



# **PARENT HANDBOOK**

## **2019-2020**

*“Where the arts inspire creativity  
and learning in children.”*

# **PREPARING YOU AND YOUR CHILD FOR PRESCHOOL**

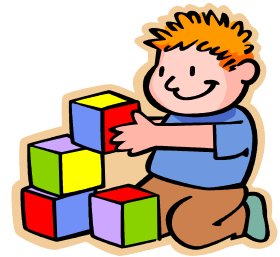
## **SEPARATING**

Separation from a parent or caretaker does not have to lead to anxiety. Parents who show that they are confident their child is ready for the school experience are much more likely to have their child enter into the experience with ease and confidence. Talk with your child before school starts about the fun experiences they'll have, the friends they'll meet, and the helpful teachers that will be with them.

When arriving for school, keep the transition short and positive. Sign your child in at the counter outside the door, help them take off their coats, backpacks, and shoes and put on their slippers, reassure them they'll have a fun day, say good-bye and leave. The longer you linger, the more you give your child the message that this might not be a fun place to stay. If you are concerned after you leave, feel free to text to check-in on how they're doing.

## **MEET THE TEACHER DAY**

MEET THE TEACHER is scheduled the week before school starts. It's a great opportunity for you and your child to visit and see the classroom and meet their teacher. It is very helpful in transitioning them to school and helps alleviate first day separation.



## **TOILETING**

The policy of DPAP is that all children should be "toilet trained" before entering preschool. If your child is "almost there" we will encourage them by involving them in the regular bathroom routine. Often, children follow the lead of their peers and soon become fully toilet trained.

If your child is still in Pull-Ups with frequent accidents we will need to determine if this will adversely affect their preschool experience. We don't have the facilities or personnel for changing Pull Ups. We will ask you to come and change your child or take the home if they are soiled or uncomfortable when wet. If this happens frequently, it may not be advisable for your child to continue in the program.

# THINGS TO KNOW BEFORE THE FIRST DAY OF SCHOOL

## CLOTHING

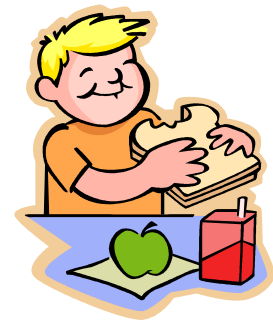
Preschool is a place to play, be active, and possibly get messy. We also encourage children to be as independent as possible, especially when toileting. Clothes should be comfortable, easy to manage in the bathroom, and loose without being too baggy for dance class. We will also be engaged in art projects that include glue, paint, shaving cream, playdough, and other fun tactile materials. Please be advised that most everything is washable but still, play clothes are preferred. Also, because we are inside during our school day, we ask children to take off their shoes at the door. They are welcome to wear slippers during the day and will be asked to go barefoot in the studios for large motor time and for dance/music/theatre class. They are welcome to leave their slippers at school.

## SNACKS & LUNCH

Our 3's class will have a short snack time with a healthy snack brought from home. **Please keep the food item simple and healthy (1 item only) with a water bottle only (no juice).** Please prepare the snack in a container your child can open as we are striving for independence and take just 10 minutes for this snack.

**3's class is nut-free!**

Our Pre K class will have a longer time to eat a lunch they bring from home. Our lunch time is 20 minutes and they'll learn how to use their time wisely to eat, visit, and clean-up after themselves. Please pack their lunch in a box with a drink in containers they can open themselves. We are striving to prepare them for Kindergarten and being independent is a big key.



## BACKPACKS & SLIPPERS

When you come to visit on MEET THE TEACHER day, we'll have a canvas bag for you to decorate with your child. This will be their school bag and needs to come with them every day as it will transport their snack or lunch, papers and projects. Also, as mentioned above, we are a "shoes at the door" preschool and encourage children to bring a pair of slippers to wear throughout the day. Please send in slippers that are not cumbersome and dangerous, though they

are cute, slippers with characters attached to them may be a tripping hazard in the preschool room ;-)

## **DROP OFF & PICK UP**

You may arrive up to 10 minutes before school to help your child use the bathroom, wash hands, and hang-up their coat and bag and shoes outside the classroom. Please sign-in your child and be sure to note if someone else will be bringing your child home (they will need to be already listed on the registration form or you can fill out a “change of pickup” slip at the sign-in clipboard.) Our classroom door will open at 9:30 (3’s) and at noon (Pre K) for class. To make the transition easier, parents are asked to say their goodbye’s at the door to the classroom.



During pick-up, please remember to sign your child out on the clipboard, gather their shoes and coat, and take their bag. Please be on time to pick-up your child from school, as we do not have additional staff and need to prepare for our next class or home to our own children getting off the school bus. If you are late due to an emergency, please text the teacher using the BLOOMZ app ASAP.

