

Fit-n-Fun Preschool Parent Handbook

Mission Statement

The mission of Fit-n-Fun Preschool is to provide a fully integrated preschool program to foster children's social and emotional growth as well as their physical and mental development.

Fit-n-Fun has a Curriculum that is developed based on the needs of each child enrolled in our program to prepare them for Kindergarten.

Goals of the curriculum

- Provide a safe and nurturing environment that will meet the physical, emotional, social and cognitive domains of each individual child.
- Develop a wide variety of activities that will facilitate the construction of knowledge.
- Encourage each child to act independently in their explorations of material and performance of activities.
- Develop tasks and activities that are developmentally age appropriate
- Create a language-rich environment
- Provide a multicultural environment
- Encourage challenging situations that promote problem solving and develop critical and creative thinking skills.

Hours of Operation

Provided space is available the hours are as follows.

8:30am- 11:00pm Early morning session

12:30pm-3:00pm Afternoon Session

Enrollment

Enrollment for the upcoming year will always take place on January 1st. We will continue to accept enrollment applications throughout the year provided our preschool has room. If a spot is not available we will put the child on a wait list and they will be called as soon as a spot is available.

Registration Fee

A registration fee of \$75.00 is due at the time of registration. This fee ensures that the space is reserved and helps to purchase supplies. This can be paid over the phone by Visa, Mastercard, Discover or you can come to the center but the spot is not reserved until payment is received.

Tuition

All fees must be paid on or before the first of the month. We require a credit card number be on file which is protected by the privacy act and is only seen by the accountant. This ensures that payment is received in a timely manner. In the event that payment is not received two days after the billing date we will automatically bill the credit card on file. Also billing an additional five dollar late fee

Please do not send tuition payments in your child's backpack. Tuition payments can be dropped in the drop box or given to the staff person on duty.

Parent Teacher Conferences and Evaluations

We will provide every parent with the opportunity to take part in a conference for their child 2 times during the preschool year.

Items from Home

We ask that personal toys not be brought to the center. This is necessary both to ensure the safety of the children at play and to reduce the distractions and disruptions in the room. Toys or personal items may be brought on **Show and Tell Friday**. This will be in your parent letter informing you of the day.

Birthdays

Birthdays are very special and important occasions. You are welcome to send treats for your child to share with their class. We require that these items be bought at a grocery store or be prepackaged.

Clothing

Children must be fully dressed when they arrive at the center. Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. No open toed shoes, sandals, jellies or cowboy boots are permitted. Children's feet are easily hurt and children have difficult time maneuvering on the playground. We also prefer children do not wear jewelry.

Each child must have a complete change of clothes including socks and underwear. If your child has changed clothing during the day, please take home the soiled items and replace them the next day. All clothing items must be labeled with the child's full name.

Address, Telephone Number, and Email Changes

Please notify the center with any address, home telephone number, work telephone number, cell number, or email changes as soon as they occur. **This is essential in being able to contact a parent in case of an emergency.**

Biting

As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason for the biting (if it can be determined), frequency of the biting and many other specific circumstances.

General guidelines for biting include:

Helping the bitten child feel better or providing appropriate first aid, if warranted.

Completing an accident report for the parent of bitten child.

Discussing the situation with biters parent and completing an intervention report. (This provides the center documentation and is put in the child's file)

During this process, provided the situation allows, the biter is encouraged to be involved with taking care of the bitten child, this shows the biter that they have hurt someone by biting them and what the outcome is.

Depending on the ages and circumstances involved, additional actions might include:

- Discussing a better solution with all of the children involved.
- Ensuring that the environment provides enough challenging activities.
- Carefully observing the involved child identify precipitating events and prevent circumstances.
- Maintaining a log to track when the behavior occurs.

- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as any behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. We will keep you informed as to what steps are being taken and if bites are from the same or a different child.

Any child who bites three times in one day will be sent home.

Medicine

Should your child require medication during their time at preschool, the following requiring must be met:

1. Written parental permission must be given. (We have a form that can be filled out at the desk. Please ask staff)
2. The medication must be in original container.
3. Bag or container must be labeled with the child's name and date.
4. Must include directions to administer to child.
5. If medication is needed on an everyday basis the form must be signed daily.

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Parties and Special Occasions

Classroom parties and special events will be posted on the clipboard where your child is signed in and out two weeks in advance. Any visitor coming in to the program must sign in and get a badge. We ask that siblings not be brought to events unless cleared by the preschool teacher.

Emergency Closing

If it is necessary to dismiss the children from preschool early because of serious, severe weather warnings, or other serious event we will start calling parents and put it on the radio station KOTA, KNBN, KEVN. Since we operate our schedule with the Rapid City Public School District if the district closes due to weather we will close also.

Termination of Enrollment

In certain circumstances it may be necessary for the preschool teacher/ center director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination may be a result of the following:

Abuse of other children, staff or property

Disruptive or dangerous behavior

The center's inability to meet the child's needs of the child