

2014

English Way Preschool Handbook



English Way Preschool

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Mission Statement

At English Way Preschool we believe every child deserves the best possible start in life to fulfill their potential. What a child experiences in the early years has a major impact on their future life chances. A safe and happy childhood is important and provides a solid foundation for children to make the most of their abilities and talents as they grow.

At English Way Preschool we believe every child is unique. They are competent learners who can be resilient, confident and self assured. They should be encouraged to explore the world from different angles. Children learn to be strong and independent when they have loving and secure relationships, and we give them that here.

Central to English Way Preschool is the principle that **PLAY, EXPLORATION** and **CREATIVITY** are essential to learning. Our child centered program fully reflects these principles and we encourage you to ‘*come and learn the English way*’.

Curriculum and Daily Routine

Curriculum

English Way is a daily program which runs Monday – Friday from 9 to 5. It is a developmentally sound curriculum which is modeled on the National Curriculum from England and adapted for the United States. The curriculum targets the major skills, goals and concepts children 2 – 5 years of age need to successfully enter Kindergarten. Topics are taught in a variety of methods from teacher led to child exploration activities. English Way Preschool has a ‘hands on approach’ to learning and an extensive child friendly curriculum.

Depending on part-time or full time schedules, children are taught 3 core units per week:

- Science, Math and Technology
- Language, Communication and Writing
- Creative Art and Music

(See Appendix for more details about our Curriculum)

Daily Routine

Activity	AM times
Meet & Greet	
Breakfast	9:00 – 9:45
Wake Up!	9:45 – 10:00
Meeting Time	10:00 – 10:30
Snack Time	10:30 – 10:45
Table Activities	10:45 – 11:45
Goodbyes	11:45 – 12:00

For children staying for extended day, the afternoon curriculum includes lunch, rest time movie, snack and free play.

Parent/Child Separation Procedures

For some children, starting at English Way Preschool will be their first experience away from home. This can be frightening and overwhelming for a child. We ask that you discuss separation with your child in advance, and discuss where family members will be while your child is in school.

On your child’s first’s day be prepared to stay a little while with them for a short period of time, this will greatly ease any separation anxiety they may feel.

(See Appendix for more information about separation anxiety)

Discipline Procedures

At English Way Preschool we treat children with respect and we operate on the premise that young children are never “bad”. Inappropriate behavior that requires discipline is usually the result of the child’s level of development. We help a child understand the concept of rules and consequences, and we try to give them tools to work through problems on their own. If a child needs to be removed from a situation, a teacher will help them calm down and figure out solutions to the problem. We work to create an environment that will enhance positive behavior, and give them the tools to problem solve on their own.

(See Appendix for more information about Discipline Procedures)

Arrivals & Dismissals

Arrivals

Please arrive to school on time. “*Learning time is crucial time*”. To ease separation, we ask parents to ‘hover’ approximately ten minutes in the morning to discuss any wellness issues or concerns with the child and to allow the child to adjust if they need to. It is also very important that your child knows that you have said goodbye before you leave. It is also required by state licensing law that parents must sign-in with the day, time and signature every day.

Pick-up

Pick up time should be handled with the same respect. Time is needed to allow the child to finish, clean up and work through feelings of departure. The teacher will be responsible while the child is in the room, but once the child leaves the room and goes with the parent, that parent must watch their child. Please notify the school in case of a genuine emergency as consistently late parents will be asked to pay a late fee or withdraw from English Way.

Pick up time is 12:00 pm or 4:00 pm. Children in the extended day are to be picked up at 5:00 pm. It is required by state licensing law that parents must sign-out with the day, time and signature every day.

Calendar

We follow the English schools semester, which runs from September to July, with a Summer Program in August.

School Closings

English Way Preschool uses the public school calendar for all federal holidays (Labor Day, Christmas, Thanksgiving, and Memorial Day etc). Please check the calendar daily when signing in for school closings or Federal holidays. Should it be necessary to close the school for unforeseen circumstances, parents will be contacted by phone prior to the start of school. We also follow the public school emergency closing schedule in cases of severe weather or natural disasters.

