

# **Family Handbook**

**2009 – 2010**

## **Welcome to Pixie Preschool**

**Dear families,**

**We would like to welcome all children and their families to Pixie Preschool. We look forward to an exciting and enriching year. We believe that communication between school and family is important in providing a positive environment for the children.**

**Our developmentally appropriate programs provide children with a foundation for their future. We strongly believe a child's "first" school experience should be positive and enriching in a nurturing environment. We look forward to being an essential part of your child's life as they grow and develop.**

**Sincerely,**

**JanWoodard**

## **PHILOSOPHY**

Pixie Preschool supports the development of the “whole” child. We recognize that children are growing physically, socially, spiritually, emotionally, and intellectually.

Teachers are an essential part of a quality program. For this reason our standards are high in choosing qualified educators who meet and or exceed minimum state licensing requirements.

Planning and implementing theme based age appropriate curriculum with a balance of teacher directed and hands on activities. Our program provides opportunities for children to gain experiences and an understanding of the world around them. We individualize and reevaluate our program continually to meet the needs of families.

We respect each child’s individual learning styles and appreciate the cultural diversity of the school community.

## **HOURS OF OPERATION**

Pixie Preschool II ~ open year round 7:00 AM – 6:00 PM

28 Buttrick Road

Londonderry, NH 03053

603 437-0189 Fax # 603 437-0119

## **School Closings:**

- You will receive a school calendar, as well as read about upcoming days off in each monthly newsletter.
- Inclement weather closings will be announced on WZID/ 95.7 FM radio and on Channel 9/ WMUR TV (If Londonderry Public Schools are closed due to inclement weather ~ Pixie I will be closed and there will be no classes at Pixie Preschool II. If weather permits, at the discretion of the school Director, we may open the school for children registered for extended care only. This will be announced specifically.
- If Londonderry is delaying their opening ~ Pixie will begin classes at their regular times, and Extended Care will open at 7:00 AM (regular time).
- **Please note if school is closed on your child’s regularly scheduled day you are still responsible to pay tuition for that day.**

*It is the policy of Pixie Preschool, in its actions, and those of its employees, that there shall be no discrimination on the basis of sex, race, religion, nationality, ethnic origin, age and or handicap, for employees in, participation, or operation and administration of any program or activity within Pixie Preschool.*

## **PROGRAMS**

### **Preschool ~ 3 years+**

Available: Monday – Friday 8:40 AM – 11:40 AM (Two ½ day minimum per week).  
Extended care hours are also offered based on availability.

This program is for children who are three or will turn three by September 30 of the current school year.

- The Preschool program focuses on language literacy, uppercase letter, and number identification as well as writing and cutting skills, group cooperation and problem solving. We promote health, safety, and respect for others and ourselves, which builds on social - emotional development. This takes place in a nurturing environment that builds on the child's self esteem, identity, and self-confidence.

### **Pre-Kindergarten ~ 4 years+**

Available: Monday – Friday 8:50 AM – 11:50 AM or Monday – Friday 12:30-3:30.  
(Three ½ day minimum per week) Extended care hours are also offered based on availability.

This program is for children who are four or will turn four by September 30 of the current school year. Children must be completely toilet “trained” to participate in this program.

- The Pre- K program focuses on communication, writing, identifying numbers and uppercase letters, beginning sounds, sequencing and comprehension. Children will be involved in establishing rules for social living and facilitating successful problem solving strategies. This takes place in a nurturing environment that builds on the child's self esteem, identity, and self-confidence.

### **Before and After Moose Hill Enrichment**

Available: Monday – Friday

Extended care is available on days public schools are closed and Pixie is open **based upon availability**. **You must schedule well in advance in order to reserve a spot for your child.**

#### **AM**

7:00 am – Bus Departure (TBA) last year it was 8:00am

#### **PM**

Bus Arrival (usually 11:45am) – 6:00 pm

- The enrichment program focuses on group cooperation, teamwork, creativity, building upon, and enhancing current skills and development. This takes place in a nurturing multi-age (Pre-K through K) environment that builds on the child's self esteem, identity, and self-confidence.

