

# The Learning Palette Preschool Handbook

2022 - 2023

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# Table of Contents

**Welcome Letter** ..... 2

**Mission Statement** ..... 3

**General Information** ..... 4

    Entrance Requirements.....4

    Tuition.....4

    Tuition Payment Information.....5

    Arrival and Dismissal .....6

    Change of Clothes .....7

    Snacks and Lunches .....7

    Substitute Teachers .....7

**Policies** ..... 8

    Discipline .....8

    Biting.....8/9

    Dismissal.....9/10

    Grievance .....10

    Health .....10

    Snow .....10

    Birthdays.....10

    Early Release Days- see Calendar .....10/11

**Palette Pals Information** ..... 11/12

**Parent Involvement** ..... 13

**Calendar of Events** ..... 14

**Academic Units** ..... 15

**Emergency Plan** ..... 16

**Parking** ..... 17

**When Your Child Starts School**.....18/19

**Permission Slip Addenda** ..... 20

**Discipline and Behavior Management Policy** ..... 21

**Summer Programs**..... 22

Dear Parents,

Welcome to The Learning Palette Preschool family. Enclosed with this letter is further information about our school and its unique characteristics. Visitors are always welcome (appointments are requested).

Hours of the preschool are 8:30am-2:00pm. The academic day runs from 9:15am-12:00pm. Tuition for the 2022-2023 school year is paid per month.

Tuition is due on the last three days of month prior to the month being paid for, not counting weekends. Tuition amounts are due in full for all students regardless of pickup time. **Please also note that tuition is contractually due for the whole year upon enrollment.** There are no exclusions for travel or illness. Please see Ms. Lopa or Mrs. Devine, if enrollment changes due to location changes (i.e., moving from the area).

School begins on Monday, August 22, 2022 for all children.

There will be an "Open House" Orientation day on Friday, August 19<sup>th</sup> from 9 am to noon. This is a time for parents and children to come and visit for a bit, take a look around, complete paperwork, etc.

If there is a change in you plans and your child will not be attending our school, please let us know as soon as possible to free a space on the waiting list. Please submit your child's immunization record as soon as possible. If you have then available, please send them, in addition to any updates (medical for our files). (North Carolina Child Care laws require these records be on file with every educational institution within two weeks of admission to school but have waived some of the deadlines for school entry.)

It is important this year to remember that the school will continue to follow Covid-19 safety protocols. Be sure to read all the documentation that is provided.

We look forward to an outstanding, fun and challenging- school year!

Deborah Devine  
Director

Lopa Shah  
Assistant Director



## *The Learning Palette*

### *The Learning Palette Preschool Mission Statement*

The Learning Palette Preschool provides a structured, age-appropriate educational environment for young children, setting challenging academic and social goals that meet each student's individual needs, in preparation for the larger more demanding academic world.

The Primary mission of The Learning Palette Preschool is to provide children with a safe, nurturing and developmentally appropriate environment that lets each child develop socially, emotionally, intellectually and physically. In this child-centered environment, children will experience the foundations of learning. Each child in our program is unique and it is our primary objective to instill a genuine love and enthusiasm for learning through a multi-sensory approach. The uniqueness and individuality of each child is recognized, and every child feels safe, accepted, and loved while learning to love, respect and appreciate others. Children are taught about responsibility towards each other and their environment with awareness, kindness and respect. Core values include building a strong and cohesive community and welcoming diversity of families. Our community benefits from the voluntary contributions of time, talent and energy by the school's parents.

The school functions during the early part of the day. Each classroom is staffed by a teacher who will work in the specific field assigned (academics, art, technology, etc.). Students are grouped by age/maturity and taught specific subjects at specific times. Included in the "academic" part of the school day will have breaks for snack and play. Inside and outside play (weather permitting) is a necessary part of the downtime between classes. We have several electives that will rotate throughout each academic week. The electives that we offer include library, physical education, music and yoga.

## **Preschool Entrance Requirements:**

Each child is placed in a group by age and developmental maturity.

