

Parent Pack

Please sign and return the cover page of the Parent Pack after reading it in its entirety. Also please keep a copy for your reference.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

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Village Tree Preschool

Welcome to our school and thank you for choosing Village Tree Preschool for your educational needs. The following handbook is to help you understand everything there is to know about our one of a kind program.

Philosophy

With a commitment to nurturing each and every child, at Village Tree Preschool (VTP) we embrace each child as an individual and support their unique path in this world.

Our “Aunties” (teachers are sensitive in their approach to each child's social, emotional, and cognitive needs and will encourage your little ones love for exploration and to be able to experience the joy of learning, while building self-esteem, self-awareness, and respect for others.

Child Development Programs

Our programs are based on the principal that children learn best through direct, hands-on experiences with loving caregivers, fun objects, events and ideas. During this active learning process, we encourage our children to discover an exciting and rich world of **literacy, mathematics, science, social studies, and arts.**

- Curriculum Programs- The above programs along with curricular activities that VTP delivers to its students to make them whole and more productive citizens in all aspects of life not only academic.
 - “Yoga 4 Life” - Basic Yoga and stretching intro
 - “Earth 4 Life” - Recycling literacy
 - “Art 4 Life” - Art, music, and dance
 - “Food 4 Life”- Learning about and eating organic food
- Scholarship program-Sponsors children whose parents or siblings are going through chronic or terminal illness and may need financial help with VTP tuition

Jr. Preschool - 18 months to 3 years

Physical

- Indoor/Outdoor Play
- Learn to balance and climb
- Learn to control their body to transition from one place to the next
- Provide more opportunities to improve fine motor skills through tracing letters, numbers, and shapes, using scissors, lacing beads, plant seeds, etc.
- Continue to improve large motor skills with the use of equipment in the outside play areas

Social

- Use words to express feelings, needs, and ideas
- Learn to interact with peers in a positive manner
- Participating in two-way communication
- Improve communication skills by continuing to learning new words
- Learning to improve problem solving skills through dramatic play and role playing

Emotional

- Learning to express themselves in a positive manner
- Building relationships with peers
- Working on encouragement and acceptance from peers and adults
- Building self esteem and self confidence

Pre-School – 2 years to 5 1/2years

Physical

- Fine tuning fine motor skills such as cutting with scissors and holding/writing with a pencil
- Fine tuning large motor skills such as walking, climbing, running, hopping, and skipping

Social

- Having the ability to ask questions to acquire what they need
- Succeeding at cooperating and negotiating with peers
- Having the ability to successfully express their feelings and talk to an adult

Emotional

- The ability to express feelings such as excitement, happiness, anger, and disappointment in a positive appropriate manner
- To be emotionally ready for Kindergarten
 - Independent
 - Self-reliant
 - Ask questions
 - Cooperate with peers

Family Unit Support Programs

- Mentoring – Focusing on parents with illness or young parents with fewer parenting skills. Parents come together to share and learn from each others experiences
- Bee Well Kidz- Offers discounted homeopathic support for children and parents
- The Wellness Spa- offers discounted fees for GAL families
- The Wellness Community – Offers support and services including Yoga, Chi-dong classes to families facing health crisis
- VTP partners referral programs to:
 - Mental health
 - Financial advice
 - Insurance literacy
 - Homeopathic literacy

Discipline With Love

The objective of discipline at VTP is to help each child be a part of a safe, nurturing environment. In order to meet this objective, the children are encouraged to express their feelings in a positive manner. The ultimate goal within the classroom is for the children to be able to practice listening, communicating, negotiating, patience and being helpful. We understand that all behavior is a form of communication and do our best to help each child express their individual needs.

Discipline with love, respect, and consistency is used at VTP. It promotes self-esteem and self-control. The following techniques are means of discipline and are used for the purpose of modeling and encouraging behavior.

- Identifying their needs, feelings, and causes, then setting clear, consistent, and age appropriate limits
- Encouraging children to take responsibility for their own actions through the use of logical consequences. For example: “When you poured water on the floor, it got wet. Please use a paper towel and clean it up.”
- Using a clear, calm, and low voice with the children to represent the appropriate voice level to be used. This same technique is used to modify language and behavior
- Redirecting the child to more appropriate activities
- Helping children to resolve conflict through communication. Teaching them how to “use their words”, to express their feelings. This will enable them to resolve conflict on their own.

