

# **CHENEY ABC PRESCHOOL**

## **FAMILY HANDBOOK**

### **2023-2024 SCHOOL YEAR**



**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 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 helping him/her learn social, academic, self-help and play skills at his/her individual pace. We enroll children 3 to 5 years old who have not started kindergarten. Children need to be independent in the restroom; have a completed registration form and non-refundable registration fee paid at time of enrollment.

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 12:10 pm for our afternoon class. If you arrive prior to 8:55 or 12:10, we ask that you wait patiently while the teachers are preparing for our day. **It is also important to ensure that your child uses the restroom before school each day.** We will have a sign-in sheet available 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. We plan activities around weekly themes that 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:**

Your child will need to be signed out by an adult 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 & staff 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 major 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 Veteran's Memorial Park across the street or occasionally walk around the neighborhood surrounding the Community Center for outside play time.

We plan to take field trips throughout the year. Some of our trips may be within walking distance of our building and some may require parent transportation. Most of our field trips do not require any additional fees; however, we try to keep field trip fees lower than \$10 per child if needed. Detailed information and permission slips will be sent home prior to each trip.

### **G is for Growth:**

We will be formally assessing each preschooler three times per year using an assessment that is developmentally appropriate. This tool 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 put together a portfolio of your child's work throughout the year that will be sent home.

### **H is for Hours & Holidays:**

Preschool 1 – Tuesdays & Thursdays from 9:00 am to 11:15 am

Preschool 2 – Tuesdays & Thursdays from 12:15 pm to 2:30 pm

Preschool 3 – Mondays, Wednesdays & Fridays from 9:00 am to 11:30 am

Our first days of school are typically the week following Labor Day and our last days are the first week of June. More information will be sent out closer to the school year regarding specific dates.

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 generally following the Cheney School District calendar, but please keep in mind that **our calendar is subject to change**; and these changes will be communicated in advance. We will not have preschool on the following days for the 2023-2024 school year:

\* Veteran's Day – Friday, November 10

- \* Thanksgiving Break – Wednesday, November 22 through Friday, November 24
- \* Winter Break – To Be Determined
- \* Martin Luther King, Jr Day – Monday, January 15
- \* President’s Day – Monday, February 19
- \* 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 send us a message or 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 (pinkeye)
- \* Lice or Unexplained rash

**J is for Jobs:**

Preschoolers love to help; and preschool is a great place to learn new skills! Each day, one of our preschoolers will be the “Helper of the Day”; and have jobs to do around the classroom: line leader, door holder, bell ringer, etc.

**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	Circle & Story Time
9:30 - 10:20	Learning & Play Centers
10:20 - 10:45	Restroom, Handwashing & Snack Time
10:45 - 11:15	Outside or Gross Motor Play
11:15 - 11:25	Large Group Activity
11:25 - 11:30	Clean Up
11:30	Departure

**L is for Literacy:**

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 contact us before the first day of school. 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.

**P is for Payments:**

Payments are to be made to the Cheney Parks & Rec office, either in person or over the phone at 509-498-9250. Payments are due by the last business day of each month for the upcoming month (i.e, tuition for October is due on the last business day of September). 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 to us within 48 hours.

A one-time, non-refundable registration fee of \$50 will be collected upon registration.

**Tuition rates for the 2023-2024 school year will be:**

**\* 2 days/week (Tuesday/Thursday) - \$149.66 per month + tax**

**\* 3 days/week (Mon/Wed/Friday) - \$216.71 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 is for 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 have 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 large backpack
- \* 1 spiral notebook
- \* 1 package of markers (fine or wide tip)
- \* 1 package of stickers
- \* 1 binder (1 inch)
- \* 1 package of unscented baby wipes
- \* Gallon Ziploc bag w/ extra clothes (pants, shirt, underwear & socks)
- \* Pre 1 Class: 1 package of napkins
- \* Pre 2 Class: 1 package of paper plates (small or large)
- \* Pre 3 Class: 1 package of 5 oz cups

We occasionally will request additional supplies throughout the school year. These needs will be communicated as needed. We appreciate your support!

### **T is for Teachers:**

Mandy Ornelas has been the Lead Teacher at Cheney ABC Preschool since October 2015. She has 25+ years of experience in early childhood, special education, and elementary education. Quinn Laulainen joined us as the Assistant Teacher at Cheney ABC Preschool in September 2022. She has 5+ years of working with children and youth. Our 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! Volunteer packets will be sent home at the beginning of the school year.

### **W is for Weather:**

We will be enjoying play time outside each day 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 (shirt, pants, socks, and underwear) in a gallon size Ziploc bag 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 and needing to learn new information. Preschool is a wonderful place that is full of new experiences and helps teach children how to be independent, responsible, and receptive to learning.

**Z is for Zzzz’s:**

Research 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!**