

PARENT MANUAL

2007-2008 School Year

Participation in the Kearsarge Area Preschool depends upon compliance with the information contained in this manual. If you have any questions regarding its contents, please do not hesitate to contact a board member.

TABLE OF CONTENTS

PHILOSOPHY.....	3
PARENT PARTICIPATION.....	3
Parent Meetings	3
Fundraising	3
PAYMENTS & FEES.....	4
Late Payment Fee.....	4
Non-participation Fee.....	4
Late Pickup Fee.....	4
HEALTH.....	4
Emergency Treatment.....	4
Illness.....	5
Dispensing Medication	5
Accidents	5
Reporting Abuse.....	6
Health Incident Report	6
BEHAVIOR MANAGEMENT AND DISCIPLINE	6
FIELD TRIPS.....	6
TEACHING STAFF	7
JAMES HOUSE PRESCHOOL PROGRAM	7
CALENDAR.....	7
PARENT/TEACHER CONFERENCES	7
DROP OFF AND PICK UP OF CHILDREN	8
TYPICAL DAILY SCHEDULE.....	8
SNACKS.....	9
Parties/Special Events	9
Food Allergy	9
CLOTHES	10
TEACHING STRATEGIES	10
CURRICULUM GOALS	10
CURRICULUM AREAS.....	10
Social and Emotional Development.....	10
Cognitive Development.....	11
<i>Language and Literacy Development.....</i>	11
<i>Math Development.....</i>	11
<i>Science/Social Studies</i>	11
Physical Development	11

APPENDIX

BY-LAWS OF THE KEARSARGE AREA PRESCHOOL, INC.
 KEARSARGE REGIONAL SCHOOL DISTRICT CALENDAR
 KEARSARGE AREA PRESCHOOL PARENT CALENDAR
 KAP LINE

FORMS

 Childcare Registration/Emergency Info
 Child Health Form

PERMISSION SLIPS

 Permission for Short Walks/Photo Release Form/Permission for Field Trips

PHILOSOPHY

The participating members of Kearsarge Area Preschool believe that the ideal preschool environment provides a positive early learning experience where each child's social, emotional, physical, and cognitive development are supported and encouraged. Children should have the opportunity to develop positive, caring relationships with adults and other children. The classroom environment, materials, and curriculum should encourage children to explore, observe, experiment, question, and reason. KAP believes that preschool children learn best through play and active participation in both self-directed and structured activities. The teachers' role is to support and extend children's learning by matching activities with the children's specific interests and levels of development. Positive modeling, important friendships, and acceptance of differences are among the many advantages of an inclusive community.

PARENT PARTICIPATION

Once a child is officially enrolled in the Kearsarge Area Preschool, the parent(s) becomes a participating member of a cooperative preschool. Members are required to attend regularly-scheduled parent meetings, to participate in electing a board of directors which is responsible for running the business aspects of the preschool, and to help with fundraising activities. Parents who wish to have a close connection with their child's preschool experience are encouraged to consider serving on the board of directors. Parents who would like to nominate community members as board members – perhaps grandparents or other family members, with relevant experience or expertise who might be willing to donate their time and skills – are encouraged to do so.

Parents are encouraged to participate in classroom life as a visitor or volunteer, and interested parents may fill in as substitute teachers when a teacher is absent.

Parent Meetings

Parent meetings are our primary source of communication and decision-making. All parents are expected to attend. Meeting times and locations are determined by the board and are listed on the KAP Calendar in the Appendix. Baby-sitting can be provided at the cost of \$2.00 per child and members must call in advance to reserve a space for their child. A member in charge of baby-sitting arrangements will be chosen in the fall. A non-participation fee is imposed for missing a parent meeting. Please refer to the section on *Payments & Fees* for specific information. Special exceptions are made at the board's discretion.

Fundraising

Parent involvement in fundraising is essential. Funds raised during the year support KAP operations and special events. Efforts to raise these funds are coordinated by the vice-president

and the Fundraising Committee. Each parent is responsible for participating in all fundraising events throughout the school year. A non-participation fee is imposed for non-participation in a scheduled fundraising event. Please refer to the section on *Payments & Fees* for specific information. Special exceptions are made at the board's discretion.

PAYMENTS & FEES

Please refer to the Enrollment Agreement for specific tuition amounts and payment schedule. A payment booklet will be given to each member to be included with your monthly payments. Payments are due the first of each month from August to May. The teacher(s) are not responsible for collecting or recording payments. All payments should be mailed to the address listed on the cover of this manual.

Questions regarding payments should be directed to the Treasurer.

