

CHENEY ABC PRESCHOOL FAMILY HANDBOOK



CHENEY PARKS & RECREATION DEPARTMENT

WREN PIERSON COMMUNITY CENTER

615 4th Street

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509-498-9250

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Welcome to Cheney ABC Preschool!

Our main goal is to provide a hands-on, play-based, preschool environment while also teaching children the skills needed for school readiness. We strive to do this by providing a safe, comfortable, fun, stimulating and educational environment for your child while also helping him/her learn self-help, social, academic and play skills at his/her individual pace. We enroll children who are 3 to 5 years old who have not started kindergarten. Children need to be toilet trained and have a completed registration form and current payment in order to attend.

This handbook is a guide to help answer any questions you may have throughout the year. We look forward to working with your child and getting to know your family!

A is for Arrival:

Our doors open at 8:55 am for arrival for our morning classes and 11:55 am for our afternoon class. If you arrive prior to 8:55/11:55, we ask that you wait in the hallway while the teachers are preparing for their day. It is also important to ensure that your child uses the restroom before school each day. We will have a sign-in sheet in the classroom for you to sign in your child before class each day.

B is for Birthdays:

Birthdays are special times in our classroom! We will send home a note two weeks before your child's birthday asking if you would like to send in a special treat to share with the class.

C is for Curriculum:

We utilize a curriculum that has been designed and developed by our teachers to provide a well-rounded preschool experience for your child. We plan activities around weekly themes that may include music and movement, fine motor and gross motor activities, math, reading and literacy activities, pre-writing and writing activities, science, dramatic play, creative arts, sensory exploration and social-emotional experiences with their peers.

D is for Dismissal:

Our preschool day ends at 11:30 am for our morning classes and 2:30 pm for our afternoon class. Your child will need to be signed out each day. To ensure your child's safety, (s)he will only be released to an adult who is listed on the registration form. If someone different will be picking up your child, please let us know in advance; (s)he will need to show a picture ID before signing out your child. If you are unable to pick up your child on time, please call the Cheney Parks & Rec Office at 509-498-9250. A late pick-up fee may be assessed.

E is for Emergencies:

Cheney ABC Preschool teachers hold current First Aid and Pediatric CPR certifications. In the case of a minor accident we will treat with the proper first aid and notify you. In the case of a medical emergency, we will immediately call 911 and then make every reasonable effort to notify a parent/guardian. You will be responsible for all costs involved in emergency medical treatment. We will complete an Injury/Accident Report to document any injury or emergency.

F is for Facilities & Field Trips:

We use the Youth Center in the Wren Pierson Community Center for our classroom. We also utilize the blacktop area outside of our classroom, walk to the Veteran's Memorial Park across the street or occasionally walk around the neighborhood surrounding the Community Center for outside play time as needed.

We will be taking field trips throughout the year. Some of our trips may require use of the Cheney Parks & Rec bus or mini-vans, which will be driven by a trained Recreation Department staff person. Booster seats are provided for the preschoolers on any field trip requiring driving. Detailed information and permission slips will be sent home prior to each trip and we welcome adult chaperones!

G is for Growth:

We will be formally assessing the preschool students 3 times per year. This assessment is used as a "snapshot" to see which skills each child has developed and to show us a child's growth over the year. The results of each assessment will be shared with parents and we will also be putting together a portfolio throughout the year that each child will take home in May.

H is for Hours & Holidays:

Preschool hours are from 9:00 am – 11:30 am OR 12:00 noon – 2:30 pm. The first & last days of school will be as follows:

Preschool 1 & 2 Classes (held on Tuesdays & Thursdays)

First Day: Tues, September 4 ~ Last Day: Thursday, May 30

Preschool 3 Class (held on Mondays, Wednesdays & Fridays)

First Day: Wed, September 5 ~ Last Day: Friday, June 1 (May 31)

An Open House event will be scheduled the week before school starts for the opportunity for your child to meet his/her teachers & classmates; as well as tour the classroom and get excited for his/her first day of preschool!

