschool and Family. We take pride in the fact that we are centralized in the Hough and Arnada neighborhoods and do our best to take part in community activities. Our families are particularly active community members and we've found that this has made us not only a preschool where your students learn essential kindergarten readiness skills, but also part of village that works together to support each other.

We are excited to offer our families a program that will:

- Give children the opportunity to grow and flourish emotionally, intellectually, physically, socially, artistically, and musically.
- Enable children to explore, embrace, and become a healthy part of the world around them on both a local and global level.
- Encourage creativity and wonder.
- Teach respect and compassion for our teachers, friends, families, and nature.
- Support and meet the diverse child care needs of the families in our community.

We provide an opportunity for each child's success through a range of hands-on activities, and by using non-judgmental language when communicating with them. We honor and nurture each child's sense of self by listening to what they need and creatively providing it for them, and by emphasizing the importance of self-expression. We are prepared to change the environment as directed by the children's interests, and to provide the next academic challenge for them involving that interest. We encourage each child to be actively involved in order to become able to make choices about and become responsible for their own behavior.

This Handbook has been developed to give you a thorough introduction to our unique program and its processes and procedures. Building a partnership with our parents is vital to the program's success so please take some time to thoroughly read through each section of this handbook and feel free to contact us directly if you have any additional questions that need to be answered.

Please remember that your input and ideas will only help us grow and are always welcome. Thank you once again for joining us as we look forward to having the opportunity to watch your child play, learn, and grow in our inspiring and encouraging environment!

Sincerely,
Miss Janet

Curriculum:

Our curriculum includes a weekly theme that encourages the children to explore and learn about the musical world as well as the culturally diverse world in which they live. Groups are at least somewhat mixed age, to allow some latitude for individual behaviors. A range of activities is offered to both comfort and challenge children in the class. We are a process-oriented school, and offer a lot of sensorial activities. Children learn about the world through their senses and we hope to cultivate that involvement, in order that they may build upon it. Activities are dictated as much as possible by the perceived needs of children in the group. Themes are used loosely in the curriculum plan. The curriculum reflects a strong commitment to creativity, critical thinking, and respect for diversity in all its forms.

We believe that learning takes place when children play and are given activities that inspire creativity and activity. Some of the learning opportunities that will be provided weekly are:

Kindergarten Readiness: Although our preschool is music and art based, all of our learning is applicable to the kindergarten readiness benchmarks. You can find some of these benchmarks at:

http://earlychildhood.suite101.com/article.cfm/kindergarten_readiness

<http://wwwstatic.kern.org/gems/cccc/KindergartenReadinessActivit.pdf>

Here are some other capabilities we also try to instill so children are prepared in life:

Participate as a member of an interdependent community.

Care for themselves, the others and the community.

Treat other with love and compassion.

Cooperate with other children to accomplish group goals.

Celebrate group accomplishments.

Laugh and play with a tangible sense of joy.
Express many human emotions in language and art.
Be inquisitive.
Initiate new ideas and invent solutions to problems.
Stick at difficult tasks or come back to them later in order to succeed.
Run, hit, catch, throw, kick and tumble.
Sing and dance with exuberance.
Paint, draw, sculpt, and construct objects of beauty.
Maintain the community's spaces in cleanliness and order.
Greet guests with courtesy and charm.

Music: Musical activities will be based around the theme. If we are learning about a certain letter or book, we will learn nursery rhymes or songs based around the letter or book.

Percussion: Rhythm will be emphasized through simple beats and fun drum circles, with our array of bongos, hand drums, maracas, rhythms sticks, shakers and our big fun Orff instruments (varied sizes of xylophones, metallophones, glockenspiels that are extremely child friendly).

Singing: At the core of each child is an innate sense to sing. Learning various fun pieces as well as the solfeggio symbols (Do Re Mi) and their relationship to melody will be a daily learning adventure.

Art: We will explore the art world providing a wide array of art materials and prepare various art projects that reflect our weekly theme.

Dramatic Play: Children are encouraged, during free time, to dress up and use their imagination to enter endless superhero, firefighter, princess, etc. worlds. Different props may be put out to encourage a specific type of play depending on their interest. We also do mini plays almost everyday in music class with nursery rhymes and stories.

Live Performance: Every year we take a field trip to attend the Nutcracker at the Durst Theater. We may also have a special guest artist and will also keep parents aware of community performances.

