

# **Policies and Procedures: Parent Handbook**

Welcome to **Kore Kids Preschool**! My goal is to help build strong, resilient, kind children that love learning by maintaining a safe learning environment and fostering friendships within the classroom. These goals will be achieved through FUN project-based and hands-on learning experiences that will be academically challenging and engaging. The following information is intended to help you and your child become familiar with the daily routines of our preschool. Please follow and abide by the rules and requirements within.

## **Tuition and Fees:**

**Registration/Supply Fee:** The \$75.00 registration/supply fee covers all materials, supplies and field trips. This fee is non-refundable and is due prior to your child being placed in a class.

**Preschool Tuition:** Preschool tuition is due by the 1st preschool day of each month. If tuition is not received by the 10<sup>th</sup> day of the month you will be charged a \$10.00 late fee. Please make all checks payable to **Kore Kids Preschool** or Venmo @Kristina-Hicks-3.

**Three-Year-Old- (Twice a week) \$90.00 per month**

**Four-Year-Old- (Three days a week) \$110.00 per month**

**Arrival and Departure:** The first 10 minutes of each day will serve as a transition time where students will be able to choose between a variety of activities or participate in a group activity. This will also allow everyone to arrive before greeting time. Please drop off and pick up your child on time. Please call if you are unable to pick up your child on time. There will be a **\$5.00 charge** if you are more than 5 minutes late for pickup, and a dollar a minute thereafter. Late fees will need to be paid before your next day of scheduled preschool.

I will bring the children outside the garage, say our goodbye's and send them out to you when I have made eye contact with you. This will allow for a smooth and safe pick up.

**Withdrawal:** I require a ONE MONTH notice for all students leaving the program. This allows me the time necessary to enroll another child to take his/her place. You will forfeit the \$75.00 registration/supply fee upon withdrawal.

**Field Trips:**

The **four-year-old** preschool class will be taking part in two/three field trips throughout the school year. During these field trips I will need parent volunteers to help with driving and supervision of small groups of children. If there aren't enough parent volunteers for the fieldtrip it will be cancelled for safety reasons and lack of transportation. I appreciate your valuable time in making this the best preschool experience possible! I will send home reminder notes regarding upcoming field trips. Preschool field trips will be scheduled during your allotted preschool time.

**Three-year-olds** will not be going on any field trips.

**Yearly Schedule/Holidays**

**Kore Kids Preschool** follows the Alpine School District schedule in regards to holidays and observance days, with a few minor exceptions. Additional time off is taken at fall break and in February.

Below is a list of the important dates and are subject to change.

**Kore Kids Preschool 2019-2020 Calendar**

<b>Open House</b>	<b>Friday, August 30 @ 6:30</b>
<b>First Full Day of School</b>	<b>Tuesday, Sept 3rd (3's) Wed. Sept. 4<sup>th</sup> (4's)</b>
<b>Fall Break (No School)</b>	<b>October 17<sup>th</sup>-21<sup>st</sup></b>
<b>Halloween Party</b>	<b>October 30<sup>th</sup> (4's) October 31 (3's)</b>
<b>Teacher Holiday</b>	<b>TBD</b>
<b>Thanksgiving Break (No School)</b>	<b>November 27<sup>th</sup>-29<sup>th</sup></b>
<b>Christmas Concert</b>	<b>December 18<sup>th</sup> (4's)</b>
<b>Christmas Party</b>	<b>December 19<sup>th</sup> (3's) December 20<sup>th</sup> (4's)</b>

<b>Christmas Break (No School)</b>	<b>December 23<sup>th</sup> – January 3<sup>rd</sup></b>
<b>Classes Resume</b>	<b>January 6<sup>th</sup> (4's) January 7<sup>th</sup> (3's)</b>
<b>Martin Luther King Day (No School)</b>	<b>January 20</b>
<b>Valentine's Day Party</b>	<b>February 13<sup>th</sup> (3's) February 14<sup>th</sup> (4's)</b>
<b>President's Day (No School)</b>	<b>February 17<sup>th</sup></b>
<b>Professional Development Day (No School)</b>	<b>March 9</b>
<b>St. Patrick's Day Party</b>	<b>March 17<sup>th</sup> (3's) March 18<sup>th</sup> (4's)</b>
<b>Spring Break (No School)</b>	<b>April 6<sup>th</sup>-10<sup>th</sup></b>
<b>Graduation Ceremony (4's)</b>	<b>To Be Announced--May</b>
<b>Last day of Class Party</b>	<b>May 29<sup>th</sup></b>

**Curriculum:**

Each month I will hand out a calendar of weekly themes, field trips, special events and activities, etc.