Physical punishment is never used at our center. Our staff will not shout, humiliate, or subject your child to verbal abuse. This will not be tolerated in our center at any time from anyone. If your child is consistently displaying inappropriate behavior, despite our efforts, we will communicate our concerns to you and work with you to rectify the situation. In the event that the behavior continues, we may ask you to withdraw your child from the center. These types of behaviors might include such things as chronic hitting, use of bad words, hitting, biting, etc. This policy is in place for the protection of all of our children.

Positive Handling Policy

We have a positive handling policy in our center as we feel it promotes healthy growth and development in children. We believe children should be held and hugged when they feel the need as it will help your child feel nurtured and secure. We do, however, respect your right to request that we do not touch your child. Please remember though, that a no touch policy creates a stark atmosphere for a small child.

This type of healthy contact can be described as:

- Nurturing guidance-emotional support, such as cuddling, hand-holding, hugs
- Safety Intervention- We only use physical restraint, such as holding, to prevent physical injury to children or adults
- Hygienic- Diapering, assisting with potty training and using the restroom, examining injuries, nose blowing, hand and face washing and assisting with clothing

The First Day of School...

What will your child need the first day?

- Completed Registration papers (Per State Licensing) along with Immunization Records
- One set of clean clothes in case your child becomes soiled & an old shirt to use when doing arts & crafts
- Earthquake kit- Gallon size zip lock that includes a family picture, names of emergency contacts, loving note to child, poncho, space blanket, canned fruit, juice box, water, granola bar and any other snack that your child may like. Please check expiration dates to make sure they will last at least a year
- Three recent 3x5 pictures of your child (headshots)
- Diapers and Wipes (One weeks worth)
- We will provide whole milk, but if your child drinks Soy or Rice Milk please provide it each week
- Two crib sheets and one blanket each with the child's name written on it
- Please write your child's name on **ALL** items

What not to bring...

Please do not bring toys, money, jewelry or any item that you would not want to get lost, broken or may hurt another child

Celebrations

We LOVE to celebrate our babies' birthdays! All birthdays are celebrated at our morning or afternoon snack times. This will allow our classes to stay on schedule. Foods provided by parents must be store bought, nutritious and as low in sugar as possible. We recommend fruit, muffins or lightly frosted cupcakes. Please inform your child's teacher of an upcoming celebration so they are prepared.

Special Needs

Please let us know of any special needs your child may have or special circumstances you or your child may be going through. This helps to make us better providers and understand your child better. A special circumstance might be considered the following: a new baby, divorce, illness or a traumatic experience in the family.

Diversity and Inclusion Policy

No child will be turned away based on race or religion. VTP is committed to an education that is diverse and eclectic with no boundaries in regard to socioeconomic status, race, creed, color, gender, national or ethnic origin, age, or handicap. We share a commitment to human rights, the dignity of the individual and social justice, striving to create a program for our entire community.

Clothing

Please allow your child to wear comfortable clothing that you don't mind getting dirty. Our goal is to allow our children to be very active and to feel free to move around without the worry of getting dirty. Please allow your children to wear clothing so that they may play with clay, paints, water, dirt and many more fun and messy activities.

Potty Training.

This is an exciting time for you and your child because they are becoming more independent and learning how to make their own way in the big world. Our teachers are happy to help with your child's transition from diapers to the potty.

We are happy to take your child to the bathroom and we will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups and wipes to school for your child due to the fact that we will need to use them if they have two consecutive accidents in a day. Please keep two full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues please hang in there. We absolutely promise that your child will not be going off to college in a pull-up. ☺

Illness Policy

At VTP, we are **very strict** about our Illness Policy. Please be considerate and think of how you would feel if another parent brought their sick child, exposing your healthy child and the rest of your family. Also, there are times a child needs to be with Mom or Dad for both physical and emotional comfort while ill. Thank you for your cooperation.

The following is a guide to help in making the best decision of whether or not to send your child to school. Your child should NOT attend if they show the following symptoms:

- Mucous-yellow/green color (the first 2-3 days are contagious unless it is an allergy)
- Sore throat
- Fever above 99.9

- Vomiting
- Diarrhea- runny, watery, or bloody stools
- Any undiagnosed rash
- Eye discharge
- Unusual lethargy or irritability
- Mouth sores
- Any illness that requires one on one care by the teacher

The following are guidelines for illness that by law we cannot provide care for:

- Infectious Conjunctivitis (Pink Eye)
- Impetigo
- Strep Throat
- Chicken Pox
- Hepatitis
- Scarlet Fever
- Lice
- Ringworm

Please keep us aware of the following:

- If your child will not be attending school
- If your child has a communicable disease
- If your child has been in contact with a communicable disease,
- If your child has been complaining about an earache, tummy ache, etc., in order to help us better care for your child.