Health and Safety

Sick Absences

Please notify the school if your child is going to be absent. Infectious illnesses or contagious diseases must be reported immediately (this includes siblings not enrolled in our school). If your child has been exposed to an infectious or contagious disease whilst at school, parents will be notified by the classroom teacher.

Toilet Training

We try very hard to support, train and transition children with toilet training which requires everyone’s support and cooperation. Parents are also expected to work at home in tandem with the school and teach their children proper bathroom etiquette and hygiene. Parents are also expected to provide diapers and wipes for their child.

Accidents/Illness

It is vitally important that the school is informed of any changes of phone numbers. If a child should become ill or injured at school, parents will be notified by telephone. Minor injuries (not requiring first aid) are reported at pick up time. For minor injuries treatment will be given by a certified first aid teacher. No medications will ever be administered.

If a serious accident occurs the emergency services will be called and the parents contacted. The child's safety is our first priority.

Please do not bring your child to school if she/he shows signs of a cold, fever, rash, head lice or diarrhea. This is important to protect the health and well being of the other children and staff.

Head Lice

English Way Preschool has a **NO NIT POLICY**. If your child has lice or eggs they will not be allowed to stay in school, and a parent will be contacted to pick them up. A child who has lice or nits will not be allowed to attend school until they are free of lice. This policy is non-negotiable.

Health Records

The California Board of Health and the Child Licensing Department requires that all children in daycare/preschool have an up to date health record on the first day of school. No child will be permitted to attend school without completed immunizations and screenings. For children who have no immunization record parents are required to sign a waiver indicating this.

General Information

What to Bring to School

Every child at English Way will be given a place to keep all their personal belongings. Please do not allow your child to bring unnecessary items to school.

The following items should be provided by the parent:

- A family picture/cuddly toy for your child to keep at school for comfort (if they need it)
- An extra change of clothes and underwear
- A blanket/pillow for naptime (mats will be provided)
- A bagged lunch for children not wanting to eat a school lunch or snacks

Clothing & Toys

Children at English Way Preschool are learning through a hands-on approach; which means their hands will be on everything, paint, dirt, mud, water, flour, sand etc. Children should concentrate on their play, not on keeping clean. Please dress your children in clothes that they can get messy in.

Clothes should also be simple and free of complicated fastenings (belts, suspenders, overall etc), so the child can assert their own independence by using the bathroom without the teacher's aide.

Please provide sweaters or jackets even on sunny days in case it turns colder, as we spend a lot of time outside. All shoes should ideally be close toed to eliminate stubbed toes.

Please do not bring any toys to school as their safety cannot be guaranteed. Toys from home are only permitted on share days. Toys brought on other days will be sent home.

Photographs/Video/IT

Teachers use photographs of children all the time to enhance the curriculum, in projects and family books. You may also receive a photo/email from the teacher if the child wants to share something wonderful they did that day. We also use pictures on our website and other displays. If you do not want your child's image to be used please let a teacher know.

Vacations

English Way Preschool runs year round, we observe all federal holidays (Labor Day, Memorial Day, and Presidents Day). We are closed Thanksgiving, Christmas, New Year, and one week in July for our annual vacation. For vacationing families we ask that parents give advance notice before taking their vacation and remember that tuition is still required during their absence.

Parent Participation

Our main goal is to create an environment that is safe, healthy, family orientated and promotes learning. We welcome parents into the classroom to read stories, cook and do art activities with the children. We have regular parent meetings to discuss your child's progress, targets and the curriculum.

At English Way we have two annual performances each year. Our Christmas Extravaganza in December, and our end of year Graduation in July.

Tuition

Tuition is due weekly. Checks or cash are accepted. Any bank fees or charges incurred for voided checks will be the responsibility of the parent and checks will no longer be available as a method of payment. Please make checks payable to **Carline Hinds**

Any tuition which is late five days or more will result in a suspension from school for the child

until full payment is received. **Tuition is due regardless of the child's attendance.**

There is a one time non-refundable registration fee of \$75.00 is for all new enrollees.

