



# Preschool

Parent Guidebook

## Table of Contents

<b>Welcome letter</b>	<b>2</b>
<b>Our Program</b>	<b>3</b>
<b>Admission and Enrollment</b>	<b>6</b>
<b>Financial Policies</b>	<b>7</b>
<b>Medical Policies</b>	<b>8</b>
<b>Food Policies</b>	<b>10</b>
<b>Operational Policies</b>	<b>11</b>
Hours of Operation	
Attendance and Absences	
Arrival and Departure	
Bags and Belongings	
Clothing policy	
Communication	
Emergency Procedures	
Potty Training	
<b>Discipline Policy</b>	<b>14</b>



# Generations Preschool

Dear Parents and Families,

Welcome to Generations Preschool! At Generations Preschool, our mission is to provide the premier preschool experience for children and their families. We strive each day to provide a safe, welcoming environment for every child and to engage them in developmentally appropriate activities designed to prepare them academically, socially, emotionally and physically. Here you will find an outstanding academic program led by gentle, caring teachers and staff.

We also value and respect parents as the first and most important influence in children's lives. Our goal is a partnership between preschool and parent. In order to accomplish this, we have provided this parent handbook, which will be your guidebook to a rewarding experience with Generations Preschool. As an active childcare consumer, we expect that you will educate yourself on our program and policies and ask questions whenever necessary. Our directors and staff are always available should any concern arise, and communication between parents and teachers is vital to our mutual success. We value your open and honest feedback as nothing is more important than your child's early education and care experiences.

We are honored that you have chosen Generations Preschool as your child's first school, and look forward to serving your family for many years to come.

## Our Program

Generations Preschool uses the Core Knowledge Preschool Program. The Core Knowledge Preschool Program provides a research-based, teacher-tested curriculum that builds young children’s emotional, academic, artistic, and physical abilities. Core Knowledge is carefully organized and systematic, to provide knowledge and skills that inspire teacher and student creativity. Through engaging read-alouds paired with class conversations and developmentally appropriate activities, the curriculum exposes children to a wide variety of literature and rich topics that put young children on the path to reading comprehension and critical thinking—the keys to educational success.

With challenging, yet appropriate content, the *Core Knowledge Preschool Sequence* is unique among early childhood programs. It outlines a cumulative and coherent progression of knowledge and skills in all developmental areas and integrates developmentally appropriate practices for instruction.

### **Movement and Coordination**

- Physical Attention and Relaxation
- Gross Motor Skills
- Group Games
- Using the Body Expressively

### **Social and Emotional Development**

- Autonomy & Social Skills
- Work Habits

### **History and Geography**

- Passage of Time (Past, Present, Future)
- Actual and Representational Space
- Simple Maps and Basic Geographic Concepts

### **Science**

- Human, Animal, and Plant Characteristics
- Physical Elements (Air, Water, and Light)
- Introduction to Magnetism
- Seasons and Weather

### **Language and Literacy Development**

- Nursery Rhymes, Poems, Fingerplays, and Songs
- Oral Language
- Listening to Read-Alouds
- Developing a Sense of Rhyme
- Print Awareness
- Phonemic Awareness
- Fine Motor Skills

### **Mathematics**

- Patterns and Classification
- Geometry and Measurement
- Numbers and Number Sense
- Addition and Subtraction (concrete objects)
- Money

### **Music**

- Attention to Differences in Sounds
- Imitate and Produce Sounds
- Listen to and Sing Songs
- Listen and Move to Music

### **Visual Arts**

- Attention to Visual Detail
- Exploration and Creation
- Art Appreciation

Along with this excellent curriculum, we believe that young children should have ample time to explore their world, to learn, grow, and engage at their own pace. To this end, we spend a great deal of time outdoors and in free play, encouraging children to discover the incredible world around them.

We are also a Christian school, and faith-based teaching is integrated into the curriculum. Your child will know that he or she is loved and cared for, both by our teachers and staff, and by the God who created them. Biblical literacy is taught through Bible stories and character is

developed as we learn who God made us to be and how we can honor Him in the way we treat ourselves and each other.

