

Little Owl Preschool Policies and Procedures

Please read the following carefully:

Registration & Tuition: At the time of registration, a \$80 fee is required. This fee is non-refundable. Tuition payment is due the first day of class and late after the 10th of each month. It may be paid by cash or check. NO REMINDERS WILL BE GIVEN. If payment is not received by the 10th a \$5 late fee will be added, and if payment is not received by the end of the month the child will not be allowed to come back to preschool until all balances are paid in full.

Checks: Should be made out to Little Owl Preschool or Rachel Flint. Returned checks for insufficient funds will be assessed a \$20 service charge.

Missed Days: No refunds will be given for missed school days. Materials missed due to your child's absence will be sent home with the child on the day they return.

Emergency and Teacher sick days: Little Owl Preschool reserves the right to cancel class should an emergency arise. Also, I allow myself two sick days per school year without having to reduce tuition for the month. If I need to take additional sick days, \$10 per day will be deducted from tuition the following month.

Schedule: Our preschool calendar mirrors the Davis County Traditional Calendar; preschool will not be held on holidays, district vacation days (teacher work days, Spring Break, etc.), and snow days when public school classes in the area are cancelled.

Class Days & Times

- First-year (ages 3-4): Tues/Thurs from 9:00-11:15am
- First-year (ages 3-4): Tues/Thurs from 9:15-11:30am
- Second-year (ages 4-5): Mon/Wed/Fri from 8:30-11:30am
- Second-year (ages 4-5): Mon/Wed/Fri from 8:45-11:45am

Pick-up Late Fees: Preschool will be open only 5 minutes before class. Please do not drop your child off before this time. Also, please be prompt in picking up your child. If you are more than 10 minutes past the class end time a late fee will be added to next month's tuition. The late fee is \$5 per 10-minute increment the child remains (i.e., 11:40 to 11:50=\$5, 11:50 to 12:00=\$10, etc.). Each parent will be given one freebie for a \$5 late fee. Please pass this information on to anyone else who may be picking up your child.

Immunizations: To protect the other students, myself, and my family, every child MUST be current on their immunizations before preschool starts and must continue all immunizations required during their preschool attendance. Your preschool enrollment will be terminated if immunizations are not up to date. Contact your healthcare provider to double check your child's immunization record. State law requires that proof must be provided for all children attending school (Utah Code, Title 53A, Chapter 11). A copy must be provided upon enrollment.

Sick Children: Please keep your child home if they are not feeling well. It is difficult to disappoint your child, but it keeps from spreading the illness through the entire class. The law requires that children exhibiting any of the following symptoms (in the last 24 hours) be excluded from school: • Strep throat, fever and has been on antibiotics for less than 24 hours • Diarrhea • Vomiting • Draining rash • Eye discharge or Conjunctivitis (pink eye) • Fever of 101F or greater • Lice or nits in the hair Please let us know immediately if your child is exposed to or contracts a contagious disease.

Dress: Dress your child in comfortable clothing so they are prepared for current weather conditions. Also, keep in mind that we will be using many mediums such as playdough, paint, etc., and will be eating snack.

Bathroom: Please dress your child in clothes that will be easy for them to use the bathroom by themselves and please inform me of any belts, leotards, onesies or other clothing/accessories the child might be wearing that could interfere with their bathroom use. **Shoes:** Preschoolers will also be removing their shoes. Please have your child wear shoes he/she can put on and take off without help.

Bathroom Use: All students should be fully potty-trained before the first day of class (not in the process). This can be difficult for our 3-year-old students, especially those with late birthdays. Please let me know if your child is coming in a pull-up. Also, try to have your child go to the bathroom before bringing them to preschool. Please make sure your child can use the bathroom by his/her self. This includes wiping and flushing the toilet. Accidents happen and I will not embarrass the child as I try to keep the preschool room as sanitary as possible. If your child should have an accident, I will call you immediately to come and help your child to change and clean up. If accidents are reoccurring Little Owl Preschool reserves the right to cancel or place a hold on preschool enrollment. Please let me know of any difficulties your child may have in this area.

