

# PLEASANT RIDGE UNION SCHOOL DISTRICT

## PRESCHOOL HANDBOOK 2018 - 2019



Alta Sierra Elementary School

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### **Mission Statement of Pleasant Ridge Preschool Program**

It is the mission of the Pleasant Ridge Preschool Program to provide a safe and enriching environment to children while fostering inclusion and continuity. It is our belief that a growing need exists to build self-confidence, school readiness skills, and social skills in young children before their first formal educational experience. It is the hope of the Pleasant Ridge Preschool Program that pre-kindergarten children will be provided with opportunities that will encourage a love of learning. We believe that each child is unique, with an individual pattern and timing of growth, as well as an individual personality, learning style, and family background. Both the curriculum and adult interactions with children should be responsive to these individual differences. Learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people. These experiences should match the child's developing abilities, while also challenging the child's interest and understanding.

The curriculum of the Pleasant Ridge Preschool Program is **based upon a matrix that blends the California Preschool Foundations with Kindergarten standards** as well as teachers' observations with children and recordings of each child's special interests, needs, and maturity level. Teachers prepare the environment for children to learn through active exploration and discovery. Developmentally appropriate curriculum provides for all areas of a child's development: physical, emotional, social, and cognitive through a harmonized approach. To serve pre-kindergarten children effectively curriculum goals and plans will be based on regular assessment of each child's individual needs, calling upon the expertise of their parent(s) and preschool staff. In order to meet the needs of both parent and child, a strong home-school partnership is developed. It is our pledge to support, encourage, and educate the parent as well as the child.

### **Purposes of the Pleasant Ridge Preschool Program**

The desire of the Pleasant Ridge Preschool is to provide a quality kindergarten readiness program for children and provide resources and support for their parents. The purposes of the Pleasant Ridge Preschool Program are:

1. To provide a nurturing readiness program, promoting social awareness and academic preparation for children ages 3 through 5.
2. To promote healthy growth and development of each child according to his/her own potential by providing a rich program in the areas of social, emotional, physical, intellectual, and creative development.
3. To meet the needs of the families and to help strengthen parents relationships with their children.
4. To provide a quality preschool program for the local community in southern Nevada County. Priority in enrollment will be given to the children of Pleasant Ridge Union School District families and enrolling siblings.

The Tuesday/Thursday class will be comprised of children who are 3 and 4 years old. Students **must** be 3 on or before September 1<sup>st</sup> of the school year for which they are applying to begin the first session. If your child turns 4 during the school year they will remain in the T/Th class to align with the start dates of kindergarten. Focusing on the unique needs of the three and four year old, this program will include social, emotional, physical and academic components.

The Monday/Wednesday/Friday class will be comprised of children who are 4 and 5 years old. Students **must** be 4 on or before September 1<sup>st</sup> of the school year for which they are applying. This class is designed for the child who will be entering kindergarten the following year.

**Enrollment**

Welcome to the Pleasant Ridge Preschool Program! In order to enroll your child, please complete the following:

- Complete and sign all forms included in the Preschool enrollment packet.
- Provide a copy of your child’s Birth Certificate and current Immunization Record.

**Preschool Sessions and Hours:**

- **Session 1: August 27, 2018 – November 16, 2018**
- **Session 2: November 26, 2018 - February 22, 2019**
- **Session 3: March 4, 2019 - May 23, 2019**

Students are encouraged to register for all three sessions during the school year.

**Hours:**

A three (3)-hour instructional session is provided for students on all days the program operates from 8:15 A.M. to 11:15 A.M.

The Alta Sierra Preschool is unable to provide bus transportation for preschool students to and from school.

Students and parents should arrive **NO EARLIER than 8:10 a.m.**, as this is the teachers’ prep and meeting time.

**Days of Operation:**

The Pleasant Ridge Preschool program operates Monday- Friday. The program operates on essentially the same calendar as the Pleasant Ridge Union School District. No classes are in session for any of the scheduled holidays, vacation periods, or teacher contract days. The preschool calendar also includes a one-week break in between each session.

**Preschool Rates**

The cost of each session is prorated for a three month billing cycle. Please see the last page for payment schedule. Payments **must** be paid by the scheduled date.

**Late Pick-Up:** A late fee of **\$10.00 per ten-minute** increment will be charged, and expected upon pick-up. A parent who is late for pick-up more than three (3) times may be asked to dis-enroll their child.

**Credit:** The preschool session contract fee is to assure that your child's spot is held and that appropriate child/staff ratios are in place. This fee is **due by the scheduled date** regardless of how many days your child may not attend due to illness or vacation. Credit will not be given for any reason.

