

Tender Years



LEARNING CENTER

Parent Handbook

2008-2009

*“Preparing today’s children
for tomorrow’s world”*

Tender Years

Learning Center

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Please visit us at
www.tender-years.com

Table of Contents

1 INTRODUCTION

Welcome
Learning Principles
Educational Goals

2 TENDER YEARS PROGRAMS

What is Preschool?
Activity Descriptions

3 GETTING STARTED

What to Wear
Items from Home
What to Bring

4 DAILY ROUTINE

Arrival Procedures
Dismissal Procedures
Daily Schedule
School Closings
Absences
Snacks & Lunches

5 GENERAL POLICY & PROCEDURE

Parent Visitation
Birthdays
Celebrations
Discipline

Table of Contents

5 GENERAL POLICY & PROCEDURE

Enrollment Policies
Discharge of Enrollment
Cancellation of Enrollment
Separation Procedure

6 ADMINISTRATIVE POLICY & PROCEDURE

Admission
Registration
Confidentiality
Tuition
Extended Care
Lunch Time
After School Care
Assessment
Communication
Conferences
Class List

7 SAFETY

General Issues
Immunizations
Communicable Disease Policy
Mandatory Reporting of Abuse
Emergency Information

8 ACCEPTANCE FORM

Acceptance Form

INTRODUCTION

1

"Play is the work of children. It's very serious stuff. And if it's properly structured in a developmental program, children can blossom."

~ Bob Keeshan, Captain Kangaroo

WELCOME

Welcome and thank you for choosing Tender Years to provide an early education program for your child. We are excited to get to know you and your family.

Tender Years is committed to providing rich and meaningful learning experiences in an environment where children engage in activities to experience early learning success. It is our hope that together with you, we will provide many of these early successes for your child and in the process instill in him or her a love for life-long learning.

1

INTRODUCTION

“Nothing you do for children is ever wasted.”

-Garrison Keillor

LEARNING PRINCIPLES

Tender Years adheres to the philosophy that early childhood years are for fun and learning through discovery and play. Children learn through their experiences; therefore, sensitivity to the value of play is required. It is through play that children create their own meaning and learning schemes.

We also recognize that growth is a sequential and orderly process of developmental stages and that these stages occur at individual rates. Our responsibility is to offer a program that will nurture and foster the growth of each child to his/her highest potential for learning is a journey, not a race.

Our developmental approach promotes skill building within the context of the child's everyday activities and experiences. We encourage active exploration and inquiry. We value creativity and diversity. We will nurture and expand the skills your child will need to be academically and socially successful in the future.

INTRODUCTION

“A goal without a plan is just a wish.”

~Antoine de Saint-Exupery

EDUCATIONAL GOALS

To help each child to:

- ♥ Develop socially, emotionally, physically and intellectually
- ♥ Develop a positive self-concept
- ♥ To increase independence, self-direction, and self-discipline
- ♥ Develop responsibility for oneself and one's actions
- ♥ To learn to respect others and embrace diversity
- ♥ Develop a love of learning
- ♥ Expand his/her world of experiences
- ♥ Develop strategies to deal with emotions and social situations
- ♥ Increase fundamental skills in oral language, literacy, writing, listening and problem-solving

2

WHAT IS PRESCHOOL?

“Education is not the filling of a pail, but the lighting of a fire.”

~ William Butler Yeats

Preschool is a child's first formal introduction to education. It is a place where children have the opportunity to expand their experiences and explore new things. It is a place where children learn and develop through play.

Preschool provides an environment where the process is the focus, rather than the product. Mistakes are expected and accepted for this is the way we all learn.

Preschool is where children explore who they are and what they can do in a safe and accepting environment. It is a place where each child is given the opportunity to express thoughts and ideas in his or her own way.

A key developmental objective of preschool is for each child to develop POSITIVE SELF ESTEEM.

The activities selected for our preschool program are designed to engage children in meaningful activities and experiences. The following pages explain the benefits of these activities.

WHAT IS PRESCHOOL?

There is only one pretty child in the world, and every mother has it.

~Chinese Proverb

SELF-HELP ACTIVITIES

Self-help activities are integrated throughout the day and foster independence as children learn to take responsibility for their bodies, personal belongings, classroom materials and the environment.



MATH ACTIVITIES

Math activities offer children hands-on opportunities to develop problem-solving skills and such concepts as counting (rote and one-to-one correspondence), sorting objects by one or two attributes, and matching/identifying simple shapes.