The groups are as follows:

**Bees**-Will turn 5 during the school year (5 Day Program)

**Bears**-Will turn 4 during the school year (5 Day Program)

**Bunnies**- Will turn 3 during the school year (5 Day Program)

**Puppies**-18 months-2 years old (2,3 or 5 Day Program)

- There are times when we move children to a different group mid-year.
- An immunization record must be on file for each child, submitted within the first fourteen days of school or as soon as possible, with the entrance application.

**Tuition is due on the last 2 days of the month prior. Please be mindful that tuition covers the school costs (rent, teachers pay and taxes). Thank you**

The Learning Palette Handbook contains a monthly tuition payment schedule, for your use during the school year to help you keep track of your tuition expenses. Please use this chart as a record for tax purposes at the end of the calendar years. The school Federal EIN number is also listed on this page. For payment, we do accept Visa, MasterCard, Discover, debit cards, cash and checks, (made out to *The Learning Palette*). You can hand your check to any teacher when you drop off or pick up your child. **Tuition is due for the entire time your child is enrolled. There are no refunds for time missed due to illness, or TRAVEL. Any other exception or needs must be discussed with the Director. A \$40.00 late fee will be charged after the 3rd of each month if payment has been missed. There is also a \$30.00 returned check fee.**

We have added the ONLINE pay feature as well. Using your SMART device, download the "CASH" app. It is a bright green icon, with a white dollar sign in it. You will need to login and create your app name-note that each screen name is preceded with a dollar sign. It will also link to your designated email address. To PAY, the site to pay to is: \$TheLearningPalette. You will also be able to choose the method (bank account, debit or credit card.) Please be sure to note what and who the payment is for, so that we can properly make note of it.

Due the difficulty of handling credit card charges in person, payment by CASH app is the preferred method. Check, and cash can be delivered by mail (envelope) to the school. Please be mindful of the due dates.

Sibling discounts are available. Please ask for further information.

If you plan on traveling for an extended period of time, tuition must be paid upfront for all the months that the student will be absent. The tuition reserves a place for your student's placement in school and also provides income for teachers who are still employed during your students' absence.

Notice of withdrawal must be submitted in writing at least one month (**thirty days**) prior to the date the withdrawal will be effective. Refunds of tuition for the month in which the withdrawal is effective shall not be made.

A 2% discount will be given to anyone paying the entire year's tuition before September 5<sup>th</sup>.

Under special circumstances, (only) siblings under the age of 10 may attend our school for a tuition \$35 per day. Please see the Director or the Assistant Director for further details.

### **Tuition Payment Information**

\*The Federal EIN Tax Number is **561350217**

#### **Tuition Payment Information**

For Puppy classes only. Bunny, Bear and Bee classes are 5 days.

- 2 Days per week                \$400 per month
- 3 Days per week                \$425 per month
- 5 Days per week                \$475 per month

\* Please note: The tuition rates will change from January 2023

### **5 Day Student Tuition Payment Schedule**

Month	Amount Due	Payment Due (2022-2023)	Payment Made?
August	\$300	August 19-August 22	
September	\$475	August 30-September 1	
October	\$475	September 29-October 1	
November	\$475	October 30- November 1	
December	\$325	November 29-December 1	
January	\$500	December 30-January 1	
February	\$500	January 30-February 1	
March	\$500	February 27-March 1	
April	\$500	March 30-April 1	
May	\$500	April 29-May 1	

## Arrival and Dismissal

Doors open at 8:30am and classes will begin at 9:15am. Please park in the designated parking spaces only. **Do not park** under the covered driveway. Promptness is a must to ensure full benefit of our program. In the mornings when students are dropped off, they need to be brought around to the back of the building to enter through the green double doors in the playground area (where the classrooms are). Temperatures will be taken EVERYDAY at entry and logged. At the end of the day students will be released to their parents, one at a time, at the same back door. We ask all parents to wait on the DESIGNATED distance spots. Please wait patiently for your child and a teacher will release them to you after you sign them out. Please let a teacher know if you will need to pick your child up earlier than the normal release time (2 pm). All child drop-off and pickup will be at the "playground" doors.

