

# Acorn Preschool / Kindergarten

2011-2012

## PARENT HANDBOOK

290 W. Oak Ave.

Flagstaff, Arizona 86001

928-779-2505

hedenhofer@gmail.com

### Staff

Owner/Director/Teacher .....	Mrs. Heather Edenhofer
Teacher .....	Miss. Jennifer Townsend
Teacher.....	Mrs. Michelle Despain
Teacher .....	Mrs. Heather Cureton
Teacher .....	Miss Megan Peterson
Instructional Aid .....	TBA

### Hours of Operation:

Acorn Preschool will be open from 8:50 until 3:30 p.m., Monday thru Thursday & 8:50-12:00 on Friday. We follow the FUSD closures/delay calendar unless otherwise noted. If a snow day closure is called by FUSD then Acorn Preschool is closed. During snow delays, classes will begin at 10:00 a.m. and end at the regular times. Please check the local television and radio stations for any delays or closures or the FUSD website, ([www.fusd1.org/snow/](http://www.fusd1.org/snow/)) We observe the following holiday and vacation closures.

### SCHOOL EVENT/ CLOSURE CALENDAR 2011

August 18 .....	K and preschool Orientation
August 19 .....	Preschool Orientation
August 22 .....	Fall classes begin
Sept. 5 .....	Labor Day no school
Sept. 21 .....	Back to School night
Oct. 17 .....	Teacher in-service
Nov. 11 .....	Veterans Day No school
Nov. 15-19 .....	Parent/Teacher Conferences
Nov. 23-25 .....	Fall Holiday No school
Dec.19-Jan.1 .....	Winter Break No school

### 2012

Jan.2 .....	School Resumes
Jan. 16 .....	Martin Luther King No school
Feb. 20 .....	Presidents Day No school
Mar.12-16 .....	Spring Break No school
Mar.19-23 .....	Parent/Teacher Conferences
Apr 20 .....	Ice Cream Social
April .....	TBA
May 15 .....	Science Festival
May 24 .....	Last Day of School students
May 25 .....	Memorial Day Holiday

### OUR MISSION

Acorn Preschool is dedicated to providing children ages three through five a stimulating, educational and enriching experience. It is our belief that through a solid social and emotional foundation, children learn best to

experience and understand their world.

## **PHILOSOPHY STATEMENT**

WE BELIEVE that children are important.

WE BELIEVE that children mature at their own pace and that their individualism must be respected and valued.

WE BELIEVE in the child's right to move, to play and to explore.

WE BELIEVE working with parents as partners to benefit the child and to provide support to all types of families.

WE BELIEVE that child care centers must be safe, nurturing, child oriented and playful.

WE BELIEVE in providing a curriculum that is multi-cultural, anti-bias, developmental, engaging, informative, relevant and fun.

WE BELIEVE in child care that is responsive to the needs of the community.

WE BELIEVE in protecting the environment and setting an example that children can follow.

WE BELIEVE in respecting teachers and teaching as a profession.

WE BELIEVE in promoting diversity and celebrating the rich and varied heritages that constitute the world community.

WE BELIEVE in treating all people with honesty, kindness and respect.

WE BELIEVE that children are the world's most valuable resource and deserve to be cherished.

## **CURRICULUM**

Acorn Preschool is dedicated to providing each child with interesting, challenging and age appropriate activities that engage the imagination and enhance cognitive skills. We strive to equip your child with those skills necessary (emotionally, socially, and academically) to be ready to enter and be successful in Kindergarten. This is achieved through play such as music and rhythm, language, fine and gross motor activities, dramatic play, cooking, science, creative media and outside experiences throughout the community at large. We also help to enhance and promote each child's sense of positive self image, individuality and creativity. Every child is encouraged to participate in all types of play. Through play and hands on activities, children develop the skills needed to understand and appreciate the world around them and the people in it. One of our goals is to connect families with their community and available resources.

Acorn Preschool welcomes all children regardless of race, color, creed, ethnic or national origin or religious belief. We present our programs with multi cultural interests in mind and we explore these unique customs and beliefs as part of our regular curriculum.

Our staff are selected not only on the basis of educational qualifications and experience but also on the basis of attitude. Teachers are chosen who exhibit real dedication to teaching and a genuine concern for children. All teachers are certified for Early Childhood Education, have earned a degree in Elementary Education or other related field.

