



PreSCHOOL
Parent Handbook
2018-2019

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WELCOME

To Sprouts PreSCHOOL!

Thank you for choosing Sprouts Preschool!

We are so excited that you have chosen us to help with the incredible task of educating your child! At Sprouts, we will approach each day with imagination, innovation and best of all, fun! It is our mission to educate our children in a hands-on, curriculum rich, safe learning environment.

We would like to welcome our new families to a great year filled with new friendships, engaging activities and lots of learning.

These are some of the most important years of your child's growth and development and we want them to be filled with wonder and exploration. Through use of effective early childhood practices appropriate for young children, we can accomplish this goal.

We look forward to having you join us as we work together in building a foundation for your child's future.

Sincerely,

Carolyn & Kelly



MISSION STATEMENT

We provide academic, physical and social guidance in a safe learning environment to enhance student success.

GOALS

We have a curriculum and environment designed to foster a creative, hands on approach to learning. As educators, we encourage intellectual growth, social interaction as well as gross & fine motor development through of a variety of learning activities and enrichment opportunities.

DROP OFF AND PICK UP

Please arrive and depart on time. It is difficult for us to engage in lengthy conversations about your child's performance at pick up/drop off. We encourage you to schedule an appointment to allow us the opportunity to answer any questions!

After the first week of preschool, we encourage parents to say their goodbyes before entering Sprouts. This will allow your child to become more independent and ultimately prepare them for Kindergarten. We will have your child ready at pick up time.

PAYMENT

Payment is due the first Monday of each month and the month must be paid in full. We will use ACH Debits to collect tuition directly from a bank account. A payment schedule will be provided for you to review and prepare. We took the total amount of days in the school year and divided it by ten months to come up with your monthly fee. The fee is the same regardless of absences, holidays or other closings.

LATE FEES

Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first 10 minutes and an additional \$1 for every minute thereafter. Late fees are to be paid at the time of pick-up. Please be on time.

ABSENCES

If your child is sick or unable to attend the program, please contact us prior to the start of the program on that day. If you receive a phone call, it is a courtesy to you and a safeguard for your child. If you are able, please call/text to let us know ahead of time if your child will be absent or late at 336-410-4555.

INCLEMENT WEATHER POLICY

If Guilford County Schools are closed, because of inclement weather, Sprouts preschool will be cancelled as well. We will send out a mass text and/or email on file to make you aware of any closings.

If Guilford County Schools are delayed, Sprouts will send out a text to make you aware of any changes to our schedule. If we can safely open at regular time, we certainly will!

CANCELLATION NOTIFICATION

If you do not plan to have your child continue in our program, we request that you notify Sprouts at least two (2) weeks prior to your child's last day.

MEDICAL INFORMATION

We will not administer medicine during our preschool program due to the limited hours. If your child needs medicine, please administer before drop off or after you pick your child up.

ILLNESS & EMERGENCY PROCEDURES

If a student becomes ill during the school day and is unable to participate in activities, the parent/guardian will be notified. If a student is hurt, a member of the staff or an authorized person will administer immediate first aid.

If the situation should require immediate medical attention, we will attempt to contact and inform the parent/guardian as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contact person will be called. We will call the designated physician and/or local emergency unit for treatment and/or transportation to a hospital. A staff member will accompany the student to the hospital and stay until the parent/guardian arrives and signs the student into his/her custody.

ILLNESS

Children should be kept at home if they show any of the following symptoms and should not return to school until they have been symptom free for a full 24 hours:

- temperature over 100 degrees*
- any undiagnosed rash*
- sore or discharging eyes or ears*
- thick, yellow nasal discharge*
- diarrhea or vomiting*
- head lice*

*****Please follow these guidelines closely to help us keep everyone healthy this year!***

FIELD TRIPS

To further enhance your child's preschool experience, we will occasionally take field trips. The fees for each trip is included in your tuition. There is no extra charge. Due to pre-registration and fees paid in advance, parents will not be permitted to attend field trips. We will take plenty of pictures. Field trips will be announced each month in our monthly newsletter.

WHAT TO WEAR

Please make sure your child wears weather appropriate clothing, including a coat in winter months. Children should only wear closed toe shoes (preferably sneakers) to school, as they will be doing lots of physical activities. Mark all clothing, belongings, and backpack clearly with your child's name.

