

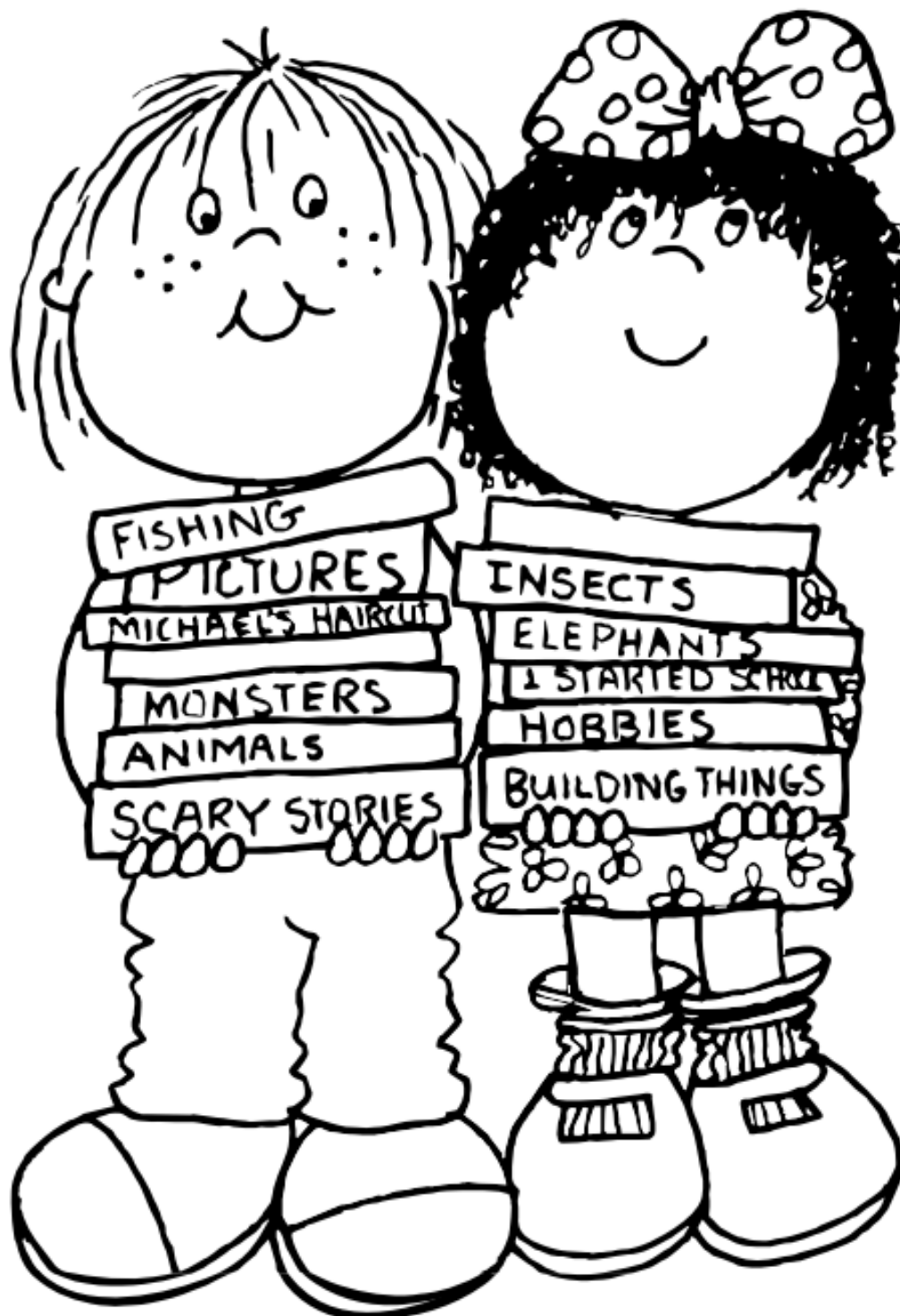


Child
Steps

Preschool &
Kindergarten

Helping Children Learn . . . Every Step of the Way

Preschool & Kindergarten Parent Handbook



CHILD STEPS PRESCHOOL AND KINDERGARTEN HANDBOOK

Welcome to Child Steps Preschool and Kindergarten! Our goal is to provide a safe, secure, caring and nurturing environment for your child that fosters physical, social, emotional and cognitive development. Your child's teachers are a most important part of our program. We hope to develop a partnership between home and school which will benefit the development and growth of your child. We ask that you read this handbook and feel free to ask any questions.

PHILOSOPHY

Our development model is based on and incorporates teachings and theories of Piaget, Montessori, and Erikson. Learning through a multitude of activities such as play, art, drama and music are the cornerstones of the curriculum. Children are respected as individuals in a child-oriented program. We strive to build self-esteem, confidence and independence in each child. We recognize children develop at different rates and have different interests and abilities. By having small group sizes, we can meet the individual needs of our students. Learning and play are not limited to the classroom. We also have a large outdoor play yard and an indoor recreation room where there are opportunities to develop gross motor skills via group games, climbing toys, riding toys, playing with balls, etc.