ART ACTIVITIES

Art activities help children creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships. Our art activities focus on the process of the task and not on the final product. Art is about encouraging creativity in children. Open-ended art activities and materials give children opportunities to develop their own ideas and use their own designs.



2

WHAT IS PRESCHOOL?

“The important thing is not so much that every child should be taught, as that every child should be given the wish to learn.

~John Lubbock

GROSS MOTOR ACTIVITIES



All children need opportunities to move and use their bodies. Very young children do so constantly as they experiment with what their bodies can do and where their bodies will fit. Just as they use manipulative toys, they like to put their bodies in, on, under, over, through, behind, and around. Gross motor activities give children the opportunity to use their large muscle groups— as well as their imaginations – as they engage in fun, healthy exercises, such as running, jumping and climbing. Outside play promotes physical development such as balance and coordination and body awareness and control.

WHAT IS PRESCHOOL?

“You don't understand anything until you learn it more than one way.”

~Marvin Minsky

FINE MOTOR ACTIVITIES

Fine motor activities help improve small muscle development and hand-eye coordination. Hand-eye coordination is a critical skill. Children need their hands and their eyes to learn to work together. If they are to write, color, button, zip, and cut they must be able to have the two working together accurately. Some common items found in the fine-motor and manipulative center include beads and laces, puzzles, and building blocks. Crayons, markers, and scissors located in the Art Center also help to develop these skills.



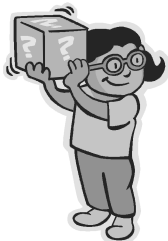
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WHAT IS PRESCHOOL?

"All the world is a laboratory to the inquiring mind."

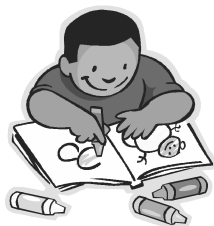
~Martin H. Fischer

CIRCLE TIME



Circle time activities are designed to stimulate children's thinking, enrich their language and social skills, Develop their listening skills, and expand their attention spans.

LITERACY ACTIVITIES



Literacy activities provide children with meaningful interactions with books and print. Books give children the opportunity to respond to various forms of literature, to follow simple story lines, to predict outcomes, and to retell a familiar story. Children develop their literacy skills (reading, writing, speaking, and listening) by reading books, writing stories, retelling stories using props (e.g. puppets and flannel board pieces), and listening to a variety of books on tape.

WHAT IS PRESCHOOL?

"The whole art of teaching is only the art of awakening the natural curiosity of young minds for the purpose of satisfying it."

~Anatole France

BLOCK PLAY

Block play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play. Through block play and block construction children experiment with their own ideas and turn those ideas into tangible 3-dimensional objects.



SENSORY ACTIVITIES

Sensory materials are often a favorite of very young children. Sand, water, play-dough, shaving cream, and cooking projects all help children to understand their environment through touch, smell, and taste. These activities also provide opportunities for language development, understanding spatial relationships, small-group activities, and fine motor development. These activities can soothe an angry child and comfort one who is upset. There is no right or wrong way to use these open-ended materials; thus, they offer children a sense of success.



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WHAT IS PRESCHOOL?

"A child can ask questions that a wise man cannot answer."

~Author Unknown

SCIENCE ACTIVITIES



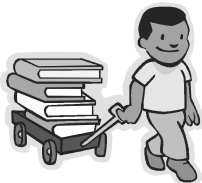
Science activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation. Through simple activities children build a foundation for future scientific learning.

SNACK TIME



Snack time encourages healthy eating habits, promotes informal conversation, and builds social skills. Proper table manners and courtesy phrases are modeled and encouraged during snack time.

STORY TIME



Story Time is designed to help children develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills as well as expand their understanding of concepts and content.

WHAT IS PRESCHOOL?

"The aim of education should be to teach us rather how to think, than what to think...."

~Bill Beattie

MUSIC ACTIVITIES

Music activities promote children's listening skills, creative expression and social skills. As children move to the beat of the music, they explore and practice important developmental skills. Singing helps children develop new vocabulary, practice words they already know, create and imitate sounds, recognize and repeat patterns and compare sounds to each other. The addition of movement aids in large muscle development by allowing children use their bodies to express themselves.



DRAMATIC PLAY

Young children love to dress up and pretend. This is an important part of their learning, as they are practicing and reviewing their past experiences as well as furthering their understanding of the world around them. Dramatic play activities help children express themselves, role play, practice life skills, improve social skills, build vocabulary, and solve problems through interactive and imaginative play.