PLEASE NOTE: At this time NO ADULT /caregiver will be allowed in the building. We are maintaining as closed an environment as possible to keep clean. Thank you for honoring this new protocol.

If someone other than the assigned pickup person is to pick up your child, please give a written note to any teacher as you arrive in the morning. Identification will be asked for (NC Driver's License).

## Early Pick Up

If you are picking your child up before the designated dismissal time, we would like for you to let us know in the mornings. When you get to school, please come around back to the classroom wings or the playground to get your child and their belongings. Your child will be brought the door for sign out/ dismissal.

## Emergency Pick Up

If your child needs be excused from the rest of the school day after they have already been dropped off, please call Mrs. Devine at (336)392-2056 or Lopa Shah at (336) 327-4794 and leave a voicemail or text. This will help us prepare if we need to make changes to the day. When you arrive at the school, please come around to the classroom wing or to the playground to get your child.



## Change of Clothes

Please have a seasonally appropriate entire change of clothes in a labeled zip lock bag for your child to be left at school in their cubby (it also helps if the clothing is also labeled with your child's name, especially shirts, pants and jackets). This includes socks, underpants, pants and a shirt. Please replace any soiled clothes that may be sent home the following day. Please no open-toed shoes, like flip flops, at school to prevent injuries. We prefer tennis shoes for safety reasons. On rainy days, please **do not** send an umbrella.

If your child is comfortable with mask-wearing, please be sure to send (labeled) extras, also bagged.

## Snacks and Lunch

Daily healthy snacks are provided in the mid-morning and mid-afternoon, for children who stay after the regular school hours. If your child has a food allergy, you can leave a special snack at school for them. Water is our typical beverage except on special occasions. Children need to send their OWN personal and labeled bottle of water at this time, for snack and lunch.

Parents need to provide a lunch for their child, unless a special lunch is taking place. You will be notified if there are any days when lunch will be provided (typically, this is a pizza party lunch for a child's birthday). AT THIS TIME: we will NOT be able to reheat using the microwave. If you want to send a warm lunch, please use a small thermos. Children will be eating in the same room as they are assigned.

Lunches should include a protein source (meat, cheese, peanut butter, yogurt, etc.), a fruit or vegetable (fresh is preferred) and some form of carbohydrate (bread, rice, noodles, crackers, etc.). Milk, water or natural juices are good choices of healthy beverages. No soda is allowed at school. "Less is more" when packing your child's lunch. Children can feel bewildered by too many options or large amounts to eat for lunch, not knowing what to eat first or how much to eat. They will often eat less or choose to eat the less nutritious items in a lunch box first, avoiding the "growing food". Sweet treats, like cookies or pudding, may be brought in lunches, but they can only be eaten after the student has eaten all of their healthy, growing food.

If parents have any questions on what or how much to pack for lunch, please feel free to ask any of the teachers or you can email Mrs. Devine personally.

## Substitute Teaching

At this time, Parent Volunteers are NOT permitted.

TLP is a TOBACCO FREE campus.



## Policies

### Discipline and Problem-Solving Policy

Children are taught how to handle differences in a calm and reasonable manner. Responsibility and truthfulness as well as discussion and fairness will play essential parts for teachers and students. While these are lofty goals for young children, who most often do not want to reason, going through the process becomes an essential part of learning.

Discipline if needed, will consist of supervised "time out" (toy restriction, play time, game participation). Discipline will never interfere with the academic process and students will not be kept or excluded from any academic activity or lesson.

This school prides itself on its loving secure environment. Trust between parents, students and instructors are an important part of achieving successful goals.

