

# Center Square School Preschool Handbook

## 2018-2019 school year

HOW TO REACH US: Center Square School is located in the green building at 255 Lark Street. There is a parking lot in front to our building that parents may use to temporarily park in when dropping off or picking up from school.

call or text directly : 570-856-1857 (Blair's personal number)

email: [centersquareschool@gmail.com](mailto:centersquareschool@gmail.com)

find us on facebook (and "like" us!): Center Square School

- Our Mission:

To develop and share an inquiry-based approach to education that fosters creativity, promotes academic excellence, nurtures human relationships and inspires a growing passion for learning.

Every child is strong, capable, independent, curious, and full of imagination. A quality early education program will empower children to think, question, investigate, explore, and help navigate the journey of learning. As a teacher, my mission is to develop and nurture a child's love of learning and sense of social and personal responsibility through a curriculum designed to develop the intellectual, spiritual, physical, artistic and academic excellence inherent in each child.

### HOURS:

9:00 am – 12 pm

-Monday, Tuesday, Wednesday, Thursday, Friday -

Our school calendar will follow that of the calendar of Albany School District

- Snow Days: we will close only if the Albany School District cancels school. We are open with a regular schedule even if a one or two hour delay is announced.

Parents of students who reside in Center Square or nearby neighborhoods, will have the option of having their children walked to and from school each by their teacher.

CAPACITY AND STUDENT/TEACHER RATIO: class size is limited to ten students per session. After this amount of students is reached a waiting list will be created. The teacher to student ratio will never exceed 5 to 1.

SUGGESTED CLOTHING: Because so many of our projects require creative spirits, you are encouraged to dress your child in clothes they can move freely and get messy in! We have paint aprons for children to

wear during painting, but we also know that paint can still find its way on clothes. All the products we use are labeled “washable” to aid in cleanup, so we can all relax and concentrate on learning! You are responsible for applying sun-block and bug spray before school when you think it’s necessary. As cool weather approaches please dress your child appropriately. Many children enjoy wearing layers so they can control their own body temperature while indoors (it gets really toasty in our classroom)! We will go out even in the coldest weather (it’s the best time to see your breath!) so keep your child warm!

WHAT TO BRING TO SCHOOL: inside each child’s cubby there should be several items stocked throughout the year, they are:

- **A complete change of clean clothes**
- **Plenty of extra underpants and wipes if child is newly potty trained**
- **Socks/slippers (we don’t wear shoes in the classroom very often so if you’d like to supply your child with a special pair of “school slippers or socks” you may do so.)**
- **A water bottle**

GET INVOLVED: Parent volunteers are always welcomed in the classroom as well as special guests. Volunteers must always be with a staff member when visiting the classroom.

If you have a special skill that you would like to present to the children...cooking, knitting, science experiments...please let Blair know. We love guests!

SNACK TIME: An important time each day is snack time! We use this as an opportunity to introduce new foods and teach healthy eating habits. We’ll also practice our table skills such as passing foods, pouring drinks, etc. Snack is provided and is always a healthy choice, a piece of fruit and crackers for example. (Please let us know if your child has any diet restrictions. We prefer to accommodate by offering an acceptable shared snack option rather than have children bring in individual snacks.)

BIRTHDAYS: We will celebrate each child’s birthday during the school year. This celebration includes figuring out how old the birthday child is, singing the Birthday Song, and lots of counting! You are invited to bring birthday treats to add to our snack time. Let us know which day is most convenient for you.

BRINGING IN TOYS FROM HOME: It is perfectly fine if your child wishes to bring something from home. They may show their friends at morning circle, but for the remainder of the day the toy will be kept in your child’s cubby.

BEHAVIOR MANAGEMENT: Parents and caregivers are often concerned with discipline. We have a few guidelines for dealing with negative behavior that are in keeping both with our understanding of child development and with our philosophy. Discipline helps children to cope with the challenges of daily living, interpret their world, and learn social skills. If the classroom environment is conducive to the children’s development, discipline problems occur less often. Perhaps the most significant aspect of Center Square School is that learning experiences are offered in an environment that has been carefully prepared for each child to move as slowly or as quickly as needed. Gentle voices are used and each child is given the space and time required to feel confident and secure. Experiences are open-ended and encourage each child’s imagination to grow.

We are committed to helping children find alternative things to do or say in expressing angry feelings as a more effective way of developing a conscience. We also help to build their consciousness by setting firm and consistent rules.

