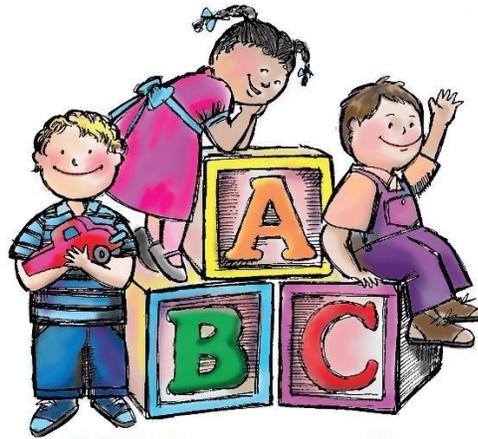


# Family Manual

Troy Preschool



Welcome to  
Preschool

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Welcome to the Troy Preschool. We serve children three to five years of age. The purpose of this manual is to tell you about our program and provide a reference for your family of Troy Preschool. We will also tell you about our policies and goals and some of the rules of the preschool. We look forward to working closely with you and your child.

### **Our History**

Troy Preschool started through a Grant Program in 2001. It has changed and developed into the non-profit, certified Preschool program it is today through the on-going support of all the preschool families throughout the years.

The Preschool consists of two teachers and a board of directors.

### **Mission Statement**

We strive to provide the students with a developmentally appropriate curriculum through hands on activities and exploratory learning that exposes them to the world around us while preparing them academically and socially for their future.



### **Philosophy**

We believe that children learn best through hands-on experiences. We provide opportunities for children to explore, create, and practice skills. Children use play to make sense of the world. We respect that “child’s play” is learning in progress. Our daily schedule includes a balance of quiet/active, individual/group, and child selected/teacher directed activities. During the day, your child will have opportunities to develop skills in these areas: social/emotional, reasoning and thinking, language, physical, and self-help. The activities we do at the preschool are based on individual and group needs. We watch the children as they work and play, and talk with parents about each child’s experiences and growth. We will always provide a positive environment in which each child’s learning can take place. We want all children to feel good about themselves.

## Preschool Families,

We believe that you, the parents, are your children's first and very best teacher, and you are an important part of our program. We look forward to the opportunity to be a part of your family's life through the preschool years. Thank you for sharing your child's growing and learning adventures with us! We look forward to the many learning experiences this year!

Thanks,

Heather Chamberlin, Lead Teacher

### PRESCHOOL CLASS Schedule:

Each month a schedule is sent home in the newsletter. You may want to look through the schedule and discuss this with your child. Sometimes children have difficulty answering general questions like, "How was school today"? or "What did you do at school today"? Many parents get a more detailed description of school if they ask about specific activities from the schedule.

The daily schedule includes:

**Circle:** The children gather as a large group. This is where calendar, stories, music, finger plays, nursery rhymes, language activities, and special presentations take place.

**Centers:** When centers are offered, children work on specific activities and/or skills planned by the teacher. Activities range from experimenting, game-playing, journal writing, creative problem-solving, storytelling, role-playing, and activities that challenges. Some of these activities are student directed while others are teacher led. Other Center time activities may include:

- ✓ Art
- ✓ Literacy Center, tablets, library, writing table
- ✓ Blocks
- ✓ Sensory table
- ✓ Table toys
- ✓ Math/Science table
- ✓ Puzzles

**Circle:** At this circle time we listen to a story, talk about centers and prepare for snack.

**Snack:** This is a "life lesson" time at preschool. They wash their hands before snack time. They show their manners in waiting until all children are sitting and served before starting snack. They are then asked to take care of their snack mats & cups when they are done.

**Free-Play:** During this time, the children get a chance to play in specific areas such as Dramatic Play(Dress-up), Blocks, or other activity decided by the teacher.

**Circle:** This is where we come together one last time in the day to discuss what we've learned that day and talk of our interactions with our classmates. We also sing songs and read stories.

**Snack:** The preschool will provide a nutritious snack for the children each day. We recognize birthdays and holidays as a time when children enjoy sharing “treats” and this is a time when treats from home are welcome. Please make a teacher aware if you intend on bringing snacks or treats to school so we can plan for any allergies. This will also assist us as we plan for the daily snack.

