

Gramma's House Preschool Handbook 2020-2021

Mission Statement

It is the mission of Gramma's House Preschool to cultivate the basic right that children have to receive an early education. Gramma's House Preschool will enhance the children's cognitive, social, and physical skills, according to state standards and to what we feel is best for each individual student, to ensure they are prepared for Kindergarten. We will also teach children independence and self-help skills. It is our belief that children develop at different levels, and we will do our best to accommodate different learning abilities. We ensure parents that while in our care each child will have the opportunity to learn to the best of his or her ability.

Curriculum

Like mentioned in the mission statement, Gramma's House Preschool will enhance the children's cognitive, social, and physical skills, according to state standards and to what we feel is best for each individual student, to ensure they are prepared for Kindergarten. We will also teach children independence and self-help skills. These skills will be taught using bi-weekly themes, literacy, music, art, and crafts. We will also teach core subjects such as Math, Language, Writing, Science, and Social Studies including but not limited to counting, ABC's, numbers, matching, classifying, the importance of community and its members, letter sounds, and name writing. Students will focus on different letters, numbers, shapes and colors each month. The Hooked on Phonics reading program familiarizes students with letters and letter sounds. Students will be able to follow this program at their own pace.

An assessment will be given to each child at the time they start preschool and at the end of each semester to track their progression throughout the year.

Admission

Parents will be required to sign the contract and authorization form, fill out and sign the child admission form, and provide a copy of the child's immunization records before or on the child's first day of care. A copy of a recent physical must be provided within 30 days of the enrollment date.

Parents will pay a \$40 registration fee at the time of registration and the beginning of each school year. A deposit fee of the first month's payment will also be required at time of registration. The deposit and registration fee will not be refunded for any reason.

Business Hours

Morning preschool will be from 8:00 a.m. – 11:00 a.m. Monday and Wednesday or Tuesday and Thursday. We can be reached at 719-375-0709.

Preschool days will follow the Widefield District 3 Elementary School calendar but will be up to the teachers' discretion. The school year will be from August – May.

Fees

Your child must range in age from 2 ½ years (30 months) to the age they are required to enter kindergarten. (They must be fully potty-trained.)

You agree to pay Gramma's House Family Childcare and Preschool the amount of:

Tuesday & Thursday- \$90 per month

Payment is due the 1st of each month or the first day your child is expected to attend that month. If the first falls on the weekend or a holiday, payment will be required the business day following. If payment is not paid a \$10 late fee will be charged daily until the third day. On the third day the student will not be allowed to attend until payment is paid in full. We will only accept payment through the QuickBooks online system. PayPal and Venmo can be used with an added convenience fee. Gramma's House is not responsible for any additional fees charged by PayPal or any other payment method. Cash will be accepted with an added convenience fee with approval from Gramma's House. We will not have cash on the premises so please pay the correct amount that is owed. **Personal checks will not be accepted.**

The student's slot will not be held unless payment is paid, and then the slot will only be held for as many months as the parent has paid for. Payment will not be refunded for holidays, student's vacation, severe weather, or for any other reason.

Payment will be pro-rated for teacher's vacations.

Late Fees

Gramma's House Preschool is open from 8a.m. to 11a.m. A late fee of \$1 a minute will be charged per each child remaining after 11a.m. This fee must be paid on the same day at the time of pickup.

Arrivals and Departures

Students are to arrive clean and ready to participate in school activities.

Your child will not be released to anyone other than those listed on your child's admission form unless you call and let us know. **Anyone the teachers or student are not familiar with will be asked to show ID.** If they do not comply, the student will not be released.

Please remember to inform emergency contacts or people designated to pick up your child that if we do not know them and the student is too young to recognize them we will need to ask for identification. We do not mean to offend, this is simply a measure taken for your child's protection. If a parent or person designated to pick up the student appears under the influence of any controlled substance, the student will not be released

in his or her care. If this should happen, an emergency contact would be called to pick up the child and if he or she cannot be reached, the police would be called.

When a child is left after the facility closes and the parent/guardian or emergency contacts cannot be reached the Department of Human Services will be contacted. Appropriate activities and a snack will be provided for the child during these cases.

Supplies

Students must bring a folder and book bag or some type of bag with them every day.

Please have your child clean and dressed for learning and play. We expect your child to arrive dressed for the day and dressed appropriate according to weather conditions, including snow clothing. We will be going outside daily weather permitting. You are responsible for providing your child with helmets, wrist protection, and knee and elbow pads when riding a scooter, bicycle, skateboard, skates, or rollerblades.

All personal belongings should be marked with your child's name. The **teachers are not responsible for your child's clothing or personal items brought into our facility.**

Sunscreen must be supplied and in cases where no sunscreen is available the teacher will use the sunscreen, with a SPF of 30 or more that Gramma's House has on hand.

Media

Students will be allowed to watch educational programs and play games on children friendly websites on the computer, laptop, or Ipad, and they will be closely monitored. They will have 5-10 minutes a day to play on the computer. Movies may also occasionally be played on holidays and at the end of each school year. Students will also have the opportunity to listen and dance to music.

By signing this contract you give Gramma's House permission to take photos of your child and post them on our websites and social media pages.

