

Pumpkin Patch Preschool Policies

Statement of Non-discrimination

The Pumpkin Patch Preschool does not discriminate on the basis of race, sex, religion, ethnic origin, marital status, disability, or political beliefs. This is true both in the administration of policies and in the admission of children.

Child Insurance

Pumpkin Patch carries insurance to cover accidental injury for children while in our care.

Philosophy

Pumpkin Patch Preschool encourages life long learning and the development of the whole child by providing a stimulating, age appropriate environment. We believe that this is possible to accomplish by allowing growth to occur through active involvement at the individual's level of cognitive, social, emotional and physical development. Pumpkin Patch Preschool maintains a high standard of professional expertise and care in a safe and nurturing environment. Our program encourages children to be actively involved in the learning process. Children experience a variety of developmentally appropriate activities and materials, and are given the opportunity to pursue their own interests, as recommended by the National Association for the Education of Young Children. We believe that the process is more important than the product. You may not always recognize a piece of art or a project that your child brings home, so ask them to tell you about it and how they did it.

Pumpkin Patch Preschool recognizes parents as the primary teachers in a child's life. By maintaining open lines of communication with the parents and forming a partnership with the family, there is more consistency in the child's life, which leads to more stability. Teaching and learning are shared experiences between school and home. Pumpkin Patch Preschool is dedicated to providing each child with the opportunity to grow into a unique, responsible individual.

Program Description

Pumpkin Patch is a professional educational program for children ages 3 to 8. The age appropriate curriculum builds life long learning skills that help children make the most of the educational system. Using a kindergarten readiness approach, we introduce letter, word and number concepts with an emphasis on the idea that these concepts are fully explored in kindergarten.

Our curriculum also employs the integration of skills and subjects using monthly themes. These monthly themes are based on the ideas and concepts relevant to young children and of interest to young learners; such as Friendships, Family, All about me..., Nature, Our Community, etc....

Our children are the foundation on which we build the future of our society. It is our duty as parents and educators to make the most of each child's development. Pumpkin Patch Preschool represents an opportunity to give our children social skills that last a lifetime.

Program Goals

1. To provide loving care and professional services to the children enrolled.
2. To provide opportunities for maximum cognitive, social, emotional and physical exploration and growth.
3. To ensure a safe and nurturing environment for the children.
4. To promote a healthy lifestyle and encourage healthy practices.

Hours of Operation

Pumpkin Patch Preschool is open for students from 8:30 a.m. to 6:00 p.m. Monday through Thursday, 8:30 to 3:30 on Fridays, excluding major holidays and scheduled closings. Summer schedule is from 9:00 - 3:00 June 16 – Aug 21, 2009. We follow the Teton County School District's calendar closely. Any exceptions to this schedule will be given with appropriate notice.

Scheduled closings, legal holidays and important dates:

August 27 – Meet and greet at Owen Bircher Park 5:00-6:00 drop in
*September 1st – Labor Day
September 2 – Teacher In-service
September 3- **First Day of School**
September 17 – Fall Potluck at Owen Bircher Park in Wilson
October 3 – closed for WECA Conference Training in Casper
*October 13 – Columbus Day
*November 7 - Veteran's Day
November 26, 27 & 28 – Happy Thanksgiving
*November 27 – Thanksgiving Day
November 29 – Miss Kim’s birthday & JHMR opening day
December 17- 6:00 pm holiday performance & celebration
December 22 – January 2 Winter Break
*December 25 – Christmas Day
*January 1, 2009 – New Year’s Day
February - annual registration
*February 16 - President's Day
March – Summer Camp sign-up
March 30- April 10 Spring Break
*May 25 – Memorial Day
May 27 – Graduation BBQ 5:30 pm Owen Bircher Park
May 28 – Rain date for BBQ
May 29 Last day of school
Summer Camp June 15 – August 21

Annual Registration Fees

An annual \$ 45.00 dollar registration fee is due upon registration of each child. The annual registration fee and one month's tuition deposit non-refundable.

