

Smarty Pants Preschool Parental Handbook

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Smarty Pants Parental Handbook

Philosophy

We believe that the first years of a child's life are critical to the development of a positive, self-confident, capable learner who will later go on to become a competent, happy and successful adult. We believe that addressing the needs of the whole child along with helping to develop positive attitudes towards learning will ultimately enhance self-esteem and overall well-being.

We believe that children learn best through play. A multi sensory approach including hands-on activities, experimentation and expression, is used to introduce each child to his/her environment. We offer a stimulating yet safe environment that encourages learning. Our day revolves around a balance of quiet and active activities, taking into consideration the developmental need of each child. Children are encouraged to participate in a wide variety of pursuits, including cognitive activities, dramatic play, music and movement and field trips that both challenge them and build independence and confidence.

We strive to provide a loving, nurturing environment that is comfortable, safe and affordable for everyone. We will also do everything we can to ensure that Smarty Pants is an environment where parents will want to bring their children, and a place where the children will want to learn. Smarty Pant's goal is to be a learning center that is "fit" to the child instead of fitting the child to the center.

Mission Statement

Smarty Pants is a cognitively based pre-school centered on the principle of children learning using all their academic senses, including audio, visual, and hands-on. Sutton-Smith states in, *The playful modes of knowing*, that "as children play, they construct an understanding of their world. They explore their environment and the objects and people in it..." We have developed a curriculum that is flexible, recognizes children as individuals, and encourages children to learn and develop at their own pace. We feel that we have developed a plan and curriculum that will create an environment where parents will want to take their children to learn and be creative independent learners.

At Smarty Pants we believe in "giving children the gift of *wanting* to learn". We feel that it is important for children not to be taught, but to given the wish to learn. We strive to provide first-rate care in an encouraging, safe, nurturing environment. Our curriculum encourages the development of each child's growth through hands-on exploration, experimentation and expression.

Location

Smarty Pants Preschool is located at 7 Pioneer Park Rd., Edgewood, NM 87015. (Next to Alta Mae's Bed and Breakfast).

Services

There is an annual registration fee of \$100.00 to be paid upon enrollment for new students. The registration fee is non-refundable

The preschool program is from 8-3:30.
Before and after care is also available.

Tuition:

2 days a week	\$220/month + tax
3 days a week	\$330/month+ tax
5 days a week	\$550/month+ tax

Prices for before and after hours care is \$5.00 an hour + tax.

Payment is expected by the 10th of each month. If payment is not received by the 10th of the month, a \$20.00 charge will be added to your account. If your child is absent, you are still expected to pay the full tuition.

Hours of operation

Smarty Pants is open Monday –Friday from 7:00AM to 6:00 PM. A late fee of \$1.00 per minute will be added to tuition fees for children not picked up by 6:00 PM.

Smarty Pants will be closed on certain days throughout the year for holidays. Adequate notice will be given of these closures.

Proposed Yearly Calendar

Smarty Pants will be closed certain holidays throughout the year. You will receive notice of these days that the school is closed at least two weeks in advance. Observed holidays are listed below:

January: New Years Day

March-April: Good Friday

May: Memorial Day

July: Independence Day

September: Labor Day

November: Thanksgiving Day and the following Friday

December: Christmas Eve though New Years

Note: Additional holidays/breaks may be included at the discretion of the Smarty Pants staff. Regardless of holidays and school closures, our expenses are the same. Full tuition is required each month.

Approximate Daily Schedule

7:00-7:45	Before School - Free play/ breakfast
7:45-8:00	Clean up
8:00-8:30	School Starts - Circle time, calendar
8:30-9:00	Art activity
9:00-9:30	Story time
9:30-9:45	Snack time
9:45-10:00	Clean up, transition to outdoors
10:00-10:45	Outdoor play
10:45-11:00	Transition to indoors, wash hands
11:00-11:45	Learning activities
11:45-12:00	Clean up, wash hands, transition to lunch
12:00-12:45	Lunch
12:45-1:00	Potty time, transition to rest area, story time
1:00-3:00	Rest time
3:00-3:30	Snack time, children prepare to go home
3:30-6:00	After School - Free play, learning activities

General Curriculum

Children learn through play. It is through play that children acquire knowledge of their environment. Through play children re-enact experiences, try out different roles, express ideas, develop vocabulary, process information, widen their view of the world and relate to one another. Smarty Pants Preschool provides the opportunity to expand your child's knowledge about our world through hands-on experiences. Knowing that children imitate the actions of the adults around them, we model the behavior that we want to encourage. We believe that adults need to facilitate learning by discussing what they see, and help them to understand what they are seeing.