"Bricks and mortar make a house, but the laughter of children makes a home."

~Irish Proverb

WHAT TO WEAR



Children must be fully dressed when they arrive at school. Because play activity is such an important part of the curriculum, clothing should be practical and comfortable. No open toed shoes, flip-flops, sandals, jellies or cowboy boots are permitted. Little toes are easily hurt and children have difficulty with these types of shoes during outdoor play.

ITEMS FROM HOME



A "Share Bag" will be distributed daily to a child in each group. When it is your child's turn with the share bag, he/she may bring one toy to share with his/her class that is of special significance. Please help your child practice what they would like to tell their friends about their item before the next class. Violent toys, books with violent content, guns and swords may not be brought to school at any time.

"You will always be your child's favorite toy."

~Vicki Lansky

WHAT TO BRING

Every child needs to always have a complete change of clothing including socks and underwear. You will need to check these items throughout the year to ensure that they still fit and are seasonally appropriate. If your child has changed clothing during the day, please take home the soiled items that you find in the child's cubby and replace them the next day you come to school. Please label all clothing with the child's full name and place in a gallon sized zipper bag.



If your child wears winter boots to school, please send in a pair of shoes to change into. Sneakers are best, as slippers are too slippery.

A backpack is helpful to carry announcements and school projects home on a daily basis.

4

DAILY ROUTINE

"I believe in standardizing automobiles, not human beings."

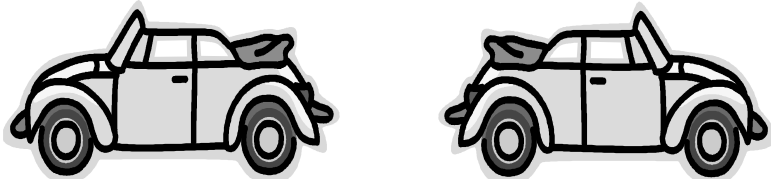
~ Albert Einstein

ARRIVAL PROCEDURES

When arriving at Tender Years, please access the parking area using the driveway entrance closest to the mailbox. This is the designated entrance drive. For your safety, it is important that you adhere to the designated entrance and exit drives. Failure to do so can result in insufficient sight distance to the east and west reducing the amount of time you have to safely access the travel lanes on Walnut Hill Road.

Each child you transport must be delivered into the care of a teacher. Please do not drop them off at the door. For children in the main floor classroom, please access the classroom via the front door. Children in the lower level classroom should use the entrances at the rear of the building which can be accessed from the ramp to the right of the building front and then descending the playground stairs. Always sign your child in on the class attendance clip board.

Please do not bring children prior to class time unless you have arranged for extended care in advance. Where we are preparing for the day we are not free to supervise additional children until school actually begins. We also ask that in order to maintain the flow of parents in and out of the parking area, and to ease the difficulty of transition that you not linger after saying "Goodbye" to your child.



DAILY ROUTINE

"Each day of our lives we make deposits in the memory banks of our children."

~Charles R. Swindoll

DISMISSAL PROCEDURES

Upon your arrival, please retrieve you child's belongings from his or her cubby, sign your child out on the parent bulletin board in your respective classrooms. If your child is on the playground, please join us there. If your child is inside, please wait at the cubbies for your child to be dismissed to you. Always sign your child out on the class attendance clip board

Parents are expected to pick up their children on time (11:30 for morning programs). If you find you are going to be late, please notify us immediately so we can reassure your child while they await your arrival. A \$5 fee will be assessed for every 15 minutes you are late.

If you wish your child to be picked up by anyone other than yourself, you must provide written, verbal or phone permission. We reserve the right to request picture identification in the event we do not recognize the individual.

For the safety of all children,
WE WILL NOT RELEASE A CHILD TO ANYONE NOT AUTHORIZED.

Upon leaving Tender Years, please depart the parking area using the driveway entrance closest to the Wescustogo Hall. This is the designated exit drive. For your safety, it is important that you adhere to the designated entrance and exit drives. Failure to do so may cause insufficient sight distance to the east and west reducing the amount of time you have to safely access the travel lanes on Walnut Hill Road.

4

DAILY ROUTINE

"A child reminds us that playtime is an essential part of our daily routine."

-Anonymous



Children thrive in consistent, predictable environments. We have structured our program to provide children a regular daily routine.