## **REGISTRATION AND TUITION**

Acorn Preschool is for children ages three through five years. Your child must be completely potty trained and able to attend to their own toilet needs independently. Pull ups are not allowed. Staff will help in an emergency situation. Children are escorted to the restroom door but are given the respect and privacy they deserve after this

point.

It is understood that a child who is admitted is enrolled for the entire school year. As a convenience to our families we break this yearly tuition fee into monthly increments. Parents or legal guardians are required to give written notice to the school 30 days prior to withdrawal in order to receive any refund that *may* be due. Fees paid upon registering your child are never refundable, no exceptions. Open registration will begin during the first full week of April 2011. Class sizes will be limited; therefore, we must go by a first come first served basis. A mandatory Orientation day will be held on Thursday August 18, 2011 for t-th preschool &Pre-k/ K classes and Friday August 19, 2011 for mwf preschool classes. All documents in the registration packet must be completed and returned to the preschool by the first day of school in order for your child to be able to attend.

\*\*\*\*\*Classes begin August 22, 2011\*\*\*\*\*

Acorn Preschool is in session from August 22, 2011- May 24, 2012. As much as possible, we adhere to the Flagstaff Unified School District (FUSD) schedules with regards to holidays, vacations and snow schedules. We do this as a matter of convenience but our schedule is not dictated to us by the district. However,our schedule will remain constant as stated on page one as the FUSD schedule has been known to change throughout the school year due to snow closure adjustments.

### **CHARGES, FEES & PAYMENT REQUIREMENTS**

Tuition is based on nine months Sept through May but is broken into 9 installments for convenience. Tuition for the year may be paid in full at any time or in monthly installments due on the first of each month. If the full year's tuition is paid during the month of September a 5% discount is given. Tuition costs remain the same regardless of holidays, absences, family vacations, illness, snow closures or school break vacations. Fees are based on the space reserved for your child, not your child's attendance. A \$25 late fee will be added if payment is received later than the fifth of each month. A \$25 fee will be charged for checks that are returned for insufficient funds. Tuition that is not received for the month may cause your child's space to become eligible to another student. A 5% discount is given to those families with more than one child enrolled at the same time.

#### **Non-refundable enrollment fees:**

\* \$65 registration fee in addition to one month's tuition. If you choose to drop the program for any reason, the fees collected for registration and the month tuition will not be refunded under any circumstances, it will be applied to the month following the drop date.

#### **CLASS TIMES AND FEES:**

M-Th Pre-k	9:00-12:00	\$290 /mo.
M-Th Kindergarten Only	9:00- 2:30	\$360/ mo
MWF	9:00-12:00	\$215 /mo.
TTH	9:00-12:00	\$145 /mo
M-F	9:00-12:00	\$360 /mo.
M-TH, Fri am only	9:00- 3:30,9:00-12:00	\$580 /mo.

There are a minimum number of 10 students required for each class offered. All classes will be limited to a maxim depending on the classroom with at least one teacher and one aide staffed in each class. Parents will be notified of any changes prior to the orientation. Class substitution or switching is not permitted.

#### **STUDENT PICK UP AND DROP OFF**

Parents must accompany their child to the classroom each morning and sign the In/Out attendance sheet (full name signature, no initials please). No child will be allowed to attend school without an adult accompanying them to the classroom. Children are NOT allowed to play unsupervised by a parent or guardian on the playground at ANY time. Children should not arrive earlier than 10 minutes before the start of class. Teachers will need time to prepare the classroom during this time. Children may be picked up within 10 minutes before the end of class times.

Please pick up your child promptly as it can be very stressful for them to be waiting on a parent or guardian who is late. **Late child pick up fees begin at \$5 per minute after 12:05 am classes and 3:35 pm classes.** Only those

people designated by the parent/guardian on the emergency contact card are eligible to sign out a child. Otherwise, arrangements must be made in advance with the teacher along with a note signed by the parent and photo identification of the person picking up the child. Parents with divorce custody issues must provide the school with court notarized agreements if restrictions on parental pick up or drop off are required. Acorn Preschool will adhere to all state and local legal requirements when addressing the welfare of our students. Should it be determined parental conduct on school premises is to the detriment of the child or staff, the proper authorities will be contacted.

### **TRANSPORTATION PROCEDURES**

Acorn Preschool does not provide transportation for attendance to or from the school at this time.