Tuition Rates

Full tuition is entered in your account at the start of the school year.

2 day ½ day program	\$2682.00 or \$ 360.00/month: due 1st of month
2 day full day program	\$ 5364.00 or \$ 596.00/month
3 day ½ day program	\$ 4023.00 or \$ 540.00/month
3 day full day program	\$8046.00 or \$ 894.00/month
4 day ½ day program	\$ 5364.00 or \$ 720.00/month
4 day full day program	\$ 10728.00 or \$1192.00/ month
5 day ½ day program	\$ 6705.00 or \$ 900.00/month
5 day full day program	\$ 13410.00 or \$1490.00/month

Summer Camp: \$60.00/day Summer hours: 9-3 Monday through Friday.

Après School

This enrichment program is available for pre-k and elementary age children throughout the regular school year.

Fall semester: September 8-December 18, 2008 (**\$15.00/day**)

(\$210.00/Monday session) (\$225.00/Tuesday)/(\$210.00Wednesday)/(\$210.00 Thursday).

Spring semester: January 5 - May 28, 2009. (\$15.00/day)

(\$255.00/Monday)/ (\$285.00/Tuesday) (\$285.00 Wednesday)/(\$285.00 Thursday).

Daily drop-in rate **\$18.00/day**, due on date of attendance.

Lunch Bunch

12:00 – 1:00 pm daily, available to half day students for \$15.00/day due on date of attendance. Non refundable prepaid punch cards available in increments of **ten** for \$100.00 or \$10.00/day.

Billing

Tuition is based on a **nine month** calendar. There are three options for tuition payment available at Pumpkin Patch Preschool. Tuition may be paid by the year, semester or by monthly installments. Each family will select the payment option that best meets their needs. Semester payments are due by September 1 and January 1. Monthly payments are due on the first day of each month. A fee of (\$30.00) will be assessed on any payments received after the fifth of the month. Tuition, late fees, and any other monies owed to Pumpkin Patch Preschool that are not paid by the fifteenth of the month due will result in the child being dropped from enrollment and the forfeiture of all tuition deposit monies. A return check fee of \$30.00 will be assessed on all tuition payments not honored by the bank.

Withdrawal Policy

Full payment of any outstanding balances and a **written notice given one month in advance** of the drop out date is required by Pumpkin Patch Preschool. In the case of any outstanding balance not paid, Pumpkin Patch Preschool will begin court proceedings. The family of the child owing money will be responsible for payment of all costs incurred by the court any costs associated with court appearances made by Pumpkin Patch staff. This includes, but is not limited to, costs associated with employing a qualified substitute as well as the costs associated with the draft and filing of any court papers and any legal fees incurred.

Absences

If your child is going to miss any scheduled days at Pumpkin Patch, please notify the school at 733-1759. Planned absences may be submitted in writing. We worry when a child does not arrive at school by circle time and we have not heard from you; please remember to contact us to avoid any unnecessary confusion. To hold a space for your child during extended travel, full payment is necessary. There is no credit or fee reimbursement for illness or absence.

Arrival and Departure Procedures

It is **mandatory** that each child be signed **in** and **out** on a daily basis by his/her parent or a responsible adult upon arrival and at pick up time. It is very important that the daily attendance sheet be used to sign in and out, as this sheet will be used to take attendance in the event of an emergency. When departing from school it is necessary to inform the teacher that your child is leaving, in addition to signing your child out. All messages and special instructions must be written in the comment area of the daily attendance sheet.

Notify the director or staff verbally and in writing on the daily attendance sheet if an unauthorized person will be picking up your child that day. Names may be added to your child's record form as needed. We are unable to release children to anyone not appropriately authorized.

Please be sure to bring your child no later than 9:00 AM. Arriving late to school is unsettling to a child. The student must make the transition to an activity without any warm up period. When a child arrives during the scheduled drop-off time 8:30-9:00 there is ample time for them to socialize a bit before settling in for circle time. Some late drop-offs are inevitable, but please try to get your child to school on time.