### Biting

The Learning Palette Preschool understands that intermittent biting in young children is a normal part of early childhood development. However, since biting and other such behaviors have the potential to harm others, The Learning Palette Preschool has established the following policy to help manage this behavior:

1. On a regular basis, teachers will include in the curriculum, lessons on appropriate ways that children can deal with feelings of frustration and anger. Emphasis will be placed on using words and language rather than aggressive behaviors. Any incident of aggressive behavior, including biting, will be used as an opportunity to reinforce appropriate behavior.]
2. Upon observing a biting incident, the teacher will first attend to the bitten child, comforting the child and cleaning the area of the bite gently with soap and water. If bruising occurs, ice will be applied for a short period of time. The teacher will also remove the child who bit from the setting in which the biting occurred. In an age-appropriate manner, the teacher will explain to the child that this behavior is not acceptable. The teacher will not reward the biting child by immediately giving that child extra attention.
3. A teacher who observes aggressive behavior, such as biting, will document the behavior on an Incident/Accident Form and the parents of both children involved will be informed with a written copy describing the incident. If additional medical attention is needed, parents will be contacted immediately. The names of the children will not be released, nor will any medical or other information.
4. If biting occurs a second time, the parent of the biting child shall be re-notified of the school's policy and will be asked to work with The Learning Palette in devising an action plan to change the behavior. The Learning Palette staff will provide information to

parents on how to discourage such behavior in children.

5. The parents of both children are encouraged to observe the classroom for reassurance of safety and staff response to such incidents.
6. The Learning Palette staff will make all reasonable efforts to monitor the child and try to prevent repeated episodes. If the child bites three times in one day, the parent will be asked to pick up the child from school. Sometimes biting is a short-term intense phase in emotional growth. If necessary, a parent may be asked to temporarily remove the child from The Learning Palette-often for a period of two weeks-until the biting phase has passed.
7. After a temporary withdrawal, in order for the child to return to The Learning Palette, the parents must discuss with the teachers the steps taken to try to avert the biting. It must be clear that the parents are actively involved in trying to discourage the behavior.
8. If the aggressive behavior cannot be controlled with reasonable staff supervision, or if the child continues to display significant aggression to the extent that another child could be harmed, the child shall be withdrawn permanently from The Learning Palette.

\*Please note that biting by children older than three years is viewed as more serious than toddler biting and may result in more rapid temporary or permanent withdrawal. For children older than three a general rule we go by is after three incidents the child will be withdrawn from The Learning Palette.

### Dismissal Policy

All children are individuals and have different needs. It is our intent and purpose to provide an environment appropriate to the development of your child and in accordance with The Learning Palette's mission, philosophy and purpose. We acknowledge that certain situations could surface in which your child might not be able to acclimate to our program. If this occurs, the following procedures will be implemented:

1. The teachers and parents will have a conference.
2. Parents may observe the child in the classroom.
3. Teachers and parents together will devise a constructive action plan, which may include outside intervention.

Parents will be advised of their child's progress in relation to the agreed-upon plan. The teachers will make every effort to help the child succeed at The Learning Palette. If a child continues to create a serious disruption or an unsafe environment for others, the Director will request dismissal of that child. In such a case, the parents will forfeit their deposit and all tuition fees already paid.

## Grievance Policy

Parents are encouraged to discuss any classroom issues or concerns with that teacher. If resolution cannot be achieved through this process, parents should contact The Learning Palette's director Deborah Devine for a conference.

## Health and Wellness

**Your child should be free of fever (100 degrees or over), vomiting, diarrhea or pink eye for 24 hours before returning to school.** He/she should be able to participate in all regularly scheduled daily activities, including outside play. Please notify us immediately if your child contacts a communicable disease (includes strep throat, pink eye, chicken pox or measles). **IF ANYONE IN YOUR FAMILY HAS BEEN EXPOSED TO OR DIAGNOSED WITH COVID19 PLEASE NOTIFY THE DIRECTOR IMMEDIATELY.** This is required by DHHS/NCDCDEE regulations.

There is also an immunization requirement. Communicable diseases are on the rise due to lack of sufficient immunizations. Children who do not have immunizations (for other reasons) will not be allowed to attend school for a period of ONE month, if there is a case of a particular disease within the student population. (This is a North Carolina Health law).