Late Payment Fee

There is a \$20.00 penalty fee for delinquent payments (not received by the 10th of the month the payment is due). Excessive late payments may result in removal of the student from school and additional fees. Financial assistance may be available for qualifying participants.

Non-participation Fee

A \$20.00 fee will be imposed for not attending a parent meeting or for non-participation in a scheduled fundraising event. Please refer to the By-Laws for parent's responsibilities concerning meeting attendance and fundraising participation. Special exceptions are made at the board's discretion.

Late Pickup Fee

A \$1.00 per minute penalty fee may be levied by the Board for habitual delinquent pickup (repeated delayed pickup after 11:50am or 3:35pm).

HEALTH

A record of immunizations and physical exam statement signed by a physician is required for admittance. Health forms have been included with your registration package. Children **MUST** be up to date on their vaccinations. Please return your child's health form to the Secretary or mail it to the school address listed on the Information Sheet at the front of this booklet.

Emergency Treatment

Each child's parent or guardian is required to sign a medical release form that gives KAP permission to seek or provide immediate medical treatment to your child. Should an accident

occur that requires emergency treatment, the parent and the Bradford Rescue Squad will be notified immediately.

Illness

If your child shows signs of illness, please keep him/her home. Signs of illness are fever, cough, earache, discharge from nose or eyes, sore throat, headache, stomachache, vomiting, diarrhea or rash of unknown origin. Any of these symptoms in a child, accompanied by a fever of 101 degrees or higher, or such a fever alone, indicate that the child cannot be at school. **Children must remain at home for at least a full 24 hours after:**

- Exhibiting a fever of 101 degrees or higher
- Two or more concurrent episodes of vomiting
- Two or more concurrent episodes of diarrhea

No child with a communicable disease such as rubella, mumps, measles, impetigo, hepatitis, conjunctivitis (“pink-eye”) or lice shall be accepted back to school until proper medical treatment has been given and the child is no longer contagious. Children will be periodically checked in school for head lice.

Please call the school and notify the teacher when your child will be absent.

If your child should become ill or injured during school hours, either the parent(s) or the child's designated emergency care person will be notified. The child must be picked up as soon as possible after notification by the school.

Please report any potential exposure of children to contagious illnesses or disease so that we may post them.

Dispensing Medication

KAP Staff will not administer medicine to a child unless the medication is accompanied by a written authorization from the parent and licensed health practitioner. Medications must be in the original container and labeled with the name of the physician and the name of the child. Drug name, dosage, and date must be clearly marked. Parents are responsible for informing staff if medicine is to be refrigerated.

KAP staff will administer prescription drugs in compliance with regulations set by the state of New Hampshire. According to the regulations, KAP is not obligated to administer any medications and will not be responsible for administering non-prescription medication.

Accidents

Emergency care of injuries is limited to basic first aid procedures. Parents will be informed of their child's injury and treatment. Accident Reports will be completed and kept on file at the

school. Parents or the designated emergency care person will be notified immediately if medical treatment is necessary.

Reporting Abuse

KAP will uphold New Hampshire law requiring individuals who are aware of child abuse whether physical, sexual, or emotional to report such cases to authorities. Any person withholding such information can be held liable for the child's safety.

Health Incident Report

The teacher will supply a completed copy of an incident report following incidents of ill health or injury occurring during school hours. Parents will be asked to review and sign one copy to be kept on file.

BEHAVIOR MANAGEMENT AND DISCIPLINE

Teachers help children develop self-discipline by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear limits. Misbehavior is avoided by: structuring the environment to minimize conflicts, providing children with choices, maintaining a consistent and predictable routine, anticipating problems, giving gentle reminders, injecting humor, pointing out natural or logical consequences, providing discussion time with an adult, removing a child from a situation while she/he recovers self-control.

Kearsarge Area Preschool complies with all federal and state laws regarding discipline in child care settings. Teachers are expressly prohibited from using corporal or abusive punishment, including: humiliating or shaming methods of discipline, isolation, consequences for toileting accidents, and withholding food. We believe that parents and teachers must work together to address persistent behavioral issues such as pinching, biting, or unusual dangerous aggression to self or other children and teachers. If a child appears to be unusually stressed, anxious, or otherwise motivated to engage in negative behavior, parents will be consulted.

FIELD TRIPS

During the school year, we take a number of field trips. A signed permission slip is required for each trip. Room parents help organize these trips and parents will be asked to drive. You have the option of keeping your child at home if you do not wish to have them participate in these activities.

Short walks are also taken from the school in and around the community. Periodic trips are taken to the Brown Memorial Library, for example. A Short-Walk Permission Slip is included in the registration package and should be returned to the teacher on the first day of school.

