

# Marin Formative Christian Preschool

## PHILOSOPHY

At Marin Formative Christian Preschool we believe that children are born with a natural sense of wonder and desire to learn. As children begin to grow and to explore their world, fascinating discoveries are made, loving relationships are built and developing milestones are achieved that will shape and mold the person in which they will aspire to be. To nurture this process, we create an environment of trust and joy that embraces their young minds and their tender hearts to their fullest potential. As we teach to their understanding, we build upon their gifts and talents and give them tools to expand upon their growing knowledge. We live to capture the moment and to appreciate today. And through the love and grace of God we lead and guide children in planting seeds of faith and hope for tomorrow.....

## OUR PROGRAM

Our program is designed to meet the developmental needs of young children ages 2.0 to 5 years. We provide experiences that enrich and enhance each child's intellectual, language, creative, physical social/emotional and spiritual growth. Within our program's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills and to learn concepts through first-hand experience. Children develop a positive self-concept through a balance of self and teacher directed activities. Opportunities for solitary play, as well as cooperative, group activities are provided. Our staff serves as role models and provides care that is loving, nurturing and responsive to each child's individual needs. We respect parents as the primary and most important provider of their child's care and believe that parents and teachers are to be partners in the child's care and education.

## OUR STAFF

Program Director.....Mrs. Sandy Greenhalgh

Pre-Kindergarten..... Mrs. Kristin Crowhurst (a.m.)  
Mrs. Tammy Best (a.m.)

Koalas.....Ms. Priscilla Pearson  
Mrs. Stacey Roach

Teddy Bears.....Mrs. Deborah White  
Mrs. Andrea Kiesel

Afternoon Extended Care.....Ms. Priscilla Pearson, Mrs. Stacey Roach,  
Mrs. Deborah White, Mrs. Tammy Best  
Mrs. Andrea Kiesel

## OUR PROGRAM GROUPS

Your child's group placement has been determined by their age and in most groups the age range may vary as much as a year. This is typical and a trend that you will discover as your child continues through their school years. Whether your child is on the younger or older side; there are benefits to both and our curriculum is designed to meet the needs of children at their own pace and at whatever level. We accomplish this by using developmentally appropriate practices, breaking into small groups of similar levels and by providing opportunities for teacher/child interactions through teaching in our learning centers.

### Teddy Bears (2 and 3 year olds)

The basics are introduced in this group with the essential ingredient being to build nurturing and trusting relationships with their teachers and friends. There are opportunities for large group experiences as well as small group work which allow children to engage in activities and progress at their own developmental level. It is amazing to watch the growth in this group as the year goes on.

### Koalas (3 to 4 year olds)

Developmentally this age group is ready to embark on the next level of learning. Our primary goal in this group is to provide these children with learning opportunities that expand on their earlier experiences while preparing them to transition to our pre-k group. The small group and comfortable environment allows for enriching curriculum that continues to foster all areas of their development.

### A.M. Pre-k (4 to 5+)

Skills and concepts are taken to a higher level as these children are developmentally ready for more challenging tasks. Some of the elements added to the pre-k curriculum are letters of the week, working with advanced math concepts, and a strong emphasis on building language skills which are reflected in reading and writing and speaking and listening. Individual efforts as well as group-based projects are an integral part of the pre-k classroom as they begin to experience skills appropriate for Kindergarten. Planning and teaching of curriculum is based on observation and assessment which guide the teachers to plan according to individual learning interests, styles and needs. Our small group work allows for work which reflects further intentional teaching and where learning is at its best!!!!

**PROGRAM SCHEDULE.** Times will vary amongst groups. See posted schedule in each classroom.

7:00 to 8:45                      Extended care offers opportunities for quiet, open-ended activities.

8:45 to 9:30                      Free Play Time/Opening Circle

Session begins in each classroom with free-play time shortly

proceeded by an opening circle that includes, role, calendar, weather, job chart, a daily devotional and introduces the activities and plans for the day. Please arrive on time as this meeting as a group sets the tone for the child's morning and the staff's planning.