TUITION

Tuition is due the first of the month. We DO NOT send out statements or reminder notices. It is the responsibility of each family to track this. We will fill out and sign any company paperwork needed for a parent's workplace pertaining to cost of child care. There is a \$25.00 fee for any returned checks. If payment is not made within 10 days of the due date, a \$5.00 per diem fee will be charged. If there are extenuating circumstances where payment cannot be paid on time, please see the director for a workable payment schedule. If an account is past due with no payment or consultation with the director after a month, the parent may be asked to remove the child/children from school.

LATE PICK UP

The extended school day is over at 5:30pm. If you are running late, please call the school. A late fee must be paid to the teacher in charge at the time of pick up.

DISENROLLMENT

A child may be asked to leave if tuition is not fully paid within an appropriate time. If a child displays aggressive behavior on a regular basis and no intervention is made, a child could possibly be asked to leave. It is our responsibility to provide a safe school environment for all children.

HOLIDAYS

The school is closed for Thanksgiving Day and the day after, the week of Christmas and New Year's Day, Martin Luther King Day, President's Day, Easter week and Memorial Day. For Summer Camp, we are closed July 4th and the last week before Labor Day. The yearly school tuition cost includes these holidays off.

DROP OFF/PICK UP

School begins at 9:00am SHARP. That is when our doors open to welcome students. Doors lock promptly at 9:15am. Late arrivals are distracting to other children and staff. Pick up and drop off will take place at our main entrance doors. During regular drop off and pick up times, a teacher will be at the door to welcome students. After hours, please ring the school door bell. PLEASE obey the moving car line and DO NOT leave your car unattended in the line to walk your child into the school building. Please park in the parking lot if you wish to walk your child to their class. Initially, some students may be upset when saying their goodbyes each morning, but parents departing promptly allow the child to calm down and acclimate to the morning routine. If, after a reasonable period of time, a child is still upset, the parent will be notified. If someone other than the allowed family member is to pick up a student, the parent must notify the school with a description of that person and a valid ID must be shown. If questionable, no child will be released to the "unknown" person.

COMMUNICATION

Communication is essential in order to work together to meet the needs of each student. Please contact us if you have any questions or concerns. We value your input.

OUTDOOR PLAY

Children should come to school dressed in comfortable clothing and prepared for outdoor play, weather permitting. During colder weather, we ask that they come properly attired to go outside (hat, gloves, boots, heavy coats). Proper play shoes should be worn always. We recommend children avoid wearing flips flops or sandals, as they can easily slip off.

CLOTHING

We ask that each student have an extra set of clothing to be kept in school at all times. Accidents and spills **do** occur. Please put these garments in a labeled plastic baggie. We also ask that ALL articles of clothing be labeled individually. The same is true for reusable water bottles, coats, lunch and school bags.

MEDICATION

If we must administer any medication, we require written permission with the following information: Name of medication, dosage amount, time to be given, date to be given and a parent's signature. The medication must be in the original container with the child's name on it. We will not give any medication if it is not in the original container with the child's name on it. This medication must be given to the teacher and not left in a bookbag/backpack.

ILLNESS

A child must be free of fever for **24 hours** without the use of medication to be allowed to return to school. Please do not administer a fever suppressant and bring your child to school. If your child gets hurt or becomes ill at school, we will notify you as soon as possible and ask that you pick your child up as soon as you can. If your child becomes ill with a contagious disease, we ask that you notify us so that we can alert the other families.

DISCIPLINE

Sometimes we need help to redirect a student's behavior. In these instances, we will either use conflict resolution, talking to the child and, if all else fails, redirect them to the "thinking chair" for quiet reflection. If we witness daily aggressive behavior and we cannot resolve this conflict ourselves, we will ask for your help to enable us to redirect this behavior.

BIRTHDAYS

We are very happy to celebrate your child's birthday in school. If you have any special plans, please discuss this with the teacher. Cookies, cupcakes and munchkins are a favorable treat.

EMERGENCIES

Our staff is prepared to deal with a variety of emergency situations. In a severe or threatening emergency, the children in our Havertown location will be escorted to the Church or Church refectory building behind the school building. In the event of an area wide emergency, the students in our Havertown location may be escorted to the Brookline Fire department, or in the case of the Broomall facility, the Presbyterian Home next to the school. If any of these situations occur, you will be alerted as soon as possible.

POTTY TRAINING

We ask that all children ages 3 and up be potty trained.

GENERAL

We ask that you keep to your child's regular schedule and do not constantly switch days. If you have agreed upon an arrangement with the school director, there will be no problems. We need to keep within teacher/student ratios and if days are switched, we could have problems in accordance to state laws. If there is a special event happening at school (holiday parties, pancake breakfasts, student shows, etc.) and it falls on a day that is not normally your child's regular day, your child is most welcome to participate in that festivity. We want all children to enjoy all that we offer and to be part of all school activities. Thank you for sharing your children with us at Child Steps!



Debbie Tarkin
Havertown Director



Linda Scutzlas
Broomall Director