**Lunch:** If your child will be attending during our lunch time 11:30-11:50 they will need to bring a lunch from home.

## **Goals**

### **Social/Emotional**

The children will:

- ✓ Develop attitudes of trust, individuality, and enthusiasm
- ✓ Gain confidence in their abilities to do things
- ✓ Express their needs and feelings with words and appropriate actions.
- ✓ Increase their understanding and sensitivity for others
- ✓ Share materials and take turns

### **Reasoning and Thinking**

The children will:

- ✓ Develop skills in matching, grouping and identifying common characteristics and /or relationships
- ✓ Explore what comes next in a series of objects or events
- ✓ Experiment with and describe cause and effect relationships
- ✓ Use the scientific process that involves making observations, suggesting reasons why things happen, testing suggestions, observing results, and making conclusions

### **Language**

The children will:

- ✓ Expand and extend vocabulary and sentences structure
- ✓ Verbally express feelings and describe objects and events
- ✓ Make requests, ask question, give directions
- ✓ Practice taking turns in conversation
- ✓ Respond to requests, question, and direction of others
- ✓ Increase awareness of picture and print symbols, including letters and numerals
- ✓ Develop appreciation and understanding of stories, poems, finger plays, and storytelling

## **Physical**

The Children will:

- ✓ Build a positive image of their bodies through awareness of body parts and functions
- ✓ Practice large motor skills requiring movement, balance, body and space perception
- ✓ Refine hand/finger coordination by handling and controlling objects
- ✓ Develop methods to relax, relieve tension, and expend energy appropriately
- ✓ Experiment with creative movement, dance and rhythmic activities.

## **Self-Help**

The Children will:

- ✓ Develop a sense of responsibility for themselves, their belongings and their environments
- ✓ Make choice and decisions
- ✓ Practice serving, eating, and personal hygiene skills
- ✓ Identify, observe, and practice safety procedures
- ✓ Attempt new and/or challenging skills
- ✓ Request assistance when needed

## **Classroom Rules**

Children will have:

Looking Eyes

Listening Ears

Quiet Mouth

Helping Hands

Walking Feet

We are kind to teachers & classmates.

We will have fun.

## **Guidance and Discipline**

Our goal in providing guidance and discipline is to encourage development of your child's self-control and self-discipline. We offer choices of activities within structure limits to help children feel safe as they gain self-control. We help children learn to use words and problem-solving strategies to resolve disagreements. Rules for behavior are stated in a positive manner, for example: "Please walk" rather than "Don't run". We especially encourage children to speak their feelings to other, and to use kindness in their interactions. Minor conflicts arise periodically throughout the day. Children are encouraged to handle these on their own whenever possible and practical. Teachers step in if children are behaving in ways that could harm themselves, other children, or property.

## **Dismissal from the Program**

We strive to provide a learning environment where your child feels safe and confident to further their educational experience while at Troy Preschool. When our Preschool's mission to provide the quality of education we strive to give all the students is hindered by the continued enrollment of a student, the student may be dismissed from the program upon decision of the Board and Director.

## **Parent/Teacher Communication**

The family is the most important element in young children's lives. Building a strong bond between home and school allows children to feel confident as their social world expands. Parents are a part of our program. We learn from you about your child. Please let us know of any changes in your child's daily routine so we can help to encourage them. This also includes letting us know of any life changes, children process things in different ways. Rather than talking about how they are feeling, sometimes these feelings show up in physical and emotional ways. It will help us know how to help your child during they day if the teachers get a heads up. Thanks.

## **Respecting Children**

We believe that children deserve the same courtesies and respect that adults receive. Children are very alert to what is being said, even if it appears they are not listening.

Comments made by a parent or teacher about children's behavior or character, let them know what we think of them. This shapes their self-image and self-esteem. Talking negatively about a child in front of him/her can be harmful.

We want to talk with you about your child. If children are present, we will include them in the conversation and make every effort to respect their feelings. For some questions, concerns, or comments, you may want to talk to the teacher when your child is not present. We can arrange a discussion whenever needed.

## **Cubby/Wednesday Folders**

Each child will have a personal cubby. This will be a place for children to keep their coats, backpacks, extra clothes and store their work to take home. Each Wednesday, your child will bring home a “Wednesday Folder” in it will be information the teachers want to pass along to the parents along with some of the child’s projects. This folder will then be brought back to school on Thursday. Be sure to check your child’s cubby every day and the Wednesday folders.