Each day officially begins at 8:30 am. Children will participate in self-directed free-play until 9:00 which allows a 30 minute window for you to drop off your child. We respect and understand that there are many family needs to be met each morning. Your child will receive the full benefit from our program whether he or she arrives at 8:30 am or 9:00 am.

SAMPLE DAILY SCHEDULE

AM

8:30 - 9:00	Arrival & Free Play
9:00 - 9:10	Clean-Up Time
9:10 - 9:30	Opening Circle
9:30 - 9:50	Snack Time
9:50 - 10:50	Center & Activity Time
10:50 - 11:00	Closing Circle
11:00 - 11:30	Outdoor Play

DAILY ROUTINE

"Children are our most valuable natural resource."

~Herbert Hoover

SCHOOL CLOSINGS

Tender Years observes the same holidays as M.S.A.D. #51. As a result, we are closed on these days. We will be open for children enrolled in full-day programs only on M.S.A.D. #51 teacher in-service days, "snow days" and school vacation weeks unless otherwise stated.

Snow days will require us to open at 9:00 am to ensure that the facility is adequately plowed, shoveled and sanded. There may be a need to close the school during severe weather. In this case, please watch for school closings on WSCH (channel 6) or log onto www.wcsh6.com and look for the school closing link.

ABSENCES

Please call if your child will not be attending on any given day. Please note that there are no make up days due to illness or any other reason.

4

"Too often we give children answers to remember rather than problems to solve."

~ Roger Lewin

SNACKS & LUNCHES



If your child attends for full day care, please send a beverage and 3-4 nutritious snacks (1-2 for morning snack and 1-2 for afternoon snack) and lunch for your child each day. If your child attends morning only preschool, please send a beverage and 1-2 snacks where our snack time is limited. Water will be available on a daily basis.

There will be a microwave and refrigerator on site to warm or chill food for lunches if necessary.

Chocolate and sugary snacks are not recommended.

(Birthdays are the exception)

The following page provides a list of some healthy snack ideas:

"Learning is a treasure that will follow its owner everywhere."

~Chinese Proverb

G.O.R.P. (Good Old Raisins and Peanuts)	"Ants on a Log" (stuffed celery w/ nuts or raisins)	Mini bagels & cream cheese or PB	Crackers with cheese or PB
Bananas dipped in PB & rolled in nuts	Home-made healthy cookies	Fresh Fruit (please cut grapes in half)	Banana, Pumpkin, zucchini bread
Pretzels	Sesame Sticks	Yogurt	Apple-sauce
Veggie sticks & dip	Graham Crackers	Granola bars	Dry cereal
Goldfish crackers	Pudding	Fruit cocktail	Cheese sticks
Rice cakes	Mini muffins	Trail mix	Crackers

5

GENERAL POLICY & PROCEDURE

"Education is the most powerful weapon which you can use to change the world."

-Nelson Mandela

PARENT INVOLVEMENT & VISITATION



Parents are invited to visit the classroom, to observe, help or share a hobby, job or cultural tradition with us. If you wish to participate on a specific day please call to schedule this time in advance.

We appreciate help with enrichment activities outside the school and with party days. Your participation in the classroom is always welcome.

BIRTHDAYS



We like to celebrate your child's birthday at school and encourage you to bring a birthday "treat" to mark the occasion and to share with classmates. For those whose children celebrate birthdays over the summer, we will celebrate the 6 month anniversary or "half birthday" of your child.

Muffins such as banana, carrot, pumpkin, blueberry, bran etc. can easily be disguised as "cake". Please also keep in mind that zipper bags with an assorted "trail mix" also make a nice alternative to baked goods.

If you are having a celebration outside of school, please do not distribute invitations at school unless all children are invited.

GENERAL POLICY & PROCEDURE

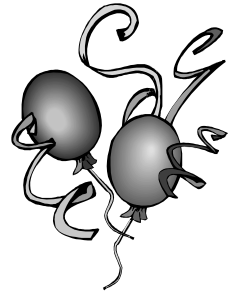
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"If you want your children to improve, let them overhear the nice things you say about them to others."

~Haim Ginott

CELEBRATIONS

Throughout the course of the year we will celebrate various holidays. On these occasions you may be asked to sign up to donate a particular item for the celebration (typically baked goods) and as always, parents are welcome to join our celebration. The following is a list of anticipated daytime celebrations:



- Halloween (October-day)
- Thankful Feast (November-day)
- Holiday Pot Luck (December-evening)
- Valentines Day (February-day)
- Dad's Night (May-evening)
- Mom's Night (June-evening)
- End of the Year Celebration (June-day)

5

GENERAL POLICY & PROCEDURE

"Children need models rather than critics."