Parents are expected to bring in one healthy snack each week to share with the rest of the class. Parents should also bring in one art supply monthly.

Tuition fee are as follows:

Part - time	\$25.00 a day
Full time	\$35.00 a day

(*rates may vary depending on early drop off or late pick schedules)

Emergency Preparedness

In case of an earthquake or other natural disaster we require each child to have an emergency kit at school at all times. Please bring the following items in a child-size bag clearly labeled on the outside with your child's name, on the first day of school:

- Small pack of bottled water
- One small blanket
- Change of clothes
- Small flashlight
- Family photo

Emergency kits should be updated every year to be sure that the clothes still fit. Please remember that in the event that we have to move the children to a relocation site, the children must be able to carry their backpacks, so please only supply what is necessary.

The school emergency preparedness plan is posted on the Information Board at school.

If we need to evacuate the school in an emergency we will take the children and assemble at **South Oceanside Elementary School, 1806 South Horne Street, Oceanside, CA 92054** by the main gates.

Sick Policy

Illnesses

Please do not bring your child to school when they are sick. This is not fair to your child or the other children at school. We all must be over-cautious to protect all of our children. Your cooperation in these health matters is greatly appreciated.

These policies are taken from the Department of Human Services and Public Health.

A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms:

- Fever - 100.0 degrees F. or higher
- The child has vomited for any reason (this includes but not limited to flu, food poisoning, upset, crying/upset, bad cough, too much candy/juice, ate a certain food...etc.)
- Diarrhea - 2 very loose stools in one day, or it's so bad it ran out of the diaper/underwear the first time.
- If your child poops more than 6 times in one given day or has to go pee more than 2-3 times an hour.
- They have an undiagnosed rash.
- If they have a bad runny nose and requires more than 2 wipes.
- A bad or uncontrolled cough that doesn't allow the child to participate in classroom activities. When the cough is so bad it keeps your child or other children awake during nap time. Or they cannot cover their mouth and are coughing over everything or other people/children. Or are just coughing too much and need to have it checked out.

- Difficulty breathing or wheezing.
- Their eye is red/pink with white/yellow eye discharge. Or they have matted eyelids, redness of the eyelid or skin surrounding the eye. If it's allergies, I need a doctor's note saying it is not pink eye.

If your child contracts any of the following infectious diseases or illness they must be excluded until the following occur:

Asthma Attack – child can participate normally in classroom & outside activities

*Burns/Sun Burns – child needs to stay home until they are comfortable and can participate in all activities.

Chicken Pox & Shingles - After all blisters have scabbed over, usually a week.

*Cold – After the child's snot is no longer colored and they can maintain their own runny nose and wash hands.

*Cold In Eye – After area around the eye is cleaned out and no crusty eyelids.

Cold Sore/Lesions – until scab over, or covered with band aid. Child should not be able to keep picking/touching it.

*Cough – When the child's cough no longer interrupts the classroom's daily activities and they can cover their mouth with their elbow while coughing. Children that cough on friends/things or too often will be sent home.

Diarrhea – After the child has normal stools for 24 hours without medicine and eaten a normal meal.

*Ear Infection - After three doses of medication or after 24 hours from first dose. Ear infections are not contagious, but the colds that result in ear infections are. Medication should clear up the infection and cold.

Fever - After the fever has returned to normal without the aid of fever reducing medication for 24 hours.

Hand, Foot & Mouth – They can return 7 days after being diagnosed. This is a painful & very catchy illness.

Head Lice – 24 hours after they complete treatment and removal of all nits.

Impetigo - After child has been on medication for 24 hours.

Influenza, H1N1 or Influenza like illness – Fever free for 72 hours and/or rules set by CA Department of Health.

Pneumonia – After fever free for 24 hours and child can participate normally in classroom & outside activities.

Pink Eye - After the child has been on medication for 24 hours and has no matter in his or her eyes.