**Transition Weeks** – These are the weeks following last day of school and before summer program as well as weeks following end of summer program and prior to the first day of the start of school. We are open our regular hours 7:00am-6:00pm. **You must notify the school in advance if you wish your child to attend these weeks.**

**Summer Program**

Available: Monday – Friday \* **you must register your child/children separately for the summer program. Summer enrollment begins in January.**

This eight-week themed program is available for children 3 – 6 years. The Nursery has a 2 two day minimum requirement. The Pre-K and Kindergarten groups have a minimum enrollment requirement of three half days (9:00-12:00).

**Open Door Policy:**

We maintain an open door policy. Parents are welcome to visit at any time during business hours. Though understand that visitors tend to make children behave in an excited manner that does not usually occur otherwise. Also, your child may become upset when your visit is over and you leave without them. In any event, it is recommended that visits are made after a child has “settled in”, usually in a matter of weeks.

**TUITION**

**Contracts:**

All children registered in a program at Pixie Preschool must have a parent or guardian sign a tuition contract. This contract will confirm the child’s schedule including days and times reserved for that child for the school year. **Tuition is due regardless of your child’s attendance, illness, school closings, inclement weather and or Holidays. A two-week written notice is required for any schedule change.**

- **Monthly** – Ten payments are due on the first of every month, August through May. The amount will be your weekly rate times the number of Fridays in the month.
- **Weekly** – First payment is due on August 1, 2009 and payable every Friday thereafter.
- **Please place checks inside your child’s folder in their backpacks or in our payment box at the front desk. Please do not hand payments to teachers in car line.**

**Late fee:**

- 1 A \$10.00 late fee will be charged for ALL payments not received by the appropriate due date according to your enrollment and tuition contract.
- 2 A return check fee of \$20.00 will be charged to your account for all insufficient fund checks. Payment in the form of cash may be required following any returned

checks indefinitely.

### **Late Pick Up Fee**

Pixie II Closes at 6:00 p.m. We ask our families to make every effort to pick up their children by that time. We understand at times there are emergencies beyond our control however, a late pick up fee, paid directly to the closer at the time of pick up, of \$10.00 will be charged for pick up between 6:05 and 6:15. An additional \$10.00 fee will be charged every fifteen minutes thereafter.

If your child is enrolled as a half-day student and you are late picking up, after 12:10 p.m, a late pick up fee, payable to Pixie Preschool, in the amount of \$10.00 will be charged for pick up between 12:10 and 12:15. An additional \$10.00 will be charged every fifteen minutes thereafter.

\*Please contact the school as soon as possible if you anticipate being late for your child's pick up time.

### **Discounts**

- Second child ~ 10% discount \*
- Third child ~ 15% discount \*
- Fourth child ~ 20% discount \*

\*Discounts deducted on equal or least tuition amount

### **Vacation:**

After 1 year of continuous, full time enrollment, two weeks vacation may be taken in full-week increments without being charged. Full time meaning, your child is registered and regularly attends one of our programs five days per week and tuition is paid at our full day rate. Your account must be current to submit a vacation request. Your request must be submitted in writing two weeks in advance.

## **ENROLLMENT REQUIREMENTS**

### **Registration:**

By NH State law, a registration form for family and emergency contact information must be on file before the first day of school and updated continuously. Only people listed on the form will be allowed to pick up a child unless we receive appropriate notification in writing. If we do not know or recognize someone who is picking up, we will require identification to be presented before we release a child. This will include, but not be limited to parents, grandparents, siblings, other relatives, or neighbors.

### **Enrollment:**

Enrollment for the following school year is open to families already registered in a program at Pixie Preschool first through the month of January. Enrollment then opens up to the public as of February 1<sup>st</sup> each year for the following school year.

**Registration Fee:**

A non-refundable \$50.00 registration fee is required to reserve a schedule for your child in a program.