-Joseph Joubert

DISCIPLINE GUIDELINES



In disciplining children, our goals are to help them feel good about themselves, to help them develop self-discipline, and to learn to consider the needs and desires of other people when necessary. In order to do this, we use the following guidelines in working with the children:

- ♥ We prepare the environment by providing enough choices of activities and materials for all to participate in without an unreasonable wait.
- ♥ We include the children in creating classroom rules and expectations for behavior.
- ♥ Rules are stated as clearly as possible in a positive way. If a child misbehaves, we discuss the behavior with the child encouraging verbalization of feelings.
- ♥ We ask 'open ended' questions which allow the child to process the situation and propose solutions to the problem. When necessary, we suggest possible solutions. Clear reasons and explanations are given as to why the child is to do something in a "safer" way. Clear consequences are stated and followed through based on actions chosen by the child.
- ♥ We will instruct and model proper use of any item in question and, as a last option, remove it from the problem situation.

GENERAL POLICY & PROCEDURE

5

"Children need love especially when they do not deserve it."

~ Harold Hulbert

DISCIPLINE GUIDELINES

(Continued)

- ♥ We will redirect a child to a different area or activity if repeated measures taken to talk through the situation have been unsuccessful. If necessary, we will separate a child from the difficult situation allowing the child to have time to think through his/her actions. We will explain that the child may rejoin the group once he/she has regained control of himself. This process is handled in an understanding way.

We feel it is important for children to know that it is normal to have both negative and positive feelings and will help them find constructive resolutions to their conflicts. We will help the child label and deal constructively with feelings. We strive to be consistent and feel that this is extremely important. We concentrate on setting good examples, modeling proper use of language and demonstrating appropriate interactions with others.

If intervention and redirection of a child requires consistent one on one monitoring, a meeting will be required with the parents to discuss strategies to manage the child's behavior. If inappropriate behavior persists, a meeting will be held with the parents to discuss subsequent outcomes including professional behavioral evaluation or even dismissal.

At no time will deliberate, physical acts of aggression against any child or adult be tolerated.

5

GENERAL POLICY & PROCEDURE

"Respect children because they're human beings and they deserve respect, and they'll grow up to be better people."

~Dr. Benjamin Spock

ENROLLMENT POLICIES

Currently enrolled students and siblings of Tender Years alumni have until December 31st of each year to return their registration forms for the following year with a non-refundable registration fee in order to be guaranteed a slot in the upcoming year's programs. Beginning January 1st, enrollment is open to the public and is on a first come first served basis.

If all available slots are filled:

- ♥ You can choose to be placed on a waiting list. We will contact you if a slot becomes available

If all available slots are **NOT** filled:

- ♥ Enrollment for the current year will be left open and these slots will be filled on a first come first served basis.

Please be aware that tuition fees are charged on a per slot basis. This means that if your child is registered for M-W-F and in a given week you want your child to attend on a Thursday rather than the Wednesday your child is registered for, you will be billed for additional fees to cover the Thursday attendance. In this situation, prior arrangements must be discussed to ensure we are staffed to meet required state teacher: student ratios. We may not always be able to accommodate such requests.

GENERAL POLICY & PROCEDURE

5

"In bringing up children, spend on them half as much money and twice as much time."

~Author Unknown

DISCHARGE OF ENROLLMENT

We also reserve the right to discharge a child from enrollment based on the following conditions:

- ♥ Consistent failure to pay tuition on the posted schedule including disregard for billed late fees.
- ♥ A child demanding excessive amounts of staff energy and time at the expense of other children.
- ♥ A child who places other children at risk due to inappropriate or uncontrolled behavior.
- ♥ Refusal to seek professional evaluation or follow through on behavioral management strategies when agreed upon.
- ♥ Failure to comply with the State of Maine Immunization Requirements within 30 days of the child's first admission to the facility (see chapter 7 – Immunizations).

CANCELLATION OF ENROLLMENT

In the event that you need to withdraw your child, Tender Years Learning Center will require a 30 day written notice. This will enable the school to fill the vacancy with a child from the waiting list if applicable. Prepaid tuition will be refunded **only with a 30 day written notice.**

5

GENERAL POLICY & PROCEDURE

"I don't think much of a man who is not wiser today than he was yesterday."