9:30 to 10:30

Activity Time/Small Group Time/ Clean up and Snack

Activities are planned in different areas of the classroom that includes blocks, library, listening center, dramatic play, science, art, writing center, cooking, music and manipulatives/table toys. There are opportunities for both teacher-directed and child-directed activities as well as for both individual tasks and cooperative group interactions/projects.

10:30 to 11:15

Outdoor Time

Children are given the opportunity to explore and make choices which may include, sand and water play, bikes, sidewalk chalk, playing games with balls, bean-bag toss, jump rope, climbing structures, gardening etc...

Quite often the outdoors becomes an extension of the indoor curriculum and learning continues with art, science, reading and much more.

11:15 to 11:35

All of our groups come together at the end of each morning session to enjoy Music Time with Mrs. Lyn on Monday and Tuesday and Chapel Time with Pastor Steve and Pastor Brian on Wednesday and Thursday.

11:40 to 11:45

Children prepare for the end of the morning session and will be dismissed from their individual classrooms. This is a busy time of the day, so we recommend gathering all of your child's belongings before picking up your child.

11:45 to 12:45

Lunchtime and Outdoor Playtime

Children are welcome to stay for lunch; this is a favorite social time for children and an opportunity to extend their morning with casual free-play time with their friends from all of the different groups.

12:45 to 3:00

Naptime/Rest Time (12:45 to 2:45)

This is a quiet, low-key time of the day with opportunities for children to participate in both indoor and outdoor activities.

12:45 to 6:00

Extended Care

The afternoon program brings new learning experiences to a child's quiet and peaceful time of the day. After a busy morning, free-choice activities are provided such as cooking, gardening, reading, science, art, building and expanding on projects. The emphasis is on creating an environment that feels like home and a place that further nurtures relationships.

## ADMISSION

Entrance requirements include the completion of all forms that you will receive during the first week of school. California Department of Social Services mandates that these forms be on file for each child. Please return these forms promptly. Also, please let us know of any changes that may occur throughout the year. These forms are a valuable tool, which helps us to best serve the needs of your child.

## ARRIVAL AND DISMISSAL

When coming to school please walk your child to the door, help them to place their personal belongings in their cubbies (please label all of children's items including lunchboxes, clothing etc.). There is always someone there to greet you and your child each morning. If for some reason there is no one to greet you, please insure that your child is left with a staff member. The same applies at dismissal; always let a staff member know that you are leaving with your child. Please do not use the back gate located on the playground near the parking lot, this is to be used for fire exits and emergencies.

## SIGN-IN AND SIGN-OUT

It is important that you always sign in and out on the appropriate form located near the door at the time that you drop off and pick up your child. California Department of Social Services requires a full-legal signature. Periodic site visits are conducted and agency will cite and fine facility for missing signatures; parent will be responsible for absorbing cost of the fine if this should occur.

When you leave, please insure that you have picked up all of your child's personal belongings from their cubbies and any of your child's work from their files.

**IMPORTANT:** Your child will only be allowed to leave with an authorized person in which you have indicated on your emergency card and whom must have at least one form of picture identification. If the person is not listed on the emergency card, the parent in written form or verbally over the telephone must give permission. We will not release a child if the above criteria have not been met.

## CLOTHING AND PERSONAL BELONGINGS

Since we offer a wide variety of experiences (active, exploratory, experimental, outdoor play), we encourage parents to send their children in clothes that are comfortable, sturdy and washable.

We recommend that your child wear rubber soled shoes as they are the best for running, jumping, climbing and all the other things preschoolers do. Please no open-toe shoes such as sandals, flip-flops and crocs as woodchips may splinter and slipping and falling from climbing structures are more likely to occur.

Please label all of your child's belongings and please check that what you are bringing home belongs to your child. There are many duplicates of items. The Lost and Found box is located in front of the Teddy/Koala entrance.

Please keep an extra set of clothing in your child's cubby (socks, underwear, pants, shirt and shoes). Place these in a labeled gallon-size plastic bag.

Parents are responsible for toys, games or personal belongings brought from home. Losing a favorite toy can be a heartbreaking experience for the child. If your child would like to bring something to share at a group time, please check with the teachers or director.

## SNACKS AND LUNCHES

Having meals at school promotes social development and encourages good eating habits. The school will provide a nutritious morning and afternoon snack. A snack menu is posted outside of each classroom.