Proper adult supervision is required on all excursions outside of the school. For the Preschool, a 1:5 ration of adults to children is needed for all field trips and short walks. Parents will be asked to drive on field trips. In order to do so, the driver must have a valid NH driver's license and a minimum auto insurance policy of 100/300. A copy of automobile insurance for driving parents must be on file with the teacher. Seat belts and/or car seats (depending on age) are required for all participants of field trips.

TEACHING STAFF

Lead teacher Lyn Betz has taught at KAP since 2002. Lyn has a master's degree in early childhood education and many years of experience teaching young children. She and her two sons (both of whom attended KAP) live in Bradford with two cats, a fish, and several gerbils. Melissa Gambino, our assistant teacher, has been with KAP since 2006. She lives in Warner with her three children, three cats, and fish. Melissa attended Keene State College with 40 college credits focused in early childhood education along with fifteen years experience in the field.

JAMES HOUSE PRESCHOOL PROGRAM

KAP also serves as a placement site for the James House Preschool Program (part of the Kearsarge Regional School District) that provides special education services for children with identified educational needs. Special education staff members work with children in the classroom and provide support for teachers. Parents who have concerns about their child's development can contact the James House program to arrange for an evaluation. More detailed information about the James House program may be found in the Appendix.

CALENDAR

The Kearsarge Area Preschool follows the Kearsarge Regional School District calendar with some exceptions. Our school year generally runs from September until the first week of June (the actual start and end dates will be provided in the official KAP calendar). If the Kearsarge School District has canceled school, KAP will also cancel classes. If the District calls for a two-hour delay, KAP will cancel classes for that day. If an afternoon program is in session, school will be open or cancelled by discretion of the Board of Directors. Parents are encouraged to listen to local radio stations, watch the local cable station, call the District's Transportation Cancellation phone number at 603-456-9764 or check www.kearsargeareapreschool.com to find about cancellations or delays. A KAP phone tree will also be instituted for dissemination of timely information.

PARENT/TEACHER CONFERENCES

We encourage parents to be involved in their child's education. Volunteering in the classroom, observing, attending field trip and periodic checks with the teacher to check your child's

progress are helpful throughout the year. Official preschool parent/teacher conferences are normally held in October and April.

DROP OFF AND PICK UP OF CHILDREN

In accordance with state law, children must be accompanied by an adult when arriving and leaving the school building. Parents should plan to drop off students no more than 10 minutes before the daily session begins and pick up students within 10 minutes of closing time. This is essential for the children's sense of security and also for respect for the teachers' schedule.

As required by NH State licensing standards, please escort your child into the classroom, assist your child in settling in and leave promptly so that class may begin. It is suggested that parents allow their children to remove their own coat, boots, and other outer garments. Parents are welcome to socialize with other parents out in the hallway, rather than the classroom.

Please let the teacher know by note, phone, or in person if someone other than you will be picking up your child on any given day. Any person picking up your child must be on the Emergency Information Sheet. ID's will be checked. At the end of class day, please wait to enter the classroom until the door is opened and the children welcome you. When picking up your child, please make sure to check his/her cubby for notices, projects, stray mittens, etc.

Please park in the designated parking lot for the school building and avoid parking in the fire lanes.

TYPICAL DAILY SCHEDULE

Children three years of age (by September 30th) will be in our Monday/Tuesday group, which runs from 8:45am to 11:45am.

Children four years of age (by September 30th) will be in either the morning or afternoon group that meets on Wednesday, Thursday, and Friday. The morning class runs from 8:45am to 11:45am and the afternoon class runs from 12:30pm to 3:30pm.

In scheduling our sessions, teachers watch the children as well as the clock. An effort is made to keep the order of the day consistent but teachers may vary the length of each section of the program to best meet the children's needs.

An average day is usually structured in the following manner:

1. *Free Play* (approximately 1 hour). Upon arrival, children make choices from the available areas and activities. Teachers may work with individual children or small groups on specific skills or impromptu projects during this time.
2. *Clean Up*. Children are taught to help pick up their own toys and to help others.
3. *Circle Time* (five to fifteen minutes depending on the group's age and readiness for whole-group listening). Language and math lessons are embedded in daily circle time. In addition to

calendar activities students may sing a song, play instruments, do a finger play, and/or share exciting news from our lives.

4. *Snack.* Children need to bring a healthy (low-sugar) snack each day. Parents provide 100% juice on a rotating basis. Water is available for children who prefer it at snack time, and to thirsty students as needed.