No political or religious information may be placed in the cubbies as it is against the school rules. Any information that parents would like to share through: “cubby mail” should be approved by the teacher. To avoid hurt feelings, please do not pass out party invitations in the cubbies or at school unless every child is invited.

## **School conferences:**

School conferences will be held in the spring unless there is a problem. We will share information and will discuss your child’s growth and development. The teachers like to keep an open communication with the parents. If you ever have any questions or concerns you are welcome to schedule an appointment with the teachers.

## **Informal Communication:**

The teachers may also use notes, phone calls, the brightwheel app and emails to communicate with you. Parents, please feel free to do the same. Arrival and departure times are good times to exchange quick positive information. If you have a specific concern about your child or the program, we are available to set up a conference at your convenience.

## **Parent Newsletter:**

We will provide parents with a monthly newsletter, it will contain a schedule of our classroom activities. The newsletter will also inform you of upcoming events, related activities you may enjoy with your child, and pictures.

## **School visits:**

We look forward to your visits to the preschool to observe or participate with your child. We would really enjoy having you share a skill, interest, or hobby. Please feel free to share with us a special interest you might have and we will work it into our class schedule.

## **Brothers and Sisters:**

If brothers and sisters come with you to the preschool, please watch them closely. The preschool activities are specifically prepared for the children enrolled in the program. Some activities are inappropriate or even unsafe for younger or older children.

### **Separation from Parents:**

It is common for young children to be concerned about leaving parents. Your child may be anxious about leaving you when coming to preschool. Sometimes this appears on the first day, sometimes it appears later, and sometimes it does not happen at all. Some children find it comforting to keep an item belonging to their parents with them. This makes them feel secure. It assures them their parents will return. Children like to know where you will be and what you will be doing while they are at school. If you have any concerns about separation and your child, please discuss them with the classroom teachers they would be glad to help develop a plan with you to get your child through this.

### **Bringing Items from Home:**

We ask that parents help us reinforce our policy of children leaving their toys at home. We do recognize the importance of children sharing special items from time to time with their friends and teacher. Please enclose such items in a backpack or paper bag and let teacher know about the special items. This will help the teachers to set the time aside for the sharing to take place. Please keep in mind we do have a set sharing time starting in January.

### **Toy Guns/Swords and Aggressive Action Figures:**

There are many different values concerning toy weapons. While some children this age know the difference between real and toy weapons, others may not. Children also have differing backgrounds in their awareness and understanding of weapon use and safety. In a group setting, the safety and comfort of all children is important. To avoid confusion and help all children to feel secure, we ask that you do not allow your child to bring weapons to school. Aggressive play is also discouraged at preschool.

### **Clothing:**

Creativity is an important part of our program. The children will work with tempera paints, finger-paint, watercolors, markers, crayons, chalk, glue, play dough, water, and other creative materials. We will have the children wear smocks, but it is still difficult to prevent all contact between clothing and materials. Please have your child wear clothes that can “take” the workout your young creator will give them. Sometimes children also need to change due to a bathroom accident or spill during snack. We encourage you to keep an extra set of clothes at school in case a child needs to change. Please label your child’s clothing for easy identification; keeping them in a labeled gallon zip-lock bag is helpful.

### **Toileting:**

We try to provide a safe environment for your child. Staff members are instructed to avoid touching parts of your children’s bodies generally covered by a swimsuit. Staff members will, provide assistance with toileting only when needed. An extra set of clothes can be kept at the preschool for your child.

## **Operating Procedures**

The Troy Preschool will operate September through May. **(Summer Schedule 2019 TBA- depends on staffing and interest)**

Hours of operation are Monday- Friday 7:30am-6:00pm

Parents will receive a monthly preschool calendar stating holiday, vacations and scheduled school closure days. This year we have a variety of options for Preschool and extended care time. Families will agree to pay the option chosen no matter the attendance level of their child. This amount will be paid by the first of the month in advance . A Late fee will be applied after the 10<sup>th</sup> of the month. All non-sufficient funds checks will be charged a fee of \$35.00 and checks will no longer be accepted from payer. Payments can be made on the Brightwheel App- any online bank fees will be charged to the family.

Tuition is required each month regardless of holidays, vacation days, sick days, or how many days he or she attends school. This maintains your child's placement in school. Without prior notification, a child's placement is no longer guaranteed after and absence of two weeks.