**Notification of change of information:**

It is the parent or guardian's responsibility of each registered child to keep the school informed of any changes in contact or other pertinent information.

**Health Form:**

A Health form must be completed and signed by your child's physician and must include date of last physical exam, developmental assessment, allergies known, immunizations received with dates, and any significant findings that could influence this child's adaptations to a child care setting. State Law requires health form information to be updated annually to allow for continued enrollment. ***\*We must have documentation of immunizations in order for a child to be on the premises.***

**Pixie Form:**

Pixie requires that this form be filled out during registration to help us get to know your child. Your child's teachers review these forms prior to your child's first day. This helps in easing each child's transition into school.

**Photo Release Form:**

Permission or non-permission to take photograph's or have photographs taken of your child should the occasion arise. Picture's are taken throughout the year on different occasions and are used for albums, projects and classroom décor.

**Trial Period:**

The first thirty days from the child's enrollment date are a trial/adjustment period for the child, parents, and provider. During this period either the parents or provider may terminate care without notice. After the thirty days has passed a two-week notice is required from either party. Should a family be in default of the two-week notice, payment is still required for the full two weeks.

**Withdrawal Policy:**

If you choose to withdraw your child from our program we require a two-week written notice. This notice must be dated and signed by the parent / guardian and handed to the Director of the school. **Tuition will be due for the following two weeks from the date the school Director receives the withdrawal notification, not the date indicated in the letter.**

If you have paid your child's tuition in full the above applies and tuition will be reimbursed minus the two weeks following the date the written notice of withdrawal is handed to the Director. If you choose to withdraw your child in the month of June you

will be responsible for full payment for all weeks regardless of attendance in June up to the last scheduled day of school. See school calendar for last day of school.

## **GENERAL INFORMATION**

### **Child Information:**

We will compile a list of names and addresses of all children in each class for distribution to all families. It is against our policy to give out phone numbers of students and parents. If you do not wish to be on this list, please inform us as soon as possible.

## **HEALTH AND SAFETY**

To ensure the health of all children registered at Pixie Preschool and their families and local community, it is Pixie Preschool's Policy that children must stay home if they exhibit the following symptoms or conditions. Children should be excluded from attending the program for the following reasons (the list covers the most common illnesses, but is not inclusive of all reasons for exclusion): **The Director will determine if a child is too ill to remain at school.** Please contact us if your child will not be attending school or if he/she has a communicable disease.

Children with a contagious disease (will require a physician's note to return to school)

- Regardless of evidence of fever or other symptoms children who are not participating in the program will be sent home at the Director's discretion
  - Fever of 100°F or higher in the last twenty four hours
  - Vomiting
  - Diarrhea more than one time in a school day (can return only after 24 hrs. of a firm stool)
  - Difficulty breathing or wheezing
  - Severe cough
  - Complaints of severe pain
  - All questionable skin and eye irritants (rashes, redness etc.) will require a physician's letter of approval to attend school
  - Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children
- \*A mild cold is acceptable – but use good judgment regarding a persistent runny nose or unrelenting cough.

**\*If your child is sent home due to illness, he or she must be free of all of the above or determined symptoms for twenty-four hours before returning to school. If your child is being treated with antibiotics, your child must take them for at least twenty-four hours before returning to school.**

### **Lice:**

If your child has head lice, you must notify the school ASAP, so we can notify all registered families. Your child may not attend school until treated and all lice, nits and

eggs have been removed. Children will be checked prior to attending class and admittance into class will be at the discretion of the school Director.

### **Medication:**

Staff will not administer prescription medication without completion of a Pixie medication form by the parent. Any medication must be in its original container labeled with the child's name current date, time, and dose to be given. **We will not administer any over-the-counter medication.** Medication will be kept in a locked container for safety. Please inform us if you have administered any over the counter medication before school. Under no circumstances should medication of any kind prescribed and or over the counter remedies be placed in children's backpacks or bags when coming into school. This includes cough drops, medicated creams, bug repellent, inhalers, Epi-pens. **All medication prescribed and non-prescribed must be handed to a Pixie staff member upon entering the building.**

### **Allergies:**

It is Pixie Preschool's goal to prevent severe allergic reactions and to minimize anxiety on the part of all children, parents and staff. This allergy policy does not guarantee that children will never experience an allergy-related event at school. We believe, however, that these measures significantly decrease the risk to allergenic children, and that they reflect the strong value that our school places on respect for individual needs.