Late Policy

Parents or caregivers who leave their child at the school after pick-up time will receive a late fee. Please notify anyone on your list who may pick up your child of this policy. A charge of \$10.00 dollars for the first fifteen minutes with an additional \$1.00 dollar per minute will occur following the initial warning. We use our clock to determine the school time. This information will be documented in the attendance book. This is not a money generating policy rather a consideration to the staff. Please pay the teachers directly when late.

Monthly Calendar and Newsletter

Each month a calendar will be provided to each family with a few highlights for each day including special events, show-n-tell and fieldtrips. The monthly calendar attached to the newsletter does not include everything that we will

do at school and occasionally we do not accomplish everything mentioned on the calendar; so please ask your child each day what happened at school. Maybe they will teach you a new song, retell a story they have heard at story time or relate a new game.

Rest and Relaxation

All children will have quiet time each day. Each child is encouraged to have "quiet book time" for a period of **at least** five minutes after snack. Full day students will have a half hour rest period after lunch. Please provide a small blanket and pillow in a stuff sack or bag for your child to keep in his/her cubby for use during this quiet time.

Fresh Air and Exercise

Outdoor activities are an important part of a young person's experience, so weather permitting, all children will go outside for fresh air each day. Please make sure children have appropriate clothing for the changing weather conditions. Please label each item of clothing with your child's name. We have a lost and found basket under the sign in table if any item is missing.

Dress your child comfortably and in clothing appropriate for play. We will be actively involved in many activities including: cooking, painting, water play, playdough, gardening, dancing, running, jumping, etc... Rubber soled shoes will help ensure a safe experience for your child. Flip-flops and crocs are discouraged. Please put sunscreen on your child in the morning when needed and we will reapply your child's own sunscreen when supplied or a sunscreen of our choice when none is supplied prior to going outside for any extended periods.

During cold weather months your child must come to school with the **BIG FIVE**: snow boots, a snowsuit or snow pants and a winter coat, mittens attached with clips and a hat. Please do not send gloves unless your child can put them on independently. When you supply clothing and shoe wear that is easy for your child to put on, it makes dressing to go outside more pleasant for all of us. Please allow your child some independence and practice a self-dressing routine at home.

Snack, Lunch and Nutrition

The snack fund is \$50.00 plus one box of individually wrapped snacks for the school year. We prefer organic and fresh snacks. Pumpkin Patch will underwrite the remainder of the cost for nutritious snacks daily. Please provide a water bottle to stay at school. For full day students please pack a healthy lunch in reusable containers including eating utensils when necessary. We are happy to reheat leftovers or items to be served warm.

Show - n - tell

Each month your child's show-n-tell group will be scheduled to share with the class. The children have been assigned to show-n- tell groups (1, 2 or 3) for the year. This is a great opportunity for your child to build group speaking skills. Please leave items that encourage aggressive behavior and "pretend" fighting, such as weapons at home. No toys except on show-n-tell days. All items must be labeled or in a Ziploc bag with your child's name. Lost or broken items are not the responsibility of Pumpkin Patch Preschool.

Headline News

Each day during circle time, the children have an opportunity to share "Headline News" with their classmates. This is a time for your child to share a special event or something that they would like to tell, for example: "I went on a bike ride this weekend" or "Today is daddy's birthday". Please help prepare your child each morning with a quick discussion about what they may like to share for Headline News.

The Letter Bag

The alphabet program begins each October. We start with the letter A and finish the alphabet program in May with the letter Z. Your child will be exposed to the letter sound, the sign language expression, and the letter in print. The "Letter Bag" is an activity designed to reinforce the "letter of the week". This activity is **not** considered your child's "Show-n-tell" since show-n-tell does not have to begin with the letter sound of the week. To participate with the "Letter Bag" activity, students are invited to select **one item** from home that begins with the letter sound of the week. As with show -n-tell items, please label all letter bag items with your child's name or send it in a Ziploc bag with a name on it. Each day we will open the "Letter Bag" and discuss the contents during circle time. Items will be returned home daily. You can choose how often your child participates in this valuable learning activity.