We will be celebrating holidays throughout the year as part of our curriculum and lesson plans. If there is a holiday that your family does not celebrate, please let us know so that we can plan accordingly.

We will be following the Cheney School District calendar, but please keep in mind that our calendar is subject to change. We will not have preschool on the following days for the 2018-2019 school year:

- * Professional Learning Day – Friday, October 12
- * Veteran's Day - Monday, November 12
- * Conference Days – Monday & Tuesday, November 19 & 20
- * Thanksgiving Break – Wednesday-Friday, November 21, 22 & 23
- * Winter Break – Thursday, December 20 through Wednesday, January 2
- * ML King, Jr Day – Monday, January 21
- * Professional Learning Day – Friday, February 15
- * President's Day – Monday, February 18
- * Conference Days – Monday & Tuesday, March 11 & 12
- * Spring Break – Monday, April 1 through Friday, April 5
- * Memorial Day – Monday, May 27

I is for Illness:

While regular attendance is very important for your child's routine and education, we do have an illness policy to keep illness to a minimum in our classroom. If your child will be absent, please call the office to let us know at 509-498-9250. Please do not send your child to school with any of the following symptoms:

- * Fever of 101 degrees or higher
- * Diarrhea and/or Vomiting
- * Conjunctivitis (pink-eye)
- * Lice or Unexplained rash

J is for Join Us!:

Parents and family members are welcome to join us anytime in our classroom. To ensure the safety of all children, we prefer that parents and family members stay in the staffed areas when visiting our classroom.

K is for Kindergarten Readiness:

We feel that kindergarten readiness is an important part of a child's preparation for school success. We use many terms, transitions and routines that are part of a typical kindergarten classroom, so that our students can be adequately prepared.

A typical class at Cheney ABC Preschool may look like this:

9:00 - 9:10	Arrival & Morning Work
9:10 - 9:20	Calendar/Circle Time
9:20 - 9:30	Story & Literacy Time
9:30 - 10:20	Learning & Play Centers
10:20 - 10:45	Restroom, Handwashing & Snack Time
10:45 - 11:10	Outside or Gross Motor Play
11:10 - 11:20	Large Group Activity
11:20 - 11:30	Story Time
11:30	Departure

L is for Literacy & Scholastic Book Orders:

We feel that literacy is an important part of early childhood formation and we know that reading with preschoolers is one of the best ways for them to learn. We will be distributing Scholastic Book Order flyers once a month. Scholastic provides wonderful books and resources for families and books make great gifts! Every order helps us to earn free books & materials for our classroom, so we appreciate your support!

M is for Medications:

If your child has a rescue medication (i.e., Epi-Pen) that needs to be stored at school, please make arrangements with us before the first day of preschool. We do not administer any other type of medication at Cheney ABC Preschool.

N is for Non-Discrimination Policy:

Cheney ABC Preschool will not discriminate against persons based on race, color, national origin, creed, religion, sex, sexual orientation, age, marital status, or disability.

O is for Open Communication:

We have an open communication policy and will send home a monthly newsletter, emails and paper reminders with your child on a regular basis. If you have any questions or concerns about your child's progress, please let us know. Our contact information is listed on the front cover of this handbook.

P is for Payments:

Payments are to be made to the Cheney Parks & Rec office, either in person, over the phone (509-498-9250) or online. Payments are due by the last business day of each month for the following month. A \$10 late fee will be applied to payments made after the first of each month. Refunds are not given unless your child has an unforeseen illness or circumstance, which must be communicated with the Cheney Parks & Rec Office within 48 hours.

An annual, non-refundable registration fee will be collected at the time of registration. Registration fees will be \$40 per student for new students/families and \$20 per student for returning students/families.