**Procedure** ~ specific preventative measures include but are not limited to:

- Hand washing before and after meals and snacks as part of daily routine
- All food items must be clearly labeled with child's name.
- Designated eating areas for children with known food allergies as necessary.
- Parents of children with life threatening allergies must provide the school with a written medical treatment protocol for their child, along with any emergency medication, clearly labeled.
- All relevant staff members will be made aware of allergenic children's treatment plans.
- All anaphylactic children will be identified to all Pixie staff members.
- Parents of children requiring an Epi-pen to be kept on school premises will be required to complete a consent form to administer. Medication is kept in a locked boxed above refrigerator in kitchen.
- Photos of children with known life threatening allergies will be posted in designated areas of classrooms, kitchen and office areas. Parents will be requested to sign permission for the posting of photos.
- Additional training for relevant staff members as necessary.
- A letter will be sent home to all parents of children registered in a child's class with any known life threatening allergy as deemed necessary by the school Director. This letter is to promote cooperation and awareness between school and family and will not specify a child's name only the pertinent information to promote the safest environment possible.

**All registered children will be required to complete an allergy survey form. If your child has any known allergies please notify us immediately. If your child has specific dietary or other special needs, we may request a note from your child's healthcare provider. You may be asked to provide your child's required snack.**

**EMERGENCY PROCEDURE:**

- In the event of an emergency regarding your child, we will contact whomever you designate on the emergency form to be contacted first. If we cannot reach contact #1, we will go on to contact #2 (usually one parent and then the other), then the person you designate as your emergency contact person if a parent can not be contacted. If the emergency is of medical nature, though all teachers at Pixie are First Aid and CPR certified, we will not hesitate to contact 911 – and if this is deemed necessary, we will do so first, then reach a parent ASAP. If a medical emergency occurs and emergency services are not necessary, we will see to the child's needs as necessary and appropriate and contact you ASAP.
- If there is a power outage, State Law requires that all children be evacuated within 90 minutes of the outage, and parents will be contacted after 30 minutes of the outage. Upon closing during the school day due to inclement weather, we will contact parents individually, as listed in contact information provided, then emergency contact persons if a parent cannot be contacted.

**Incident/ Injury Reports:**

Incident reports will be completed when a situation occurs that requires documentation and parental written notification. This form will be completed and signed by a staff member that witnessed the incident and then signed by parent/guardian at pick up time.

Injury reports will be completed and signed by a staff member for any injuries that require first aid treatment, other than minor cuts, scrapes or bruises. All first aid provided by staff members certified in first aid. Staff member will attempt notification via telephone and or at pick up time depending on the severity of the injury. Form will require review and signature of parent/guardian at time of pick up. Photocopies of either form are available upon request. All forms are kept on file for three years at Pixie Preschool.

**Arrival/Departure:**

All persons entering Pixie Preschool **must** check in at the front desk. We have an open door policy but need to ensure everyone's safety at the school. Please be aware that when classes are in session it can be disruptive to the children to have people entering and exiting the classroom.

Throughout the year, there may be individuals in your child's classroom. These

individuals may be parents, observers, interns, volunteers, special education associates, or inspectors. These are all pre authorized visits by the schools Director.

**Carline Drop-Off and Pick-Up:**

- Nursery student's carline times will be 8:40 am / 11:40 am
- AM Pre-K student's carline times will be 8:50 am / 11:50 am
- During vacation weeks there will be no carline. Please bring your child in through the front entrance.