### **DISCIPLINE AND GUIDANCE PROCEDURES**

The goal of discipline is to help children develop self control. Physical discipline will not be used. It is our objective to keep children from hurting themselves or others. Our action to behavior problems is to redirect the child thereby allowing them to gain self control. Children will be involved in interesting activities both free choice and structured throughout the class period, which limits the potential for discipline problems in the first place. However, should a severe discipline problem exist, the parent will be notified and consulted and may be called to remove the child from the facility if requested. No child will be allowed to remain in the program long term if a suitable solution by the teacher and parent can not be achieved. This is assessed on a case by case basis. This is to ensure a safe environment for all students enrolled.

### **IMMUNIZATIONS**

Acorn Preschool adheres to the State regulation that all children show proof of all immunizations as required by the Arizona Department of Health Services. A statement of exemption for medical reasons (must include physicians signature) or religious purposes will be provided to those families who do not to immunize their child due to the two reasons just mentioned. Families with personal preference exemptions or partial exemptions without medical verification can not be enrolled, as this places us out of compliance with our licensure requirements by the state of Arizona.

### **INSURANCE**

Acorn Preschool carries its own liability insurance policy.

### **MEDICATION AND FIRST AID**

We do not administer any oral or topical medications. This includes sun screen. Parents are required to administer sun screen prior to class each day as needed and before field trips. Those students who require Epi-pens are screened on a case by case basis, however, the need for Emergency Epi-pens does not automatically exclude a child from enrollment.

You must notify us if your child has been given ANY medications so that we may prevent potential injuries during school hours. If your child should suffer an injury during school hours, first aid will be administered to clean the wound but not to medicate. Parents will be notified if necessary.

### **EMERGENCY MEDICAL PROCEDURES**

Call 911 (In case of major medical emergency)

Call parent- if unable to reach the parent we will call emergency person on file.

In the case that no emergency person can be contacted and emergency treatment is required, we will proceed as advised by paramedics.

All communicable diseases will be reported to the proper agencies and parents will be notified of potential exposure to their child.

### **PARENT RESPONSIBILITIES**

Monthly calendars, letters and schedules are provided to each family prior to the start of the next month. Please

be sure to **READ THE PAPERWORK PROVIDED** as it will include information regarding school functions and upcoming activities.

It is the parent's responsibility to bring your child to school properly fed and clothed for the current weather conditions. Parents must make the choice whether to send a child to school or not. Please refer to the handout "Should Joey Stay Today?" Any child who comes to school with a fever, coughing severely or has green mucus will not be admitted. Please be considerate of other students and families. If your child comes to school ill and passes it on to others, chances are he/she will become ill again from another student. Any child who is not immunized due to religious beliefs or other reason must not come to school when notified of a communicable disease exposure until given notice the exposure period has passed. As we cannot anticipate every situation each child may experience before coming to school, it is the parent's responsibility to inform the teacher or director of any problems the child may be having. It is our intention to communicate openly with parents and we believe that problems are most easily resolved when all parties have an opportunity to make adjustments to the satisfaction of everyone involved.

Parents who have shared custody or custody disputes **must** provide the school a valid court document which states any limitations on visitation or pick up of the child from our facility. Acorn Preschool staff will always take into consideration the best interest of the child while in our care. Parental disputes that request staff involvement beyond the dictations of the court will not be tolerated.

Employees of Acorn Preschool are not allowed to provide child care for current families outside of the regular scheduled classroom hours.

## **CLASSROOM PARTICIPATION**

Parents are welcome in the classroom whenever they are able to attend. Arrangements must be made with the teacher, **AFTER YOUR CHILD HAS BEEN IN SCHOOL FOR THE EQUIVALENT OF TWO WEEKS**. If parent participation disrupts either the class flow or the child's behavior, then a re-evaluation is necessary. It is not necessary to have a special talent or ability as your presence alone is very positive for your child. Encouraging your child to participate in all the classroom activities will help make them feel more at ease and part of the group. We request that parents adhere to the classroom routines when participating at school. Please do not bring younger siblings to class during volunteer time as this is disruptive to the classroom routine. We ask that you offer the same respect and courtesy to the teacher and classroom as you would in any other professional setting. Please take cell phone conversations outside of the building.