~Abraham Lincoln

SEPARATION PROCEDURE

Preschool may be a child's first period of extended time away from his or her parents or may simply be a new experience causing anxiety. A common request of the child is for you to stay at school with them. No matter what the underlying reasons for his or her fear may be, your child's feelings are real and need to be acknowledged. While staying at school might temporarily reduce the child's anxiety, it will make separation more difficult in the long run. We ask that you adhere to the following process:

If your child has:

- ♥ engaged in an activity please say "Goodbye" and leave.
- ♥ Demonstrated resistance or voiced concerns, please assist your child in finding an activity / friend to play with. Once your child has adjusted, please say "Goodbye" and reassure him or her that you will return soon.

Please avoid using the parting phrase, "Be good." This implies that the child is somehow not "Good" and needs a reminder to be so. Children are all inherently "Good" and are eager to please. A more appropriate parting phrase might be "Have a great day!" or "Have fun, today."

ADMINISTRATIVE POLICY & PROCEDURE

6

"There are only two lasting bequests we can hope to give our children. One is roots, the other, wings."

~Hodding Carter

ADMISSION

Children ages 3-5 are eligible to attend school. A child must be 3 years old before October 15 and should be well on their way to being daytime toilet trained to enroll in our 3-4 year old program. He or she must be 4 years old before October 15 to enroll in our 4-5 year old program.

REGISTRATION

Registration includes filling out the following forms:

- Student Registration Form
- Emergency Contact Form
- Authorized Persons for Pick-Up
- Photo consent form
- Immunization Records
- Signed copy of the Policy and Procedure
- Acceptance Form



A non-refundable registration fee of \$50 must accompany all registrations.

CONFIDENTIALITY

Maintaining your privacy is important to us and we will adhere to strict guidelines regarding your information. No member of Tender Years Learning Center staff will share any information regarding you or your family without your prior consent.

6

ADMINISTRATIVE POLICY & PROCEDURE

"You have a lifetime to work, but children are only young once."

~Polish Proverb

TUITION

Rates for all programs and regular services are based on an annual rate that is divided into 10 equal monthly payments. Therefore, there is no proration of tuition for short months due to school vacations or school closures.

Tender Years school year follows the MSAD51 school calendar and is complete after all snow days have been made up in June. If your child is enrolled in a Summer Fun Camp session in June, there is an additional fee for those weeks where June tuition covers only through the last day of school.



Tuition payments are to be paid by the 1st of the preceding month (e.g. December tuition is due by November 1st) except for per diem services (lunch time & extended care) which are expected to be paid the day services are rendered. Checks or money orders must be made payable to:

"Tender Years Learning Center".

Payments made after the 7th of the month will be charged a \$5 per day late fee. A \$25 fee will be charged for returned checks. Please understand that our yearly budget is based on an anticipated monthly income. You are expected to pay the total monthly fee and credits or refunds for absences cannot be issued.

Please place payments in the tuition basket on the parent bulletin board of your child's classroom labeled "TUITION" or they may be mailed to:

507 Walnut Hill Road, North Yarmouth, Maine 04097

ADMINISTRATIVE POLICY & PROCEDURE

6

"We worry about what a child will become tomorrow, yet we forget that he is someone today."

~Stacia Tauscher

EXTENDED CARE

Extended care is available on a daily basis to families whose children are not enrolled in full day programs. Extended care allows for you to drop your child off as early as 7:30 in the morning rather than the regular 8:30 am drop off time for preschool. If you need extended care on a regular basis, the extended care fees are to be included in the monthly tuition check and should be based on the number of days your child is scheduled to be in attendance.

Extended care is also offered on a per diem basis and must be paid the day extended care is used. Payments should be placed in the envelopes provided at the tuition baskets on the parent bulletin boards.

Due to the need to staff appropriately, refunds or credits can not be made for days missed for pre-paid extended care.



6

ADMINISTRATIVE POLICY & PROCEDURE

"It is more fun to talk with someone who doesn't use long, difficult words but rather short, easy words like "What about lunch?"

~Winnie the Pooh

LUNCH TIME

Lunch time is also available on a daily basis to families whose children are not enrolled in full day programs. Lunch time allows for you to pick your child up as late as 12:30 in the afternoon rather than the regular 11:30 preschool pick up time. If you would like to utilize the lunch time services on a regular basis, the lunch time fees are to be included in the monthly tuition check and should be based on the number of days your child is scheduled to be in attendance. Due to the need to staff appropriately, refunds or credits can not be made for lunches missed.