The Classroom Environment

Our classroom has very specific center areas. We have a music room, art room, sensory room, block area, dress up area, and outdoor yard. Most everything is out so that the children may use what is at their fingertips.

Our Classes

Most of our 3 year olds come on T/Th and 4 and 5 year olds come on M/W/F and some children come 5 days a week. Although this is how the days have worked out we don't set limits on the days that children may come. We encourage mixed ages since the children learn best from each other.

Our Hours of Operation

We are open Monday through Friday from 8:30 AM to 12:30 PM.

Snacks

The Mini Mozart serves 1 healthy snack each day. Our snacks include whole grain breads and crackers, fruits, veggies, and dairy products and snacks that relate to our weekly theme! Please let us know if your child has any food allergies. On Fridays we now have lunch together. Please pack your child a lunch of Fridays.

What Your Child Should Bring

Clothes: You should bring active clothing appropriate for the current weather conditions. In the summer we will be playing outside and getting wet so be sure to include a swimsuit and several changes of clothes.

In the winter we will go outside everyday unless it is dangerous for the little ones. It is important that you send them with heavy coat, hat, snowsuit, boots, and gloves everyday as we don't have extras available and we don't have the extra staff to keep a child inside on their own.

In general, expect your child to get dirty everyday, as we have an active and creative curriculum that includes lots of messy stuff. Please send your child with extra clothes each day and make sure they aren't special clothes because even though we try to always use washable supplies... some stains just won't come out!

Toilet Training

Students must be potty-trained although some exceptions have been made. Please check with the teacher.

Field Trips

The class may go on walks in the neighborhood or to nearby parks. The staff will accompany children at all times. A note will be left on the front door telling

parents where their children are if they should arrive while the class is gone. Parents may pick their children up from wherever the class destination may be.

Field trips may be taken throughout the year to enhance classroom activities. Parent will be notified and permission slips will need to be signed by a parent for your child to attend. Parent volunteer drivers may be asked to transport students and help supervise activities.

Some field trips, other programs, etc. may be offered at an extra cost.

Holidays/Absences/Vacations

We follow the Vancouver public school schedule.

- There are no credits for missed days
- We cannot trade missed days for added days. No Substitutions.

Rarely, with no fault to the preschool or its staff, we may have to close for unforeseen reasons, such as illness or inclement weather. If this occurs we will attempt to give 24 hours notice.

Vacations: Please notify the school in advance when you know your child will not be attending due to vacation time. Your monthly fee will still need to be paid on time and in full in order to keep your space in the center.

Absences: Please let the school know as early as possible when your child is going to be absent due to illness. If your child has a contagious illness please let us know so that we can post it to alert other parents as is required by law.

Emergency Closures:

If school is closed due to snow, announcements will be made on local radio Stations, our facebook page, and by email. Closures will correlate with public school closures. If there is a 1 hour delay, we will have school. If there is a 2 hour delay, we have no school.

Tuition:

2 days T/Th	\$195/mo.
3 days M/W/F	\$275/mo.
5 days Mon-Fri	\$395/mo.

Registration Fee	\$75
Family Fee	\$125

Tuition includes all materials and subcontracted programs.

Added Days: Single Contract days may be added at \$25 per day. Added days must be arranged in advance, and are encouraged as space allows.

SIBLINGS: School-age siblings of preschoolers currently enrolled may join the contract classes for a fee of \$25 per day. Siblings must be registered and space reserved in advance.

FAMILY DISCOUNT: If you have more than 1 student enrolled there will be a 10% discount.

PARENT NIGHT OUT: One Friday a month there will be a sitter at the preschool to give parents a night out. The fee is \$10 for the first child and \$5 per extra child for 3 hours of babysitting.

Billing

You will *not* receive a statement each month unless amount owed includes extra or added days, or other fees, or unless you request one.

The above prorated tuition amount is charged each month though there may be a break during the month.

We will only accept payment through direct deposit unless other arrangements are made. The monthly tuition will come out on the 1st of each month.