Rash/Scab – After it has gone away or is cleared by a doctor to come back. Place band aid over rash/scab until heals.

*Runny Nose - the child must be able to maintain their runny nose.

Roto Virus - After the child has had two “formed” stools.

Sore Throat/Loss of Voice – until voice returns and/or been checked to not have strep.

Strep Throat - After the child has been on medication for at least 24 hours.

Teething – All sick rules apply unless cleared by doctor.

Throwing Up/Food Poison – 24 hours after the vomiting and nausea has stop and they have eaten a normal meal.

*Urinary Tract/Bladder Infection – After first dose of medication and they can pee without discomfort.

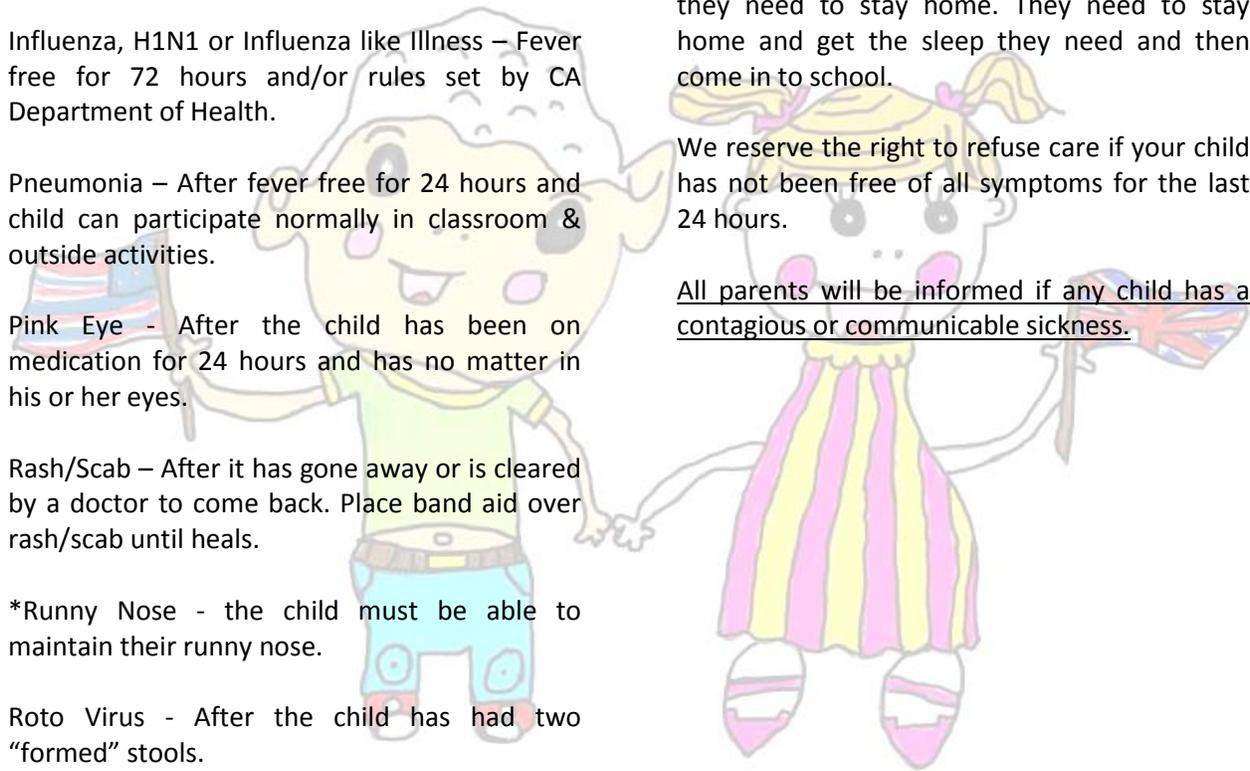
Whooping Cough – 5 days after the appropriate antibiotic treatment beings.

