

GENERAL POLICIES AND PROCEDURES

Enrollment

Children are accepted for enrollment to Smart Start without regard to race, creed or gender. Enrollment preference is given to currently enrolled students first, then to siblings of students. Otherwise, all applicants will be processed on a first come, first served basis. A current immunization record and registration form is required by the child's first day.

All children enter Smart Start on a trial basis of three weeks to ensure a proper match between the child and the environment. Parent or Smart Start may terminate services during the trial period without penalty. Smart Start reserves the right to discontinue service at any time for any reason.

Tuition Payments/Automatic withdrawal

Tuition payments are due the first day of each month. Tuition received after the 10th of the month will have an additional \$10.00 late fee added. Automatic withdrawals are the preferred method of monthly payment. Monthly tuition fees have been averaged over a nine-month school year, irrespective of the number of actual class days in any given month.

If a change in your circumstances requires a withdrawal of your child from the program, a one-month notice is required.

Whether or not your child is in attendance, Smart Start's costs remain constant. It is impossible, therefore, to provide any reduction in tuition due to excessive illness, vacation or general absenteeism.

Parent Correspondence

A sign-in sheet with a section for writing notes, a volunteer calendar and parent files are located in our entry area. Please leave any relevant notes for us when signing in your child each day. The volunteer calendar is to be used for signing up to volunteer or celebrating a birthday. School newsletters will be sent via email, and will keep you abreast of what is going on at school. We will distribute your child's artwork and any other correspondence in your parent file or child's cubby. Please check your file daily.

Teacher Contact

If you need to reach us during school hours, please call the school at 229-1234, or text Erin at (208) 720-1388. Outside of school hours, the best way to correspond is email:

smartstartpreschool1234@gmail.com. You are always welcome to contact us with any comments or concerns throughout the year.

Attendance

If your child will be missing school or unusually late, please notify the school at 229-1234. If your child will be missing school for an extended period, such as a family vacation, please let us know in writing. If parents will be out of town for the day or for several days please notify the school and provide the name and phone numbers of the person who is responsible for your child. There are no make up days for days your child misses school.

Drop-Off

All children must be accompanied by an adult to and from the preschool and signed in and out each day. School begins at 9:00 a.m. each day. Please try to arrive to school on time. Making your good-byes brief and loving helps your child make the separation less difficult. Separation anxiety diminishes as your child becomes more familiar and comfortable with his/her new surroundings. Upon arrival, please direct your child to sign-in at our children's sign-in table, and use a squirt of hand sanitizer.

Pick-up

If someone other than a parent will be picking up your child, please inform us the morning of in writing. Your child will not be released to an unknown person without notice. If you know you are going to be late in picking up your child, please contact the school as soon as possible. A \$5.00 late fee will incur at ten minutes late, and will increase by \$5.00 every 10 minutes. Thank you for your promptness!

Snack

All children are served a snack each day. If there are certain foods that your child cannot eat, please let us know. In an effort to provide hearty and healthy snacks, we ask that each family provide fresh fruit/vegetable or yogurt/cheese (enough for the class) once a month to supplement the dry portion of the snack we provide. There are no scheduled days as to when fresh produce should come in. A checklist will be posted in the entry area to mark by each month you provide a snack. When possible, please let your child be involved in choosing produce at the grocery store with you, and feel free to get creative! We love to let children try new and exotic foods with their peers.

Clothing

We get dirty at Smart Start! Many activities include messy projects. While we do provide smocks, your child should not have to worry about his/her clothes, so please help your child dress in comfortable, washable garments. Weather permitting, we will be going outside everyday for a bit of fresh air. Please send appropriate jackets, hats, gloves and boots during the winter months.

Show and Tell and Toys

Please do not allow your child to bring toys to school unless it is a show and tell day. However, if a special toy or security item needs to come to school for reassurance, we will be flexible and understanding. On Show and Tell days, your child may bring ONE item to share.

Illness

Please make sure that your emergency numbers are kept current and that you can be reached whenever your child is at school. If our child becomes ill while at school, you will be notified and expected to pick up your child as soon as possible. Please inform the school if your child will not be attending school due to an illness. In an effort to keep everyone at school healthy, please do not bring your child to school if he/she has any of the following symptoms:

A fever of 101 or higher: your child must be fever free for 24 hours.

Vomiting: two or more times in the last 24 hours

Diarrhea: two or more times in the last 24 hours

A Cough

Conjunctivitis (pink eye) or a discharge from the eye: wait 24 hours after medication begins

Fatigue or illness, which will prevent participation in daily activities

Lice

Sore throat

Ear infection

Mucous/cloudy runny nose

For asthma, or extreme allergies, please leave the medication at school. (inhalers, epi-pen, benedryl)

Parent Volunteers

We hope for parent's involvement in their children's education to be robust. Parents are encouraged to volunteer at preschool throughout the school year. The hour from 9:30-10:30 is when parent volunteers are the most helpful. Please sign up for volunteer days on our calendar so we know whom to expect and when. The week that your child is our "special person" is another wonderful time to volunteer. A sign-up sheet is available for other opportunities to be involved and volunteer your time, including:

**Working on our portfolios*

**Creating scrapbook pages*

- *Taking and sharing photos via email with the class*
- *Taking and making prints of photos for our portfolios*
- *Taking our laundry home to wash*
- *Hanging Christmas lights*
- *Coming in to tell a story at circle time or reading with children*
- *Escorting us to the farm on field trip days*
- *Take home projects*
- *Helping to set up or clean up after our Christmas performance and Graduation*
- *Organizing and distributing scholastic book orders*
- *Sewing or handyman maintenance*
- *Organizing our end of year party*
- *Organizing an "Adopt a Family" at Christmas*

A sign-up sheet with these items is posted in the entry area ☺

Birthdays and Holidays

We love to celebrate birthdays and most holidays at school! Please schedule a day to celebrate your child's birthday at school in our calendar, and send a special birthday snack for everyone on that day. If your child's birthday does not fall on a school day, you may choose another day to celebrate your child.

For our holiday parties, a sign-up sheet to provide snacks and supplies will be posted in advance. Parents can also sign up to share a game or craft as part of the celebration. Details will be put out in school newsletters.

Special Person

Each week, we will honor a child as our special person. Please create a Special person poster that will be on display throughout the week. At one of our circle times, your child will have the opportunity to share his/her poster with the class, be sung to, and hear compliments. Parents are invited to attend or bring a special snack to share at this time.

Calvin

Calvin the bear is our traveling class mascot, and will be visiting each child during the year at your home. During the time that Calvin is with you, please record your adventures with Calvin and add a page to his photo journal that accompanies him.

Homework Bags

We have several homework kits that will come home with your child from time to time. Directions will accompany each kit, and all contents should be returned to school on your child's next school day.

Many Thanks!