**Traditional Payment Forms:** All checks and money orders should be made payable to Pleasant Ridge School District (PRSD). Deposit of checks can take up to one (1) month due to the cyclical times of our workload in the District Office. In the event of a bounced check, parents will be notified to replace their payment. After one such incident, money orders, cash, and online payments will be the only forms of payment allowed.

**Late Payments:**

Payments made over one week late will incur a \$10 late fee. This fee may be waived if prior arrangements are made.

**Sierra Nevada Children's Services:** The Pleasant Ridge Union School District works cooperatively with the Sierra Nevada Children's Services to provide service to families facing economic hardship. Their address information is: 420 Sierra College Dr., Suite 100, Grass Valley. Their phone number is: (530) 272-8866. The Preschool Program is eligible for, and receives payments for service from this agency.

**Arrival and Pick-Up**

- All children must be accompanied by an adult and signed in on the daily log upon entering the classroom. Students and parents should arrive **no earlier than 8:10 a.m.**
- All children will be walked to the upper parking lot for pick up. Please pick your child up in the classroom if it's raining.
- Children may be picked up only by those people designated on his/her emergency card or by written parent authorization. A copy of current restraining orders showing sole custody must be in our files in order to refuse a natural parent's right to pick-up a child. If a parent with custodial restraints insists on taking a child, the Sheriff's Department will be notified for assistance.
- Children must be picked up promptly. The Preschool staff will begin calling all the numbers listed on the emergency card for any child still remaining after five (5) minutes beyond the end of their preschool session. A late fee of **\$10.00 per ten-minute** increment will be charged, and expected upon pick-up. A parent who is late for pick-up more than three (3) times may be asked to dis-enroll their child.

- Parents are encouraged to hold their child's hand as they make their way to and from the classroom and parking area.

### **Medication**

We ask that whenever possible, medication be given to children at home. If it is necessary to have medication administered at school, please use the following procedure:

#### **Prescription and Non-prescription Medication:**

- A. Pick up an "Administration of Medication at School" form from the school office.
- B. Take the form to your child's physician. The health care provider must state that it is critical for the child's health for the medications to be given during school hours, or that medications may be required in an emergency due to the student's diagnosed condition.
- C. Return the "Administration of Medication at School" form signed by both the physician and parent/guardian to the school office.
- D. Parents must deliver any medication to be administered to the school. Medications brought in by a student **WILL NOT** be administered. Please do not send medication in your child's backpack or put it in his/her cubby.
- E. Medication must be in the original container and clearly labeled with the following information:
  - ✓ Student's full name
  - ✓ Prescribing health care provider's name and number
  - ✓ Name of medication
  - ✓ Dosage, schedule, dose form
- F. Non-prescription Medication: The above procedure pertains to all over the counter (OTC) medications including cough drops and lozenges. If you know that your child uses OTC medication regularly and will need it at school, it is a good idea to have your doctor fill out the "Administration of Medication at School" form with a complete list of included medications with authorization for the listed medications to be dispensed throughout the duration of the entire school year.
- G. In all instances where medication is to be dispensed please:
  - ✓ Provide a measuring device to dispense the medication
  - ✓ Ask the pharmacy to dispense the medication in two separate containers so that you will have one for the Preschool and one for home use.

### **Immunizations**

Record of age appropriate immunizations, for children ages 0-5, must be presented upon enrollment in the program.

#### **Required Immunizations for Children in Child Care Centers**

- 3 Polio
- 4 DTaP
- 3 Hep B
- 1 MMR, on or after the first birthday
- 1 Hib, on or after the first birthday
- 1 Varicella (chickenpox)

### **Illness**

Students must be fever-free and have not vomited or experienced diarrhea for 24 hours prior to returning to school.

### **Toilet Training for Preschool Students**

Children attending Pleasant Ridge Preschool must be toilet trained prior to starting school.

### **Cubbies**

A cubby is provided for your child's personal belongings; however, a label is appreciated on all items. A staff member will help your child load his/her backpack daily with projects and important information from school. Please check your child's backpack **daily** for projects and information.

### **Daily Snack**

A midmorning nutrition break is included in your child's preschool experience. Please send a small healthy snack for your child.

### **Daily Schedule**

The daily schedule is posted in the classroom. The daily program includes the following activities:

- Welcome, Music & Movement
- Library and computer lab
- Weather, Calendar & More
- Learning Rotations
- Story/Group Games
- Art/Choice Areas
- Clean Up and Closing Circle

\* Please check the parent bulletin board daily for our lesson plans, activities, and times.

