



## *Blooming Einsteins Preschool Program*

### **Parent's Handbook**

We are so delighted you have selected Blooming Einsteins to meet your child's Preschool needs. At Blooming Einsteins, we strive to excel in providing exceptional care and educational enrichment of your child.

At Blooming Einsteins, we have created an environment that is peaceful, safe, and enjoyable for every child, on a daily basis. Our primary goal is to help assist with learning, while providing an exciting atmosphere where each child has the opportunity to develop educationally, physically, emotionally, and socially.

### **Preschool Program Schedule and Hours**

Our Preschool Program runs in conjunction with **Fort Mill School District (FMSD)** school year, operating during the hours of 8:30 am - 12:00 pm, Monday through Thursday. Our program runs from Tuesday, September 3, 2019 to May 22, 2020.

We will be closed for the 2019-2020 School Year on the following days:

- **Labor Day: September 2<sup>nd</sup>**
- **Fall Break: TBA**
- **Thanksgiving Break: November 27<sup>th</sup>-29<sup>th</sup>**
- **Winter Break: December 20<sup>th</sup>- Jan 2<sup>nd</sup>**
- **Martin Luther King Day: January 20<sup>th</sup>**
- **Presidents Day: February 17<sup>th</sup>**
- **Good Friday: April 10<sup>th</sup>**
- **Spring Break: TBA**
- **Memorial Day: May 25<sup>th</sup>**

### **Program Tuition:**

Monthly automatic payment deduction is required through Tuition Express via direct payment. Program tuition will be automatically withdrawn from your account on a monthly basis. Your fees will be drafted from your account on the last Friday of the month for the following month enrollment. All banking information is held confidential. Signing up for automatic payment ensures you will not acquire late fees. Contact

Sharronda Lee or Marisa Carducci at the center for information on setting up automatic payments.

The tuition for the Preschool Program is \$300 monthly and a supply fee of \$50 is added to your first payment.

A \$25 late fee will be enforced if payment is not made on time. Tuition is collected monthly, regardless of school closings (scheduled or unscheduled), or student absenteeism. If payment is late and is not received by Monday at 6:45 pm of the new month, Blooming Einsteins reserves the right to immediately refuse further child enrollment. Parents are responsible for all legal and collection fees sustained in the collection of any unpaid balance.

### **Late Pick-up**

Our Preschool Program ends promptly at 12:00 pm. If your child(ren) is/are not picked by 12:00 pm, a \$25/child late pick-up fee will be applied to your account for each day your child(ren) is/are picked up after 12:00 pm. Please call Blooming Einsteins as soon as you are aware of the possibility of a late pick-up so we may plan accordingly.

### **Daily Program:**

An example of our daily schedule for the Blooming Einsteins Preschool Program is as follows:

<b>8:30-9:00 am</b>	<b>Drop Off/Free Play/Socialization</b>
<b>9:00-9:30 am</b>	<b>Morning Introduction</b>
<b>9:30-10:00 am</b>	<b>Story Time Activity</b>
<b>10:00-10:15 am</b>	<b>Snack Time</b>
<b>10:15-11:00 am</b>	<b>Theme Activity</b>
<b>11:00-11:45 pm</b>	<b>Blooming Einsteins Curriculum</b>
<b>11:45-12:00 pm</b>	<b>Free Play/Pick Up</b>

Upon arrival at our facility, your child will be directed to our free play area where they can interact with their classmates until our Morning Introduction.

Our Morning Introduction will include introducing students so that everyone becomes familiar with each other's names, using our class calendar to show the month, week day, and date, talking about the weather for the day, and answering the question of the day. We will then move into Story Time.

During Story Time, a book(s) will be read to the students that relates to the theme of the week. After they have read we will lead the children in a discussion of the book(s) and their relationship to the weekly theme. They will then be guided through an activity based on the characters, locations, emotions, etc. in the book(s).

After our Story Time Activity, students will have Snack Time. Please speak with a Blooming Einsteins staff member if there are any allergies to be aware of. Bathroom reminders will also be given throughout the day.

When our Snack Time is over, we will move into our Theme Activity. This activity will include the letters, numbers, colors, animals, seasons, motions, cultural events, and etc. of the week.