Teachers from each classroom will be going out to their car line. **When dropping off and picking up your child, please be prompt.** Do not block entrance of the parking lot other parents and patrons need to be able to enter and exit the premises without interference. If you are on the street waiting to get in, please do not block the Spectrum Gymnastic Academy's entrance. If someone other than the regular person is dropping off or picking up, please let us know in writing. Also, advise them of carline procedures and to have picture identification available. We will not release your child to someone different unless you notify us. For safety reasons, please stay in your car and in line and wait for your child to be removed from or placed in your car. Do not park your car or get out while in line.

**Late for carline:** *(after 8:50 a.m. for Nursery Class, after 9:00 a.m. for Pre-K Class)*

If you are late dropping off or picking up, go to the front entrance where you will be met by a teacher who will take your child into class and or retrieve your child from class and release them to you.

**Absences/ Tardiness:**

Please notify the school on or before 9:30am of your child's absence from the program. All children are expected to arrive on time daily. Children are not permitted into any program after 9:30am without prior approval from the school Director. Schedule, timeliness and routine are your children's timeline and provide a consistent day for each child. When children arrive late it can be disruptive to their day as well as the other children and teachers.

**Legal Custody Issues:**

The school must be informed in writing of situations of legal custody restricting individuals from dismissing and or seeing a child. This writing must be a legal document from the court.

**EXTENDED CARE**

**Indoor Drop-Off and Pick-Up:**

To streamline drop-off and pick-up procedures, a teacher will meet you in the front to greet you and your child, assist in the putting away of his/her belongings, and to make sure your child gets to class. Children are not permitted up front alone or to open outer doors by themselves for safety reasons, and we ask that you assist us by opening doors for your child. Please ensure that you and your child have been acknowledged and

greeted by a Pixie staff member before leaving your child in any part of the school. Children should never be left unattended in the building at any time. For safety reasons, please park your vehicle in one of the designated parking spaces.

**DO NOT park your vehicle in front of the school doors.** If you need to speak with your child's teacher at drop-off or pick-up time, please keep these conversations brief, or make an appointment for another time; when we can provide full coverage for a specific teacher's group.

## **FAMILY INVOLVEMENT**

### **Parent Information Night/ Open House:**

- Parents/guardians and teachers only will get together in late June, one evening, to discuss policies and procedures for the following school year. This event will be announced in the April and May newsletters and a notice will be sent to each enrolled student announcing the date and other pertinent information.

### **Meet and Greet:**

- Parents/guardians, enrolled children and teachers will get together prior to the first day of school, to get acquainted with each other and the classroom. This will be announced and explained in our July newsletter that will be sent to each enrolled family along with other pertinent information.

### **Monthly Newsletter:**

- A newsletter will be sent home during the first week of a new month, containing information about your child's class. It will also contain general information about the month (school holidays, party days, special visitors etc).
- If you have a question or concern, the teachers are more than willing to meet before or after class to confer; ask to set up a conference. Any questions pertaining to general policy or financial matters should be addressed to the Director.

### **Volunteer Program:**

- All parents are welcome to participate in our program. This is not a requirement but a way to create an atmosphere that connects home and school. A volunteer sign up form will be provided and any parent interested in contributing their time and talents can indicate which areas are of interest to them, days and times available and suggestions. Forms will be reviewed and parents will be contacted according to the needs of the program with dates and times your participation will be requested.

### **Supporting Families:**

- Pixie has pamphlets and information available about local State and Federal Agencies that provide a variety of important family support services. See Director for more details.
- Communication board at the front entrance with notifications posted on topics

- such as, Early Intervention Programs, family workshops, fun family events etc.
- Parenting Magazine free monthly
  - Community resources and referrals
  - Parent volunteer sign up form will be sent home during the beginning of the school year. This is not a requirement but an encouraged activity based on family and school needs throughout the year.

### **Progress Reports:**

Teachers will observe children throughout the year and prepare a formal, written assessment to be sent home in November and again in April. Teachers or families may request a conference at any time throughout the year.