Supplies: I will provide your child with all the school items they need (crayons, scissors, glue, etc.) but may ask you to supply recyclable items (paper towel rolls, baby food jars, etc.) as they are needed for craft projects.

Backpack: These are not necessary but students are welcome to bring them. It is a good idea to send an extra set of clothing in a backpack/bag in case of accidents.

Birthdays: Each child will get a chance to celebrate his or her birthday at school. If it is during the school year, I will choose the preschool day closest. If it is a summer birthday, I like to celebrate July 15th through August birthdays in September and June through July 14th birthdays in May. However, this all depends upon the class, and we can certainly be flexible to your needs. More information will be provided at the beginning of the year.

Snack: Each student will be responsible for bringing a snack to share with the class once a month. This will not be equivalent to a meal so make sure if your child has eaten before they come. Please make me aware of any and all allergies your child may have so I can let the other parents know what to watch for when choosing a snack. Also, please send snacks and not treats. Sugary treats are just fine for birthdays, but if possible, send something that will not spoil an appetite or give an upset stomach.

Behavior Management: Learning how to get along with others and to follow the rules takes lots of practice and is new to preschoolers. However, they are at an age that they should be able to follow simple rules, respond to commands, exhibit self-control and deal with frustrations that may develop.

Think Time: My method of disciplining is a “think time.” This is a modified version of a timeout. Before implementing a “think time” I try to warn the child first by getting eye contact and describing the behavior that needs to change. If the behavior continues or a serious offense occurs, I have them sit in a “think time” chair. This removes the child from the situation. I give them a minute to calm down and then I go over and discuss with the child what happened, why it happened, what their feelings are, and how we can resolve the situation. There isn’t a designated amount of time with the first “think time,” but a timer may be used with additional think times. Then the child must model the correct behavior before returning to play. It is all about “learning” how to get along with others.

Using their Words: I try as much as possible to get the children to work out their problems themselves and to use their words instead of hitting. Also, I encourage children to talk to their classmates about their feelings, rather than tattling and having me solve the problem. This takes practice but is a very rewarding process and will benefit them throughout their lives.

Natural or logical consequences: I also use natural and logical consequences for actions because they help children understand the connection between their actions and the results of their misbehavior. Natural consequences are results that would naturally happen after a child's behavior without any adult interference

(ex. A child not putting his bike away in the garage and the bike is stolen). Natural consequences are sometimes dangerous or impractical. For example, it would be dangerous for a child to experience the natural consequence of cutting themselves with scissors to teach them that scissors are only used for paper. Logical consequences require adult intervention. A logical consequence of a child improperly using their scissors is that they cannot use scissors until they demonstrate they know the cutting rules.

- **Social rewards vs. Material rewards:** I believe that good choices and actions should be intrinsically motivated. I choose to reward children socially with doing a special job, kind words or other gestures such as a thumbs-up or smile rather than a toy or other prize. In the second-year classes, we will work together as a class to earn a party for completing reading homework over a several month span. This encourages cooperation and teamwork and fosters patience and persistence.
- **Last Resort:** If disruptive behavior continues and none of these actions seem to be effective, I will consult you so we can come up with a mutual plan of action. In cases of physical fighting, if we cannot mediate the problem within a few weeks your child may be asked to take a break or withdraw from preschool.
- **Defiance:** There may be times during the year that your child is hesitant to come to preschool. They may want to stay home with you or maybe someone made them sad at school. Please bring them to school so we can try to work things out. I will have you leave them here and will call you if their sadness or crying persists.

Homework: Each child will get "Family Homework." I hope that it will serve as an additional resource to keep the school/home connections active.