All About Me...

This is a fun activity scheduled on the calendar each week for one child at a time. The schedule includes students who are in their last year of pre-kindergarten. Each of these children has an opportunity to share special items and information about themselves. The Friday before each child's "All about me" week, he or she will bring home a green duffel bag from Pumpkin Patch. Over the weekend, please help your child select items to pack in the bag for Monday's sharing opportunity. A suggestion sheet will be included in the duffel. Your child will have an opportunity to "unpack" the bag and share his/her special items from home. All contents will be sent home on Friday of that week.

Safety Policy

It is the understanding of Pumpkin Patch Preschool that if a parent, legal guardian or caregiver and their child are onsite together it is the responsibility of the adult to monitor the safety of the child. Parents, legal guardians and caregivers are required to accompany their children to and from their vehicle, whether while joining the class on the playground or in the school or when leaving the group at the end of the day. If a parent, legal guardian or caregiver is on the premises it will be the responsibility of that adult to ensure the safety of the child.

Field Trips

Throughout the year we will schedule various field trips to correspond with the letter of the week or monthly theme or just for fun. Field trips are an important part of the curriculum as they enhance your child's learning through an expanded experience outside the preschool setting. Parent volunteers are welcome on all excursions. We hope that you will be available to participate on occasion. The preschoolers and the elders in residence at St John's Living Center have an ongoing activities relationship. Throughout the school year Pumpkin Patch will perform songs, deliver art work, participate in special events and deliver spring baskets.

Transportation

When traveling as a group to a scheduled field trip activity, we will ride together in the Pumpkin Patch van. On occasion, a responsible adult may provide transportation in his or her own vehicle. Field trip authorization is needed on file for each child attending Pumpkin Patch Preschool. The Wyoming child safety seat law states that car seats or belt positioning boosters are mandatory for children age 8 or younger or less than 80 pounds. We have car seats and boosters for all of the children to use while in our care. Please fill out the child seat information card and return it to us for our records.

Open Door Policy:

The Pumpkin Patch Preschool believes strongly in communication between us and parents. Because of this, we encourage parents to express any questions or concerns they may have at anytime. We will do the same. If you would like to be involved for a specific activity or theme, please arrange with the teacher.

Volunteer time:

In the classroom from 1:30 – 2:00 daily, if your child is a half day student, you may return to volunteer with your child during that half hour slot. At home volunteer opportunities include, project prep, library pick ups, supply shopping baking and making play dough.

Discipline Policy

The children and teachers work together to maintain discipline at Pumpkin Patch. We use consistency, positive reinforcement, redirection and encouragement to help children learn appropriate behavior. We work hard to develop self discipline within each child. Learning right from wrong, sharing, listening, participating, and learning manners are important stepping stones to a child's future. Sometimes disciplinary actions need to be taken in order to reach these goals. Pumpkin Patch Preschoolers are disciplined with kindness and understanding. We feel that the use of logical consequences helps to moderate behavioral issues. All children are asked to respect each other and the property of Pumpkin Patch Preschool and to maintain safe behavior.

If a child is disruptive and these methods do not bring about proper behavior, the child will be excused from the group for a "safety break". The period away from the group will vary with no block of time being longer than 5 minutes. If a child is continually disruptive, the preschool reserves the right to call a parent/teacher conference to devise a plan to correct the problem together. Working together resolves most problems. If the devised plan does not correct the problem after a defined amount of time, the preschool reserves the right to ask the child to be

removed from the program. Each child starts the day with a green behavior card. If you see a yellow or red card in their picture board file, please see the teacher for details.

Dismissal, Suspension, Referral

Due to specific circumstances, it may become necessary for Pumpkin Patch Preschool to dismiss a child from our program. This action will be taken if a family defaults on tuition payments, fails to provide required records or makes disparaging remarks about Pumpkin Patch Preschool in public without seeking to identify and solve the problem with the school. A child with ongoing discipline issues is subject to dismissal.