### **Home Extension Activities:**

Throughout the school year each program includes specific activities for children to include their families in creating special projects to share at school with their teachers and friends. This provides a connection for each child between home and school and builds on their self-esteem.

### **STAFF**

Teachers and staff are selected on the basis of their caring and compassionate ways with children and their professional experience, training and education. The staff continues to improve their knowledge of child development through classes, workshops, seminars and college level courses. All staff are CPR and First aid certified.

### **A Day At Pixie Preschool May Include the Following:**

#### **Free Play:**

Children explore in areas with classmates to promote communication, turn taking, sharing, and social language skills. On some occasions, children choose their play areas, while on other occasions, children are assigned an area and different children with which to play, to adapt to each child's individual learning style, and promote socialization.

#### **Circle Time:**

Children sit in a circle with entire group and an introduction to theme with discussion, rhymes, finger plays, and songs to encourage group involvement. In our Nursery and Pre-K programs the United States Flag will be saluted, attendance taken, and calendar and weather will be discussed.

#### **Creative Activity Time:**

A specific activity for each age group for each day will be planned and implemented. Activities will include, but not be limited to: Painting, art projects using a

variety of materials, cutting, coloring, pasting etc. These activities will include learning using numbers, colors, shapes, alphabet, math skills, reading readiness skills – designed for each age group and individual need.

**Outdoor Play:**

Our outside play area is fenced, sunny, and shady with sand, swings, slides, and jungle gyms to encourage large motor activity. The children will be supervised at all times to ensure their safety. All children will go outside every day unless the weather is extreme. If your child is too sick to go outside, he/she should not be sent to school. Please assure that your child is appropriately dressed for the weather. All clothing must be labeled.

**Musical and Physical Education Inside:**

If outdoor play is not possible due to weather, children will spend time indoors with musical games, dancing, and physical exercises. It is also incorporated throughout all classroom curriculums weekly.

**Field Trips:**

Effective January first 2004 New Hampshire Law requires that children up to six years old or fifty-five inches tall must be in an appropriate car seat. Therefore, all fieldtrips will be on the premises for the safety of all the children. They include but are not limited to local fireman, policeman, storytellers, puppet shows, musicians, reptile and amphibian shows and special guests.

**Special Me:**

“Special Me” is for the Pre-K program. Children will create a poster at home about themselves to share with their class. You will receive a notice from your child’s teacher with all pertinent information. The posters will be made into a large book to be kept in the classroom until the end of the school year.

**Parties:**

Preschool and Pre-K

- 1 Birthdays will be celebrated once a month for all children born in that month. Summer birthdays will be celebrated in June.

Holidays ~ All classes celebrate different Holidays throughout the year

\* Donation requests will be sent home prior to the party date.

**Fire Drills:**

Fire drills are held once each month as required by State Law. We explain the procedure to all children to make them comfortable with the method of evacuation and to ease fears.

**Toys:**

Pixie policy states “No toys from home”. When toys belong to Pixie Preschool, we can encourage turn taking and there is no confusion over ownership. This policy also ensures the safety and age appropriateness of all toys at school.

**Letter Basket:**

Children registered in the Preschool or Pre-K programs participate in bringing in an item each week on a specific day that begins with the letter of that week. The items that are brought in should not be any of the following: weapons, breakables, containing very small parts and or sharp edges.

**Snack:**

A nutritious morning and afternoon snack with milk or water will be provided each day.

**Lunch Time:**

- You provide lunch from home for your child; please make sure your child’s name is on his/her lunch.
- Please include any utensils that are required for your child to eat his/her food items.
- Children may bring hot food in a thermos, as Pixie is not licensed to cook or heat any food.
- We can keep food cold in the refrigerator until lunchtime if necessary, just let us know when you drop off. We strongly recommend enclosing an icepack or frozen item in your child’s lunchbox.
- We serve milk or water with lunch, but you may send in a thermos or juice box.
- It is our policy to not allow candy or soda at lunchtime.
- We will encourage children to eat the healthiest item of their lunch first, before anything else is eaten.
- We will encourage politeness, good manners, and pleasant conversation and will say a generic “grace” before we begin eating. ~ “Thank you for our friends and food, Amen”.