## **FIELD TRIPS AND CLASSROOM VISITORS**

All field trips require parental consent and signature on school permission forms prior to leaving. There will be two teachers present on all field trips; all are CPR and first aide certified. Occasionally, we will be going on out of school field trips which may be walking trips adjacent to the property or may require some parents to accompany the class. Parents will be notified prior to any out of school planning. All parent volunteers are welcome and encouraged. We will be scheduling classroom guests from the community to visit and share exciting topics with the children. Some of our visitors are parents who have an activity that they want to share with the class. Any and all suggestions regarding visitors are always welcome.

## **CONFERENCES AND PARENT PROGRAMS**

Conferences will be held once in the fall and once in the spring. Parents are always welcome to call the director or teacher to speak with them regarding their child any time of the year. Sometimes it is more helpful to have observed in the classroom prior to a conference, however, it is not necessary. Parents will be informed of their child's progress and will be asked if there are any other concerns that need to be addressed. There will be two parent programs each year. Each teacher presents the progress in their classrooms differently. One program is in the fall (November or December) and the other is at the end of the year. Throughout the year we will have parent/child activities and parties to celebrate holidays or special events.

## **SCHOOL RULES AND GUIDELINES**

- Tuition is due by the ***first*** of each month. Late fees of \$25 will apply after the 5<sup>th</sup> unless prior arrangements

have been made. Unpaid tuitions may make your space available to another student.

- Only parents or authorized adult guardians (16 years or older) may sign students in or out of the classroom.
- **Adults only** are allowed to open or manipulate doors, gates and latches both inside the building and out. Please be sure to allow only your child to pass through doors and gates with you. **Do not teach your child how to manipulate the locks and gates!**
- Children must be accompanied by an adult at all times on any school grounds, this includes the playground areas as well.
- Children should not arrive earlier than 10 minutes before the start of class.
- Children may be picked up within 10 minutes before the end of class times. - Class switching, substitutions or make-ups are not permitted.
- Please be considerate by not interrupting classes in session or by allowing siblings to interrupt or talking loudly or on cell phones.
- **Please do not bring toys, food, drink or candy** into the classroom unless otherwise requested.
- Please no weapons of any sort either real or toy form.
- Please dress your child appropriately for the weather. We will go outside to play every day unless the weather is very severe. **Please, no flip flops without heel straps.** Coats, boots and mittens are necessary in the winter months.
- We request that you notify us if your child will not be coming to school.
- Do not bring your child to school medicated. This includes; cough medicine and fever reducers. Parents of sick children will be called immediately. Please see sick policy.
- Parents are encouraged to help out in the classrooms however, not until after the equivalent of first two weeks of school have passed. No exceptions. Please arrange times with your teacher.
- You must notify us if your child has had or is being treated for a contagious condition(i.e. conjunctivitis, strep, fifth disease etc.)
- The circular driveway is for quick pick up and drop off **only**. If you need a little more time please park in the parking lot west of the building.
- Parents, please do not change or dispose of diapers in the facility as we are not licensed for any diapering activities.
- Any pets brought to the school must be leashed and kept away from school entrances. We frequently have allergies related to pets. Please be considerate and remove pet waste.
- Acorn Preschool is a non- smoking facility. Smoking is not permitted in the building or on any part of school grounds including the parking lot.
- During prescribed burns, staff may deem it necessary to keep children inside the building instead of playing outdoors to protect them from inhaling smoke.
- Please be considerate and finish your cell phone conversations before entering the building.

## ADMINISTRATION AND STAFF

The director is responsible for the over all direction of the program, teacher training and evaluation, registration, admissions and school relations with all other outside entities. All staff has had either Early Childhood Development training or currently holds an educational degree and/or has worked extensively with children at this level of development. All licenses are posted and available for review. All staff will continue to further their education through in-service or other programs as required by AZDHS and school policies.

All staff are CPR and First Aid trained.

All staff are fingerprinted through Arizona Department of Public Safety.

Acorn Preschool is regulated and licensed through Az.Dept.of Health Services. Inquiries regarding this facility and its inspection reports are available upon request.

Arizona Department of Health Services  
Office of Child Care Licensure  
1500 E. Cedar Ave. Ste #22  
Flagstaff, Az 86001

**ACORN PRESCHOOL IS FULLY ACCREDITED BY NAEYC. (THE NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN )**