

# **Parent Handbook**

Welcome to A Place To Grow Preschool! My preschool is built on a foundation that fosters a love for learning through exciting hands-on experiences in a safe learning environment. The following information will help you and your child to become familiar with the daily routines of the preschool and each parent is expected to follow and abide by the rules and requirements within.

## **Tuition and Fees:**

**Registration/Supply Fee:** The \$85.00 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 2nd preschool day, you will be charged a \$10.00 late fee. Please make all checks payable to **A Place To Grow Preschool**. Tuition is paid a month in advance. April's payment will be the last payment of the school year.

**Three Year Old- Twice a week \$105.00 per month**

**Four Year Old- Three days a week \$130.00 per month**

**Grad Fee:** The graduation fee is a minimal fee that covers all graduation costs including gown cleaning, material for grad owl, rentals needed, etc. This fee is due May 1st once I have purchased all items for graduation.

## **Snack Fee: ONE TIME PAYMENT \$30.00**

I will provide daily snack/food for special celebrations from this fund paid at the beginning of the school year.

**Arrival and Departure:** The first 10-15 minutes of each day will serve as a transition time where students will have a choice in 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 \$10.00 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. When arriving to drop off / pick up your child, please park along the sidewalk facing south. The first person to arrive will pull up to the first tree, with everyone else lining up behind them. I will bring the children out to the gate, 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 \$85.00 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 are not 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. In addition, preschool field trips will be scheduled during your allotted preschool time if possible.

\*\*\*\*(Three year olds will not be going on any field trips. I will have guest speakers join us throughout the year.)\*\*\*\*

**Yearly Schedule/Holidays**

A Place To Grow Preschool closely follows the Alpine School District schedule in regards to holidays and observance days. Additional time off is taken at fall break and in February/March for Winter break.

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

A Place To Grow Preschool 2024-2025 Calendar

<b>Open House/Back To School</b>	<b>August (TBA)</b>
<b>First Full Day of School</b>	<b>Tuesday, Sept 3<sup>th</sup> Wed. Sept. 4<sup>h</sup></b>
<b>Fall Break (No School)</b>	<b>October 14<sup>th</sup> -21<sup>st</sup></b>
<b>Halloween Party</b>	<b>October 31<sup>st</sup></b>
<b>Thanksgiving Break (No School)</b>	<b>November 27-28<sup>th</sup></b>
<b>Christmas Break</b>	<b>December 19<sup>nd</sup> – January 3<sup>rd</sup></b>
<b>2025/2026 enrollment begins for currently enrolled students</b>	<b>December 1<sup>st</sup></b>
<b>Polar Express Party/Elves in the Workshop Party</b>	<b>December 18/ 19<sup>th</sup></b>
<b>Classes Resume after Christmas</b>	<b>January 6<sup>th</sup>/7<sup>th</sup></b>
<b>Martin Luther King Day (No School)</b>	<b>January 20<sup>th</sup></b>
<b>Valentine Party</b>	<b>February 13<sup>th</sup></b>
<b>President’s Day (No School)</b>	<b>February 17<sup>th</sup></b>
<b>Winter Break ( No School)</b>	<b>February/March Dates TBA</b>
<b>Alpine School District (No School)</b>	<b>March 10/ March 31</b>
<b>St. Patrick’s Leprechaun Party</b>	<b>March 13/17<sup>th</sup></b>
<b>Spring Break</b>	<b>April 1<sup>st</sup> -3<sup>rd</sup></b>
<b>Graduation Ceremony</b>	<b>May 14<sup>th</sup></b>
<b>Last day of Classes (Year End Party)</b>	<b>May 15<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 A Place To Grow preschool we LOVE to create, explore and get MESSY! Even though we use paint smocks, I would encourage you to dress your child in appropriate clothing ready for exploring and fun! As well, please dress your child for appropriate weather. We will be going outside throughout the year, and it is important your child is dressed for the weather. I prefer slip-on or velcro shoes. It takes up a large chunk of valuable preschool time if 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 Thursday. 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, ant (toy), asparagus, angel, 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.

### **Sick Policy:**

Under no circumstance are you allowed to bring a sick child to class if they are fevering, vomiting, extreme runny nose, diarrhea, pink eye (oozing eyes), etc. Especially with the winter months just around the corner it is important that we keep sick children at home. Please text and let me know if you will not be coming to preschool. I will set aside missed worksheets/activities that you will be able to complete at home.

### **Backpacks:**

Each child needs to bring a backpack to school each day. Please provide a **full sized** backpack large enough to hold standard sized papers and projects.

### **Homework:**

I will be sending home learning bags for you and your child to complete together and return to school.. Reading bags are handed out on MONDAY'S and returned on Thursdays. Every Monday I will return a new learning bag to the students to work on during the week. My intention with the homework program is not to overwhelm you with activities to do at home but rather to extend your child's learning at home by offering fun

and creative learning opportunities. I hope you enjoy this time learning with your preschooler!

### **Curriculum:**

Each week I center our core learning around a different weekly theme. Examples include space, community helpers, dental health, etc. Within these themes we will do art projects that explore different styles and mediums, letter recognition and sounds, as well as spelling and writing their name (introduced in 3's and emphasized in 4's). We also work on shapes, colors, numbers (1-10 in 3's and 1-30 in 4's), calendar skills, sight words and reading (4's) and social development including sharing, taking turns, raising hands, and respecting others. Hands-on learning stations include Busy Bee Time, Dramatic Play, Math, Music, Sensory Table, and more.

### **Language:**

I have added an ASL language component into the preschool curriculum. We will be focusing on basic words, alphabet, names, manners, etc. We will also perform song's using sign language during our graduation ceremony in the four year old class.

### **Handwriting Without Tears:**

This handwriting program provides a foundation for correct letter formation, and takes the frustration and "I can't" out of handwriting. I love how they incorporate building fine motor skills along with little tricks that encourage little ones to try and succeed! Another perk is the cost and additional grade levels as the child grows. This writing program uses all of the senses in their approach to learning letter formation and makes learning FUN!

### **Special Events:**

**Christmas Concert:** During the month of December, the four year olds will perform a variety of songs that I will record and share with parents as well as a special day with a visit from Mrs. Claus and Santa.

**Graduation:** The cap and gown graduation ceremony is held the third week in May. It will include multiple songs sung by the graduating class, diploma ceremony, hat toss, and special treats.

### **Birthdays:**

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