Lunch time is also offered on a per diem basis and must be paid the day of the lunch time. Payments should be placed in the envelopes provided at the tuition baskets on the parent bulletin boards.

Due to the need to staff appropriately, refunds or credits can not be made for days missed for pre-paid lunch time.



ADMINISTRATIVE POLICY & PROCEDURE

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"America's future walks through the doors of our schools each day."
~Mary Jean Le Tendre

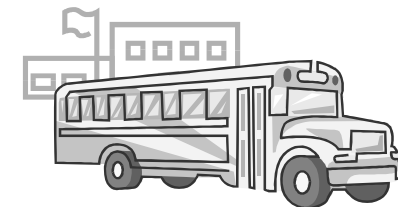
AFTER SCHOOL CARE

After school care is available on a daily basis to siblings of children enrolled in Tender Years programs. These children must attend M.S.A.D. 51 in grades kindergarten through third grade. After school care includes the time your child is dropped off by the school bus at Tender Years until pick time which is to be no later than 5:30 pm.

After school fees are based on the actual number of district school days and afford families childcare options for school aged children on all in-service days and school vacations. Rates for 2, 3 and 4 day after school care vary due to additional care on early release Wednesdays. There is a minimum of 2-days per week to register your child for after school care.

Refunds can not be made for days missed, early departure, school cancellations or scheduled school days off.

Registration for after school care requires a \$25 deposit to reserve your child's space. This fee is non-refundable and covers administration costs.



6

ADMINISTRATIVE POLICY & PROCEDURE

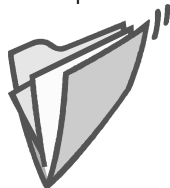
"I hear and I forget. I see and I believe. I do and I understand." ~Confucius

ASSESSMENT

Assessment is an important component of a quality early childhood program. Not only is it an integral tool in understanding and supporting children's development, it is also essential for documenting and evaluating our program's effectiveness. Throughout the school year we will focus on progressing toward mastery of key concepts and developmental goals.

Parents of pre-kindergarten students will receive a report on their child's Learning Accomplishment Profile at the end of the school year. This is a criterion based assessment tool that evaluates a child's progress toward key developmental milestones and serves as a reliable indicator of kindergarten readiness. Parent conferences will be held in November and in May. This final assessment will be vital in the kindergarten placement process for your child and will be shared when school systems request feedback on incoming students.

Parents of preschool students will have the opportunity to meet with teachers to discuss student progress formally in May. A baseline assessment of kindergarten readiness skills will be prepared for the May conferences and will serve as a reference point for the child's pre-kindergarten year a Tender Years.



6

ADMINISTRATIVE POLICY & PROCEDURE

"Communication works for those who work at it."

-John Powell

PARENT & TEACHER COMMUNICATION

Daily happenings will be communicated on the Parent Bulletin Board. We encourage you to review the day's events in order to promote discussion about the day's activities.



A monthly newsletter will be sent home at the beginning of each month to keep you apprised of upcoming events and activities.

It is important to share with us when something has happened that may affect your child's performance or behavior while at school. We encourage you to either call ahead of your arrival or write a note rather than trying to discuss it when you bring your child to class.

6

ADMINISTRATIVE POLICY & PROCEDURE

“Man's mind, once stretched by a new idea, never regains its original dimensions.”

~Oliver Wendell Holmes

PARENT / TEACHER CONFERENCES

Conferences will be scheduled twice a year, for pre-kindergarten students; usually in November & May. These conferences will provide opportunities for parents to ask questions, discuss developmental skills and review their child's progress toward kindergarten readiness. Parents of preschool students will have the opportunity each spring (May) to meet to discuss their child's developmental skills and to review our baseline assessment of kindergarten readiness skills. Should you have any concerns about your child, please feel free to request a meeting at any time.

CLASS LISTS

Class lists will be published after the first few weeks of school. The lists will include the names of the children, their parents, address and telephone numbers. If you do not want your information published, please check the box on the bottom of your registration form.



SAFETY

7

“When I approach a child, he inspires in me two sentiments; tenderness for what he is, and respect for what he may become.”

~Louis Pasteur

GENERAL ISSUES

For the safety of your child, the playground gate must remain closed and latched at all times. At no time is a child to unlatch or open the gate.