## Snow

The Learning Palette uses a phone tree for school closings, early dismissals and delays due to inclement weather. You will also receive an email by 7:00am. **If you have any questions, you can also always call or text Mrs. Devine or Lopa Shah (Not before 7 am, or after 11pm).** Please check with the Fox 8 and News 2 closing listings on TV and/or their websites. The school will make every effort to relay a possible closing at the earliest time to allow for parents to make other arrangements for their child (if needed). When the school is closed, aftercare (Palette Pals) is also closed.

**Birthdays\*\* At this time: In school parties are allowed, with in certain guidelines. Parents can offer to provide a lunch, or snack—which cannot be something made at home. Food must come from licensed source (grocery store, restaurant, Costco, etc.) Suggested below:**

Your child can celebrate his/her birthday with his/her class during snack or lunch. You may provide a special snack. Please, no cupcakes or cake because they are too messy. Cookies or a healthier snack would be appreciated. Some parents choose to provide lunch to celebrate birthdays (i.e. pizza, drinks and cookies). Just let the teachers know a few days in advance so that parents can be notified. For **Birthday Parties outside the school**, if all students are invited then the teachers can pass out invitations. If only select students have been invited, we ask that you distribute invitations outside of school, so that no feelings get hurt.

## Early Release Days

Early Release days are used for the instructors to have professional development opportunities. This time is used for state mandated in-service workshops for our staff. On these days the dismissal process will remain the same, but **all** students will be dismissed at 1:00 pm. Please refer to the *Calendar of Events* for a list of dates.

## **Palette Pals**

(Palette Pals is an after-school program to aid families who need more time for work and for their children to remain in a safe and familiar environment.

Attendance in Palette Pals is limited to **ONLY** Learning Palette registered students. Registration is on first come, first serve basis and our numbers are limited so please speak with our director about the amount of space we have. All Learning Palette guidelines, discipline and policies remain the same as during the school day.

**All students are eligible to participate in Palette Pals. Students who are picked up from school after 2:15 pm in the afternoon, who are not registered in Palette Pals, will be taken back to the classroom with Palette Pal children. They will need to be signed out from the Palette Pal classroom at pick up time. The \$30 fee will be invoiced with the following month's tuition. Parents are encouraged to let staff know if they will be late for pick up time (by phone or text). Every effort will be made by staff to contact parents if children are not picked up by 2:30 pm. Staff will contact listed "emergency" contacts on children's application forms.**

There will be lots of unstructured play, reading and socializing, as well as snack time and nap time (when needed and appropriate). Please see the schedule below for a more structured break down of our afternoon. Sleep mats and blankets for nap need to be provided by parents. Sleep mats need to be labeled and either rolled and sealed or in a large tote for storage on the hooks outside of the custodial closet. We offer nap time to everyone, but for children who are too old for napping they will have a quiet time to color, read or play quietly.

Federal EIN number # 56-1350217

## Full Time Palette Pals Enrollment

### Example of Payment Schedule

(5 Days per week until closing at 5:00pm)

Month	Days	Amount Due
August	Not at this time	
September	22	\$660
October	21	\$630
November	22	\$660
December	12	\$360
January	22	\$660
February	20	\$600
March	23	\$690
April	20	\$600
May	23	\$690

### Emergencies

ALL students are eligible for Palette Pals in emergency situations.

Please NOTE. Students who participate in Palette Pals must be age THREE and older.

\*Also note: There will be a minimum number of children who need to be enrolled for the Palette Pal program to be instated.

**Students who are not picked up by 2:15pm will automatically attend Palette Pals until their parents arrive.** Students who attend Palette Pals will be signed put by a teacher and the time will be document when they were picked up.

**\*Palette Pals will not be in session when school is closed.** Please see the calendar for listed holidays and Early Release Days. Other suggestions of arrangements may be offered during the school year for these times.

## Parent Involvement:

We do participate in the *Harris Teeter Together in Education Program*. Please sign up using The Learning Palette's number **6753** by linking it to your VIC card at check out.

There are three components to having a successful, secure, well-rounded preschool: child participatory parents. Continued reading and playtime with your child and sharing their 'reactivated' day with other children will help working through the changes that are now in place with early education.

