

Kiddo's Korner Preschool Parent Handbook



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***Our Philosophy:**

It is our belief that each child is a unique individual who needs a secure, caring, and stimulating environment in which to grow in all areas of development. It is our goal to motivate your child by providing them with the opportunity to engage in many active learning experiences. These experiences will enhance their development in cognitive growth, fine and gross motor skills, social competence, language and literacy skills, creative expression and sensory integration. We will provide them with a variety of hands-on exciting adventures which will help them to explore and discover the world around them. The possibilities are endless!

***Our Staff:**

Teachers at Kiddo's Korner hold college degrees at the Master's level in early childhood education. Our staff members are carefully selected and screened. They must also pass through the New York State Investigative Central Registry for Child Abuse and Maltreatment. The staff attends meetings, seminars, and training sessions on a regular basis.

Additionally, Kiddo's Korner Preschool holds a Certificate of Incorporation through the NYS Education Department.

Kiddo's Korner has three classrooms, all of which are used on a daily basis. The staff collaborates on a regular basis, which helps familiarize the students with all of the teachers and will make the transition from one room to another a smooth one.

***Our Curriculum:**

The staff at Kiddo's Korner create lesson plans and activities that parallel the *Creative Curriculum Model*. This teaching model is also followed by the Grand Island Central School District. Using the same model as the district will prepare your child for the most successful transition from the early childhood years into the rest of their school career.

The *Creative Curriculum* emphasizes social/emotional, physical, and language development. Each lesson contains objectives that fulfill each core standard based on your child's age and development.

We also utilize *Handwriting Without Tears*. Through the use of music, movement, and multisensory manipulatives, we teach core readiness skills that include: pencil grip, letter and number recognition, number and capital letter formation, and body awareness.

Throughout the school year, students will be assessed both formally and informally. We will be utilizing the *Creative Curriculum Gold Assessment* to formally track your child's growth throughout the year.

***Our Day:**

Kiddo's Korner provides programs for children two through four years of age. We offer both part-time and full-time preschool programs Monday-Friday. **Our 2-year-old program runs from 8:30am until 2:30pm. Our 3-year-old program runs from 8:45am until 2:45pm. Our 4-year-old program runs from 9:00am until 3:00pm. Please strictly adhere to the staggered drop off and pick up times so that we can limit congestion. Unless you are registered for the before school program, early drop off (even by 5 minutes) will not be permitted. If dropped off early a fee of \$5.00 will be added to your weekly tuition. If needed, before and after school care is offered.**

The front door will remain locked all day. If you need to enter the school, please ring the bell and a staff member will let you in. Upon leaving the school, there is a "Push to Exit" button. No one can leave the school without first pushing this button. Once you push the button, the magnet on the door will be released and you may leave the building.

***Rest Time/Quiet Time:**

Our rest time consists of a short, quiet time where the children are given a period to relax, read a book, do a quiet table top activity or take a nap if needed. In the two-year-old program, our rest time is an hour and forty-five minutes. In the three-year-old program, our rest period is an hour and a half. All children will rest on a red and blue vinyl covered foam mat (provided by the family). Staff will sanitize the rest mat daily. We ask that you provide a child size blanket to be kept in your child's backpack. In our four-year-old program, there is no nap. We do provide a brief meditation and quiet centers in the afternoon.

***Registration:**

There will be a non-refundable registration fee of \$100.00 per student due at the time your registration forms are submitted. Along with your registration form, please provide the most recent (within the last 12 months) immunization record and physical from your doctor.

In January, registration for the 2023-2024 will begin. If you wish to register your child for the next school year, a new registration form and deposit will need to be submitted by February 3rd, 2023.