RETURNING TO SCHOOL AFTER BEING SICK

If your child is too sick to run around outside, then they are too sick to come to preschool. If your child is too upset or lethargic to participate in the daily activities or keeps falling asleep, they need to stay home. They need to stay home and get the sleep they need and then come in to school.

We reserve the right to refuse care if your child has not been free of all symptoms for the last 24 hours.

All parents will be informed if any child has a contagious or communicable sickness.



Appendix

Curriculum

English Way is a daily program which runs Monday – Friday from 9 to 5. It is a developmentally sound curriculum which is modeled on the National Curriculum from England and adapted for the United States. The curriculum targets the major skills, goals and concepts children 2 – 5 years of age need to successfully enter Kindergarten. Topics are taught in a variety of methods from teacher led to child exploration activities. English Way Preschool has a ‘hands on approach’ to learning and an extensive child friendly curriculum. Depending on part-time or full time schedules, children are taught approximately 5 hours of the 3 core units per week:

5 hours	Science, Math and Technology
5 hours	Language, Communication and Writing
5 hours	Creative Art and Music

English Way is a child-centered rather than an adult directed program. The program is based on sound principles of child development and early childhood education. The significance of ‘child-centeredness’ is that the children’s development and individual needs, provide the basis for planning the daily program, for scheduling, and for the content of the curriculum. Each month we have a theme on which we base the month’s activities. The theme is taken into account when planning art projects, dramatic play, story time and all other aspects of the daily program. A monthly calendar of activities includes one planned activity for every day and other activities which are occurring daily.

The curriculum is based on the following considerations:

- The status of the individual child’s growth and development
- The general developmental level of each group of children
- The interests of individual children and of children in this age group
- The material and equipment available in the classroom and outdoors
- Holidays and special events, and their significance to the children and their families
- The season of the year, prevailing weather conditions, and how these affect children
- The mood of the children on a given day
- The activity level of the children during various seasons and at different times of the day
- Skills and special interests of the staff community resources

- Special concerns of and goals that parents have for their children

There is one curriculum meeting per year where the teacher will discuss the program and the types of activities the children will be participating in. For more information about the curriculum and teaching goals visit www.EnglishWayPreschool.com

Separation Procedures

During this time we ask the adult to choose a spot to sit and verbally assure the child that they can venture out and explore the environment and the adult will stay in the same spot. The child can then explore and when they feel insecure or frightened they will know that the adult is there if needed. When it is time for you to leave, the teacher will help you to decide when it is the best time. It is very important that when you say goodbye, you must leave, no matter how hard it is. The more consistent and routine your goodbyes are, the easier it will be for your child.

Discipline Procedures

As stated in section 102423 in the Manual of Policies and Procedures of the Family Child Care Centers, Division 12: any form of discipline or punishment which violates a child’s personal rights, shall not be permitted.

A child’s personal rights are outlined in Section 102423:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

Snacks and Supplies

In order to keep tuition costs low, parents can help by bringing in one healthy snack a week and one art supply each month. Children have on average 5 snacks or meals throughout the day and parents can help by bringing in a snack to share with the rest of the class. We also use a lot of craft supplies which parents can contribute to monthly. Please ask the teachers what types of art equipment they require before getting any. On the next page is a list of really useful supplies for school

Materials for School

Cleaning and Well-Being

- wipes
- paper towels
- toilet paper (Scott)
- sanitizing wipes
- tissues
- Band Aids

Art Supplies

- glue
- paint
- Glue sticks
- Crayons
- Markers
- White board markers
- Paint- all kinds
- Collage materials
- Beads/feathers etc.
- Stickers
- Construction paper
- Sketch paper
- Holiday theme art
- play doh
- goo
- fat pencils
- modeling material

Snacks

- lots of fruit
- milk
- lots of vegetables
- bananas
- grapes
- carrots
- bread
- margarine
- pasta,
- pasta sauce
- healthy snacks
- apple sauce
- milk
- cookies
- pretzels
- ice cream
- crackers
- jelly
- peanut butter

Classroom Stuff

For 2 year old or older)
books
trikes
big balls
little balls
hoops
throw and catch toys

