



Parent-Student Handbook

INTRODUCTION

Basic Beginnings Preschool, a branch of Acrobatic Academy Fitness and Education Center, Inc. is a private, non-sectarian school for young children whose ages range from 2 ½ to kindergarten age.

Basic Beginnings Preschool provides a program that is child-oriented. We focus and foster the development of the child in a warm, caring and fun environment.

Parents are welcome and encouraged to observe their children and visit our school. Parents can learn more about their child from careful observation in the group. It is fun for the child to have their parent share in their experiences at preschool on occasion.

Parents and teachers working together can best facilitate the learning experiences of your child. We must recognize and appreciate the contributions that both home and school make to the care and education of young children.



PHILOSOPHY

Basic Beginnings Preschool recognizes that young children learn through involvement with their environment. This involvement provides for the growth and development of the whole child, physically, intellectually, socially and emotionally. To nurture this development in a relaxed setting requires time. We believe implementation of this philosophy will provide children the time to experience their childhood.

We believe a developmentally appropriate program will provide children more time and opportunity:

- To learn respect for oneself, as well as others,
- To grow in decision-making, problem-solving and creative thinking,
- To learn to maintain physical health and well-being, including nutrition and the need for both activity and rest,
- To help the child develop intellectually, physically, socially and emotionally at his/her own level of ability and readiness,
- To develop self-motivation, self-discipline and self-direction towards purposeful activities,
- To foster a curiosity and enthusiasm for learning,
- To interact in guided and informal play experiences,

During the school session, the following activities may be included. The length of time and the specific activities will be determined by the interest and ability of the children.

LARGE GROUP: Includes calendar and weather, jobs, sharing and plans for the day. Encourages interaction between the teacher and the students, teaches the students to take their turn when speaking, fosters confidence in speaking before a group.

CENTER TIME: An opportunity to rotate around a variety of centers: housekeeping, art, blocks/large muscle, music, library, science, small muscle activities and activities to reinforce the lessons.

SNACK TIME: Nutritional snacks will be served. Ideas, interests and feelings are shared.

LARGE MOTOR ACTIVITY PERIOD: Helps children develop their large muscles and eye/hand coordination through planned activities in the gym, including parachute games and ball games.

MUSIC/STORY: Children will have daily story and music practice.



HOURS OF OPERATION

Full-Time Preschool: 7:00 a.m.-5:30 p.m.

Part-Time Preschool: Morning Pre-K – 9:00 a.m.-11:45 a.m.
Afternoon Pre-K – 12:30 p.m.-3:15 p.m.
Morning 3-4 Year Old – 9:00 a.m.-11:30 a.m.
Afternoon 3-4 Year Old – 12:30 p.m.-3:00 p.m.
Morning 2 ½ Year Old – 9:15 a.m.-11:15 a.m.

ENROLLMENT PROCEDURE

The preschool limits enrollment, assuring each child benefits from personal attention and adequate supervision. Children from 2 ½ to 5 years of age are eligible for enrollment without discrimination.

The parents and the Director will determine whether the child is ready for preschool and the appropriate age group with which the child should be enrolled. We follow the cutoff dates of the local school districts. Parents are encouraged to visit the preschool with their child before he/she begins so he/she may become familiar with the school. Enrollment is complete when Basic Beginnings Preschool has received the registration form and the registration fee. The registration fee is non-refundable.

A child is admitted to Basic Beginnings Preschool when the parent has completed the following information:

A. Certificate of Health Assessment & Immunization Schedule

Each child must have on file in the school a current Physicians Health Examination Form which is required by the State Board of Health. Immunization will be current with the child's age at time of enrollment and should remain current according to the Kansas Department of Health guidelines.

B. Medical Release Form or Appointment of Agent

An Appointment of Agent Form, an authorization for preschool personnel to have an injured child treated at the Minor Emergency Center when the parent is not immediately available must be completed upon enrollment in the program.

C. Developmental History Information Form

D. Record of Scheduled Hours/Days of Attendance

E. Application of Enrollment

F. Special Permission for Field Trips, Pictures, Transfer of Records

Student's file must be complete prior to your child's first day of school.



TOILET TRAINED

With the exception of our 2 ½ year old program, each child must be completely toilet trained. This includes being able to wipe themselves. If a child has three accidents during school hours, they will be considered not potty trained. You will be asked to withdraw your child until they are completely toilet trained.

ARRIVAL AND DEPARTURE PROCEDURES

Part-Time Preschool. Arrival time for our part-time preschool students is no earlier than five minutes before scheduled class time. The teachers need time alone to get materials arranged for the day's activities. Parent and child are to wait in the hallway by their classroom until the teacher opens the door and acknowledges you and your child. Parents must sign their child in when arriving and out at the end of class on the sheet outside the classroom door.