**Dress:** At **Kore Kids Preschool** we look forward to creating and exploring with a variety of materials which may get messy. Although we will use paint smocks, it would be best to dress your child in appropriate clothing ready for exploring and fun! Also, please dress your child appropriately for the weather. We will be going outside (at least for a portion of preschool) as many days as possible throughout the year, barring extreme or inclement weather. Velcro or slip shoes are best. Tying each child's shoes takes up valuable preschool when I have to tie each child's shoes before going outside and/or at the end of class.

**Alphabet Bag:** Each week a different student will be chosen to take home the alphabet bag on **Friday**. This student will be responsible to find as many things as they can around their house that begin with the letter of focus. Example: Letter Aa- Child will look for things like apple, acorn, apron, angel, or the letter A on a cereal box/ magazine, etc. Please help your child with their letter hunt, and do not send anything breakable! Return the bag on **Monday** and we will discuss all the items in the letter bag as we explore the letter. All items must fit in the bag and will be returned when we are done at the end of class.

**"All About Me":** Each child will have an opportunity to be spotlighted as the student of the week. The student of the week will be given a "Student of the Week Poster" to fill out, color, decorate, etc. on the **Friday** prior to their week. The student will return the poster on the following **Monday**. We will recognize the student, talk about the poster and celebrate them throughout the week.

**Sick Policy:**

Please do not bring a sick child to class under any circumstances if they have had a fever within the previous 24 hours. Also, do not bring your child to preschool if they are experiencing vomiting, extreme runny nose, diarrhea, pink eye, etc. In preschool sickness spreads like dominoes and soon everyone (including the teacher) will be affected. Please be considerate. Call or text to let me know if your child will not be coming to preschool. (385-254-1673)

**Backpacks:**

Each child needs to bring a backpack to school each day.

**Curriculum:**

Each month we will focus on a broad social and emotional theme, such as kindness or friendship, which will be broken down into smaller ideas during the weeks of the month. The monthly and corresponding weekly theme will be applied to our literacy, stem and art lessons. During the literacy and stem workshops the children will work on letters and numbers, but in a whole-systems and often project-based way, which in short mean, they will be given a fun and engaging topic for their learning. A special component of our preschool is the garden and outdoor learning, which is included because 1. the outdoors and sunshine are extremely healthy for children, 2. Gardening and studies outside provide a rich environment for math and measuring, observation skills and whole-systems thinking (in an age-appropriate way). Literacy centers will build phonemic and phonics awareness through hands-on and sensory experiences as well as dramatic play and other tactile, visual and auditory strategies that enhance learning. Stem projects will focus on problem-solving and creativity and group work, all of which are essential social and emotional skills. The art workshop will focus on "process art" which means art that teaches some basic skills, but allows the student the freedom to make choices (as opposed to crafts that have to be a certain

way). Although we will be doing some crafts, we will focus mostly on the process art workshop because it allows the students to make creative decisions and solve problems without the fear of failure—which is another essential social and emotional skill that contributes to a growth mindset and a life-long love of learning and exploring new ideas.

### **Special Events:**

**Christmas Concert:** During the month of December the **four-year-olds** will perform a small concert for their parents.

**Graduation:** The graduation ceremony will be held the third week in May. It will include songs sung by the graduating class, a diploma ceremony, a portfolio of the child's work and an ice cream buffet.

### **Birthdays:**

Please feel free to bring a birthday treat for the class on your child's birthday. Birthdays that fall during the summer months will be celebrated during the last month of preschool.