It is our belief that growth and development are best achieved in a safe, supportive environment where rules, limits and expectations are clearly laid out. We make every effort to be consistent in these areas.

We address the needs of the child as a whole, taking into account all of their developmental needs including: physical, social, emotional, motor, language and cognitive understanding. We believe that not all children share the same interests or learn in the same way. Children will make choices throughout the day and will be encouraged to problem solve which will foster a sense of self-confidence in them.

Teachers will prepare lesson plans centered on a specific predetermined theme. The time and length of each lesson will be determined by the teacher as dictated by the children's

interest and attention span. We also believe that play is the way in which children learn best. Teachers will make lesson plan and activities to build upon what the children are already showing interest in during their play.

Some of the activities your children may be engaging in and learning may include but are not limited to:

2-3 Year Olds

Learn to share, take turns and be a good follower
Take part in games and dramatic play
Take directions
Part with parents happily
Learn to jump, gallop, run and hop
Take responsibility for putting away play things
Say rhymes and poems with the group and alone
Practice table manners and common courtesies
Learn basic colors and shapes
Gain print awareness and introduction to the alphabet
Enjoy book, listening to stories
Language development and word meaning
Begin number awareness
Imagination development
Identify common animals
Learn rules of safety
Introduce the calendar
Practice good hygiene
Increase skill with outdoor equipment
Put on and take off own coat/jacket
Increase attention span

4 and 5 Year Olds

Learn to share, take turns and be a good follower
Take part in games and dramatic play
Take direction
Part with parents happily
Take responsibility
Learn to jump, gallop, run, hop, skip, etc.
Say rhymes and poems with the group and alone
Practice table manners and common courtesies
Learn letter sounds and recognition
Continue to practice and learn print awareness skills
Learn left and right
Review shapes and colors

Part with parent's happily
Develop finger skills
Language development
Imagination development
Calendar/nature studies
Increase skill with out door equipment

Dramatic play

Block area
Dress-up area
Book/reading area
Manipulatives

Math

Calendar/nature studies
Shapes/colors
Number recognition
Grouping
Patterns

Science

Weather
Age appropriate experiments
Nature studies
Explorations
Cooking activities

Language

Letter recognition including upper and lower case
Sequencing
Rhyming
Handwriting including child's own name
Letter sounds

Art

Coloring, crayon, markers, paint and other mediums
Cutting, gluing
Clay

Teacher's Code of Conduct

Smarty Pants employee's adhere to the National Association for the Education of Young Children's (NAEYC) Code of Ethical Conduct. You may find this code by visiting the NAEYC's website <http://www.naeyc.org/about/positions/PSETH05.asp>.

Enrollment procedures

All necessary forms and documentation must be filled out and returned to Smarty Pants before your child can be enrolled. A current copy of your child's immunization must be in our possession before care can begin.

Prior to admitting any child, a pre-enrollment interview may be conducted to allow families and children to visit Smarty Pants and meet the teachers. The interview is generally conducted by the director, or a trained staff member. During this pre-enrollment interview, we will discuss the individual needs of your child, and explain our program.

For each child, it is required to have on file a copy of their personal information (kept confidential) including:

- Name of the child; date of birth, sex, home address, mailing address, and telephone numbers
- Names of parents or guardians, parents or guardians current place of employment, addresses, cell phone numbers, and work phone numbers
- A list of people authorized to pick up the child and an authorization form signed by parent or guardian
- Date the child first attended the center and the date of the child's last day at the center
- A copy of the child's up-to-date immunization record or a public health division approved exemption from the requirement
- A record of any accidents, injuries or illnesses which require first aid or medical attention and any observations of recent bruises, bites, or signs of potential abuse or neglect which must be reported to the parent or guardian
- Written authorization from the child's parent or guardian to remove a child from premises to participate in off-site activities
- A record of the time the child arrived and left the center and dates of attendance initialed by a parent or guardian, or person authorized to pick up the child
- An enrollment form which must be signed by a parent or guardian with an outline of the services and the costs being provided by the facility
- And a signed acknowledgement that the parent or guardian has read and understands the parent handbook