TIME OUTS: We don't use time outs in the traditional way. We don't expect young children to understand why they need to sit apart for a specified period of time. When we see a situation that is becoming heated we will remove a child from a situation saying, "You look like you're having a hard time, would you like to find something else to do with me?" Teachers will make sure the child is well settled and involved before leaving him or her. Often prevention is the best means of avoiding a potentially difficult situation. If for any reason a situation occurs when a child is in danger of hurting herself/himself or others or is causing a significant disruption to the other children we will bring the child to a quiet space to "cool off" and explain their actions and why they were not appropriate.

HEALTH & SAFETY INFORMATION: We require the following forms to be submitted before a child attends school:

Authorization for emergency medical care

Permission to leave premises

The following are conditions will exclude a child from attending a school day:

FEVER...an oral temperature of 99.1 degrees or greater.

VOMITING...one or more episodes in a 24 hour period

DIARRHEA...uncontrollable, increased number of stools or stools that cannot be contained in toilet.

RASH...should be evaluated by a healthcare professional.

COMMUNICABLE DISEASE... if contracted, a notice of possible exposure will be made to parents. The ill child will not be allowed to return until the contagion period has passed.

If you do decide to keep your child home, please notify Blair (refunds will not be offered for days absent).

#### *DIAPERING/TOILETING*

While we encourage every child to be able to reliably use the toilet during school, perfection is not required. It is perfectly fine if a child is still mastering using the toilet at the beginning of the school year. Staff will assist you in carrying out the potty training strategy upon which you have decided.

Children will wash their hands with liquid soap and running water after using the toilet.

Staff members will also wash their hands with liquid soap and running water after assisting children with any toileting routine. Individual paper towels shall be used to dry hands. When handling clothing soiled

with feces, urine, vomit, or blood, staff members will wear gloves and bag clothing in sealed plastic bags, storing them apart from other items.

#### EMERGENCY PROCEDURES:

**IN CASE OF ILLNESS/INJURY:** If your child is found to be sick, injured, or if behavior is of concern while at Center Square School, the parent/legal guardian will be notified immediately. If emergency care is required, 911 will be called, then the parent/legal guardian.

**IN CASE OF FIRE:** In the event of a fire, all children will accompany an adult out of the building through one of two designated exits. It will be the responsibility of the staff to verify that all children are out of the building and with the group. Once all are out of the building, 911 will be called.

**IN CASE OF INCLEMENT WEATHER:** Center Square School will follow the Albany School districts emergency closing procedures. Should weather turn for the worse during school hours and the decision is made to close early, the parent or another adult on your child's enrollment form will be contacted. Check email for notifications as well.

#### DAILY ROUTINE:

During our time together, we keep ourselves busy! There is always a Letter and Word of the Week and Focus theme. Families can know this from checking the school blog. Here is what we will get done every time we come to preschool:

**Work Time:** this is the time of day when preschoolers are in charge of finding work to do. Teachers are available to guide activities and offer suggestions as needed. Some activities are always available, others change with the themes.

**Circle Time:** this is the time of day when we are sitting together (in a circle!) and listening to each other. Here we practice many of the school skills that will be found in a traditional Kindergarten classroom: calendar work, alphabet sounds and recognition, name reading, color recognition, patterning, and more.

**Project Time:** this is the time of day when we create something. We ask for children to come in clothes that they can get messy in believing it is important there to be freedom to participate fully. We use lots of paint and lots of glue during the year!

**Story Time:** this is the time of day when the teacher is reading to the children. Through our stories we are able to introduce new concepts while having children experience the security of being read to. Our books are chosen based on the Letter of the Week and are connected to the other activities of the day.

**Snack Time:** this is the time of day we get to eat together...there is always a fresh fruit or vegetable for us to try.

**Group Time:** this is the time of day when a teacher guides an activity for the whole class or small groups...science experiments, alphabet work, math readiness, poem recitation and more! This time may also include going outside (often to Hudson/Jay Park) to play large motor games or explore.

TUITION AND PAYMENT:

For contracts signed on or before June 1, 2018, tuition is \$25 per day.

For contracts signed after June 1, 2018, tuition is \$28 per day.

Tuition totals are determined by the days of the week chosen to attend against the school calendar.

Tuition may be paid monthly or in larger installments.

**A late fee of \$25 will be applied if tuition for the current month is not received within the first five days of that month.**

You will to receive an invoice listing each month's tuition.

**A non-refundable deposit of \$100 is required to reserve your child's seat. This deposit will be applied to your first month's tuition.**

*- Alternative payment plans and schedules can be established, please contact Blair Lambert at [blair.lambert@gmail.com](mailto:blair.lambert@gmail.com) to discuss your specific needs –*

NOTICE OF WITHDRAWAL: Two weeks written notice is required for withdrawing for any reason. You will be refunded the prorated portion of tuition paid for the remaining of the school year.