Families provide lunches in labeled lunchboxes for children. Please send balanced meals in appropriate quantities for your child. For USDA guidelines on food and nutrition, please check their websites at [www.usda.gov](http://www.usda.gov). The school does not have space for refrigerating children's lunches, so please use cold packs to keep items at appropriately safe temperatures until lunchtime. Families of children with special dietary restrictions should consult with administrators to develop an individualized plan.

- Parents have asked and so here are some helpful hints for packing lunches: Because we provide a nutritious morning and afternoon snack, your child's lunch should contain just enough food for one child-size meal. We recommend not over packing as a lot of food tends to go to waste. We will let you know if you are packing too much or not enough.
  - Slice sandwiches in halves or fourths. Cut into fun shapes!!
  - If your child is not a sandwich eater, we will warm up food that you send. Children love pasta, rice, left-over dinner etc....
  - Cut up fruit in bite-size pieces, seldom will a child eat a whole apple or peach.
  - Small containers of yogurt are best, children generally eat only half and the rest is discarded.
  - We have a No juice policy. Children fill up quickly on these and don't eat their growing food. Milk and water are the best nutritious choices. Small bottled waters; the large ones seem to topple over.
  - We discourage candy. A small cookie, granola bar or muffins are great alternate treats.
  - Please label lunch boxes and all plastic containers.

## BIRTHDAY CELEBRATIONS

A typical birthday celebration includes a special crown and honoring of your child at our end-of-day group circle time. If you choose, you may bring special treats for your child's group to celebrate. Keeping in line with our nutritious suggestions, parents in the past have creatively turned traditional sugary treats into decorative nutritious surprises.

## NAP TIME/REST TIME

Rest time at Marin Formative is from 12:45 to 2:45 each day. Children nap/rest with a staff member present at all times. We provide mats, back rubbing and soft relaxing music. Families provide a crib sheet and blanket which is to be taken home at the end of the week for laundering in there designated tote and returned for the new week. This time period is available for all children. Please notify us during the first week of school if you wish for your child to nap. If your child is napping, we encourage that it be on a regular basis to insure consistency in your child's schedule. Quiet time with activities are provided for children who do not nap.

## DIAPER POLICY

Each family is to provide enough diapers for a period of a week and a day's supply of extra clothing in a bag labeled with the child's name. The school will provide all other supplies such as wipes and changing table materials. Diapering will occur at two hour intervals unless a child is soiled at which time they will be attended to immediately. An additional fee for supplies of \$25.00 for part-time and \$50.00 for full-time children will be added to monthly tuition. The fee will be removed once the child is toilet trained. When a child is ready to be trained, a plan will be established between staff and family to insure that the child is successful both at school and at home. Children who are potty training are encouraged to wear training pants and no pull-ups. Information regarding diapering and potty training will be made available to each family when they begin school.

## ABSENSE FROM SCHOOL

Please contact the school if your child does not attend on their scheduled day. If your child misses school due to illness please notify the school of your child's absence and if your child has been diagnosed with a contagious disease. It is important that you notify the school of extended leave, such as vacations or for family emergencies. Families are responsible for payment during all absence from school. Arrangements to secure your child's enrollment must be made with Program Director if leave extends beyond one month.

## HEALTH GUIDELINES

As we greet your child in the morning, we will also evaluate their general health. To insure the well being of the children and staff at our facility, a child will not be admitted who is deemed to be unwell by the attending staff member, ie. any colored secretions from the nose, fever, diarrhea or severe cough. Please use good judgment when you bring your child to school. It is not only for our well-being but most importantly for your child's. If your child becomes ill at school, you will be called to make arrangements for pick up within an hour. Your child will be kept comfortable until your arrival. A CHILD MUST BE FEVER FREE FOR 24-HOURS BEFORE RETURNING TO SCHOOL.

Only a staff member may administer medications. Medicines must not be put in lunch boxes. The procedures for bringing medications to school are as follows:

- \*Must be given to a staff member.
- \*Must be in the original container w/label.
- \*It must be medicine prescribed or authorized by a doctor and must have instruction label complete with doctor's name on it.
- \*Parent must fill out and sign a Medication Authorization Form.