We run the same holiday schedule as the Troy Elementary School and we will decide on a case by case basis of the Elementary call of any "snow days". **Elementary late start/early release days that fall on a Preschool day will not change our schedule.**

**Preschool Class arrival time will be:** AM class 8:25-8:30am, and pick up time will be no later than 11:30am. PM class arrival time will be 11:55am-12:00pm, and pick up time will be no later than 3:00pm on the following days: Tuesday, Wednesday, and Thursday. Any added time before or after your chosen option will be discussed before hand, or will be subject to late pickup fees.

### **Delivery and Pick- Up Time:**

For safety reasons, we require that an adult accompany children to and from the preschool classroom. There will be a place for you to sign your child in/out of school. This helps us check each child into and out of the program. At the end of the school day, your child will be released to you or an adult you choose in writing.

Our doors open at 7:30a.m. Monday- Friday. We close at 6p.m.

Please pick up your child on your scheduled time. A "left behind" child often becomes concerned when parents are late, even though a teacher will reassure your child if this occurs. If there is an emergency and you must be late, please call the Troy Preschool at 208-835-4442.

### **Safety, Illness, and Injury:**

Information on your child's Immunization, Child Information, and Emergency forms, should be complete and accurate. Please tell us if there are any changes that could affect our ability to help your child or to contact you.

All children in our program must be immunized against the diseases of Diphtheria, Pertussis,

Tetanus (DPT), Poliomyelitis Measles, Mumps, Rubella (MMR), Hepatitis B (Hep B), and Haemophilus Influenza (Hib) at appropriate ages. Be sure to show the classroom teachers evidence of your child's proper immunization before the first day of class. Families will be contacted as needed, to update immunization records. Waiver needs to be on file for those choosing not to immunize.

Parents will be called to pick up their child if they have a fever at school of 99 degrees. We are not allowed to give any medication to your child at school.

If a child becomes ill or is injured while at school, first aid will be given as needed, parents will be notified, and an accident/illness report will be filled out. In the case of serious illness or injury, the information you provided on the Emergency Information Form will be followed.

The effect of illness on attendance is dealt with on a case by case basis. Please let us know if your child has been sick and you have questions about whether he/she should attend school. Please call the school if your child is going to be absent or if you have any questions or concerns. If your child will have an extended absence due to illness, please discuss it with the classroom teachers.

Please keep your child home if he/she has a fever of 99 degrees F or higher; diarrhea; a contagious illness such as the flu, pink eye, strep throat, a cold with constant cough, persistent sneezing, and/or runny nose; or head lice. This helps keep other children well. Our main concern is for the health and comfort of all the children involved. Please consider how long your child has been free from fever or puking (at least 24 hours), the likelihood of other children catching it, and the activity of your child to handle the regular school routine. It's no fun to be at school when your nose is goopy, you are coughing too much, etc. 😊

### **Child Abuse Reporting:**

Idaho state law requires that we report signs of abuse to Family and Children's Services. Staff members will notify the preschool board if any suspicious injuries or symptoms of possible child abuse are observed.

### **Adult Roles in the Preschool:**

There will be at least two teachers in the preschool to plan and supervise daily routines and activities. There may also be students from the High School or local colleges, community members, or educational presenters throughout the school year, they will all be approved by the preschool board before visiting the classroom. We may also be visited by the school nurse, speech and language pathologist, special education provider, etc.

### **Pictures:**

Parents sign a release for the teachers to use pictures/videos of children for different projects, public displays throughout the year. We ask that you respect other family's privacy and if you take pictures while visiting our class; you get parent permission before taking any pictures, and do not post on social media without getting this permission from the parents.

Family Manual Signature Page

By signing this page, I, \_\_\_\_\_, acknowledge that I have read and understand what is stated in the Family Manual. I agree to keep the communication line between my family and the preschool open. I understand the mission of the preschool and agree to help maintain that focus with my child, the teachers, and the Preschool Board while my child is attending preschool.

\_\_\_\_\_  
Printed name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Classroom rules:

I (student name), \_\_\_\_\_ have talked about the classroom rules with my parent/guardian and understand them and will try my best everyday to follow the class rules so that I can have fun and learn lots at preschool.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\*\*PLEASE Return this page to the Preschool. You can keep the Family Manual for references during the year 😊