

Chilkat Valley Preschool

Is an early childhood education facility dedicated to the fullest development of the whole child. Our early-childhood education philosophy emphasizes students' immersion in play oriented, multi-sensory learning opportunities. We welcome pre-primary-school aged children of all races, creeds and ethnic origins.

The preschool learning experience seeks to strengthen children and the ties between their families, community, and other children. Some of the fun activities include...

Creating, Laughing, Dancing, Singing, Sharing,
Exploring Planets, Sand, Water & Play Dough.

Painting, Reading, Writing, Counting, Baking,
Creating Sculptures, Sewing & Dress up.

Community Field Trips, Make Believe Play,
Practicing Good Manners and Patience,
Building self-esteem, Growing & Thriving to
name a few things we do at Preschool.

Thank you for your time and attention in reading the
Preschool Handbook.

We look forward to an exciting and educational
year with you and your child!

7 days notice will be given if there are changes to the Handbook or schedule.

Getting Started at Chilkat Valley Preschool

If you have a child who will be 3 years old by September 1st getting started at Chilkat Valley Preschool is easy. If your child turns 3 between September 1st and January 1st, they may enroll in the new Semester. As a prerequisite for attending preschool, children must be potty trained and have the state-required immunizations.

CVP is licensed for 24 children between the ages of 36 and 84 months. Our summary plan for supervision is typical a 7:1 child: staff ratio.

We encourage **early registration** to ensure there is space available. Register **anytime** by calling, coming by or send e-mail.

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907-766-3213

cvpreschool@aptalaska.net
www.aptalaska.net/~cvpreschool/

Please plan to join us at the Preschool for a Parent Meeting
Wednesday, August 29th 5pm

- *Childcare will be provided
 - *We will introduce families & staff
 - *Explain general preschool procedures
 - *Tour the facility, Answer parent questions
 - *Invite those with interest to join the Board of Directors
- (Meetings are held monthly & enthusiasm is more important than experience)

Immunizations

As a prerequisite for attending preschool, all children must have the state-required immunizations. A copy of these immunizations **must** be in our office prior to starting preschool. We are required by the state to report to the Alaska Division of Public Health, Section of Epidemiology.

Health or religious exemptions from immunizations require a notarized affidavit. Please speak with the Office Manager if you have questions about your child's immunizations or call the Haines SEARHC Medical Clinic, Public Health Nurse, or Dr. Feldman's Family Practice.

Sample Daily Schedule

8:45-9:00am	Drop off/Greetings
9:00-9:15am	Jobs/Circle Time
9:15-10:00am	Free Play/Clean up
10:00-10:30am	Wash Hands/Snack Time
10:30-10:50am	Circle Time
10:50-11:30am	Activities/Free Play/Clean up
11:30-12:00pm	Outdoor Play/Pick up

2007/2008 School Year Calendar

August 29th 5pm Parent Meeting-childcare provided

September 4th Tuesday 8:45 am School begins

November 22nd Thanksgiving Break

December 21st Holiday Break

January 7th 2008 Return to school

February or March - There will be 2 in-service days for a conference.
We will post the dates as soon as possible.

March 20th Spring Break begins

March 25th Return to school

May 22nd 2008 Last day of preschool

Total of 34 weeks x 4 days/week= 136-2 in-service= 134 fun filled school days!

Preschool will be closed for inclement weather or holidays whenever the public schools are closed. Radio station KHNS, 102.3 FM is the timely source of information on weather related closures.

Please note that public school teacher in-service days are *not* the same for preschool. Preschool has two in-service days each year. The date changes each year. We will notify you when these dates are available so that other plans can be made for the children.

8:45am Arrivals & 12pm Departures

Come in and help your child get his/her coat off and into their cubby. Never drop your child off in the parking lot. Come into the building and make contact with one of the staff members before you leave.

Separation Anxiety, don't worry! If your child feels uncomfortable, rest assured that we give him/her the support he/she needs. Usually, brief partings with parents make it easier for all concerned.

Be prompt when arriving and departing to school, late arrivals can be disruptive for all the children. We recognize that time restraints can be difficult for some young children and parents, be as consistent as possible.

We will not release children to anyone who is not authorized in writing by the parent/guardian. If you expect anyone other than yourself to pick up your child after school, please include their name and phone number on the information card provided. You may update the information card at any time.

Clothing & Personal Items

What to wear to preschool? Comfortable play clothes are best. The children will be active in potentially messy activities. We will also play outdoors so bring weather appropriate clothing for outside.

The Coat Cubby is where the children leave their outdoor gear and extra shoes. Label all removable clothing with your child's name. State safety regulations require children to wear shoes at all times while in the building.

Classroom Volunteers

We welcome and encourage parents/guardians to participate in the education of their children. Please come and observe or participate at CVP any time. Your help and interest in the classroom will be most appreciated. The following guidelines are helpful:

- 1) Please arrange for your other children to have childcare.
- 2) Arrive 15 minutes early to go over the schedule with the teacher
- 3) Let the teacher know your interests. If you like, you can plan a special project to do with a small group of children.