**Parent/Teacher Conferences:** Will be available in October, January, and April. Specific dates and times will be mentioned in the weekly newsletter closer to that time. Conferences will be available by appointment.

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### The Learning Palette 2022-2023 Calendar of Events

Monday	August 22, 2022	First Day of School
Monday	September 5, 2022	Closed for Labor Day
Friday	October 31, 2022	Teacher Workday, Dismissal at 1.00 pm
Friday	October 31, 2022	Halloween Party, During School
Wed - Fri	November 23-25 2022	Thanksgiving Break
Mon - Friday	December 12-16	Holiday Fun Week
Friday	December 16	Holiday Party
	December 19 - Dec 30	Winter Break - Return January 2
Monday	January 2, 2023	First Day of Second Semester
Monday	January 16, 2023	Closed for MLK Junior Holiday. Also, Teacher Workday
Tuesday	February 14, 2023	Valentine's Day Party, During School
	April 7-14, 2023	Closed for Spring Break (Follows GCS calendar)
Monday	April 17, 2023	Back to School
Friday	April 21, 2023	Early Dismissal at 1:00 pm Teacher Workday
Mon - Fri	May 15 - 19, 2023	Program practice
Friday	May 19, 2023	End of the Year Program
Mon - Fri	May 22-26	Fun Week
Friday	May 26, 2023	Last Day of School

NCDCDEE requires at least 3 mandated Teacher Workdays during school hours.



## Academic Units for 2022-2023

Aug 22-26	Review	Getting to Know
Aug 29-	Review	Me, Myself and I
Sept 6-Sept 9	A	Colors
<b>Sept 5</b>	<b>Labor Day</b>	<b>No School</b>
September 12-16	B	Shapes
September 19-23	C	Numbers & Time
September 26-30	D	Family and Pets
October 3-7	E	The Farm
October 10-14	F	Fall
October 17-21	G	Forest Life
October 24-28	H	Creepy Crawlers
Oct 31-Nov 4	I	Halloween
November 7-11	J	Food and Harvest
November 14-18	K	Thanksgiving
November 21-22	L	Thanksgiving
<b>November 23-25</b>	<b>Thanksgiving Break</b>	
Nov 28-Dec 2	M	Around the World
December 5-9	Review/Program Practice	Holiday Crafts
December 12-16	Program Practice	Holidays
<b>December 19-30</b>	<b>Christmas Break</b>	
January 2-6	Review	Winter & Artic
January 9-13	N	Dinosaurs
<b>Jan 16</b>	<b>MLK DAY</b>	<b>No School</b>
January 17-20	O	Old Earth
January 23-27	P	Medieval
Jan 30-Feb 3	Q	Transportation
February 6-10	R	Circus
February 13-17	S	Valentines
February 20-24	T	Community Helpers
Feb 27-Mar 3	U	Weather
March 6-10	V	Books, Authors & Illustrators
March 13-17	W	Plants
March 20-24	X	Space
Mar 27-31	Y	Ocean
April 3-7	Z	Zoo
<b>April 7-14</b>	<b>Spring Break</b>	
April 17-21	Review	Extravaganza
April 24-28	Assessments	Pioneers in Science
May 1-5	Review	Mother's Day/Butterflies
May 8-12	Fun Week	
May 15-19	Program Practice	
May 22-26	Program Practice	Father's Day
May 26	End of Year Program	Last Day of School May 26

## Emergency Preparedness

New (2016-17) North Carolina Division of Child Development guidelines and regulations have made some changes for all Pre-K and Daycare sites.