### **What You Can Do to Help Your Child in School**

- Read aloud to your child. Have fun by acting out the book as you read or by using different character voices to make the book come alive.
- Enjoy music, nursery rhymes, and fingerplays with your child. Learning to identify sounds as same or different, associating sounds with sources, and playing with rhyming and alliterative sounds support foundational skills required for reading.
- Provide enrichment opportunities for your child to learn about the world—trips to libraries, museums, music venues, and children’s theaters.
- Provide your child’s teacher with feedback about circumstances that might affect the classroom learning experience.
- Keep a scrapbook of schoolwork and achievements.

The Core Knowledge program extends into the home with materials available for purchase that can be used by parents to reinforce what children are learning at school. We encourage you to explore their website at [www.coreknowledge.org](http://www.coreknowledge.org).

## Admission and Enrollment

Enrollment at Generations Preschool opens to full-time students in April for the following school year, and to part-time students in May. Current students are given priority. Enrollment is for the academic year (August through May).

Our enrollment process begins with a tour of the school and a meeting with our director. For current tour dates and times, or to schedule a tour that fits your schedule, please see our website. Once you've determined Generations Preschool is the right fit for your family, please complete an enrollment packet and bring it to our office at any time during our open hours. Note that the enrollment packet includes copies of your child's birth certificate and current physical and shot records. The state of Florida requires all preschools to keep medical forms updated at all times and we cannot enroll your child without them.

Children must have reached enrollment age by September 1st in order to join a class. Please note that four-year-olds should be completely independent in caring for their toileting needs.

Generations does not discriminate on the basis of race, color, religion, nationality or ethnic origin, or any other characteristic protected under federal or state law.

## Financial Policies

### Tuition

Tuition is for the academic year and is billed monthly from August through May. For specific payment amounts, please see the current tuition schedule located on our website. If your child is joining us midyear, a prorated tuition will be charged.

Your first month's tuition and non-refundable enrollment fee are due no later than August 1, or the first day of the first month your child is enrolled. Please note that in the case of a waitlist situation, delaying your enrollment fees may cause us to offer the open spot to the next child on the waitlist.

Payments are due on the **1<sup>st</sup> of the month** (If the 1<sup>st</sup> falls on a weekend, tuition is due on the first day students return to school.) **A late fee of \$25 will be assessed on the 3rd of the month.** There will be a \$35 fee for any returned checks. Services may be suspended on the fifth day without payment.

### Discounts

Generations Preschool offers a discount of 10% for siblings.

### Late Pick-up Policies

Children are to be picked up by our closing time at 6:30pm. Generations Preschool's late pick-up policy states that \$10 will be charged for each increment less than or equal to 10 minutes. This payment is due with or before the following month's tuition.

### Disenrollment

Should you, for any reason, wish to disenroll your child before the end of the academic year, we ask that you fill out a disenrollment form at least two weeks before your child's last day. Forms can be obtained in the office or on our website. If your child's last day will be within the first two weeks of the month, a prorated tuition will be charged for that month. **We do not reimburse tuition, so please plan accordingly.**



## Medical Policies

### Emergency Medical Attention

It is our policy to notify the parent or designated emergency contact person if a child becomes ill or injured. If neither party can be reached, the school will notify the child's physician and/or emergency medical personnel. The school will authorize for emergency medical treatment, if necessary, to ensure the health and safety of each child. Parents will accept responsibility for payment of all medical services provided.

### Health Requirements/Documents

Generations Preschool is required by law to maintain up-to-date Health Records and Immunization forms. It is the parent's responsibility to be aware of the expiration date of medical forms and to provide current forms when necessary. Due to Florida state law, expired health documents may cause a lapse in enrollment.

### Sick Child Policy

The health of your child is very important to us, and we strive to keep our facility clean and illness-free. Because sickness is a normal part of childhood, we request that your child stay home should they exhibit any of the following symptoms:

- Fever (within 24 hours)
- Vomiting
- Diarrhea
- Conjunctivitis (pink eye)
- Severe coughing
- Dark yellow or green discharge from nose or mouth
- Unexplained discharge from ears or eyes
- Sudden, unexplained rash or swelling
- Difficulty breathing or rapid breathing

**When your child has symptoms of illness, rash, fever, or stomach virus they should remain at home until being symptom free for 24 hours.**

Should your child contract any of the following communicable diseases, families must contact school immediately:

- Measles
- Mumps
- Rubella
- Pertussis
- Chicken Pox
- Influenza

Families should then see their physician and follow recommendations for returning to school. A physician's release will be necessary for your child to return.

