

# Adirondack Enrichment

## Nursery School Program

### Parent Guide

#### **Our Mission**

The focus of Adirondack Enrichments program will be to provide a warm, loving, rich learning environment for all children, promoting independence and confidence while meeting individual needs. We understand that although there is a norm of development among each age group, children are also individuals. They learn at their own pace, their own style and have their own capabilities. We also know that families are different and important in every child's life. We will strive to establish open relationships with families and provide guidance and education for them to better understand their child's developmental needs.

#### **Curriculum**

Our program curriculum will include, Standards for Preschool, English Language Arts (ELA), Math, Science and Technology (MST), Arts and informally pulled from the Standards, we will incorporate Social Studies, Health and Physical Education. These areas will be incorporated and addressed using a Theme-based, Center-based approach in a nicely structured, developmentally appropriate environment. The schedule will allow for activities in several ways: free and structured, small/large group and individual, guided and independent, adult and child directed and indoor/outdoor. The center-based environment easily allows for all skill areas (speech/language, fine/gross motor, cognitive, social-emotional and self-help). Because of the natural, age appropriate environment and activities provided, children will experience and have opportunities to develop their language, self-help and social skills on an ongoing, daily basis.

#### **Assessment**

We will assess children on an ongoing basis through observation and documentation. We will ensure open and ongoing communication with families. Families will be notified of conferences two times per year and a conference will be granted at any time a parent/guardian makes a request.

#### **Illness Policy**

Policies and guidelines related to outbreaks of communicable illness at Adirondack Enrichment have been developed with the help of the health department and local pediatricians. In order to protect all the children who come to Adirondack Enrichment, as well as staff, we ask that you do not provide services and or parents assist us by keeping sick children at home or cancel services if they have any of the following symptoms within 24 hours of their appointment:

- A fever over 100 degrees orally or 99 degrees auxiliary (under the arm)
- Signs of a newly developing cold or uncontrollable coughing
- Diarrhea, vomiting or an upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Any discharge or drainage from eyes, nose, ears, or open sores

#### **Accident/Injuries**

In the event of an accident or injury, first aid will be administered and an incident report will be written. Incident reports require a parent/guardian signature. A copy will be given to you and one will be placed in your child's file.

#### **Immunizations**

All children must have an up to date record of their immunizations prior to starting school.

## **Medications**

Medications will not be administered at school.

## **Behavior Management**

Any behavioral issues that may arise will be dealt with between parent and teacher. Strategies to work out these behavioral issues will be devised by the parent and teacher and monitored weekly. Establishing clear, consistent and fair rules for classroom behavior will help children know what is expected. Techniques that can be utilized are to redirect children's behavior or activity, guide children to resolve their own conflict, listen when children tell their feelings/frustrations and remind children of the rules. Behavior management will be viewed as a way to shape and improve a child's behavior to more socially appropriate ways.

## **Payment**

A non refundable registration fee is due 2 weeks prior to school starting. Tuition is due the 1<sup>st</sup> of every month. If you are paying in cash please put in an envelope with your child's name on the front. If you are paying by check please make the check out to Adirondack Enrichment with your child's name in the memo section.

## **School Calendar**

Adirondack Enrichment runs on the Glens Falls City School calendar. September-June. A calendar will be provided to you each month and one for the year.

## **Snow Days**

If necessary for the safety of our families, children and staff Adirondack Enrichment may close due to the weather. There will be no delays. Closings and delays will be posted by 7:00 am on the local News Channel's 6, 10, and 13.

## **Celebrations**

We will "celebrate" Holidays in a way that is educational. Birthday's will be celebrated and a healthy snack can be provided by the families if they choose so.

## **Home Toys**

Please leave all toys from home either at home or in the car.

## **Special Diets**

Please inform us of any special diets or allergies your child may have.

## **Field Trips/Walks**

Your class may take field trips or walks. You will be notified in writing and will be given a permission slip with all details.

## **Absences**

If your child is going to be absent please contact us at 761-2025.

## **Sign In/Sign Out**

Parents/guardians are required to sign their child in and out each day.

## **Security**

If someone other than you, the parent/guardian, will be picking up your child you must list them on the pick up/drop off section of your paper work. No children will be released to anyone other than those listed. Please inform your teacher that day if someone else will be picking up your child.

## **Abuse and Maltreatment**

Adirondack Enrichment staff are all mandated reporters of child abuse and/or maltreatment. The staff is required by law to report any suspected signs of abuse, maltreatment of a child to the State Central Register of Child Abuse and Maltreatment.

**Special Needs**

If your child has any special needs we will do our best to accommodate those needs. Please speak with your teacher at a time that is before or after your child's scheduled class time.

**Fire Drills**

Fire drills will be conducted once a month for the safety of your children.

**Sun Screen/Bug Repelant**

Each day the children will be going out for play time. Please apply sunscreen and/or bug repelant when appropriate. We will not be able to apply this onsite.

**Clothing/Backpacks**

Please make sure all clothing and backpacks are labeled with your child's name. We will make every attempt to make sure your child has all of their belongings each day. Please send in a change of clothing to leave in their backpacks.

**Entering/Exiting The Facility**

Once your child has been dropped off for school please be aware that they may have some difficulties either seeing you or hearing you in the hall. If you need assistance in helping your child transition from you let us know and we will assist you. Often a quick hug/kiss, goodbye, and see you soon is in the best interest of children. As it may be difficult at first children learn that what you say, is what you mean, you will be back to pick them up. This builds self esteem and self confidence. We will be sure to call you to provide an update if you leave and your child is crying.