Each month I send home a project for the whole family to do and return to school. These activities relate to the monthly theme or holiday. When the finished project is returned to school, it is presented or displayed in the classroom. All family members are encouraged to assist, and the finished product is not as important as the connection with your family (particularly your preschooler and their learning). It is due any time during the month, but if it never gets done that is perfectly fine.

Reading Program: (second-year classes only) We will begin a reading the first week of school! All children will learn to read at a different pace, and I believe a large amount of your student's success will come from practice at home. As an incentive to encourage reading at least five minutes per day at home, we will fill a bean jar as a class to earn a party!

Show and Tell: is a great way for children to gain confidence speaking in front of other children, increase their vocabulary, and build self-confidence. This year your child will have that opportunity about once a month to participate in Special Show and Tell and once per week for Sharing Show and Tell. I will send home a note at the beginning of the year with explanations and guidelines.

Pick Up/Drop Off: Drop off and pickup will be through my garage. I will have the garage door open and you are welcome to have your child come down to school as early as five minutes before class starts. If you need to pick up your child early just let me know and I will try to have them ready. I have a ring doorbell on the third car garage that you can ring during school, and I can open the garage from my phone to have you enter to pick up your preschooler. When they enter the garage, you will find a place for shoes, coats, and backpacks. Please have your students remove them and head down to school. Most of the children after a few weeks will walk themselves down. The city has asked us to be VERY mindful not to block neighbors' driveways, and to make your pick up and drop offs as quickly as possible in order to eliminate traffic. If you arrive before the class is over, please park in the Freedom Hill Park parking lot until the class is to be let out. That way we are being extra mindful of the neighbors. Unfortunately, if we have complaints from neighbors about the traffic, the school can be shut down. So, please be very courteous. Thank you very much for your cooperation on this!

Communication: E-mail, texting, and the Bloomz App are my best forms of communication. I would like to use these as much as possible to cut down on the number of notes in paper form. Please provide me with an e-mail address that you check regularly and sign up for the class Bloomz App. This is a wonderful tool for staying connected with us, other parents, and receiving reminders, updates and pictures!

Curriculum Goals by Second-year

Academic

- Spells Name out loud (w/out looking)
- Names all COLORS
- Names all SHAPES
- Counts 1-10
- Matches 1-10
- Recognizes 1-10
- Knows many letters and sounds
- Says/Sings the Alphabet
- Identifies and provides Opposites
- Sorts Rhymes (recognizes and makes rhyming words)
- Recognizes measurement (smallest, tallest, longer, shorter, etc.)
- Patterns Reads a graph telling the most, least, more, less
- Sings/says the Days of the Week Sings/says the Months of the Year

Fine Motor Skills

- Writes name without help
- Traces on a line
- Traces objects
- Properly holds crayons and pencils
- Cuts on a line
- Cuts around objects
- Properly holds and uses scissors to cut paper
- Coloring mostly in the lines not scribbling
- Assembles puzzles (10 to 24 pieces)
- Strings beads

Practical/Life Skills

- Knows less-known body parts (elbow, knee, neck, shoulder, etc.)
- Follows two to three step directions
- Says first, middle, and last name
- Knows parent's first names
- Knows how old he/she is
- Knows whether he/she is a boy or girl
- Knows telephone number
- Knows address
- Can retrieve and put on backpack and coat

Social & Emotional Skills

- Shares toys, crayons, and other items
- Shows respect and concern for others
- Talks to other children about familiar objects and events
- Makes friends, talking and playing with them
- Responds to teacher's questions and instructions
- Takes turns
- Tidies up after tasks
- Solves problems by using words
- Uses imagination in play
- Follows rules and procedures
- Finishes seat work in a timely manner
- Participates in group discussions, and singing time

Listening & Speaking Skills

- Listens and focus for about 10 minutes
- Listens quietly to stories
- Makes statements

- Recalls past events
- Speaks clearly
- Makes needs known
- Says sentences of at least five words
- Uses appropriate tone of voice and language for school
- Shows manners and uses polite words such as “please” and “thank you”
- Responds to teacher and classmates