## SUNSCREEN APPLICATION

We do spend time outdoors daily and so we advise that you apply sunscreen to your child before school. We will reapply in the afternoon if your child stays for extended care after 12:45. If authorized, we will apply Banana Boat Baby Tear Free with an SPF of 50. If your child requires another brand, please bring it to school in a labeled baggie with your child's name. A medical form must be signed to authorize all application of sunscreen. We also recommend a hat/cap, one with the floppy sides and back works great as does light long sleeved clothing.

ALL STAFF MEMBERS ARE TRAINED AND CERTIFIED IN FIRST-AID AND CPR

### CHILD ABUSE REPORTING

All staff members are trained and required to report any signs of suspected child abuse under Section 11166 Penal Code.

### DISCIPLINE STATEMENT

We believe that children find security and direction where there is consistent adult guidance. Teachers, in their role of caring for children, model and teach appropriate behavior. Children need to know what we expect from them before they can adhere to our rules. We, therefore, will use constructive and preventive methods of discipline and maintain an atmosphere of acceptance, respect and order. Techniques we use:

- \*Prevention—we plan ahead for possible areas of conflict
- \*Re-direction
- \*Problem solving and conflict resolution through talking
- \*Modeling appropriate behavior
- \*Explanation of basic school rules and reiterate and reinforce them often
- \*Set limits and expectations
- \*Establish logical consequences
- \*Positive reinforcement for appropriate behavior
- \* Consistency as a staff.

### PROPERTY SAFETY

Please drive slowly down Ellen Avenue and in our parking lot.

NEVER leave a child in the car unattended. Also, it is advisable to bring in items of value such as purses. Unfortunately, there have been items stolen from vehicles in our parking lot in past years, even out of locked cars.

Please do not allow children to climb up on and walk along the concrete flower beds in front of the Church entry as well as climbing on hand rails. This not only keeps your children safe but also respects the Church's property, especially the lovely garden areas.

Please remember to close the sliding glass doors as you arrive and depart and check in with us when you arrive and when you leave with your child. Please do not use the gate closest to the parking lot, this is our Emergency Exit. Please do not come through the Kitchen area with your child, enter/exit through sliding glass doors.

### EMERGENCY PREPAREDNESS

Each family will receive a packet of information outlining our procedures during emergencies.

### PROGRAM RATES AND FEES

A.M. Session---8:45 to 11:45

2-day week-----\$300.00 per month

3-day week-----\$460.00 per month

4-day week-----\$530.00 per month

5-day week-----\$600.00 per month

Extended Care-----\$9.50 per hour

Discounted full time rate-----5-day \$1125.00 per month

4-day \$1025.00 per month

3-day \$ 900.00 per month

10% sibling discount on tuition only

A non-refundable registration fee of \$100.00 is due at registration.

### Drop-In Care

Our maximum capacity set forth by California Department of Social Services permits us to accommodate 60 children each day. If you have an emergency that requires the care of your child on a day in which they are not enrolled, please give us a call first. There are often times when other children are on vacation or absent and we may be able to grant your request. Unfortunately, there are no switching and trading of days, you will still be required to pay for your scheduled days as well as for drop-in days. The rate is \$35.00 for morning drop-in care 8:45 to 11:45 and \$12.00 for drop-in extended care before and after.

### Closing Time/Late Pick-Up

We ask that you please be considerate of our 6:00 p.m. closing time as our teachers also have families to go home to. It is highly recommended that families plan ahead to insure that arrangements are made with a friend or family member as a back-up should the need arise for an alternate pick-up. This person(s) should also be included on the emergency card. Please notify the school if you are going to be late and your emergency contact cannot be reached. A late fee of \$20.00 will be imposed for every 15 minutes after 6:00 p.m. If we do not hear from you and your emergency contacts are not available, the local Department of Social Services will be called after 60 minutes.

### Additional Fees

A one-time \$125.00 materials fee per child will be assessed at the beginning of the school year. Fees for special activities and field trips will be charged and collected as events occur. Participation in field trips and special activities is always optional.