The following emergency information must be kept on file (a copy of emergency information shall be kept in classrooms for easy access):

- Information on any allergies or medical conditions suffered by the child

- The name and telephone number of two (2) people in the local area to contact in an emergency when a parent or guardian cannot be reached. Emergency contact numbers must be kept up-to-date at all times
- The name and telephone number of a physician or emergency medical center authorized by a parent or guardian to contact in case of illness or emergency
- A document giving the center permission to transport the child in a medical emergency and an authorization for medical treatment signed by a parent or guardian
- And documentation of legal status of the child, if applicable, such as, but not limited to: restraining orders, guardianship, powers of attorney, court orders, custody by children's protective services, etc

Please inform your child's teacher or the director if any information changes so that it can be updated in your child's personal file.

Disenrollment Policy

Two weeks written notice must be given if you wish to withdraw your child. If notice is not given, you may be charged for half a month's tuition.

Smarty Pants reserves the right to discharge your child for, but not limited to some of the following reasons:

- When payment requirements are not fulfilled
- Parents who are constantly late picking up their child
- Failure to meet Smarty Pants policies
- Children who are considered dangerous to themselves or others

Arriving and Leaving Smarty Pants

It is required that all children be escorted inside the center. Please note arrival time and departure on the attendance sheet. Please notify a teacher or staff member before leaving with your child. It would be appreciated if advance notice of an absence could be given, but is not necessary.

When picking your child up, please notify an employee and record departure time on the attendance sheet. You are more than welcome to drop in and visit or observe at any time!

Illness policies

Parents please keep your child at home and contact the school if he/she exhibits any of the following symptoms:

Diarrhea

Vomiting

Fever (higher than 100 degrees within the past 24 hours)

Any contagious disease (including, but not limited to: pinkeye, conjunctivitis, lice, strep throat, chicken pox, and flu)

Symptoms or signs of possible severe illness such as: uncontrolled coughing, irritability, persistent crying, unusual lethargy or wheezing.

If your child is too ill to play outside or participate in normal activities, they should stay at home until they are symptom free.

Your child may return when he/she is symptom free for at least 24 hours, or a signed Doctors note is obtained.

Medication policies

We will administer medication to your child with written parental consent. A medical permission form must be filled out for each medication, and all medication must be in their original containers and properly labeled with the child's full name, date, and legible instructions for administration. All medications must accompany a medical permission form and must be given to the office. Please don't leave medication in lunch boxes or backpacks. Expired medication will not be administered.

Medication included, but not limited to: prescriptions, over the counter medications, lotions, sunscreen, lip balm etc.

Accidents/injury

If your child has an accident/injury while at Smarty Pants, a note will be put in your child's box with an explanation of the incident, and a copy will be kept on file at the center. If your child has a serious accident we will assess the situation, determine whether to call 911 or to have you pick him/her up.

Minor cuts will receive proper treatment. Treatment will be logged and you will be given notice. We are also required to log any injury we see on your child which occurred outside of our care.

Fire Drills/Fire Emergencies

In the event of a fire emergency, we will evacuate the building immediately. This will be practiced monthly to help the children become familiar with what to do. The evacuation plan will be posted throughout the building for you to preview.

Unscheduled delays or closures

Smarty Pants will follow the Moriarty-Edgewood School District schedule of delays. Please tune in to your local news station or call 220-8678 for weather news.

Guidance/Discipline policies

Smarty Pants uses positive guidance techniques such as modeling, encouraging expected behavior, redirection and setting clear limits. We teach children to problem solve and encourage them to handle disputes on their own.

Classroom rules will be simple and clearly communicated to children. Rules will be explained before and at the time of disciplinary action. Discipline may also include brief supervised separation from the group to insure safety and to prevent destruction of property.

Authorized adults

Smarty Pants will allow only those individuals who the parent has indicated on the enrollment form to pick-up you child. Parents can also give written notice if someone other than those indicated on the enrollment form will be picking up your child. Phone calls will not be accepted as notice. Identification will be required if someone other than a legal guardian will be picking up your child, and for anyone we do not recognize as being a person who is authorized to pick up your child.

Family involvement

Communication between teachers and families is one of the most important aspects of a quality preschool program. Smarty Pants believes that parental involvement is a key element to children's learning. At Smarty Pants, we have an "open door" policy meaning that parents can drop in and visit at any time during the day. We encourage parents to be involved as much as possible by attending class events, joining us for lunch, or volunteering.