### **Field Trips**

We will take periodic field trips throughout the year. We will inform you in advance of each event, and we encourage parent participation. There will be a minimal fee associated with each field trip and students may be required to attend on day they don't regularly attend.

### **Clothing**

- Please send one (1) change of clothes clearly marked with your child's name in the beginning of the session to be kept at school
- Clothes should be comfortable and easy to move in
- Please do not dress your child in clothes that cannot get soiled or stained
- Shoes need to be comfortable, properly fitted, and safe for climbing and running. **Flip-flops and/or high heels are not permitted** and sandals must have a back strap.

### **Parent Participation/Child Assessment**

Parent involvement is an important part of each child's preschool experience. Parents are encouraged to volunteer in their child's classroom, unless exceptions are made as required by court orders, or the child's ability to participate is inhibited by having a parent present.

There is a need for parent volunteers in the Preschool Program every day. Please sign up with your child's Preschool teacher. Parents who work in the classroom will need a TB clearance from their Doctor. If you are unable to work in the classroom on a regular basis, perhaps there is a special talent or skill that you could share with the children during a special presentation. Also, the teacher needs help with curriculum preparation and can prepare items for parents to take home, prepare, and return. Please see your child's teacher if you are interested in helping in this way.

Teachers will share assessment information with the parent and discuss future goals based on the child's need and development. At least one time a year, parents will be asked to fill out questionnaires so that we can provide the support and resources that will best meet everyone's needs.

### **Discipline**

The Pleasant Ridge District Preschool Program promotes active learning through choices, which help eliminate behavioral problems and create independent thinkers. An atmosphere of acceptance and positive reinforcement is provided. Through positive reinforcement and redirection, appropriate behaviors are shaped and encouraged. Clearly defined expectations and acknowledgement of desired behavior, as it occurs, allow children the freedom to securely explore their environment and to engage in learning. Focusing on the positive things children are doing gives them a feeling of success, thus encouraging independence and increasing self-esteem. Limits are set in a positive manner to help develop self-control, understanding, and respect for others. Children learn to make good choices when logical consequences occur for poor choices made. Children are encouraged to verbalize their feelings. Resulting consequences are discussed in language appropriate for each child's level of understanding. If separation from the group or "time-out" is necessary, the child and the teacher discuss the actions and logical consequences. If these methods are not effective in modifying inappropriate behavior, a parent conference will be scheduled and may include the Preschool Director, District Counselor, and other support staff. Corporal punishment and other humiliating or frightening punishments are prohibited.

**Pleasant Ridge Union School District Preschool 2018/2019  
Payment Schedule Agreement**

Student's Name: \_\_\_\_\_

Attending: (circle one)    Tuesday/Thursday class    Monday/Wednesday/Friday class

**First Session  
August 27 – November 16**

MWF Class Payment Schedule:  
\*\$570 due Aug. 27 **OR**

\$210 due 8/27/18

\$210 due 9/24/18

\$210 due 10/29/18

T-TH Class Payment Schedule  
\*\$405 due Aug. 28 **OR**

\$155 due 8/28/18

\$155 due 9/25/18

\$155 due 10/30/18

**Second Session  
November 26 – February 22**

MWF Class Payment Schedule:  
\*\$570 due Nov. 26 **OR**

\$210 due 11/26/18

\$210 due 1/9/19

\$210 due 2/4/19

T-TH Class Payment Schedule:  
\*\$405 due Nov. 27 **OR**

\$155 due 11/27/18

\$155 due 1/8/19

\$155 due 2/5/19

**Third Session  
March 4 - May 23**

MWF Class Payment Schedule:  
\*\$570 due Mar. 4 **OR**

\$210 due 3/4/19

\$210 due 4/1/19

\$210 due 5/1/19

T-TH Class Payment Schedule:  
\*\$405 due Mar. 5 **OR**

\$155 due 3/5/19

\$155 due 4/2/19

\$155 due 5/2/19

*\*Session payments made in advance include discount*

**Payments made over one week late will incur a \$10 late fee.  
This fee may be waived if prior arrangements are made.**

A late fee of **\$10.00 per ten-minute** increment will be charged, and expected upon pick-up. A parent who is late for pick-up more than three (3) times may be asked to dis-enroll their child.

I agree to pay all fees associated with Alta Sierra Preschool as stated above  
or the sessions my child will attend.

\_\_\_\_\_  
Parent/Guardian Signature