***Payments:**

Contracted rates are calculated weekly and must be paid in full every Friday for the upcoming week. If your child utilizes before and after school, you may pay for the previous week on the following Monday so you may add before and after school fees. If you will be paying this way, please inform us of this. A late fee of \$10.00 per week/per late payment will be added to accounts not up to date by Monday morning. Continuous late payments will result in termination of care with parent responsible for the full remaining balance. Any returned checks will result in a \$25.00 fee added to your account. **Weekly rates will remain the same with no credits given for absences or days that may fall on a holiday. Rates include supplies, lunch, snack, and specials!**

****Rates:*****Full School Day: 3-Year-Old (8:45am-2:45pm) 4-Year-Old (9:00am-3:00pm)**

*Full Time: \$179.00 (Monday-Friday)

*Part Time: \$159.00 (4 days a week)

\$129.00 (3 days a week)

***Full Day 2-Year-Old Program: (8:30am-2:30pm)**

*Full Time: \$185.00 (Monday-Friday)

*Part Time: \$100.00 (2 days) per week T/TH

\$130.00 (3 days) per week M/W/F

**If you are more than 10 minutes late in picking up your child and you do not call the preschool to inform us of this, you will be charged a \$5.00 late fee. The

preschool closes at 5:30pm M-F. If you are running late and do not call to inform us of this, you will be charged \$5.00 per minute for every minute past 5:30pm.

There is a 10% discount for siblings enrolled **full time** in any of our preschool programs. This discount does not apply to before and after school care.

Part time enrollment schedules are set days. Changing of days **WILL NOT BE PERMITTED**, including days your child is scheduled to attend that may fall on a holiday.

Payment is accepted in the form of cash, check/electronic check, money order or credit card. When using a credit card, you will be charged a 3.5% convenience fee. When writing a check, please label the week you are paying for in the memo section.

Cash payments must receive a written receipt before placing in the payment drop box

***Before and After School for 3 & 4-Year-Old Programs:**

\$5 Before School

7:30am-8:45am (3-year-old Program)

7:30am-9:00am (4-Year-Old Program)

\$7 After School

2:45pm-5:30pm (3-Year-Old Program)

3:00pm-5:30pm (4-Year-Old Program)

***Before and After School for 2-Year-Old Program:**

\$5.00 Before School (7:30am-8:30am)

\$10.00 After school (2:30pm-5:30pm)

Rates for children not enrolled in one of our preschool programs:

\$12 Before School 7:30am-8:45am

\$15 After School 3:15pm-5:30pm

****We are unable to accept students not enrolled in our preschool program during district breaks, snow days, or school delays.**

Space is limited before and after school each day. If you are not registered for set days, please be aware that before and after school is on a first come first serve basis. If you should need before or after school care, please notify a staff member as soon as possible to reserve a space for that day.

***Termination of Services:**

Should you decide that you would no longer like your child to attend Kiddo's Korner Preschool, a two-week notice must be given. If your child does not attend during that two-week notification period, you will still be responsible for payment during that time.

***Holidays/Vacation:**

School will be closed on the following holidays. **These are paid holidays in which Kiddo's Korner will be closed. You are still responsible for your full weeks tuition if your scheduled day happens to fall on a day that Kiddo's Korner is closed.**

Labor Day (September 5th)

Columbus Day (October 10th)

Veterans Day (November 11th)

Thanksgiving Day/Friday (November 24th & 25th)

Kiddo's Korner Closed December 26th- December 30th (you are not responsible for payment during this winter break)

MLK Day (January 16th)

Presidents' Day (February 20th)

Good Friday (April 7th)

Easter Monday (April 10th)

Memorial Day (May 29th)

Juneteenth (June 19th)

End of Year Carnival (June 23rd)

***Emergency Closings:**

In the event that Kiddo's Korner is closed due to weather or another emergency, it will be announced on channels 2 and 7. In addition, you will be notified via email to the email address provided on the registration form and through ClassTag.

In an emergency situation that would result in the need to evacuate the school, our relocation site is the Grand Island Library located at 1715 Bedell Rd. All parents will be notified immediately if this ever were to occur.

In the event of an emergency school closing or snow day, you will still be responsible for payment that day.

*** Pets:**

Throughout the year, Kiddo's Korner will have pets brought into our school. The teachers often love to have class pets to teach the children about responsibility. If you have any questions or concerns about this, please feel free to talk to us. If your child has any allergies to animals, note this on their registration form.