At the end of the class session, parents should wait in the hallway until the classroom teacher opens the door. The teacher will then call each child individually to the door to meet their parent or other person authorized to pick the child up. Teachers will ensure that each child meets their parent and children will never be allowed to walk to the parking lot unattended. Children should be picked up promptly at dismissal time.

Full-Time Preschool. Arrival time for full-time preschool students is no earlier than 6:55 a.m. Parents must sign their child in when arriving and out when picking up on the attendance sheet provided for that purpose.

Our full-time preschool program closes at 5:30 p.m. each day Monday through Friday. The teacher on duty at closing time will ensure that all children have been picked up before leaving the building. Listed below is the procedure we will follow if a child remains in the center at closing time.

1. Teacher will attempt to reach either parent at work or at home.
2. If a parent cannot be reached, the employee will attempt to call the emergency contacts listed in the child's file.
3. If the teacher is unable to reach the emergency contacts, the employee will contact the Director.
4. If the Director is not available, the teacher will contact Barb Matous, Owner/Operator of Acrobatic Academy for assistance. **Late pick-up fees will apply.**
5. If your child is not picked up by 5:35 p.m. they will be sent to kid-sit. You will need to pick them up there and pay the fee that is incurred.



AUTHORIZATION FOR PICK-UP

All students will be released only to parents, guardians or those authorized person indicated on the enrollment form. If someone else will be picking up the child, we will need a name and description of this person. We prefer a written note to be sent to the teacher if someone else is to pick up your child. A telephone call will be sufficient in an emergency situation. All authorized persons will be asked for some identification before dismissing the child until their face becomes familiar. Cooperation in this matter is appreciated.

LATE PICK-UP FEES

If you are late picking up your child, a late fee will be assessed at a rate of \$5 per five minutes. Your account will be billed accordingly.

10 minutes late - \$5.00	30 minutes late - \$25.00
15 minutes late - \$10.00	35 minutes late - \$30.00
20 minutes late - \$15.00	40 minutes late - \$35.00
25 minutes late - \$20.00	45 minutes late - \$40.00



TUITION/FEE PAYMENT

Part-Time Preschool. Basic Beginnings Preschool is supported by tuition fees, which are based on the cost of operating the preschool. Tuition is due the first class of the month, and is the same for each month. If payment is not made by the 10th of any month, a \$5.00 late fee is assessed and will be applied to the account. **There are no refunds for holidays, absences or closings due to weather.** If tuition payments lag two months, you will be asked to withdraw your child from preschool. The outstanding tuition payments are still due and must be paid in full.

Checks should be made payable to Basic Beginnings. Please put your child's name in the check memo. Payments may be placed in the payment box which is located by the Basic Beginnings Director's office, or you may submit payment in the Acrobatic Academy front office. A \$30.00 fee will be assessed for returned checks.

Full-Time Preschool. Tuition payments may be made weekly or you may pay ahead as many weeks as you desire. Payments are due no later than **FRIDAY IN ADVANCE** of the week your child attends. A late fee of \$5.00 will be charged to your account if payment is not received by that time and your child will not be able to return to school if payment is not the following week. If you choose to pay ahead, be sure to make your next payment promptly to avoid late fees.

One week of tuition-free vacation time per year is allotted to our full-time preschool families. The vacation days must be taken for five consecutive days to be considered the free week. Basic Beginnings is closed during the last week of August and no fee is charged for that week. Regular tuition will apply at all other times.

Checks should be made payable to Basic Beginnings. Please put your child's name in the check memo as well as the week the check covers. Payments may be placed in the payment box which is located by the Basic Beginnings Director's office, or you may submit payment in the Acrobatic Academy front office. A \$30.00 fee will be assessed for all returned checks.

WITHDRAWAL

If you wish to withdraw your child from the program, a **two-week written** drop notice is required. You may obtain a drop notice from the office or from your child's teacher. Your account will be billed for two weeks following the receipt of the drop notice.



DISCIPLINE POLICY

Basic Beginnings Preschool uses positive guidance techniques. Positive guidance techniques are verbal and non-verbal techniques, which set clear limits and promote the development of high self-esteem. By using positive guidance methods, the children will hopefully learn to control their behavior to ensure a safe and healthy learning environment. As a last resort technique, time-out will be used. Time-out is a means for children to regain self-control. A child will not remain in time-out for more than one minute for one year of age. The teachers will be experienced, cheerful and positive, promoting a warm, fun learning environment for children. More specific guidelines and rewards may be set up in each individual classroom.

Persistent misbehavior which threatens the safety and welfare of the child or other students will not be permitted to continue and the Director will ask to meet with the parents and teacher(s) to discuss the problem and develop an appropriate plan of action.

At no time will the children in our care be subjected to punishment which is humiliating, frightening or physically harmful to the child.

We encourage and facilitate conflict resolution by teaching children how to verbalize their feelings and teaching positive problem-solving.

BULLYING

Bullying is defined as; a form of abuse, emotional, verbal or physical. Bullying is an act of repeated aggressive behavior. Basic Beginnings has zero tolerance for it. A meeting will be called with the parents and it may result in dismissal from our program.



