

# **Armenian Sisters Academy's**

## **Pre-School parent handbook**

### *WELCOME*

Welcome to the Armenian Sisters Academy's Preschool. You have selected a unique program for your child's early education. We feel confident that our program will make a positive difference in your lives.

## PROGRAM PHILOSOPHY

Armenian Sisters Academy's Philosophy is to respect and accept each child and value his/her uniqueness. A.S.A. Preschool's main objective is to provide a safe and secure environment, through which every child's physical, emotional, social and intellectual growth are challenged to promote healthy self-esteem and self-worth. Each child is encouraged to communicate his/her needs and feelings to become responsible and self-sufficient.

We do not simply accept a child at our school we accept families. Our program promotes an atmosphere of caring and interdependence between children, parents and Staff.

## ADMISSION

The A.S.A. Preschool enrolls children from 2-4 years old.

A child must be 2 years old prior to September 1

A child must be 3 years old prior to September 1

A child must be 4 years old prior to September 1

## STAFF

The instructional staff of the A.S.A is experienced and trained in early childhood education. Our staff focuses on the process rather than the product of activities. Two bilingual teachers are on duty in each classroom.

## DISCIPLINE POLICY

The goal of the school's discipline is to facilitate the development of **self-discipline**. The teachers guide and redirect children's inappropriate behavior to more acceptable choices through positive reinforcement and to assist them in the development of problem-solving skills in a nurturing and loving atmosphere.

Any form of discipline, which violates a child's personal rights or dignity, is not permitted in our preschool. We do not allow the embarrassment, intimidation, harassment, or corporal punishment of any child.

## SCHOOL GROUNDS SAFETY

All parents are required to follow school entrance and parking rules to maintain safety on school grounds. All preschool parents should enter from the entrance, park their cars in provided spaces in the yard, and walk their child to the classroom. The procedure is the same at pick-up time.

The preschool yard is not a playground after dismissal time. Parents are asked not to take their children to the yard after school.

- According to licensing requirements, all parents must sign in and sign out their children on the classroom attendance form at the time of arrival and departure from school. ***A full signature is required.***
- Children will only be released to parents or adults with written authorization for pick up.
- The school hours are from 8:00 a.m. to 3:00 p.m. However, the classroom doors open at 7:45 a.m. and children can be picked up by 3:15 p.m. at the latest. Students staying after 3:15p.m. will be sent to After School Room. There will be a \$1 charge for every late minute.
- All children must attend school full time.
- Extended day care is available until 5:00p.m. for a minimal charge.
- In case of absence, parents need to notify the school office by 8:30 a.m.

## NUTRITION

The school provides the children with three well-balanced meals (morning snack, lunch and afternoon snack). At the time of registration, parents need to inform the school regarding any food allergies a child might have.

A monthly menu is sent home and a copy is posted on each classroom bulletin board.

## HEALTH

All children's health is a matter of a major importance. The staff will assess each child's health upon entering the classroom each day and will discuss the problem with the authorized adult.

A child must stay home if he/she has any of the following symptoms.

- Fever of 101 F
- Red throat or ear ache
- Runny nose, watery eyes or constant cough
- Vomiting, diarrhea
- Unexplained rash or skin eruption
- Contagious disease
- A child on prescription medication will stay home until symptoms are gone

If the child acts restless, drowsy, has a headache, flushed face, lack of appetite, or shows any behavior that is out of the ordinary, the parent will be notified and asked to pick up the child from the office.

These procedures are followed for the protection of all children.

### ABSENCES

If you know in advance that your child will be absent from the school, please provide in writing your child's name and dates of absences. Please telephone the school as soon as possible, if your child's absence is unplanned. If you do not call the school, we may try to contact you. This is for the safety of your child.

### MINOR ACCIDENT PROCEDURES

When a minor accident occurs, the staff member on duty completes a report. This report includes an explanation of the circumstances surrounding the accident and any treatment administered by the staff member. You will be notified of the accident and copy of this report will be kept in the child's file.

If a more serious injury occurs, we would follow the steps outlined in the emergency care section of this handbook.

### EMERGENCY CARE

In case of illness, accident, or injury to a child,

- The parent will be notified, and instructions for the course of action will be requested.
- If the parent cannot be reached, we will attempt to contact any of the persons listed on your emergency information form or try to contact your child's physician.

- If we can not contact you or the physician, we will do any or all of the following:
- Call an ambulance
- Have the child taken to the closest hospital in the company of a staff member.

### REPORTING CHILD ABUSE

Staff personnel are legally mandated to report any reasonable suspicion of child abuse.

### ALLERGIES & DIET RESTRICTIONS

If your child has allergies (including food allergies) or diet restrictions, please record this information on your Child's Pre-admission Health History (which is part of your admissions packet).

### NAP TIME

A naptime is provided on a daily basis. The preschool accommodates the cots. Parents should bring their child's sheet and blanket.

### CLOTHING AND OTHER NECESSITIES

All children are required to wear school uniform from the very first day, except on Free Dress days.

#### Dress code for Preschool and Kindergarten.

Orange Class (3 years old)	Orange Smock
Blue Class (4years old)	Blue Smock
Green Class (5 years old)	Green smock

The following articles of clothing should be worn underneath the smock:

Boys: Navy blue pants (elastic waistband) navy blue or white socks, and black shoes without laces.

Girls: White or Navy blue socks/tights and black shoes without laces.

Children should have an extra set of clothing. It is mandatory that all personal items **be labeled** with your child's name. The school will not take responsibility for any unlabeled item.

## BIRTHDAYS

We believe that each is special; therefore, we will recognize and celebrate their birthdays.

Children's birthdays are celebrated on Fridays. Parents who wish to participate may bring cupcakes, juice, etc. Parents who wish may donate a gift to their child's classroom for that special day. We do not encourage individual gifts.

## NOTICES FROM SCHOOL

Monthly calendars and other information regarding school activities are sent home with your child (ren). Please read all such notices as they may include deadlines for you to meet.

## CHANNELS OF COMMUNICATION

Should a situation arise whereby parents need to discuss any issues concerning their child (ren), they must observe the following lines of communication (by appointment), without circumventing either line:

First: Teacher

Second: Director

## PARENT INVOLVEMENT

The school encourages parents to participate in various programs and activities, to share their talents with children and teachers, and to volunteer in the classrooms, assisting teachers in special projects and activities.

## VISITATION

Parents are welcome to visit the school for observation or assistance after notifying the office. An authorization slip must be presented to teachers for admission into classrooms.

## FIELD TRIPS

The children will participate in educational and fun field trips. Parents will be informed in advance about each field trip and will be asked to sign a consent form. Students going on a field trip must wear the school uniform unless indicated otherwise.

## DISASTER PREPAREDNESS

Fire and earthquake drills are practiced periodically. Parents need to keep the emergency information card up to date; so that prompt and appropriate care is given to the children should an emergency occur.

The school, in accordance with California law, provides for each child an earthquake kit containing a two (2) day supply of nonperishable food and water.

## BACK TO SCHOOL NIGHT

Back to School Night is designed to acquaint parents with their child (ren)'s teacher(s), their program(s) and expectations. As such, Back to School Night is not a parent-teacher conference, and therefore discussions shall focus on general issues. If parents have specific concerns regarding their children, they should arrange for a private conference with teachers.

## PARENT-TEACHER CONFERENCES

There shall be one official parent-teacher conference at mid-term. Parents are required to be on time for their appointments and to stay within the time allocated to them.

## PROGRESS REPORT

We will have a periodic parent meeting to discuss your child (ren)'s progress according to close observation through the Child Development Tool for Observation and Planning (TOP).