WHAT TO BRING

Please send your child to school with a backpack large enough for their teacher to send craft items and other activities home in. Please make sure there is an extra set of clothes in their backpack each day in case of bathroom accidents.

Please send your child to school with a healthy snack and either breakfast/lunch depending on which program you have signed up for.

****Please do not send candy, gum, soda, glass containers or items requiring microwaving.**

SUPPLIES

We gladly accept any donations of paper, markers, crayons, art supplies, tissues, baby wipes, Clorox wipes, healthy snacks, gently used toys and games, dress up items, outside toys and whatever else you think might benefit our children!

SPECIALS

Your child will participate in specials classes at Sprouts Preschool. The special classes will include Art, Music, Physical Education, and Technology.

CLASSROOM RULES

We will have a set of classroom rules posted in the classroom that we will review with children on a consistent basis. Rules may include things such as “inside voices”, “gentle hands” or “walking feet”. All rules are positively worded and are simple for children to understand.

EMPHASIS ON THE POSITIVE

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. We are trained to be constantly on the lookout for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include (but are not limited to): verbal praise, a high-five or hug, and/ or classroom wide recognition (for example, being named “a classroom helper”). As often as possible, teachers will share incidents of positive behavior with parents

SPROUTS & HOME PARTNERSHIP

Sometimes families have specific concerns regarding their child’s behavior or are working in the home to modify certain behaviors. Our staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with us if you have concerns or if you would like for us to support any work that you are doing at home with your child.

MID-YEAR AND END OF YEAR EVALUATIONS

Our evaluations are aligned to our curriculum and are utilized by teachers to guide them in their lesson planning. We will share these evaluations with you so that you know how your child is performing in school.

PROGRESS REPORTS

You will receive at least 3 assessments throughout the year. Assessments will be ongoing through observations, anecdotal notes, informal and formal assessments, and running records. Please feel free to inquire about your child's progress at any time.

OUR CURRICULUM

Sprouts derives instruction from the Guilford County School Preschool Curriculum as well as research-based methods of teaching that encourage children to learn through "doing"; requiring active thinking and experimenting to make discoveries about the world around us. Our goal is to prepare children for Kindergarten and help them get on the road to becoming successful, well-rounded students.

DAILY ACTIVITIES

- Morning Meeting (calendar, songs, group discussions, etc)
- Centers (discovery, science, art, legos, music, movement, etc)
- Snack (sent from home)
- Fine/Gross Motor Development
- Teacher directed small groups (language, writing, math)
- Recess (outdoors)
- Story Time

SCHOOL CALENDAR

First Day: Monday, September 10th

GCS Workday: CLOSED, September 19th

GCS Workday: CLOSED, November 1st & November 2nd

Veteran's Day: CLOSED November 12th

Thanksgiving Holiday: CLOSED Wednesday, November 21- Friday, November 23

Winter Break: CLOSED Monday, December 24th - Friday, January 4th

GCS Workday: CLOSED, January 18th

MLK: CLOSED Monday, January 21st

GCS Workday: CLOSED, January 22nd

President's Day: CLOSED Monday, February 18th

GCS Workday: CLOSED Thursday, March 28th

GCS Workday: CLOSED Friday, March 29th

Good Friday: CLOSED Friday, April 19th

Spring Vacation: CLOSED Monday, April 22nd - Friday, April 26th

LAST DAY OF PRESCHOOL: Friday, May 24th

Field Trips and Special Events (all trips and special events will be in our monthly newsletter as well. Dates/times/trips are subject to change)

September 21st: Butterfly Farm Field Trip

October 8th: High Point Fire Department will visit Sprouts to teach the children about fire safety.

October 12th: Picture Day! Dress your best!

November 16th: Lowes Food Grocery Store Tour, Jamestown

December: (date tbd) Emmanuel Center Visit (children will perform for the elderly)

Winter Performance: Friday, December 21st @ 11am (Please plan to attend!)

January: (date tbd) Ed-Zoo-Tainment will visit Sprouts with LIVE animals!

February 6th: CiCi's Pizza Tour (make AND eat our own pizzas, too!)

March: TBD

April 10th: Homeland Creamery Field Trip

Spring Performance/Graduation: Friday, May 24th @ 11am (Please plan to attend!)