STUDENT INFORMATION

Child's Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Male \_\_\_ Female

Parent/Guardian Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Days of the week to attend

**Monday    Tuesday    Wednesday    Thursday    Friday**

Approved adults (other than parent) who may be picking up your child:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name : \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Has your child had any of the following? Please circle all that apply.

Heart Disease    Scarlet Fever    Chicken Pox    Severe Allergies    Asthma/Hay Fever

Does he/she take medication? Yes No

If yes, please list purpose, drug names and dosages:

Please add anything we should know about your child's health that will assist in understanding your child's unique needs (include any severe allergies):

RELEASE FROM LIABILITY FOR 2018-2019 PRESCHOOL PROGRAM

I, the undersigned parent/person having legal custody/guardianship of

child's name: \_\_\_\_\_ agree that while s/he is in the preschool program at The Center Square School, I am bound by this agreement:

I give permission for her/him to participate in the Center Square Schools preschool programs. S/he is physically able and mentally prepared to participate in all activities as described in the announcement of the program. If my child has physical or mental limitations, I will notify the staff in advance.

I authorize the staff of the Center Square School to seek medical treatment for her/him while s/he is attending preschool, and I fully understand that there may be risks inherent in or associated with my participation in this activity. I hereby ASSUME ANY AND ALL RISK of bodily and personal injury, death and damage to personal property, whether known or unknown, foreseen or unforeseen.

Furthermore, I hereby RELEASE FROM LIABILITY and agree to INDEMNIFY, DEFEND AND HOLD HARMLESS The Center Square School, its agents, servants and employees, from and against claims of any kind for known or unknown, foreseen or unforeseen bodily and personal injuries, death or damage to property which may arise, result from or be associated with my participation in this activity.

I understand that this is an ASSUMPTION OF RISK and RELEASE OF LIABILITY that will legally PREVENT me or any other person from filing suit or making any other legal claim for bodily and personal injury, death or damage to personal property sustained by me. I, nevertheless, enter into this agreement freely and voluntarily and agree that it is binding on me, my heirs, assigns and legal representatives.

Parent/Guardian's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PERMISSION TO GO OUTSIDE

I hereby give permission for my child, under Center Square staff supervision, to leave the premises to eat and play outside during classes in which the lesson plan includes walks or outside activities. I understand that my child will only be permitted to leave the building weather permitting. I hereby accept full responsibility for this participation and waive and release all claims for damages against Center Square School and its agents or representatives

for any injuries or harm sustained by my child as result of this participation. By my signature below, I acknowledge that I have read and understood the implications of this permission slip and waiver of responsibility.

Parent/Guardian's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT OF PARENT/GUARDIAN FOR EMERGENCY TREATMENT:**

I, [Parent/Guardian \_\_\_\_\_], pursuant to the authority vested to me as parent/guardian of \_\_\_\_\_, do hereby authorize Blair Lambert and other staff of the Center Square School, to exercise for me and on my behalf all my rights and duties with reference to medicines and hospitalization, including care and treatment by any means deemed necessary for the emergency care of my child.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**2018-2019 Center Square School Preschool Contract**

Please read to the following statements, sign your name below and return one copy to Center Square School and keep one copy with your parent handbook for your records.

1. I have received the Parent Handbook
2. I have been informed of and understand the policies discussed in the Parent Handbook.

3. I have been informed of the goals and philosophy of Center Square School.
4. I give my permission for my child's picture to be used for publicity purposes.

Yes \_\_\_\_\_ No \_\_\_\_\_

5. I understand my financial obligation to pay the monthly tuition within the first five days of the month. I also understand a fee of \$25 will be applied to my fail to pay the monthly tuition within the first five days of that month.
6. I understand I must give at least fourteen days notice before withdrawal from the school so that my child's seat can be filled.
7. I agree to adhere to all rules, policies and procedures within the parent handbook.
8. I have enclosed my \$100 non-refundable deposit.
9. I understand that no refunds of tuition will be given due to a student's absence or closings due to inclement weather.

*This agreement constitutes the entire agreement between Center Square School and the undersigned, and supersedes all prior discussions and agreements between the parties, whether oral or written. Center Square School shall not be bound by any agreement, promise, or representation concerning any matter, whether expressed or implied, not specified herein*

I, the undersigned parent/guardian, have read and reviewed this contract, do agree and consent to abide by its terms:

Student Name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full legal name printed: \_\_\_\_\_

Accepted by \_\_\_\_\_, Center Square School

Date: \_\_\_\_\_