Please keep your children home 48 to 72 hours (2 to 3 days) after the onset of cold symptoms. This gives your child the ability to heal and limits the spread of illness to other children. Children taking antibiotics must have taken them for a full 24 hours before returning to school. The state requires parents to complete a “Medical Release Form” if your child is required to take a prescription medication at school. The form includes the prescription name, dosage, time of dosage, and doctor’s name. Please make sure that the medicine is in the original container.

*VTP reserves the right to **withdraw your child for consistent failure to comply** with the guidelines of our Illness Policy.*

Medications:

If a child is to receive medications during school hours, it must be a current personal PRESCRIPTION filled by a pharmacist on a physician’s order. The medication must have a label bearing the child’s name, physician’s name and directions for administering it to the child. This regulation automatically includes medications such as Tylenol, Dimetapp, Sudafed, and any OTC (over-the-counter) medications. Your doctor must write directions for giving these medications on a current dated letterhead from his/her

office. When taking an antibiotic, a child must be on the prescription for 24 hours before returning to school.

When you bring in a prescription medication, you must also sign a medications permission form stating the time, dosage, and name of the medication that is to be given to your child. These forms are available at the School and can be dated for that full week.

Health Policies and Procedures

Medical Emergencies:

Immediate first aid will be given. All staff is CPR/First Aid Certified.

An ambulance will be called and the recommendations of the paramedics will be followed. Parents will be notified as soon as possible. If you are not available, other family or friends on your registration form will be notified. Parents are responsible for any expenses incurred as a result of emergency room care, ambulance, etc.

Absences

Please advise our staff if your child will be absent. If your child will be absent due to vacation please give us one week notice. Full tuition is still required regardless of illness or vacation. No refunds or make-up days are provided for children who are absent.

Parent/Teacher Communication and Involvement

Your opinion counts! We love it when our parents are involved and communicate with us as we are partners in your children's lives.

We require for all of our parents to participate/volunteer in our school a minimum of 20 hours a year. VTP will have several fun events throughout the year we will need help with. Also, your children love your participation!

Babysitting Liability Waiver

It is understood and agreed that any and all babysitting care contracted by parent/guardian with one of the VTP staff for off hours care before or after VTP business hours is independent of VTP care, whether or not such care is provided on or off the VTP premises.

It is further understood and agreed that such care is not part of the operation of the Center or its owners. I/We hereby hold VTP and the owners harmless for any and all incidents, which may occur during such independent care.

Child Assessments

Each child will be evaluated in a parent teacher conference in February each year. If you ever have a concern or any questions, please do not hesitate to contact us or talk directly to the teachers.



VILLAGE TREE PRESCHOOL

Daily Activity

Parents Please answer the following questions on a separate piece of paper if needed.

1. What type of school or playgroup experience has your child had in the past?
2. Does your child prefer playing in a group or alone?
3. Would you consider your child social or shy when at school or in play groups?
4. What are your child's like and dislikes? (Toys, foods, etc...)
5. How long does it take your child to "warm" up to new friends?
6. Tell us about your child's personality?
7. Are there any behavioral issues that we may be able to help you navigate?

8. Has your child ever been asked to leave a school or play group. Please explain.
9. How do/did you feel about your child going to school? Was it difficult for you? Did you have a lot of anxiety?
10. Does he or she have younger or older siblings? Please list ages. How do they get along?
11. Does your child need assistance with the following: feeding, dressing, and undressing?
12. Is your child potty trained? Is so how does your child express that he/she must use the restroom?
13. Does your child eat well?
14. Does he/she like to play inside or outside the most?
15. Does he/she prefer playing in groups or alone?
16. How does your child express feelings (sad, happy, mad, excited, etc...)?
17. How do you discipline your child? How does your child react when you discipline?
18. How do you comfort your child?
19. Is your child given chores or responsibilities at home? What are they?
20. What would you like to see your child get out of his/her experience at "Village Tree Preschool?"

21. Can you tell us a little about your home life? This will help us teach and care for your child. (i.e. Ill parent, new baby, divorce, moving, etc...)

22. Does your child have any medical, behavior or any other issues we should know about?

23. Do you have any talents that you would like to share with the school? Please tell us about how the children or families might benefit from you talents.