As a volunteer at the preschool, you may hear staff or children discussing various concerns or family situations. Respecting the confidentiality of such information is essential while volunteering. A **TB test is suggested** for each parent volunteering *regularly* in CVP's classroom.

School Day Curriculum

The preschool derives its curriculum from an assortment of “themes” with related activities. Families will receive a newsletter at the start of each month, explaining the themes for the weeks ahead and summarizing the special activities that are planned. We appreciate parent participation and suggestions relative to current and upcoming themes.

Two principles guide the preschool's approach:

Children learn to identify, accept and understand their emotions, then successfully bringing them under control.

If a child needs help bringing order to their inner and outer worlds, there is an adult nearby.

This will also help prevent potentially hurting themselves or others.

When the teacher's observe inappropriate behavior, they intervene with active listening techniques and, when appropriate, redirection of attention or activity. Situations requiring discipline are viewed as opportunities to help a child learn more about themselves and about social interactions.

Discipline is never punitive. Under no circumstances will corporal punishment be administered to a child. Alaska law requires staff at the Chilkat Valley Preschool to report suspected and/or confirmed child abuse/neglect to the Office of Children Services (OSC).

Playing Outside

We give children every reasonable opportunity to play outside, but at times, the weather can be downright inhospitable with wind and ice. During times when it is below 25 degree with wind and ice, the children will play indoors.

Rest assured that on cold and/or wet days when we choose to play outside, the preschool staff keeps a close eye on each child's comfort level and we're always prepared to have a staff member accompany a child indoors.

We ask for your cooperation in choosing your child's outer garments with the day's weather in mind. On wet days, rain jackets and waterproof boots are a must, and rain pants are also nice. In wintertime, please send your child dressed snugly for outdoor play with the following: snow suit, snow boots, hat, mittens, and either a scarf or facemask. You might consider leaving an extra set of labeled hat/mittens/scarf in your child's cubby once the weather turns chilly.

Parent/Guardian Participation

The preschool depends on active participation of enrolled families to thrive. Participation is essential in the following areas:

1) Bring a nutritious snack each month for all the children. Some suggestions: Fruit-Fresh, dried, baked or stewed fruit. Vegetables, Breads, muffins, crackers-served with cheese, dips, cream cheese, peanut butter, honey, jam or butter. Cookies-preferably homemade with fruit, raisins or nuts

State Licensing requires that we meet 2 of the 3 following:

_ cup Dairy, Fruit or Vegetable, _ ounce protein, _ slice bread/grain

Snack time not only fuels us up for more fun, it also provides an opportunity to have conversations and practice our table manners. We encourage children to do as much as possible for themselves, which boosts their skills and self-esteem. You are always welcome to join us for snack 10:15am -10:40am daily.

2) Participate in fundraisers

CVP will organize 3-4 fundraising events throughout the school year. Each family will be responsible for meeting a set fundraising goal. Families can easily meet these goals by participating in one or several of these fundraisers. Fundraising updates will be given to families to help with motivation. Parent commitment and assistance with these fundraisers helps keep preschool tuition costs both stable and as reasonable as possible.

3) Consider joining the Board of Directors

The Board of Directors is made up of 4-8 volunteers. These Board members meet monthly and are responsible for the overall management and administration of the school. Remember that, enthusiasm is more important than experience!

Field Trips & Other Programs

Talented individuals/organizations wanting to share their expertise and enthusiasm with preschoolers are always appreciated. We celebrate the local talent and rich diversity of the community. Twice a month a local music teacher leads the children with singing & playing instruments in the classroom. Once monthly we take a visit to the local library to hear stories read aloud and check out a book. We also have tours of Alaska Indian Arts, local restaurants, the Fire Hall, Police station, Post Office, beach, playground and many others.

The preschool does not have a vehicle large enough to transport the entire class. We rely upon parent and staff volunteers for transportation. Your assistance is greatly appreciated on these occasions. The plan for supervision on field trips is to increase the child: staff ratio, take emergency contact information with us along with our first aid backpack. We will be sure that all the children are safely buckled in vehicles and in a smoke-free environment. We will post all transportation plans on the front door of the preschool. However, travel to and from field trip locations is *not* covered by the preschool's insurance.

Health & Safety

It's best for all of us if we have only healthy children at school. Follow your common sense and be considerate of the staff, other students, and their families when deciding whether your child should attend school. If any of the following symptoms have occurred in the last 24 hours please have your child stay home:

- Fever of 100 degrees or more
- Started taking antibiotics
- First signs of a cough or cold
- Vomiting or Diarrhea
- Head lice is spotted
- *Contagious skin rash or infection
- **Chickenpox

*The return to school must be approved by staff and/or doctor

**Return to school when all the sores have scabbed over

The administrator will notify parents immediately if children have been exposed to contagious diseases and/or conditions. No medications will be administered unless specifically prescribed and directed by the child's physician. Written dosage instructions are required.

