

# TOTS AND TEENS

## PARENT HANDBOOK

### PURPOSE OF TOTS AND TEENS

The purpose of Tots and Teens Preschool shall be to provide a carefully planned, stimulating environment for the enrichment of both the preschooler as well as the high school student. The teens will be training and offering experiences which will build the child's self esteem and enhance their creativity and inventiveness. The school will help the child learn to work and play cooperatively; to work independently; to share ideas and to have an unique opportunity in an atmosphere that can offer a wide range of experiences.

### THE DAILY PROGRAM

The following schedule is to be used only as a guide. The times are to remain flexible as the needs and interests of the children change.

8:00	Arrival – Please do not come before 8:00.
8:00 – 8:15	Choice of activity (this includes play areas and any interest center put up for the day).
8:15 – 8:45	Structured learning (the children are encouraged to rotate through student created lesson stations).
8:45 – 9:00	Circle time (may include songs, finger plays, stories).
9:00 – 9:30	Snack/Restroom and Free Choice of Activity
9:30 – 10:00	Structured Learning (similar to 8:15 only with new teacher stations.
10:00 – 10:15	Circle time ( similar to 8:45 along with going home).
10:15	Get ready to go home. Parents please be on time.

## **AUTHORIZATION TO PICK UP CHILD**

A parent or other pre-approved adult must pick up your child. At the time of registration, you will be asked to fill out a sheet for this reason. Your child will be released to only those on this list unless the parent sends a written, signed note stating who is authorized to pick up the child that day. Listed names can be changed at any time by you. Parent can also send an email before 8:00 on the date of the change.

## **ARRIVAL AND DISMISSAL**

School hours are from 8:00 until 10:15 a.m. If you bring your child early, plan to stay with them until the instructor arrives. Always accompany your child inside unless you have prearranged for car assistance. Be prompt in picking up. The H.S. students and instructor both have class schedules to follow and are frowned upon for tardiness.

## **CAR ASSISTANCE**

Sign up by indicating to me that you'd like the proper forms before school begins and a student will be assigned to escort your child from and to your car. Please remember that the children enjoy sharing their days "work" with you, and many times these are things within the classroom. I'd prefer not to be changing back and forth once school begins so think through your decision.

## **FIRST DAY ORIENTATION**

We have set aside the first day of school for you to accompany your child. This day will help you to:

Acquaint the parent and child with the facilities and the H.S. Students.

Acquaint the teacher and students with the parents and child.

Ease the separation of the child from his parent.

Please do not bring other children on that day. Let this be a special time for your preschooler and you.

## **TOYS FROM HOME**

"Things" the child may bring from home will be used for sharing time only. Please be sure that it is properly labeled and that you discuss this with your child. You are asked to bring a backpack or school bag each day to transport items. Again be sure to label with the child's name.

## WHAT TO WEAR TO SCHOOL

The children should wear comfortable everyday clothes. Consider washable materials because of the many messy art projects and sturdy materials for outdoor wear. Please label all outer garments, especially boots, hats, mittens/gloves and coats.

## FINANCIAL ARRANGEMENTS

The tuition can be handled in a couple of ways. The \$75.00 fee can be paid all at once along with the application or a \$25.00 deposit made at that time and \$50.00 paid on orientation day. If more than one child is coming from one family, each child will be discounted \$25.00. A deposit must be made along with the application to secure a spot.

## SCHOOL CALENDAR AND DAYS

We will follow the same schedule as Plano CUSD #88. Preschool will have the same school holidays, vacations, snow days and cancellations for any other reason. Any day in question, listen to WSPY radio station.

## BLOCK SCHEDULE

For those of you new to block scheduling, our class periods are 90 minutes, with 4 class periods each day. Classes meet every other day. I observed a number of preschools to decide the best way to run the Tots and Teens program. My decision to keep two class periods back to back on the same day will enable us to run a more efficient preschool and allow for it to still be at least 2 hours in length. The difficulty of this will be on your shoulders! It will be necessary for our parents to have a schedule and know when we meet. **Our program will run M, T, W, TH, on "B" days.** What this means is that one week your child may come on Monday and Wednesday and on another week Tuesday and Thursday. My hope is that in the near future we will be able to double our program and you will have the option of whatever days you'd like to enroll.) It may sound confusing, but once underway, I think you'll see all of the benefits it allows. One nice option is that it allows me to offer the program to second and third year H.S. students. Let me know if more explanation is needed. See website information to get copies of the calendar.

## **SPECIAL DATES TO REMEMBER**

Orientation Day	February 4
First Full Day	February 8
Last Full Day	May 10
Graduation	May 12
No School	2/15, 3/29, 3/31, 4/28

## **ADMISSION POLICY**

The P.H.S. Tots and Teens Program will accept any child (in or out of district) who is three, four or five when preschool begins. All children must be toilet trained. Prior to the first full day, the following forms must be completed, signed and turned in.

Application form and fee

\*Once the application is in the following will be mailed:

Permission to receive First Aid and/or medical care

Emergency information and authorization for care

Medical/Physical form signed by the child's physician showing current immunizations

Authorization for pick-up form

## **DISCIPLINE**

Children will be given constructive suggestions whenever possible. We suggest by telling them WHAT to do instead of what NOT to do. Our goal will be to build self-concepts. Distractions and time-outs will be used when problems occur during school hours. Communication between home and school will be on-going to help eliminate any problems.

## **SNACKS**

Part of the purpose of snack time is to form positive attitudes about a variety of healthful foods. The students will take turns preparing snacks to be shared with the children. Each child will in turn be a "leader" who helps distribute these to their classmates. Any time that you'd like to share in this experience and bring snacks on their "leader" day you are welcome, we just need to know ahead so that plans are made. Leader schedules will be available. Birthdays – see below.

## **BIRTHDAYS**

We celebrate birthdays during snack time. The birthday child will be scheduled as the leader on their day or the closest date before the occasion whenever possible. A special treat from home may either take the place of our snacks for the day or be something to send home with the children. Either way helps to make this a special day for your child. Our H.S. snack people of the day will be talking to you in this case to find out your intentions.

## **HEALTH AND SAFETY OF YOUR CHILD**

The health of your child is very important. Upon enrollment you must file with us a health form signed by a physician. This requires that the children have standard immunizations and a tuberculin clearance on file with the district before the beginning of school.

## **ILLNESS/INJURY**

Your child may be sent home if he appears to have symptoms of illness. In such cases, he is immediately isolated from the others and a parent is contacted.

Keep your child home if:

- Has had a fever within the 24 hours

- Has a heavy nasal discharge

- Has a constant cough

- Is fussy, cranky, and generally not himself

- Has vomited in the last 12 hours

- Has diarrhea

- Has symptoms of a possible communicable disease

Please notify the school at once if a communicable disease is diagnosed. In case of accidental injury, we will make an immediate attempt to contact a parent. The emergency list will be followed thereafter to reach an authorized guardian. If necessary the physician, ambulance, the Director or School Nurse will be in charge and make all decisions about the care of your child. You will be expected to assume responsibility for any resulting expenses. The school will maintain a parent's consent form agreeing to this provision. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers and other pertinent information.

## COMMUNICATION/INFORMATION

If the child is to be absent from school, please email or call the High School office before 8:00 and leave a message for Ms. Chatman.

Ms. Chatman email      [dchatman@plano88.org](mailto:dchatman@plano88.org)  
High School Office      630-552-3178  
High School Website      plano88.org

Tots and Teens Website

<http://www.quia.com/pages/dchatman/totsandteens>

There are links on this site to download:

Application  
Parent Handbook  
Calendar

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