Tuition rates for the 2018-2019 school year are as follows:

- * 2 days/week (Tuesday/Thursday) - \$110 per month + tax
- * 3 days/week (Mon/Wed/Friday) - \$160 per month + tax

Q is for Quote:

We feel that the following quote sums up our work as early childhood educators:

"Children are not a distraction from more important work. They are the most important work." ~ C.S. Lewis

R is for Rules & Behavior Management:

Your child's behavior will be guided based on an understanding of his/her needs and stages of development. Methods to be used may include positive reinforcement, redirection, and if needed, an age appropriate break from the activity (time-out). Please let us know if there are any significant changes or events in your child's life that may affect his/her behavior.

Corporal punishment or physical discipline of any kind is prohibited at Cheney ABC Preschool. We are required by the State of Washington to be mandatory reporters of any suspicion or knowledge of child abuse, neglect or exploitation.

S – Snacks & Supplies:

We offer a healthy, child-friendly snack to the children each day as part of our schedule and curriculum. We ask that each family provide a snack for the entire class once per month. This can be brought in at the beginning of each month, or for a special occasion, as arranged with the teachers. If your child has an allergy or food sensitivity, please let us know.

We are a nut-free classroom.

The following is a list of school supplies that each child will need to bring in on the first day of preschool.

- * 1 backpack with extra clothes
- * 1 composition or spiral notebook
- * 1 package of 25 sheet protectors
- * 1 3-ring binder (1-inch)
- * 1 set of water color paints (8 colors)
- * Pre 1 Class: 1 pkg of baby wipes
- * Pre 2 Class: 1 tub of Lysol wipes
- * Pre 3 Class: 1 box of gallon Ziplocs
- * 1 package of stickers

T is for Teachers:

Mandy Ornelas (Ms. Mandy) has been the Lead Teacher at Cheney ABC Preschool since October 2015. She has 20+ years of experience in early childhood, special education and elementary education. She completed her Bachelor's Degree in Children's Studies from Eastern Washington University in June 2016.

Bailey Haugen (Ms. Bailey) has been the Assistant Teacher at Cheney ABC Preschool since September 2016 and has 5+ years of experience in early childhood settings. She completed her Associates' Degree in Early Childhood Education from Spokane Falls Community College in Spring 2018.

Cheney ABC Preschool teachers and staff are required to hold current certification in First Aid, Pediatric CPR, Bloodborne Pathogens training and a Washington State Food Handler's Card.

U is for Unique:

We know and believe that every child is unique. Please let us know if there is anything that we should know to help and support your child in our classroom.

V is for Volunteers:

We would love to have your help in our classroom! If you are able and willing to volunteer, please let us know. At the beginning of each month, we will send an email with a link to our sign-up website (SignUp.com), which will list our volunteer needs for that month.

W is for Weather:

We will be enjoying play time outside each day as long as the weather is cooperative. Please be sure that your child has the appropriate weather gear each day for school. In the case of inclement weather, we will be closed if Cheney School District has a closure or delayed opening. If possible, an email or text will be sent to confirm a closure.

X is for "X"tra Clothes:

We would like to ask that each child keep a change of clothes in their backpack at preschool. Restroom accidents or spills may happen at school that require a change of clothing, and this will help to ensure that your child is comfortable.

Y is for "Y" Preschool?:

Research has shown that brain development is the highest during a child's first four years of life. Children learn so rapidly and are always wanting & needing to learn new information. Preschool is a wonderful place that is full of fun, new experiences & helps to teach children how to be independent & responsible. It can also be a great benefit in learning social-emotional skills; as well as learning how to get along with others, follow directions & enhance their communication skills.

Z is for Zzzz's:

Research also shows that preschoolers need about 11-12 hours of sleep each day (which can include a daytime nap) for healthy brain and body development. Please ensure that your child is getting adequate sleep so that they can do their best while at school.

We look forward to getting to know your child and your family this year at Cheney ABC Preschool! Please let us know if you have any questions or concerns!