**Rest Time:**

NH State Law requires that children in attendance of five or more hours have a 30-minute “rest time”. Children who do not nap will be expected to sit quietly and either look at books or do puzzles individually. Children who nap will be provided with a mat on which to lie. We wash each mat after every use. We ask that you provide a crib sheet and a small light blanket or oversized beach towel with which they may cover up while they sleep. We will send the sheet and blanket home each week on the last day of your child’s attendance to school for you to launder and return on his/her first day of attendance the following week. Children may have a sleep animal or doll, but we ask that it be small in size and be able to fit in their backpacks. If children are not asleep in 30 minutes, they will get up from their mats and join children who also have gotten up or those that do not sleep. Children play quietly, read or do puzzles until a small group is

formed, at which time they start the afternoon program.

Children awaken on their own from the time they go to sleep until 2:00, at which time we stop being particularly quiet, and turn on the lights. All children have afternoon snack, and continue with the afternoon enrichment program.

### **Suspected Child abuse/Neglect:**

Pixie Preschool recognizes that education, health and safety, are all critical elements in determining the positive optimal academic achievement of all children. To ensure a safe learning environment for all children, all employees are encouraged to work collaboratively with appropriate agencies regarding suspected child abuse and neglect. All employees working with children in all states are required by law to report suspected child abuse and neglect to the proper authority. In New Hampshire, that authority is the New Hampshire Division for Children, Youth, and Families (DCYF). Failure to report a suspected case of child abuse or neglect to DCYF is a misdemeanor offense under RSA 169-C: 29. Reporters of suspected abuse are not responsible for proving the abuse, just to present the observable facts that led to the suspicion.

### **DISCIPLINE POLICY**

**It is our belief that children pay attention to responsive, caring adults.** At Pixie Preschool, we build a positive relationship with each child, which is the foundation for effective classroom discipline. All staff members are knowledgeable in child development and do not place inappropriate demands on our young students. These things, coupled with a first-rate environment and carefully planned curriculum, lead to a classroom filled with happily involved children.

**When a child needs guidance in the classroom, Pixie staff uses positive techniques.** These include redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Children are *never* subjected to corporal punishment or other humiliating or frightening discipline techniques such as loud, threatening voices. Consistent, clear rules are explained to children and understood by staff.

**All children will learn specific strategies to help them maneuver through the early childhood classroom and social scene.** They will acquire a level of self-discipline that allows them to develop and maintain friendships, and be a focused student. We have two classroom rules that help Pixie children achieve this level of self-discipline. Rule number one, everyone must be safe. Rule number two, everyone must have fun. If a

child's behavior is putting his or her own or another's safety in jeopardy, or infringing on another's right to have fun, we remind the child of the rules and have him or her work with us to develop strategies to comply with these classroom rules.

**We actively teach routines and expected behaviors, and do not have unrealistic expectations for the behavior of young children just starting school.**

Children spend their first few weeks at Pixie adjusting to the classroom environment, during which time they will have large blocks of free time to explore the classroom and start developing friendships.

We expect, and are prepared to help, children just acquiring classroom skills and social skills, or children dealing with separation issues. Teachers build positive relationships with all students by actively playing with the children and helping each child to make the "home kid" to "school kid" transition. The Pixie Preschool classroom is purposely set up to promote cooperative play and reduce the incidences of challenging behavior. The teachers are ever watchful for potential problems, and will intervene before a situation escalates out of control. A child behaving inappropriately will be redirected to another activity, and the teacher will stay close at hand until the child's behavior is appropriately directed.

If a child is experiencing serious behavior problems we will meet with the parents to discuss specific strategies to help their child replace negative behaviors with positive ones. Serious behavior problems are uncommon, and most children are fairly typical in their behavior.