Suspected Child Abuse Policy

Wyoming State Statute Section 14-2-205 requires that anyone who is aware of an incident of child abuse or neglect report that incident to the Department of Family Services or to a local law enforcement agency. It is the policy of Pumpkin Patch Preschool that any staff member who observes an injury or other sign (s) of abuse or neglect, report it to the director who will refer it to the authorities if warranted.

Health Policy

The health of your child is of primary importance; it is our goal to provide a safe and healthy learning environment. At Pumpkin Patch we try hard to guard against illness; however, most children experience a normal amount of infections. The number one defense against disease is frequent and thorough hand washing using soap and warm water. Please encourage frequent hand washing at home and school. In an effort to protect all the children, **please do not bring your child to school if he or she is ill.** It is best to keep your child at home until he or she feels better and is no longer at risk of spreading the viral or bacterial germs to others. We as parents and teachers must take every possible precaution to keep our children healthy and to protect each child from being unduly exposed to the illnesses of other children.

If illness occurs during the day and/or a child exhibits any of the following symptoms, a parent will be notified for immediate pick up: **an oral fever of 99 degrees or above, sore throat, coughing, colored mucous, abnormal discharge from eyes or nose, stomachache, earache, diarrhea, vomiting, impetigo or any unexplained rash.**

If your child is uncomfortable and requires one on one attention, he/she needs to be at home. Coughing and runny noses indicates an illness, please let your child rest and recuperate. If your child is attending school he/she will participate in the regular activities, including outdoor play.

If your child's illness requires a prescription medication he/she must have taken that medication **24 hours** before returning to school.

Life threatening illnesses and situations requiring medical treatment at school will be treated as needed. We do not administer medication except in the case of a life threatening situation. A parent or legal guardian must administer any medication, which must be administered while your child is attending school. Please notify the school of any medications that your child is taking.

If your child has been exposed to any contagious diseases, keep him or her home and notify Pumpkin Patch immediately. According to state regulation, children who are ill cannot attend school. We are required by law to report any communicable diseases. It is also necessary that we inform other parents to be aware of symptoms.

Please abide by these guidelines for the following diseases before returning your child to the program:

Chicken pox - one week after rash appears and lesions are scabbed over

Measles - German - five days after rash appears.

Hard - four days after rash appears.

Mumps - Nine days after first symptoms appear.

Scabies - (head lice) 24 hours after treatment is started.

Strep - 24 hours after treatment is started.

We require that any child with an abnormal nasal discharge lasting more than two weeks see a physician.

Immunization Requirements

Licensed Wyoming childcare facilities are required by Law to maintain immunization records on all children in their care. We must have a copy of your child's official immunization records for our files. No child will be allowed to attend Pumpkin Patch Preschool unless his/her immunizations are up to date and on file at the school. Please check with your doctor if you have any questions about immunizations.

Birthdays

Birthdays are celebrated during the morning snack time. The birthday child may bring in any special snack to share but please include a healthy portion with a treat... (cheese shapes, fruit and dip...) This day your child is the "Sunshine of the day". To mark your child's birth and age we ask that you bring in a **baby picture and a photo for each year of his/her life** to help us celebrate with a sun and earth activity. Summer birthdays may be celebrated throughout the month of May. If families wish to have a party that includes only a part of a child's group, please do not distribute invitations or discuss this event at school openly. We encourage birthday parties for a child's entire group **or privacy** regarding these special occasions in order to avoid hurt feelings.

Holidays

We will explore different customs, traditions and celebrations through our learning at Pumpkin Patch. If you have any special ways of celebrating holidays, that you would like to share, your participation is greatly encouraged. Please specify details on the Parent Questionnaire.