***Parent/Teacher Communication:**

If there are any family issues that you feel we should be aware of (divorce, custody, death in family, etc.) please let us know as soon as possible. Always keep in mind that we will be discrete and confidential when dealing with these issues. If necessary, please supply us with any court papers for our files. You can feel confident knowing that we will follow any orders given to us to the best of our ability. Please feel comfortable in making us aware of any problems as this is important for your child's safety.

***Discipline Policy:**

Our discipline policy teaches children to be respectful, responsible and safe in their environment. Through the use of modeling and praising appropriate classroom behaviors, we expose the children to the tools necessary to grow and develop.

When undesired behaviors occur in the classroom, staff will provide verbal warnings to remind the children of the appropriate ways to behave. In the event that verbal warnings are not meeting the child's needs, a brief time away from the activity may be necessary for the child to reflect on their actions. After the brief time away, staff will reflect with the child to help them better understand how to change their behaviors.

We encourage our families to model and praise positive behaviors at home to help encourage the child to take ownership of their behaviors. Working as a team we can help the children grow and develop into respectful, responsible and safe individuals.

***Mandated Reporter:**

The staff at Kiddo's Korner are all mandated reporters and are required to report any suspected cases of physical or sexual abuse or neglect. If you suspect child abuse or neglect, please call 1-800-635-1522.

***Medical Information:**

If your child has any special medical needs (asthma, allergies, etc.) please be sure to note this on their registration form. This will help us be aware of their needs and what to watch for.

***Please note: We are a nut free preschool. Please ask any of the staff members before bringing food into your child's classroom.*

***Illnesses:**

If your child becomes ill while here at school, you will receive a call to come pick them up. If your child is not feeling well in the morning, please make a

responsible decision and keep them home. Here are some tips for when you should keep your child home:

He/she has had a fever within the last 24 hrs

He/she has a runny nose with thick or colored secretions

He/she has a sore throat or constant cough

He/she has constant diarrhea

He/she has an undiagnosed rash other than diaper rash

He/she has been taking antibiotics for less than 24 hrs

In the event of an illness within the preschool, families will be notified by hard copy and an email sent to the address provided on the registration form. If a child becomes injured while at the preschool, staff will call 9-1-1 and the student will be transferred to the hospital requested on the registration form.

Parents/caregivers will be notified immediately. If your child has a contagious illness, injury or broken bone, a doctor's note is required to return to school and resume normal activities.

***Meals:**

Lunch is served at 11:30am in the 2 & 3-year-old classroom and 12:00pm in the 4-year-old classroom. A morning snack will be served to our 4-year-old class and an afternoon snack will be served to our 2 & 3-year-old classes. Each month a lunch menu will be provided to you. Meal times are approached in a relaxed manner. We encourage children to try everything on their plates!

***Authorized Release:**

Your child will ONLY be released to the parent/guardian or someone who has been designated by the parent on their Emergency Contact List. If someone other than the parent will be picking up your child, we at Kiddo's Korner ask that you let your child's teacher know as soon as possible. Please be aware that anyone picking up your child, other than a parent, will be asked for I.D.

***Separation Process:**

The process of separation from the parent as your child enters the preschool for the first time can often be very scary. It is also one of the most important learning experiences for a preschool child. Keep in mind that adjustment periods are different for every child no matter their age. Here are some suggestions to help you handle this situation:

1. Reassure your child that you will be back as soon as school is over.
2. Show enthusiasm as you talk to your child about what he/she will be doing that day at school.
3. Say goodbye and give your child a kiss. Make sure they know you are leaving. Sneaking out can often lead to scared or frantic children.
4. Avoid prolonged goodbyes. The shorter the goodbye the shorter the cry.
5. Feel free to call and check in on your child to see how they are doing.

***If you have any questions about the parent handbook, please do not hesitate to discuss them with us. Remembering that we are a team working together for a happy and nurturing experience for all of "our" children which will lead us to success. Thank you for having confidence in Kiddo's Korner and always remember-

"We take care of the most important people in the world...your children!"

Your signature below acknowledges that you have read and accepted all policies and procedures at Kiddo's Korner.

(Child's Name)

(Please Print)

(Please Sign)

(Date)