### **Termination Of Enrollment**

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff or property
- Disruptive or dangerous behavior

- Frequent illnesses that pose a potential health and safety risk for children and staff
- The center's inability to meet the child's needs

## Tuition and Enrollment Contract

Pixie is open Monday-Friday from 7:00 am to 6:00 pm.

Weekly payments are due on Fridays, a week in advance, for the days/hours, you have scheduled, regardless of attendance or school closings.

\_\_\_\_\_ will attend Pixie on a regular basis on  
(Child's full name)

Days: \_\_\_\_\_ Hours:  
\_\_\_\_\_.

The charge for these services is: \$ \_\_\_\_\_ weekly.

I, \_\_\_\_\_, parent / guardian of  
\_\_\_\_\_.

understand these charges and agree to pay the above-stated amount, as specified.

\_\_\_\_\_ Signature and Date  
\_\_\_\_\_

I understand that there will be a late fee of \$10.00 charged for any payments not paid on or before my

scheduled due date based on this contract.\_\_\_\_\_. Tuition is due from  
September 5, 2006 through

(initial)

June 15, 2006

**Vacation:**

- After 1 year of continuous, full time enrollment, two weeks vacation may be taken in full-week increments without being charged. Full time meaning, your child is registered and regularly attends one of our programs five days per week and tuition is paid at our full day rate. Your account must be current to submit a vacation request. Your request must be submitted in writing two weeks in advance.
- Any changes in your child's schedule require a two-week written notice.
- Please see Mrs. Scott for applicable additional fees outside your child's scheduled hours.

**Tuition and Enrollment Contract**

Pixie is open Monday-Friday from 7:00 am to 6:00 pm.

Monthly payments are due on the first of the month, a month in advance, for the days/hours, you have scheduled, regardless of attendance or any school closings. We welcome you to add days, if available, however, you may not switch days. Two weeks notice is required for any schedule change.

\_\_\_\_\_ will attend Pixie on a regular basis on  
(Child's full name)

Days: \_\_\_\_\_ Hours: \_\_\_\_\_

The charge for these services is: \$ \_\_\_\_\_ multiplied by the # of Friday's in the upcoming month

I, \_\_\_\_\_, parent / guardian of \_\_\_\_\_,

understand these charges and agree to pay the above-stated amount, as specified. Tuition is due from

September 8, 2009 through June 18, 2009.

\_\_\_\_\_ Signature and Date

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I understand that there will be a late fee of \$10.00 charged for any payments not paid on or before my

scheduled due date based on this contract. \_\_\_\_\_.

(Initial)

**Vacation:**

- After 1 year of continuous, full time enrollment, two weeks vacation may be taken in full-week increments without being charged. Full time meaning, your child is registered and regularly attends one of our programs five days per week and tuition is paid at our full day rate. Your account must be current to submit a vacation request. Your request must be submitted in writing two weeks in advance.
- Any changes in your child's schedule require a two-week written notice.
- Please see Mrs. Scott for applicable additional fees outside your child's scheduled hours.

**Family Handbook Policy Agreement**  
**Acknowledgement of Receipt**

I \_\_\_\_\_, acknowledge receipt of the Pixie Preschool 2006 – 2007 Family Handbook. I agree to become familiar with the contents of this handbook if I have any questions regarding program policies or contents of this handbook I agree to contact the school Director. I understand that the Family Handbook is not a contract but it does provide the programs policies and procedures by which I am governed. I understand that Pixie Preschool has the right to add or change any contents of the Family Handbook at anytime at the discretion of Administration. Parents and guardians will be notified of these changes in writing as necessary.

Parent/ Guardian Sign:

\_\_\_\_\_

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

# **Family Handbook Policy Agreement**

## **Acknowledgement of Receipt**

I \_\_\_\_\_, acknowledge receipt of the  
Pixie Preschool  
2006 – 2007 Family Handbook. I agree to become familiar with the contents of  
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discretion of Administration. Parents and guardians will be notified of these  
changes in writing as necessary.

Parent/ Guardian Sign:

\_\_\_\_\_

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