Health Policy

Health Policy: A child may not attend school with any of the following: fever over 100.5 F, diarrhea, vomiting, nausea, severe cough, unusual yellow color to skin or eyes, skin or eye lesions, rashes that are weeping or pus filled, difficult breathing or wheezing, or complaints of severe pain. If your child gets any of these symptoms, they will be asked to lie on a mat and stay isolated from the other children. You will be called immediately and asked to come get your child. Any accident or injuries that occur while your child is on the school premises shall be reported to you, in writing, describing the nature of the injury and actions taken. Please sign and return this accident form. A copy will be kept on file at school. If emergency medical care is required, 911 will be called. Parents will be called first if possible. Parents are responsible for any emergency service charges.

Medications

Our staff does not administer medications. Please do not send medications, cough drops, vitamins etc. with your child.

Accident Reports

All minor accidents are reported in writing on an accident report form. Minor accidents such as cuts and scrapes will be treated with soap and water, bruises and bumps will be treated with ice. Certified personnel may administer additional first-aid. If emergency treatment is necessary, parents will be notified immediately.

Lost or Stolen Items

Our staff will not be responsible for lost, stolen, or damaged items.

Discipline Policy

Good classroom discipline begins with good classroom supervision. Class teachers and assistants are responsible for supervising students at all times. Discipline shall be fair and consistently applied. It shall occur in a timely manner and be appropriate to the infraction and age of child. Consequences for misbehavior shall involve restating rules and appropriate choice options when possible.

Teachers shall:

- Be within sight or hearing of children at all times.
- Monitor children's play for appropriate child-to-child interaction, intervening when necessary.
- Know their students, monitor individual students for frustration, anger, and intervene when necessary.
- Set clear classroom rules, guidelines, and limits to maintain a safe environment.
- Help each child develop self-control and respect for others.
- Monitor her/him self for frustration/anger level and take appropriate breaks when needed, as situation will allow.

Punishment that includes the following are not allowed:

- Hitting, slapping, shaking, striking of any kind.
- Mental or emotional punishment such as belittling, ridicule, threats, yelling or name calling.
- Forcing or withholding meals, snacks, rest, or toilet use.
- Punishment for lapses in toilet training.

- Confining a child to a closed area.
- Chemical or physical restraints used for discipline or control of behavior.

Concerns or complaints regarding discipline should be brought immediately to the director's attention.

Parent Communication

Communication with our parents is of the utmost importance. Teachers will make an effort to talk to parents regularly about how their child is doing in the classroom. Please feel free to call anytime you have questions or concerns. We will send out regular announcements via a weekly newsletter email. A handwritten snack calendar and journal is available at the door. You are also encouraged to visit the preschool Web site at www.minimozartspreschool.com regularly for any updates that might be posted. If you have an e-mail account please make sure to post it on your enrollment forms. If you have multiple e-mail addresses make sure to clarify which one you would like us to use.

Parent Volunteers

We welcome and encourage all parents to spend time in and contribute to our classroom curriculum. If you have special skill or hobby please let the director know. Becoming a regular volunteer is a great way to get to watch your child grow and learn while getting to know the school better. Parent volunteers are always needed for field trips.

Parent Teacher Conferences

We will have parent teacher conference only if they are requested by parent or teacher. We have found that our community is so small that we have regular conferences just in talking to parents at the beginning and end of class. If there is a specific issue that needs to be addressed we will request a conference with the parent.

Enrollment

Enrollment: Children ages 3 – 5 yrs are enrolled in Mini Mozarts'. No child will be refused enrollment because of gender, race, or religion, or that of their parents.

Before enrolling read and fill out the enrollment packet forms along with the Parent Handbook and included form. Return them to the director along with a copy of your child's immunization records and a nonrefundable fee registration fee as well as the first month's tuition.

Withdrawal

Parents wishing to withdraw their children from the program must give a 30-day notice in writing. If no written notice is given, parents must pay for the next month's tuition. If the preschool has concerns that the program is not a good fit for a child's specific needs the director and teachers will take all steps necessary to inform and work with his/ her parents to find a solution that will allow the child succeed and stay in the program. In the event that a solution, which is in the best interest of the child, is unable to be found, Mini Mozarts' Preschool reserves the right to request a child be withdrawn from the program. No refunds of tuition or fees will be given.

The Mini Mozarts' Preschool Receipt of Parent Handbook

I have read and fully understand the policies and procedures outline in The Mini Mozarts Parent Handbook. I understand that parents are expected to adhere to the policies and procedures as outlined within.

Parent/Guardian's

Signature _____ **Date** _____

*****Please return this sheet with your enrollment forms.*****