



Parent Handbook

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Mission Statement

Carmel Mountain Preschool's mission is to provide a loving, supportive, educational environment where children participate in programs that promote individual growth and a lifelong love of learning.

Administration

Owners: Dan and Pauline Condrick
Director: Donna Taconi
Director: Jeanna Polchow
Resource Manager: Carol Fugleberg

We are thrilled to be a part of your child's education. We want you to feel free to contact us with any concerns, questions, or issues. Our doors are always open; please feel free to schedule a meeting at your convenience. Parent feedback, both positive and negative, is imperative to the continued success of CMP.

Communication with Parents

Communication between parents, teachers, administration, and students is essential for effective educational development. In your child's class you will find a sheet on the bulletin board called *Memo to Parents*, outlining the day's activities. Additionally, there is a *Weekly Curriculum* posted that outlines the early literacy unit, associated stories, songs and poems, as well as the letters of the week. CMP publishes a monthly *Newsletter*, which can be found in your child's art folder. Additional copies may also be found in the front lobby.

Hours of Operation

CMP is open Monday through Friday 6:30AM - 6:00PM, excluding the following holidays for the 2011-2012 School Year:

Open House 8/19, Labor Day 9/5, Veterans Day 11/11, Thanksgiving 11/24 & 25, Winter Break 12/24 thru 1/1/2011, Martin Luther King Day 1/16, President's Day 2/20, Memorial Day 5/28, Independence Day 7/4.

Please pick your child up before 6:00PM. If you are late, there will be a charge of \$20.00 for each 15 minutes, or portion thereof, past 6:00PM. This late fee will be charged to your account.

General Tuition Information

Weekly tuition is due on Monday, in advance for the week, and will be considered late if not paid by Friday. A late payment charge of \$20.00 per week will be applied to your account until the balance is paid in full.

Monthly tuition is due on the 1st of the month, in advance for the month, and will be considered late after the 5th of the month. A late payment charge of \$20.00 per week will be applied to your account until the balance is paid in full.

The full tuition payment (whether weekly or monthly) is due and payable regardless of the number of days attended, days CMP is closed, number of weeks in the month, or absence for any reason. Children who miss a scheduled day may not then attend school on an unscheduled day.

Tuition more than two weeks in arrears may cause the child to be removed from the school until the account is brought current.

All changes in schedule require a two-week written notice, completion of a new *Tuition Policy Agreement*, and approval from the Director. No schedule changes are permitted for illness or holidays.

Annual registration fees are due on the 1st day of the Fall Session for continuing students.

All checks returned by the bank will be charged a \$25.00 processing fee.

For rates please refer to the current tuition schedule, available in the office.

Sibling Discount

A 10% discount for siblings is available to families who have more than one child enrolled at CMP. The discount will be applied to the lower tuition(s).

Vacation

Following six months of enrollment, you will receive credit for one vacation week per school year (September to August), for your child's regularly scheduled program and tuition. A two-week advance written notice is required for the credit to be applied (please complete a *Vacation Request Form*, available in the office).

Registration Information

For your child's safety, we require that all of the forms from your Registration Packet be turned in prior to your child's first day of attendance. In addition we require that you provide an emergency kit for your child in the case of an emergency. Please prepare an emergency kit with the following items:

- Sweatshirt (preferably oversized)
- Family Photo (for identification purposes)
- Granola Bar
- Small water bottle
- Index Card with the following information:
 - Both parent's names and contact information
 - Out of town contact with phone number

It is very important that your child arrives on their first day with an emergency kit. The items of the kit should be placed in a large ziploc bag and clearly labeled with your child's name.

A \$100.00 annual non-refundable registration fee is due at time of registration.

If you choose to withdraw your child for the summer (July to August) with a return in the fall, CMP requires a non-refundable \$100.00 fall registration fee to be paid at the time of summer withdrawal in order to keep your child registered for the fall session.

An annual \$50.00 non-refundable material fee is to be paid upon registration.

CMP requires a two-week written notice addressed to the Director and completion of a *Withdrawal Form*

Starting Out

On your child's first day please bring an extra set of clothes (shirt, shorts, pants, underwear, and socks labeled with your child's name). These items will be stored in your child's cubby.

Please bring a nutritional lunch.

Full time children require two child-sized blankets, sheets, or beach sized towels labeled with your child's name for rest time. These items should be taken home and laundered weekly.