**Generations Preschool reserves the right to refuse service due to the presence of symptoms of disease that might create an unhealthy classroom environment for our teachers, students and staff.** Students who develop symptoms during the day will be placed in a safe, supervised area away from other children and parents will be notified and asked to pick up their child. **Pick up must occur within one hour of notification.**

### **Injury Policy**

While we make every effort to keep children safe while in our care, accidents and injuries may happen. In the event that a child is injured on campus, parents will be notified by phone and an Incident Report will be completed and provided to family at pick-up. If the injury requires further medical attention, Generations Preschool will follow our policy for emergency medical attention.

### **Lice Policy**

Any student who is found to have lice or nits will be sent home immediately. The child will not be allowed to return to campus until being lice and nit free. As parents, it is your responsibility to inform the center if lice are found in your home to help us maintain a clean and safe environment at school and hinder the spread to other children.

### **Food Policies**

## **Snacks**

Generations Preschool provides both a morning and afternoon snack to all students at no charge. We follow USDA guidelines and post monthly snack menus on our website and on campus. All snacks are nutritious and may include fresh or dried fruits, vegetables, cheese, yogurt, whole grains, 100% juice, water or milk. We do not serve sweetened foods or candy except on special occasions such as class parties. If food will be served for special events, your teacher will notify you in advance.

It is our policy to offer a wide variety of foods at set times and to encourage students to eat. We will not force a child to eat or remove privileges such as outdoor playtime for failure to finish a meal. We will also not provide snacks other than at our predetermined snack time.

## **Lunches**

Full-time students should bring a lunch from home. Please provide a well-rounded meal in an insulated lunch bag or box with an ice pack. Perishable items that have not been kept cold may not be served to students if food safety is a concern.

## **Allergies and Food Preferences**

It is very important that the school be made aware of any allergies your child may have in order to keep him or her safe. Generations Preschool maintains a peanut-free facility, however the building is used by other groups who may not adhere to this standard. While we make every effort to keep our spaces clean and sanitary, we cannot guarantee that peanut products may not have been used during hours when the preschool is not in operation.

Please notify the school if your child requires a gluten-free or dairy-free option and one will be provided.

At this time, we cannot provide alternatives should your child need a kosher or halal diet, or have other food concerns. Please make yourself aware of the foods being served and send an alternative with your child should you feel it is necessary.

Communicating your child's food needs and preferences with the director will help us serve you better in the future. We welcome any input you may have.

## **Operational Policies**

### Hours of Operation

Generations Preschool is open Monday through Friday from 7:00 am - 6:30 pm. Our preschool program runs from 9:00 am - 3:30 pm, but tuition includes before and after school care at no extra charge. We do ask that you advise us as to your normal drop off and pick up times, so we can staff appropriately.

Our school follows the Pasco County Public School Schedule, although we are open on teacher planning days. For the most current calendar, please see our website at [gpreschool.com](http://gpreschool.com).

### Attendance and Absences

If your child will be out of school, please call the office to let us know. If your child does not arrive for school at their normal time, the front office will begin calling parents and emergency contacts to attempt to locate your child. To avoid this, please let us know, in advance, if your child will not be attending school for any reason.

### Arrival and Departure

On arrival, please check your child in at one of our check-in computers. Students are to be walked to their classrooms by the adult dropping them off. Please be sure to connect with your child's teacher at the door. He or she will help your child get settled.

Students **must** be checked out before leaving the facility. Only parents or persons listed on the enrollment form will be allowed to remove a child from the center, regardless of who dropped them off. Persons unfamiliar to teachers and staff will be asked for identification.

Teachers and staff will not walk students to the parking lot; parents must enter the building and retrieve students from their classrooms.

### Bags and Belongings

Students should bring a backpack each day that can fit their folder and lunch box. **Unless requested for show and tell or a class activity, please leave all toys and personal belongings at home.**

Diapered children should bring diapers and wipes sufficient for the day in their backpacks. Diapers and wipes must be labeled with your child's first and last names.

Sippy cups and bottles must be provided, if your child needs them, and must be labeled with your child's first and last name. Paper cups will be provided if sippy cups and bottles are not.