After our Theme Activity, we will start our Blooming Einsteins Curriculum for the day. Our curriculum covers learning objectives that have been developed in order to help prepare your child for elementary school.

Our curriculum rotates daily on the following schedule:

<b>Monday</b>	<b>Music, Theater, &amp; Movement, Math &amp; Reasoning</b>
<b>Tuesday</b>	<b>Art &amp; Manipulatives, Foreign Language, Reading &amp; Writing</b>
<b>Wednesday</b>	<b>Science &amp; Engineering, Math &amp; Reasoning</b>
<b>Thursday</b>	<b>Social Studies, Educational Technology, Reading &amp; Writing</b>

Math & Reasoning will incorporate our weekly numbers to help students identify, count, match, and sequence numbers as well as sort, compare, and contrast items in a logical way.

Reading & Writing will focus on introducing the alphabet, how letters sounds are used in the English language, rhyming, tenses, recognition of letters in words, grasping writing instruments, and other reading basics.

Music, Theater, & Movement will include songs, dance, yoga, and other motions that help introduce objects, animals, colors, numbers, and letters of the week.

Art & Manipulatives will involve working with creative materials and tools to create a craft and help promote self-expression. Working with pencils, markers, crayons, glue, scissors, etc. will allow your child to become familiar with items to be used in elementary school.

Foreign Language will include various vocabulary words and phrases from non-English languages, with a heavy focus on Spanish and Sign Language.

Science & Engineering will be taking a closer look at everyday objects. We will be taking things apart and discussing how they work as well as why certain materials are used. This process will increase critical thinking skills and showing how imagination can turn into innovation. Examples of topics may be organisms in different ecosystems, weather patterns, astronomy, and properties of matter.

Social Studies will include looking at maps, exploring different environments and bodies of water, introducing various community figures, symbols, and holidays.

Educational Technology will be introducing the students to computers/tablets so that they can be introduced to new motor skills as well as become familiar with common programs and kid friendly learning websites.

**Staffing:**

Unfortunately, Blooming Einsteins is not staffed to serve children who need one-on-one direct care. We do our best to maintain a child to staff ratio of 10 to 1 at all times. All children who attend Blooming Einsteins must be able to use the toilet without assistance.

**Behavior:**

Students will be required to abide by the Blooming Einsteins policies and procedures to ensure that each participant remains safe. We are a non-corporal punishment facility. In most cases when discipline is needed, we believe in redirection and/or diversion. If the previous measures become ineffective, we will notify parents. If poor behavior continues, parents will be notified and a conference may be held to discuss the behavior and positive methods to promote more appropriate behavior at school. If behavior does not improve, the student will receive a one-day suspension from the program. As a last resort for behavior that does not show any signs of improvement, the student may be removed from the program.

Fighting of any kind will not be tolerated and may result in an automatic one-day suspension. This may include intentional hitting, punching, kicking, biting, swearing, or bullying. Gossiping about students and/or their families is also prohibited and may result in suspension. We can assure you that safety of all our students physical, emotional, and social needs are our priority.

**Health Precautions:**

If a child becomes sick while at school parents/guardian/emergency contacts will be called to pick them up. Children must be free from any communicable disease, and/or fever for 24 hours before returning to the center.

Children must be kept at home if any of the following symptoms appear: temperature at 101.5 F or above, diarrhea, vomiting, rash, colored nasal discharge, discharging eyes or ears, or conjunctivitis. Parents should exercise every precaution and keep the child at home. Please, no exceptions.

**Early Withdrawal:**

A two-week notice of withdrawal in writing is required for all children. Failure to provide a withdrawal notice will result in up to one months' merit of tuition, as tuition is monthly.

Blooming Einsteins reserves the rights to discharge any child/family for failure to pay tuition or for unmanageable or disruptive behavior that brings harm or continued disruption to the staff and other children.

**Agreement and Acknowledgement:**

I have read the above information provided in this Preschool Parent Handbook.  
I understand and I agree to follow all policies and procedures of Blooming Einsteins.

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Child's Name

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Parent Signature

Date

\*This page will be placed in your child's file. Please keep the handbook for your reference. Thank you.