Toys

Please know that if the student is unwilling to share a toy with the other children it will be put away until the end of the day. We do not mind if a student brings a toy from home, but if a certain item becomes a problem we will have to ask that that item be left at home. **We are not responsible for lost items brought from home.** Parents will be notified of recalled toys and the recalled toys or other items will be dealt with accordingly.

Damages

It is expected that your child be respectful of our personal property and furnishing. A certain amount of wear and tear is normal, but **if your child is malicious upon breaking or damaging any item, we will expect reimbursement in full for the replacement cost of an identical item.** This reimbursement is due the same time your next payment is due.

Field Trips

Students will participate in field trips at various times throughout the school year. Notice of field trips will be given at least 1 week in advance. A permission slip for all field trips will be signed at the time of admission. We will take all possible precautions when transporting the children in our car. The parent is responsible for providing a car seat. It is **not necessary your child attends these field trips but he or she will not be able to stay behind if you prefer your child not to attend. Regular preschool fees will still apply** for field trip days, whether or not your child attends.

Transportation

All students being transported while in our care will use seat belts and the appropriate type of seat for each child's weight, height and age according to state standards. **Parents are responsible for providing the appropriate car seats.** We will not at any time leave students unattended in vehicles. Vehicles that will be used are a Suzuki XL7 with 7 seats, a Chrysler Town & Country with 7 seats, a Ford Club Wagon with 7 seats, and a Ford truck with 5 seats.

Holidays

Gramma's House and Preschool will follow the Widefield District 3 Elementary school calendar. Payment will not be refunded for holidays, school vacations, in cases of severe weather, or any other days Widefield District 3 has off. In case of severe weather, preschool will be closed when Widefield district 3 is closed or any time the teachers feel it is necessary, and preschool will also be closed if Widefield District 3 has a late start.

Snacks

An a.m. snack will be served from 10:00 a.m. – 10:15 a.m. There will be a sign up sheet for parents who want to provide snacks for one day at a time.

All students will be offered the same foods and will only be fed at snack time. Alternatives will be provided for students with allergies. If your child has special dietary needs, we must have them in writing. If these needs are numerous or too difficult to meet, we will ask you to provide the required food.

Discipline

We will use time out as a form of discipline. Students will be required to sit away from the activity for a time according to their age. We believe positive discipline should be used to teach children guidance. Students are explained the rules of preschool frequently so they are aware of the guidelines.

Vacations

It is common courtesy to make Gramma's House Preschool aware of any long-term absences your child will have. Payment will still be required at these times.

The preschool teachers will give a two-week notice for any vacation being taken that will require the preschool to be closed. Payments will be pro-rated during these vacation times. If substitute teachers are present, payment will still be due.

Illness

Under no circumstances should you bring your child to school sick. That includes but is not limited to a fever of 101 degrees or higher for children over 5 months, vomiting, diarrhea, sore throat, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc. If you are not sure your child is well enough to attend preschool, call and discuss it with us. We will follow state regulations. If your child becomes ill while in our care we will call you immediately. The teachers reserve the right to determine when a child should be sent home. **Your child may return to care 24 hours after they are symptom free.** For example, if your child is sent home with a fever, they cannot return until they have been fever free for 24 hours. Please call by your normal drop off time if your child will not be attending that day. **Payment is still due if your child does not attend school due to sickness.**

Gramma's House will not administer medication, even if doctor prescribed, during preschool hours.

Medical Emergencies

Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If necessary your child will be transported by ambulance to Memorial Hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required. Gramma's House will not be responsible for any illness/injury of either child or parent/guardian while on the premises, or while the student is in the company of the teacher during field trips or outings.

Immunizations

All immunizations must be kept up to date. Any student found with immunizations not up to date will have 24 hours notice to receive required immunizations. The teachers can refuse to care for any children if required immunizations have not been received.

Disasters

Fire drills will be practiced monthly to accustom students to evacuating in a prompt and orderly manner without panic. In addition to fire drills we will also on occasion practice drills for severe weather, lockdowns, reverse evacuations, and shelter-in-place emergency situations. In case of a disaster, if there is sufficient warning, parents will be called to pick up their children as soon as possible.

Smoking

Gramma's House is a non-smoking environment for the health and welfare of the students.

Child Abuse/Neglect

It is state law and also our responsibility as preschool teachers to report any and all abuse or neglect performed on a student. Therefore, **we will notify Children's Protective Services and/or the Police Department when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited.** The El Paso County Child Abuse telephone number is (719) 444-5700.

Equal Opportunity

Gramma's House Preschool provides an equal opportunity program. Applications for enrollment are accepted without regard to race, religion, sex, or national origin. We also comply with the Americans with Disabilities Act.

General Information

If you will not be reachable at your normal telephone number listed on your admission form, please let us know and give us an alternate phone number if possible so that you may be contacted promptly in the event of an emergency.

For more information on rules and regulations please go to www.cdhs.state.co.us/childcare.

Complaint Reporting Procedure

To file a complaint related to a Child Care facility, please call the Division of Child Care Licensing at 1-800-799-5876 or mail a letter to:

The Division of Child Care
1575 Sherman St., First Floor
Denver, CO 80203-1714

You must include your name, phone number, the provider's name and also the provider's address with the complaint.