1. Emergency Preparedness. The Learning Palette has completed its training and assessment tool for this, and as a result there is NEW information that all student families need to have. In case of a NOTIFIED emergency where the school needs to be evacuated, there are assigned locations for families to pick up children. There are three sites other than TLP. (One is the Childtime Daycare across the street from the school, the other (Local site) is 9 Moss Cove Court (Home of Tricia Marvin) and the third site is 375 Lexington Road, Asheboro (home of the Miller Family, relatives of Mrs. Devine). All these sites have been approved. Families will be notified by the "Remind" App, currently being added to the contact system. Messages will come by text. Remember, this is ONLY in case of an extreme emergency. Please be sure your contact information is current and up to date.
2. Shaken Baby Syndrome. This is a new mandated regulation for ALL children ages five and under. Children (in care) are NOT to be lifted high in the air, swung around, jostled unduly, shook or thrown. It is strongly suggested for parents as well (although not mandated, unless a child is diagnosed victim of shaken baby syndrome). (NCAC 09.0608) Abuse Head Trauma
3. The banned "band" rule. No rubber bands, wrist bands, hair bands (that can be removed by the child). No jump ropes either. Children coming into school with these items (by law, now) will have them removed. (NCAC 09.0604)
4. TLP is a Tobacco FREE Campus.

Read/Signed \_\_\_\_\_ Date \_\_\_\_\_

## Arrival and Dismissal Parking Areas

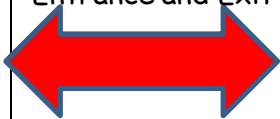
Entrance and Exit



Designated Parking Area



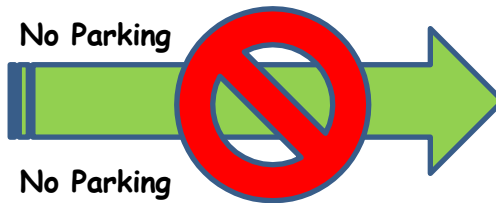
Entrance and Exit



No Parking No Parking No Parking No Parking



No Parking



No Parking



No Through Traffic During Dismissal



Church

The first day of school is an important step in your child's life. Experts in child development emphasize that you, the parent, play a crucial role in starting your child off with the self-confidence needed throughout life. This self-confidence is built upon good feelings about parents, school personnel, other children, and him/herself as a worthwhile human being.

### **The Day your child first goes to kindergarten/preschool is an important event.**

Make it a positive experience! While this marks a major separation from your child's secure and familiar world of home and family, it also marks his/her entrance into the new areas of friendship, learning and adventure. Your greatest gift to your child at this time is your loving support and understanding. Treat going to school as part of the normal course of events. It is something expected of your child and accepted by you. Show understanding and offer encouragement.

### **Learning to like school and liking to learn are closely related**

Your child's first school experience can contribute to a positive attitude toward school in the years ahead. If you show enthusiasm toward the school experience and learning, your child is more likely to look forward to it. Think about your own school experience. In all likelihood, some of the experiences were positive and some were negative. Try to concentrate on the positive aspects of education.

At the same time, avoid setting up unrealistic expectations or dictating your child's feelings. Say, "There will be a lot of children to play with," not "You'll love playing with all the children." If your child does not feel the way he thinks he should, they may be disappointed.

Explain what to expect and answer all questions about this new school experience

Ease your child's anxieties by describing in detail what is going to happen when he/she starts school. If possible, visit the school with your child and talk with the teachers shortly before school begins. Explain the school's schedule, how many days he/she will attend and how many hours they will be at school each day. If he/she requires care before or after school, other than home, make certain your child knows the arrangements and visits the childcare setting if it will be new to them.

### **Make transportation plans clear to your child**

Prepare your child for the transportation arrangements. If he/she goes to school by bus, teach them how to identify the bus and the bus number. Explain pick up and drop off points to your child. If possible, drive the route to and from school a few times so your child becomes familiar with the surrounding areas. In general children should be supervised at the bus stop, especially during the early primary years.

If your child walks to school, walk with him/her or make arrangements to have them accompanied by another parent or responsible older child. Knowing personal information (phone number, address and parents' full names) is important as your child makes the transition from home to school. (If your child has difficulty remembering personal information try putting it to music using a familiar tune.)

### **Create a normal routine at home during the first few days of school**

Take an active interest in what your child tells you about school when he/she comes home. Be a good listener, allowing time to talk about school and good people there. Create an atmosphere that encourages your child to talk. Sometimes numerous questions will intimidate a child.