### Clothing Policy

Children should wear clothing that is clean, comfortable, and weather appropriate. Please remember that children may dirty their clothes while at school. Students should wear only closed toes shoes, preferably tennis shoes with socks. We do not allow shoes with wheels.

Please send a change of clothes (shirt, pants, underpants and socks) to be kept at school. All clothing should be labeled with your student's first and last name.

If your child wears glasses, we will do our best to make sure they are well taken care of, but we cannot be responsible for lost or damaged glasses.

### **Communication**

Generations Preschool values communication and understands that it is an integral component of our success and helps keep families connected to their children while in our care.

Communication between parents and caregivers occurs in several ways. First and foremost we encourage you to briefly check in daily with your child's teacher at drop-off and pick-up.

Schoolwide announcements will be made on our website, through our social media accounts, and, occasionally, by fliers sent home with students. Our director is always available by telephone and email.

We ask you to commit to joining one or more of our social media sites to begin that line of communication.

We will also host parent-teacher conferences, evening events, and various other opportunities that will help build the relationship between school and home. We ask that you make your best effort to attend these events, strengthening the line of communication between all parties.

Generations Preschool has an open door policy; please feel free to drop in or schedule an appointment to speak with the Director with any questions, concerns, or needs as they arise.

### **Emergency Procedures**

We have developed an emergency preparedness plan that will be put in place in case an emergency situation should arise. Plans for emergency procedures are reviewed annually. To see the most recent plan, please stop by the office.

Whenever possible, the plan for an emergency situation is to remain at Generations Preschool and to shelter in place. This will be the procedure in the event of a weather emergency such as a tornado, hurricane, or lockdown situation.

Should remaining at Generations Preschool be an unsafe option due to fire or other emergency, students will be evacuated following our most current emergency plan.

Teachers are trained biannually on the shelter in place and evacuation procedures and drills are done periodically throughout the year with the students. You will be notified any time we perform such a drill.

In case of emergency, parents will be called or texted. Our goal is to reunite parents and children as quickly as possible in the event of an emergency. In order to facilitate this, **please be sure to notify the office as soon as possible should there be any change to your child's emergency contact information.**

### **Inclement Weather**

Generations Preschool follows the school closing recommendations from Pasco County Public Schools. In the case of inclement weather occurring during the school day, families will be contacted to help make arrangements for children to be picked up. Our first method of communication is by text and email. Parents who do not respond within 15 minutes to text or email will be called.

### **Potty Training**

Potty training is a major developmental milestone for children and every family approaches it differently. When your child reaches this stage, please communicate with his or her teacher so that we can work together with you and remain consistent in the methods you have chosen.

Children who are potty training may require additional changes of clothes. If your child is not fully potty-trained, we require two additional outfits (including socks and shoes) to be kept at school in case of accidents.

## Discipline Policy

An integral part of the preschool experience is helping children learn how to participate in group settings, interact with peers, and follow directions from an adult. This can be challenging to a young child whose character is still being formed. Our goal is to create an environment in which young children can practice obedience, self-control, and respect for themselves, others and our facility and to reward appropriate behaviors with praise. Excellent character is expected from our teachers and staff, who model proper behaviors to our students.

Our teachers are equipped with caring and positive classroom and behavior management plans. We rely heavily on rituals and routines that help our students be successful in regulating their own behavior. Unacceptable behavior is addressed firmly and kindly and students are redirected to appropriate actions and words. No student will be subject to physical discipline while at Generations Preschool.

Should discipline beyond redirection be necessary, you will be notified, in writing, by the teacher through the use of an incident report form. In general, this is necessary when a student's behavior poses a danger to other students, himself, or our facility or when a student is deliberately disrespectful to a teacher. Our preferred method of discipline in these scenarios is to remove the student for some quiet time. Students are always welcomed back into the group when tempers are calm.

Our goal is to partner with parents in promoting positive behavior. If frequent discipline is necessary, we may request a conference with parents to ensure that school and home are consistent in their methods of improving the student's behavior and character.

In extreme cases, after conferencing with the school staff and parents, it may be necessary to discontinue enrollment. We will make every effort to avoid this scenario.

Please keep us informed of any changes in the home environment that could affect the child's demeanor or behavior at school. If support is needed, we will make every effort to find the resources necessary to support your child and family.