## **ANNOUNCEMENTS & BULLETIN BOARD**

**Be sure to check out the bulletin board and white board above the sign out sheet** to keep updated on the fun things we did in the classroom that day. Upcoming events will also be posted on the boards each afternoon.

## **CONTACTING TEACHERS**

If you need to contact a teacher, please use the **BLOOMZ** app. This is the quickest and most efficient way to reach them. If there is an absence you can also email [preschool@duvallperformingarts.com](mailto:preschool@duvallperformingarts.com).

## **DISCIPLINE POLICY**

Our staff believes that positive reinforcement is the key to bringing about positive behavior. We will begin the year teaching the positive behaviors expected in the classroom as an individual and as a contributing classroom

member. We heavily reinforce the positive, ignore the negative, and quietly correct the negative behavior individually. It is our goal to be encouragers by disciplining with positive reinforcement. Our students will understand that...

1. A visual cue is given to remind of the desired behavior. (This will be a classroom rule sign they will learn.)
2. A verbal reminder of the desired behavior is given to the individual.
3. Child is removed from the situation and talks with an adult.
4. Child is moved to a quiet area with an adult.
5. Child is sent home.

If the situation includes any physical reactions from any child, both will be immediately removed from the situation and to separate spaces to calm and quiet their bodies and minds before words.

## HEALTH & SAFETY GUIDLEINESS



**PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE HAS HAD A FEVER, VOMITING, OR DIARRHEA IN THE LAST 24 HOURS, HAS GREEN NOSE DISCHARGE, OR HAS A COLD.** If a child does not seem well, as judged by the staff, you may be asked to take the child home or called to pick them up. If your child is out sick, please call the office and leave a message or email the preschool.

In the event that a child is injured at school, we will fill out an injury report form and send it home with the child. Be sure to check your child's bag as we may not get to all the verbal reminders at parent pick-up but the form will be in their bag. We will call in the case of anything questionable or inconsolable.

## BIRTHDAYS

We love to celebrate the individual child and welcome you to bring in a treat to celebrate your child. **Please notify us ahead of time so we can prepare as we have students needing to bring an alternative treat due to allergies.** Also, birthday treats other than super messy cupcakes are appreciated! Brownies, donut holes, rice Krispy treats, cookies are great options that don't make the mess of cupcakes.

## **WEATHER RELATED EMERGENCIES**

We follow Riverview School District weather related closures. If Riverview has a late-start, we will not have 3's class but WILL have Pre K. If Riverview is closed for the day, we will be closed for the day. You may subscribe to the website [Flashalert.net](http://Flashalert.net) on your phone to follow the school district delays/closures. We will also notify you by email and Facebook page.

## **WINTER & SPRING SHOWCASE**

Twice a year we will have an in class or evening showcase for both classes showcasing snippets of what they've learned in the classroom and during studio time. These will be a mix of song and dance and drama (for the Pre K class) as well as a representation of their academic learnings. Family and friends are invited as we will be in the Big Rock studio (our largest studio space) and have chairs for plenty!

## **FIELD TRIPS & PARENT PARTICIPATION NIGHTS**

Our calendar is developed for the year to include field trips in which parents arrive with their child to participate together. Most of these are also suitable for younger siblings. The only one that may not suit those younger than 3, is the Storybook Theatre in February. Our parent participation events are both in the daytime and in the evening and a fun way to experience age appropriate learning and fun with family and friends. As our school grows, we will add these in as we are able to in hopes of bringing the preschool to home connection closer.

## **CPR & FIRST AID**

Our teachers are certified in both child CPR & First Aid. Our kit is located in a backpack by the front door. If we have a need to treat your child, it will be documented on the Accident/Injury report as stated in the *Health and Safety Guidelines* section.



## **FIRE DRILL & EARTHQUAKE DRILLS**

Each quarter, we will conduct a fire drill and earthquake drill. We will notify you on the whiteboard above the sign-in sheet. Our evacuation plan will be posted above our first aid kit backpack by the classroom door.

## **FINANCIAL RESPONSIBILITIES**

### **3's class**

- Registration fee \$40 and curriculum fee \$100 due at the time of registration.
- \$225 per month due at the 1<sup>st</sup> of the month (\$305 for T/W/TH). Automatic bill pay will charge the first business day of the month. Any tuition paid after the 15<sup>th</sup> of the month will be charged a \$20 late fee.

### **Pre K**

- Registration fee \$40 and curriculum fee \$130 due at time of registration.
- \$375 per month due at the 1<sup>st</sup> of the month. Automatic bill pay will charge the first business day of the month. Any tuition paid after the 15<sup>th</sup> of the month will be charged a \$20 late fee.

### **Refund Policy (taken from the signed Tuition Agreement Form)**

**I understand that I am to give a months' notice before withdrawing my child.** If I pay a month's tuition and decide to withdraw my child, I will not be reimbursed for missed days. I understand that all withdrawal requests must be made in writing to the preschool.

Duvall Performing Arts Preschool

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