For children who are not yet potty trained all diapers and diaper wipes are to be supplied by the parent. Please label these items and give them to your child's teacher. Furthermore bottles, pacifiers and sippy cups are not allowed at school.

We ask that your children leave toys, gum, and money at home. CMP never allows the following items: whistles, guns, swords, or "war" toys.

The first few weeks of school will be an adjustment for both you and your child. Some children adjust immediately, while others take a while to become comfortable. Prepare your child by discussing school, and visiting school prior to his/her first day of attendance.

The first goodbye can be difficult for both parents and children. The following tips will help the transition happen more smoothly. Quick and clear goodbyes are best, prolonged goodbyes generally cause additional anxiety for your child. Create a goodbye routine and be consistent. Be assured that if your child is upset when you depart, the teacher will be there to comfort him/her.

Schedule

6:30AM	CMP Opens
6:30AM - 7:00AM	Breakfast (provided by the Parent)
9:00AM	Morning Snack (provided by CMP)
11:45PM	Lunch (provided by the Parent)
12:30PM - 2:30PM	Rest Time
2:45PM	Afternoon Snack (provided by CMP)
6:00PM	CMP Closes

Breakfast and Lunch

Children are allowed to bring their breakfast to school if they arrive before 7:00AM. Acceptable foods include items such as: cereals, fruit, toast, eggs, granola bars, milk, and juice. Please use your best judgment to provide your child with a nutritional breakfast. CMP discourages sugary breakfast items such as donuts or cookies.

All children are required to bring a nutritional lunch. Acceptable lunch foods include items such as: sandwiches, fruit, cheese and crackers, milk, and juice. CMP discourages sugary food items for lunch.

Carmel Mountain Preschool is a *peanut free preschool*. When packing your child's breakfast or lunch please be mindful of food containing nuts.

Dropping Off and Picking Up Your Child

When you drop your child off each day you are required by state law to sign-in with your full signature and sign-in time. Before you leave, please make sure that you check-in with the teacher so he/she is aware that your child has arrived.

When you pick up your child you are required by state law to sign-out with your full signature and the sign-out time. Please make sure that you check-in with the teacher so that he/she is aware that your child is departing.

When coming and going to and from the CMP parking lot we encourage you to hold your child's hand and proceed cautiously. Give your child the gift of your full attention when you pick them up from school. Leave your cell phone in the car and ask them about their day. It is the greatest gift you can give.

Carmel Mountain Preschool reserves the right to terminate its services to those who disregard the sign-in and out policies.

Authorized Pick Ups

Only persons listed on your *Emergency Form* and *Registration Form* will be permitted to pick up your child. These authorized persons must first check-in with the office, show photo identification, and receive a pass before proceeding to your child's classroom. Authorized persons are required to follow the same sign-in and out procedures as parents.

If you would like to allow an individual who is not listed on your forms to pick up your child, you may fill out an Authorization for Pick-up Form (available from the office). This form is to be used for short term authorization (i.e. when grandparents are in town). These authorized persons must first check-in with the office, show photo identification, and receive a pass before proceeding to your child's classroom. These authorized persons are required to follow the same sign-in and out procedures as parents.

Illness/Medication Policy

CMP does not dispense any medication with the exception of asthma inhalers or epipens.

Children may not attend school if they have any of the following symptoms:

- Temperature of 100 or above
- Diarrhea or Vomiting
- Discharge from the eyes or nose
- Other symptoms or behavior indicative of oncoming illness

If any child develops any of the above symptoms while in our care, we will isolate him/her and contact the parents for pick up.

It is CMP's policy that your child be symptom free and/or on antibiotics for at least 24 hours before returning to school. Please request an antibiotic that is given twice daily from your child's doctor, as Carmel Mountain Preschool cannot dispense medication.

Keep in mind that when children are ill, their immune responses may be lowered, leaving them more susceptible to other illnesses. Additionally, when children come to school ill, teachers and other children are exposed to illness, creating an unhealthy environment.

If your child has been exposed or contracted any contagious diseases or infections such as (but not limited to) chicken pox, whooping cough, or strep throat, please keep your child at home and contact the office to report the condition.

CMP reserves the right to deny services to a child who is ill.

Rest Time

Children learn and play hard during the day, therefore we provide them a time to rest and/or sleep. Rest time is from 12:30PM - 2:30PM everyday. During this time, relaxing music is played and the lights are turned off. Children are not required to sleep, although they are required to rest quietly. Please note that the school provides a nap mat, and parents provide two child-sized blankets or sheets. It is the parents' responsibility to launder these items weekly.