Weekly lesson plans will be posted in your child's classroom so you can see exactly what they will be doing each day. Your child's teacher will also help you take an active role in your child's education if you choose by providing you with take home activities, games, crafts, and stories.

Conferences will be held with your child's teacher up to twice a year or more if needed. Teachers and staff will discuss in depth about your child's progress. Teachers will also keep a daily dialogue with you about the needs and development of your child.

Dress code

Children should be dress appropriately for the season. We do go outside to play, so please make sure your child has jackets, hat and gloves if need be. We encourage outside play, as well as arts and crafts, and as a result children's clothing may become dirty. Please do not send your child in clothing that you do not want to get dirty.

Please send an extra set of clothing, including underwear and socks. Make sure all of your child's belongings are clearly labeled

Meals/Snacks

Hot lunches are included in the cost of tuition. They are provided daily. Parent provided lunches are allowed. A morning and afternoon snack are also provided.

Toy policy

Transition items (including toys) may be brought from home to make drop-offs easier. Toys may also be brought in for show and tell time. These items will be stored in your child cubby to prevent any disruptions during the course of the day. Please note that Smarty Pants LLC is not responsible for lost or broken toys.

Field Trips

Children love field trips. When you enroll your child, you will sign a permission slip allowing your child to attend our field trips. At this time, most of our field trips will be in the Edgewood area, and nature walks. You will be given at least 48 hours advanced notice of any outing we will be having, and if for some reason you do not want your child to participate just let the director or your child's teacher know.

Holiday and birthday celebrations

We love to celebrate at Smarty Pants so we will have several parties throughout the year. If you do not wish to have your child participate in any particular celebrations please let us know ahead of time in writing.

Birthdays are very special to children. If you wish to celebrate your child's birthday with us at Smarty Pants feel free to do so. If you wish to bring in a snack to celebrate please be sure to include all of the children in your child's class so that no one is excluded. Please ask your child's teacher if there are any allergies in the class to see what is appropriate to bring. Also if you wish to distribute invitations to a party that will be held outside of school, please bring an invitation for the entire class or make arrangements to distribute the invitations elsewhere if not everyone will be invited.

Holiday celebrations will be secular (non-religious) as to not disrespect any certain culture or religion. If children initiate a conversation or activity that is unique to their culture or religion, teachers will listen respectfully and allow it to continue. Such conversations or activities will not be initiated by the teacher or any other staff member, but will not be discouraged by the students.

Child abuse/neglect

Employees of Smarty Pants Pre-school are required by state law to report immediately to the Children, Youth and families Department if they have reason to suspect child abuse or neglect.

Missing Child

While we take every precaution and make every effort to prevent a child from becoming lost, we have developed the following policy in case this should ever happen: The director or an authorized employee will notify both the family and the police if the child is not located after a ten minute search.

Parental Concerns

The staff at Smarty Pants appreciates hearing all feedback both positive and negative. If you have any problems or concerns with Smarty Pants, or a Smarty Pants employee, you can speak to the owner/director so that an amicable resolution is established. All complaints will be heard and addressed in a timely and constructive manner. We ask however, that these discussions do not interrupt or take away from the children or their learning and be done out of ear shot of the children. In all cases, confidentiality will be maintained.

We understand that you may not always agree with Smarty Pant's policies, but in signing your contract you acknowledge that you have read and understand this parental handbook and abide by our policies.

If you have a positive comment about our facility or a staff member, feel free to let us know!

Confidentiality policy

This policy is for the protection of your children and their families. Our staff signs confidentiality statements, which are kept in their personnel files. Our staff keeps all information gathered for enrollment purposes, all other information obtained while your child is in our facility and all information said by your children confidential.

Smarty Pants Preschool LLC

Acknowledgment of Receipt of Parental Handbook

I have read the preceding classroom information provided by Smarty Pants Preschool LLC which included information on discipline procedures. I will refer to this handbook during the time my child attends this school. I give my permission for the teachers to post my child's name and work, and to take pictures of my child to use in the classroom. I understand that I may ask questions in I am unclear on any of the information provided in this handbook.

Parents Signature

Date

By signing below, I grant Smarty Pants Preschool LLC permission to take photos of my child(ren). I understand that these photos may be used in, but not limited to, the following: newsletter, website, advertisement and classroom display.

Parents Signature

Date