ILLNESS AND ACCIDENT

Upon arrival, children will have a quick health check by the teacher. In order to support good health, teachers will be checking for high fevers, constant coughs, heavy nasal discharge, acute colds and diarrhea. The teachers will want to be certain the children are healthy enough to participate in the daily activities. Parents will be asked to return home with their child if they show signs of illness. Please protect your child and the health of others by keeping your child home if he/she has symptoms of a cold or a communicable disease. If any childhood disease is reported to us (mumps, chicken pox, strep throat, unexplained rash, etc.) a note will be posted outside the classroom stating the disease, symptoms, incubation period, as well as the date exposed. Communicable diseases are reported to the Sedgwick County Department of Health.

Children will be allowed to return to school when they are fever free for 24 hours without the use of medication. They must be free of diarrhea and vomiting for 24 hours.

If a medical emergency, whether illness or accident, should occur during school hours, we will call 911. We will make every effort to contact the parents of the child and/or the child's doctor as given on the registration form. If neither parent nor doctor can be contacted, the child will be taken to the Minor Emergency Center or a hospital. All injuries will be documented on an accident form. **Please keep us notified of any change in phone numbers for home, work, cell or emergency contacts.**

MEDICATIONS

We will administer prescription medication upon written instruction from the parent. We do not administer "as needed" medication, except prescription, without written consent from a parent. No non-prescription medication will be administered without written consent from a physician.



SNACK AND LUNCH

Students in our part-time preschool will receive a snack as recommended by KDHE guidelines. Full-time preschool students will receive both a morning and afternoon snack as well as a well-balanced catered lunch. Breakfast will not be served. Children should have eaten before they arrive for the day. Children may not bring breakfast with them into the preschool.

ANIMALS AND PETS

Pets are welcome at Basic Beginnings Preschool for "show and tell." However, they must be accompanied by a parent, have current immunizations, be supervised appropriately and not hazardous to children.

FIELD TRIPS

Field trips can be a fun learning experience for a child. Field trips are an important part of Basic Beginnings Preschool. Parents will receive advance notice of a field trip. Parents are asked to sign and return the field trip notice. Your child will not be allowed to go on the trip if the teacher does not have a signed notice before the day of the trip. We welcome parents to drive on the field trip. Parents signing up to drive must follow all regulations as specified by the KDHE.

Basic Beginnings also complies with all Kansas safety restraint laws when transporting children on a field trip in the following manner:

- *Children ages 4 to 7 who are between 40 and 80 pounds or are less than 4 feet 9 inches tall should be strapped into a booster seat in the back.*
- *Children ages 1 to 4 who are between 20 and 40 pounds should be strapped into a safety seat in the back seat, facing front. Harness straps should be above the shoulder.*

Please notify the teacher or Director if your child will be unable to attend on a day a field trip is planned.

PARTIES

Birthday parties may be held during school hours provided arrangements are made with the teacher in advance. Parents are invited to bring a snack for the party. We will also have other holiday celebrations and theme parties throughout the year. Parents are welcome to sign up for napkins, snacks, and/or help make party favors.

INCLEMENT WEATHER

We adhere to the Wichita Public School (USD 259) schedule if inclement weather should occur. Listen to the radio or television for school closing. Regular tuition will apply.



DRILLS

Plans have been developed for the care of our students in the event of fire, tornado, storms, etc. Drills are conducted at random monthly intervals.

CLOTHING

While at Basic Beginnings Preschool, children will engage in active play, explore the environment outdoors and indoors, and experiment with many kinds of materials. Comfortable, sturdy, washable clothing permits children to the necessary freedom to participate in all activities without undue concern for spills, spots, rips and tears. Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are prevented if children can unbutton or unbuckle pants or belts without a struggle.

Children should wear shoes that securely fasten to their feet. Flip-flops or other types of slip-on footwear should not be worn during preschool time. We utilize the gymnastics facility and these types of shoes can easily become lost in our foam pit.

Children love to play outdoors and our students will spend time outdoors when the weather permits. **All children must have a change of clothes each day. It can be left on the premises or in their backpack.**

PARENT AND TEACHER CONTACTS

Communication between Basic Beginnings Preschool and parents is done in several ways. They include a monthly newsletter, a weekly theme outline and notes on our outside the classroom door. Parents should check backpacks regularly for this communication. Any other concerns or questions should be addressed to the classroom teacher or center Director. Parents of our pre-kindergarten students have the opportunity to conference with their child's teacher twice – once in the Fall and again in the Spring. Parents of our 2 ½ and 3-4 year olds will receive progress reports for their child in the Spring.

SHOW AND TELL

Each teacher will have a designated day for sharing. Please ask your classroom teacher for your child's day of sharing.

NOT RESPONSIBLE

Basic Beginnings is not responsible for lost or damaged toys, games, show-and-tell items or electronic devices.