5. *Book Time.* After children finish their snacks and clean their places, they look at books until everyone is finished eating, at which time they gather for a read-aloud story. Books on tape are available throughout the day at the listening area.

6. *Project time.* One or more craft projects, often related to a theme, are available. Children are encouraged to try a range of mediums.

7. *Outdoors play.* Unless weather prohibits, we go outside daily. The KAP playground has a versatile play structure that encourages gross motor and dramatic play. Additional, a large sandbox has room for lots of digging and building.

8. *Pick Up Time.* Children must be signed in and out by a parent or designated adult.

SNACKS

Parents are responsible for providing their child with a daily snack. Please make every effort to bring healthy snacks, i.e.: low on sugar. Healthy snacks include fruit, cheese, vegetables, etc. KAP will provide water at snack time.

Please do not send candy, gum, chocolate, carbonated beverages, or foods with a high sugar content.

Parties/Special Events

KAP recognizes student birthdays during class time with a special “walk-around the sun” celebration. Additional recognition by parents in the form of a “class party” must be approved in advance. No gift bags. Snacks must be approved in advance to avoid allergy issues. No candy or excessive sweets.

Food Allergy

Parents should consult with the teachers if their child is known to have a specific food allergy. All families are reminded that some students may have severe allergic reactions and *must not* send in snacks containing peanut and tree nut products because of the danger to allergic children, even when not ingested.

CLOTHES

Daily clothing should be comfortable and casual. Please provide an extra set of clothes in your child's backpack. Children play and have fun and on occasion may need a change of clothes. During inclement weather, please provide boots, mittens, hats, and rain gear with a change of dry footwear.

TEACHING STRATEGIES

Teachers choose materials and arrange the classroom to facilitate and encourage self-directed play and exploration. Children select many of their own activities from a variety of learning areas prepared by the teachers, including dramatic play, blocks, science, water play, games, puzzles, books, art, and music.

Children are engaged in individual or small group activities most of the time. Teachers move between groups and individuals to facilitate children's involvement and extend learning by asking questions, offering suggestions, or adding more complex materials or ideas to a situation.

Teachers design a predictable schedule that provides children with time to engage fully in activities, avoiding fragmentation and rushing.

CURRICULUM GOALS

Materials and activities are provided to meet children's needs and stimulate learning in all developmental areas: social, emotional, physical, and intellectual.

Each child is viewed as a unique person with an individual pattern and timing of growth and development. The curriculum and adults' interactions are respectful of individual differences in ability and interest.

Interactions and activities are designed to develop children's sense of themselves and a positive attitude towards learning.

Experiences are provided for children to learn through active exploration and involvement with adults, other children, and materials.

CURRICULUM AREAS

Social and Emotional Development

The opportunity to play and interact with a group of peers provides many opportunities for children to develop social skills. Teachers model and encourage positive behaviors such as

helping, cooperating, turn taking, negotiating, and problem-solving. Teachers also help children identify their own needs and feelings, developing self-awareness and positive self-esteem.

Cognitive Development

Language and Literacy Development

1. Activities to develop language and literacy through meaningful experience: Listening to stories, songs, and poems, dictating stories, sharing books with teachers and classmates, seeing classroom labels and other print use.
2. Opportunities to develop communication skills and vocabulary through dramatic play and other interactions with teachers and classmates.
3. Opportunities to see the value of reading and writing
4. An introduction to letters and letter sounds

Math Development

1. Activities that encourage sorting, classifying, measuring, comparing, grouping, estimating, and creating patterns.
2. Opportunities to count and develop number concepts.
3. An introduction to written numerals

Science/Social Studies

1. Opportunities to explore their physical world through color, seasonal changes, plants, animals, and use of the five senses
2. Activities to encourage questioning and experimentation
3. Field trips and visitors from the community

Physical Development

1. Daily opportunities for active play including running, jumping, and balancing to develop large muscles. Outdoor play is planned daily unless weather prohibits.
2. Activities that develop fine motor strength and control such as play dough, painting, drawing, cutting, puzzles, and pegboards.
3. Music and movement activities to develop rhythm, pitch, and coordination.

APPENDIX

BY-LAWS OF THE KEARSARGE AREA PRESCHOOL, INC.
KEARSARGE REGIONAL SCHOOL DISTRICT CALENDAR
KEARSARGE AREA PRESCHOOL PARENT CALENDAR
FORMS

Childcare Registration/Emergency Info
Child Health Form
Statement of Confidentiality and Ethics Form

PERMISSION SLIPS

Permission for Short Walks/Photo Release Form/Permission for Field Trips