Encourage them to share his/her day by using words like, "Tell me about playing outside today." Pick a topic you know interests your child. Choose a time for conversation when your child is not involved in playing and you have their attention.

Give your child free playtime at home.

When your child begins school, he or she will spend the day in more structured environment.

### **Set up a regular time for homework**

Get into the daily habit of turning off the television after dinner and going over your child's schoolwork and homework with them. This tells him/her that their education is important, both to your and to your child.

Get involved in your child's school

This tells your child that you value school and that you consider yourself a partner in his/her education. You can get involved by:

- Getting to know your child's teachers. Ask questions freely and share important information about your child.
- Attending parent-teacher conferences.
- Joining parent-teacher organizations.
- Being active in your child's classroom. This includes helping with instruction or becoming a room parent.
- Participating in fund-raising and community goodwill projects.
- Being active at home to support classroom work. This includes typing, making phone calls, sewing costumes or making treats. Your child will see your involvement firsthand and can even help out.
- Making a single, major contribution to the school. This includes starting a garden, building tables and bookcases, donating paintings or books, or raising money for a specific purchase.
- Joining school-based committees that may participate in policy decisions.
- Participating in parent education programs if the district provides them.

### **Support the good things your child has done**

There is so much to be gained by accenting the positive. Look for the successes and share them.

### **Spend time with your child**

Be available when your child needs you. Be sure to set aside time to talk about school and the happenings of each day. You may see him/her regress to more immature behavior as she expresses feelings of insecurity, especially during the first couple of months. With support and understanding from you, he/she will feel more self-confidence and secure. Mastering this new challenge is important for his social-emotional growth.

### **Read books to your child about starting school**

There are many books available through the library and at bookstores dealing with starting kindergarten; separation anxiety, making new friends and experiencing new things and they can help to ease your child's worries.

## Permission Slip Addenda:

Students Name: \_\_\_\_\_ Date: \_\_\_\_\_

My child has:

1. Permission to participate in outside activities (patio play, nature walks, etc.) beyond the school fenced property with appropriate teacher supervision.
2. Administration of appropriate/needed medication (including Desitin, Sunscreen and Insect Repellent) by the teacher.
3. Medical care authorization incase parent/guardian/ emergency contact cannot be reached.
4. Additional medical information: medical insurance carrier:

Insurance Provider: \_\_\_\_\_ Number: \_\_\_\_\_

☐ I/We (parent/guardian) have read and understand these additions to The Learning Palette School Policy, the Discipline Policy and the School Wellness Policy (included in the application form).

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Signature

Date

Name of Center: The Learning Palette Preschool

## Discipline and behavior Management Policy

Date Adopted \_\_\_\_\_

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on the belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

1. DO praise, reward and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide the alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behavior.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO ignore minor misbehavior.
10. DO explain things to children on their levels.
11. DO use short, supervised periods of "time-out".
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting or sleeping.
6. DO NOT leave the children alone, unattended or without supervision.
7. DO NOT place the children in locked rooms, closets or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of or otherwise belittle children's parents, families or ethnic groups.

I, the undersigned parent or guardian of \_\_\_\_\_,

Child's Full Name

do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: \_\_\_\_\_



## SUMMER PROGRAMS INFORMATION

### 2023 Depending.

Summer Camps and other programs can be offered during the months of June and/or July ONLY. (Camp dates may be split between months.)

Summer programs will be organized ONLY by the number of children attending, in order to adequately off-set the cost (in rent of the space, and staffing).

Information regarding Summer Camps and Summer Track out will be announced in January 2023. This information will contain the minimum number of children in attendance, the dates and costs as well as the theme of the summer programs. Siblings of current TLP students (up to age 8) are also eligible to attend. (Sibling rates will apply for FULL month attendance.) It is not necessary to attend a full 4-week period (a month of camp), however, the same rule applies to the number of children in attendance.

Payment in advance of camp participation, as well as refund if camp(s) are canceled due to inadequate attendance will be policy.

Camp dates, cost as well as themes for activities will be announced prior to the payment date.