School Supplies

- One t-shirt (to be decorated and worn on field trips)
- One disposal cameras with a flash (labeled with your child's name)
- One multi colored package of construction paper
- A 4x6 Family photograph
- One baby picture (for birthday celebration)
- One box of soft tissues
- One box of individually wrapped snacks
- One water bottle with name on it
- Lunch box with reusable containers
- Small blanket & pillow for rest time

A school supply "workbox" with the following items inside:

- One box of Washable markers (not scented)
- 3 glue sticks
- 1 bottle of washable glue (Elmer's)
- Child safe scissors w/ name on blade
- One box of 24 crayons
- One set of Water colors
- One box of colored pencils

Snack fee:

\$50.00 for fresh & nutritious snacks daily

Personal Belongings

Items needed for daily use:

Full day students: Please pack a lunch and bring a quiet time blanket & pillow each day in addition to the following items: **1 child sized backpack:** to hold art work, daily communication folder, show-n-tell items, winter clothing, change of clothing, etc...

Half day students: 1 child sized backpack: to hold art work, daily communication folder, show-n-tell items, winter clothing, change of clothing, etc...

All students: Shoes: (Sneakers or comfy shoes...easy to get around in... for inside & outside) **Weather appropriate clothing** See monthly calendar for specific items on a daily basis (color days etc...)

(Optional)Disaster Preparedness Kit

These emergency supplies will be kept at Pumpkin Patch for each child. Please put together the following items: 6 bottles of water, 6 juice boxes, 6 snack packs of fruit, 6 granola bars, 6 small cans of lunch meat (tuna, chicken), 6 individual size cheese and cracker snacks, 6 dried fruit items, 1 can cooked pasta meal, a warm blanket, pants or sweats, long sleeved shirt, socks, a warm hat, 2 candy treats that your child enjoys, These emergency kits will remain at Pumpkin Patch while your child is enrolled and must be updated annually. The kit will belong to your child and he/she will have access to it in case of an emergency. All items need to be placed in Ziploc bags inside a large plastic tub. Rubbermaid containers work well to contain all of the items. Please clearly label this container with your child's first and last name.

Pumpkin Patch will provide two Disaster Preparedness kits including the following: a first aid kit, flashlight, batteries, toilet paper, plastic bags, waterproof matches, Children's Tylenol, paper plates, napkins, a camping stove to heat food and water if needed.

Weather Closure

If there is bad weather, any school closure will be announced on the local radio stations. Pumpkin Patch will follow public school closures.

Book Club

Families may choose to order books, videos and CD's at great prices from Scholastic's Firefly book club. Firefly order forms will be attached to the monthly calendar and newsletter. The orders should be returned by the end of that week. A late order may be placed when the total is \$15.00 or more. Please make checks payable to: Scholastic Book Clubs.

Evaluations & Conferences

Documented information about your child's learning experiences will be maintained throughout the year. Parent/Teacher conferences are available by appointment in November & March. An evaluation will be provided for you to review and discuss. Communication between teacher and parents is important, daily contact will allow us to share changes in your child's routine, answer questions you may have and discuss how we can best meet the needs of your child. Informal conferences may also be arranged any time throughout the year for those parents who do not have daily contact with the teacher or wish to discuss anything specific.

Special Events

On occasion all of the students will have the opportunity to come together during one session. This is an excellent opportunity to socialize with other children in a familiar and comfortable setting. A situation that may suggest an activity like this would be a visit from a special guest, a specific field trip experience, class photos, developmental screenings or a special occasion party. An event like this would be a planned situation with notice given on the monthly calendar. We have occasional after school and evening events for families.

Please keep this manual for future reference. Please sign and return the acknowledgement form attached. By working together we can help to ensure a happy and successful learning experience for your child!

EIN # 45-0471702

Pumpkin Patch Preschool
5655 Main Street
Post Office Box 1023
Wilson, WY 83014

307-733-1759

I acknowledge that I have read and understand the
Pumpkin Patch Preschool Parent Manual and agree to
abide by the rules set forth.

Parent or Guardian signature / Date

Parent or Guardian signature / Date

This form must be returned on or before your child's first day of school.