Along with providing a safe, enjoyable learning experience for your child, one of our highest priorities is to ensure that proper hygienic practices at all times. We follow strict sanitary standards if frequent hand washing for the staff and children, no sharing of hats, brushes or combs and bleaching all the items used in the preparation and serving of food.

Children with Special Needs

Children with special needs often learn more from their peers than from any teacher. Things like: how to share, get along with others, and use language to express needs. In their preschool experience, children with and without disabilities learn to accept people with differences, to be compassionate, and to feel good about helping others. Our goal is to prepare *all* preschool-aged children for a lifetime of inclusion. If needed, additional staff training will be pursued to help with special needs concerns.

A special needs plan of care is required by state licensing regulations. This plan is written in cooperation with the parents, teachers, Haines Borough Schools and specialists. This plan is referred to as Individualized Education Programs (IEP's).

CVP will refer children with identifiable disabilities to the local school district. Public school districts in Alaska are responsible for providing the evaluation and special services needed by diagnosed children.

Preschool Tuition

Tuition for Chilkat Valley Preschool is based on the 9 months school is in session. Payments can be made on an Annual or Monthly basis:

<u>Attendance</u>	<u>Annual payment</u>	<u>Monthly</u>
2 days/week	\$1224	\$136
3 days/week	\$1512	\$168
4 day/week	\$1800	\$200

Monthly payment plans are due the first day of each month. If payment is not received by the 10th of the month, a late fee of \$5 will be charged. Other payment plans may be set up by speaking to the Office Manager. Students will be considered un-enrolled if tuition is not paid by the end of the month. No credit will be given for school days that a child misses.

CVP requires 30 days notice when families wish to increase or decrease the attendance for a child. This will give the school enough time to plan for the decreased revenue and/or to admit the next child on the waiting list. Tuition may be prepaid up to two months in order to reserve a spot during extended absences. Prepayment for more than two months is allowed at the discretion of the board. If tuition is not paid to reserve the spot during an extended absence lasting three months or longer, the child will be withdrawn from school and need to pay \$45 registration fee upon re-enrolling.

If your child is enrolled, you can add a “Drop-in” day **occasionally**. Extra Drop-in days are \$18 and payable at the time of drop-off. Please call or talk to the staff to be sure there is space available.

Financial Assistance

The State of Alaska offers the Child Care Assistance Program (CCAP). These programs are designed to help working and/or training parents/guardians pay for childcare. To be eligible for CCAP you must be working, going to school, attending a job training program or self-employed. The program is based on your family’s income. Contact Suzanne Newton for more information or log onto www.hss.state.ak.us/dpa/programs/ccare

In addition, Chilkat Valley Preschool has a scholarship fund available. These limited funds are intended for families who are temporarily experiencing financial hardships. The administrator has more information if you are interested.

Licensing & Insurance

The Chilkat Valley Preschool is licensed by the Department of Health & Social Services and must comply with all stipulated licensing requirements. We are subject to annual review, and are proud of our outstanding compliance record. We carry liability insurance and accident insurance, which covers all children and staff at school and at field trip locations.

2007/2008 Registration Form

Child's Name _____ DOB _____

Mother _____ Father _____ Guardian _____

Address _____ Phone home _____ work _____

E-Mail _____

Please answer the following questions.

- I would like information regarding tuition assistance ___ yes ___ no
- I would like more information about serving on the board ___ yes ___ no
- I am available as an emergency/short notice classroom substitute ___ yes ___ no
- Include my telephone and address to other preschool parents ___ yes ___ no

Nationality information used for Surveys & Grant applications:

AK Native ___ Aleut ___ Eskimo ___ Indian ___ Caucasian ___ Other _____

CONSENT FOR TRANSPORTATION & FIELD TRIPS

I understand that the Chilkat Valley Preschool does not have a facility vehicle and must rely on teachers and parent volunteers to transfer children to field trip locations and monthly visits to community facilities like the library. I give permission to Chilkat Valley Preschool to provide necessary transportation and care for my child during all school activities away from the classroom.

Signature of Parent or Guardian: _____ Date: _____

FUNDRAISING AGREEMENT

I understand that my family will be responsible for meeting a fundraising goal. My family will have a choice of 3-4 organized events to easily reach this goal. I understand this commitment as a preschool parent and I agree to participate in these fundraisers.

Signature of Parent or Guardian: _____ Date: _____

ATTENDANCE & PAYMENT PLAN

Circle days of the week attending: Monday Tuesday Wednesday Thursday

Tuition for Chilkat Valley Preschool is based on the school year. I understand that my tuition payments can be made on an annual or monthly basis. Please circle your preference for a payment plan.

<u>Attendance</u>	<u>Annual payment</u>	<u>Monthly</u>
2 days/week	\$1224	\$136
3 days/week	\$1512	\$168
4 day/week	\$1800	\$200

I have read and understand in the Parent Handbook. I agree to the said requirements of parent participation and tuition requirements. Registration fee of \$45 due with this form.

Signature of Parent or Guardian: _____ Date: _____