Fire drills will be held monthly. A fire evacuation plan is posted in each room of the building. In October, which is Fire Safety month, we will instruct children on how to conduct themselves and where to go in the event of an emergency situation.



If a child is injured at school the parents will be notified and if necessary, the child will be transported to a hospital by emergency personnel. An incident report will be written for each accident or injury that occurs.



“A teacher’s purpose is not to create students in his own image, but to develop students who can create their own image.”

~ Author Unknown

IMMUNIZATIONS

Tender Years Learning Center must have on file, within thirty (30) days of the child's first admission to the facility, and updated annually thereafter, a Certificate of Immunization which clearly illustrates each child's present immunization status. Each child's record must reflect an up-to-date status according to the Day Care Immunization Standards set forth by the **Maine Bureau of Health Immunization Program** (based on recommendations made by the Centers for Disease Control's Advisory Committee on Immunization Practices).

Dates of immunization (month/day/year) and vaccine type shall be on file for each of the following vaccine-preventable diseases:

1. Measles
2. Mumps
3. Rubella
4. Diphtheria
5. Pertussis
6. Polio
7. Tetanus
8. Haemophilus influenzae Type b
9. Varicella
10. Hepatitis B
11. Pneumococcal conjugate

“There are only two things a child will share willingly - communicable diseases and his mother's age.”

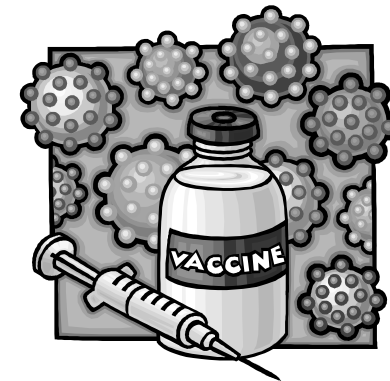
~Benjamin Spock

IMMUNIZATIONS

(Continued)

According to state regulations the only exceptions to this rule are if a child's parents state in writing sincere religious or philosophical beliefs or if the child's physician submits documentation that immunization against one or more of the diseases is medically inadvisable.

In the event of a disease outbreak, children not vaccinated for religious, philosophical, or medical reasons must be excluded from the program until the outbreak no longer exists, or until the child receives the necessary immunization.



"The only thing worth stealing is a kiss from a sleeping child."

~Joe Houldsworth

ILLNESS

Tender Years Learning Center takes every precaution to provide a safe and healthy environment for your child. We ask that you keep your child home from school if your child has:

- ♥ a sore throat
- ♥ an earache
- ♥ a stomachache
- ♥ had a fever in the last 24 hours
- ♥ had diarrhea or vomiting in the last 24 hrs
- ♥ been on an antibiotic less than 24 hours
- ♥ heavy nasal discharge
- ♥ a constant cough
- ♥ atypical behavior and is irritable or generally not himself
- ♥ conjunctivitis ("pink eye"). Child must have been on medication for at least 24 hours and be symptom-free before returning.



This policy will be strictly enforced. You will be notified immediately if your child becomes ill while at school.

"To the uneducated, an 'A' is just three sticks."

~A.A. Milne

COMMUNICABLE DISEASE POLICY

Please inform us immediately if your child has been exposed to a contagious disease so that we can be alert to the first signs of illness. If your child has already contracted a contagious disease, please notify us and consult with your child's physician if you question when your child should return to school.

MANDATORY REPORTING

Under Section XXII. REPORTING CHILD ABUSE AND NEGLECT of the Rules for the Licensing of Child Care Facilities, Tender Years Learning Center must report cases of abuse or neglect to the State of Maine Department of Human Services when there is reasonable cause to suspect abuse or neglect of a child under the age of eighteen.

EMERGENCY INFORMATION

For your child's safety, it is **critical** that you keep emergency names and numbers up-to-date with at least three different names and phone numbers. If your child needs you, we want to be able to contact you or your designated emergency contact **as soon as possible**. Any day that your child will not be in school, please call us. We worry when we don't see your child's smiling face.

POLICY & PROCEDURE
ACCEPTANCE FORM



“Education is for improving the lives of others and for leaving the world better than you found it.””

~Marian Wright Edelman

I have read the Tender Years Learning Center Parent Guide and agree to follow the guidelines, policies and fee schedules provided.

SIGNATURE

DATE

CHILD/CHILDREN'S NAME(S) – PLEASE PRINT