### PAYMENT PROCEDURE

Monthly tuition and extended care are due on the 15<sup>th</sup> of each month. A late fee of \$25.00 will be assessed for late payments. Your tuition will reflect the rate for the number of days that you have registered. There are no deductions or refunds for illnesses, vacations or holidays. Unfortunately, because of scheduling conflicts, there is no trading or making up of days to compensate for loss of attendance. Extended care will vary from month to month depending on number of days in that month. Any extended care beyond your designated hours will be reflected in the following month's statement and will be at the drop-in rate of \$12.00 per hour. Please see the program director if there are any problems with timely payments or scheduling needs. We

will make every effort to accommodate your requests. Invoices will be placed in your child's file the first week of each month.

Note: You will be billed per diem for days attended during the last weeks of August. Our monthly tuition is based on a 20-day month and averaged out over 9 equal tuition payments September through May and for two weeks in June. **Holidays are included in the tuition; Winter Recess and Spring Recess are excluded in the averaged calculation.**

### NOTICE OF WITHDRAWAL & DISMISSAL

If you plan to withdraw your child from the program, please provide 30-days written notice. Withdrawals after May 1<sup>st</sup> are responsible for tuition payment through the end of the school year. If your child is dismissed from the program, we will provide you with a two-week notice and refund any tuition due at the time of dismissal.

A 30-day written notice is required for request of change in schedule. Your request may be granted if space is available and staff schedules permit. Upon approval, you will be responsible for payment for original schedule for up to 30 days while accommodations are being made for new schedule.

### HOLIDAYS AND SCHOOL CLOSURES (Holidays are included in tuition)

Labor Day	Monday, September 5 <sup>th</sup>
Veteran's Day	Friday, November 11 <sup>th</sup>
Thanksgiving Break	November 24 <sup>th</sup> and November 25 <sup>th</sup>
*Winter Recess	December 19 <sup>th</sup> thru December 30 <sup>th</sup>
Martin Luther King Jr. Day	Monday, January 16 <sup>th</sup>
President's Day	Monday, February 20 <sup>th</sup>
*Spring Recess	April 9 <sup>th</sup> thru April 13 <sup>th</sup>
Good Friday	Friday, April 6 <sup>th</sup>
Memorial Day	Monday, May 28 <sup>th</sup>
Last Day of School	Thursday, June 7 <sup>th</sup>
Summer Preparation	Friday, June 8 <sup>th</sup>

\*It is our intent to be open the week of December 19<sup>th</sup> through 23<sup>rd</sup> for a week of Holiday Camp and April 9<sup>th</sup> thru April 13<sup>th</sup> for Spring Camp. There will be a separate sign-up for these weeks and please note that it is not included in our monthly calculations for tuition and thus a separate billing will be created for those who attend.

\*We will be closed the week of December 26<sup>th</sup> through the 30<sup>th</sup>.

Summer Camps will begin on Monday, June 11<sup>th</sup> thru Friday, August?? (date is determined upon Dixie School District calendar which is usually not distributed until March of 2012). School is closed one week in August prior to the commencement of the new school year. There is no charge during this school closure.

### REASONS FOR DISMISSAL FROM THE PROGRAM

- \*Non-payment of tuition---over 30 days late.
- \*Child poses an emotional or physical threat to the safety of other children in the program.
- \*Child's family poses an emotional or physical threat to the safety of other children in the program.

\*Child is not developmentally prepared.

### PARENT INFORMATION

There is a parent board/area in front of Mrs. Sandy's office door. Located in this area are postings, announcements, brochures, Mickey Mouse payment box, incoming correspondence tray, etc... Also in front of each of the classrooms are wipe-off boards and file folders containing valuable information to keep you notified of what's happening at your child's school. Most parent information will be sent via e-mail, so please take the time to read e-mails from Marin Formative.

### PARENT INVOLVEMENT

We believe that parents and teachers are partners in a child's education. The staff at Marin Formative insures that parents are always informed and given the opportunity to participate in the school's continued success. From time to time the staff may invite parents to assist with special projects or to share a special talent. We publish a monthly newsletter that keeps you up to date on the events occurring in our program as well as periodic updates on your child's progress. Formal parent conferences are always available upon the request of either teacher or parent.

*May the Lord richly bless and guide you as we work together to train up your child  
in the way he/she should go. Proverbs 22:6*