Dress Code

We encourage parents to dress their child in appropriate play clothes and shoes. Busy, creative, learning play can be messy regardless of the age of your child. Please dress your child in play clothing that is washable and durable so that he/she can enjoy activities without fear of soiling an outfit. For your child's safety we do not allow children to come to school with open-toed or open-heeled shoes such as thong sandals or flip-flops. If you have any questions regarding the dress code, feel free to inquire with your child's teacher or the administration.

Potty Training Policy

Potty training is a large step in your child's life and we want to make sure that he/she is ready. Some of the signs of readiness are:

- Your child asks to go potty
- Your child tells you when they have a wet/soiled diaper
- Your child stays dry for long periods of time

If your child is showing these signs at school, we will let you know. If you detect these signs at home, please let us know. Together we will establish a starting date. Parent/teacher communication is very important at this time.

Potty training is a full time job. The most important key to successful potty training is consistency. Potty training will not be accomplished unless your child is wearing underwear at all times (except at the beginning during naps and overnight) for two full weeks (including weekends). If during the two weeks there is no progress, your child will need to go back into diapers and we will try again in a few months.

CMP has a no pull up policy. We have found that pull ups actually prolong the process of potty training because children use them in the same manner as a diaper.

Extra clothes will be needed during potty training. Please make sure that your child has the following in her/his cubby:

- 4 pairs of easy pull on and off pants, underwear, shirts, and socks
- Extra pair of shoes
- Diapers for naptime until they are no longer needed

In the beginning your child may not tell you when they need to go potty. Try having them go in 20-minute intervals. Begin gradually increasing the time between intervals. To encourage them try giving them rewards when they successfully use the potty. At school we will be giving them stickers. It is expected that potty training for bowel movements may take a little longer.

Potty training is a big part of your child's development and takes a lot of work. Working together, we can make this growing experience happen easily and quickly.

Share Days

Share days are determined in advance by your child's teacher. The items that your child brings to share day should be educationally relevant (i.e. books, tapes or compact disks, etc). Please remember that we ask that toys, guns, swords, or "war" toys be left at home. Please label items with your child's name and place them in his/her cubby. If you are unsure about potential share items, please feel free discuss them with your child's teacher.

Birthdays

If you would like to bring a treat to share with the entire class, please inform your child's teacher in advance. Please do not bring any homemade treats; we require that treats be purchased from a bakery or store.

Curriculum

A child's preschool years are among the most important years for literacy development. Carmel Mountain Preschool utilizes the Building Language for Literacy Curriculum. This multicultural curriculum is designed to build on the children's experiences within the community, and focuses on development of four key components for future reading success: oral language development, phonological awareness, letter awareness, and knowledge of print. Children will have the opportunity to explore, read, sing, build, create, write, laugh

and play. Our teachers provide a safe environment where children are free to explore a variety of learning activities. An important part of our mission is to develop in children a lifelong love of learning.

Guidance Policy

We use age appropriate guidance by encouraging the children to use words to express their feelings to other children and teachers. We encourage children to learn to control their own behavior and to follow patterns of acceptable behavior when interacting with others. When inappropriate behaviors do occur, we believe that it is important for children to understand why the behavior is unacceptable, and how to modify that behavior. Time outs are not used at CMP. Instead, a teacher might redirect a child to a different activity where they can play more appropriately.

If a child becomes consistently violent, disruptive to effective classroom instruction, repeatedly uses inappropriate language, and/or endangers the health, peace, safety, and well being of CMP's students, teachers, or parents, a parent meeting will be called to discuss a course of action. It may be required that the parents and teacher create a *Plan of Action Agreement*. Parents must abide by the terms and conditions set in the agreement. CMP reserves the right to terminate its services at any time to any child for behavioral issues. Moreover, CMP reserves the right to terminate its services to a child who, and/or whose parent(s) persistently disregard school rules and policies.

Emergency Plan

CMP has a detailed emergency and evacuation plan, which is viewable in the office.

Healthy Schools Act

The healthy schools act of 2000 requires all schools and child day care centers provide parents or guardians of children who are enrolled at the facility with annual written notification of expected pesticide use. The notification will identify the active ingredients in each pesticide product and will include the Department of Pesticide Regulation's School Integrated Pest Management web site for further information on pesticides and their alternatives. (<http://www.schoolipm.info>)

Transportation

School sponsored field trips utilize commercial school buses or company owned vehicles for transportation.