

Preparing Your Child for Preschool

- Attend orientation and evaluation with your child to help them become comfortable with their new surroundings before the first day of preschool. Your child's teacher will contact you to set up an orientation/evaluation either on Aug 27 or 28.
- Help build excitement by talking with your child about the fun that awaits in preschool. Show your enthusiasm and avoid talking about how much you will miss them.
- Spend time reading books to your child.
- Arrive at your evaluation with a change of clothes (including shirt, pants, socks and underwear) placed in a gallon Ziploc bag. Label Bag and all contents with your child's first and last name. This will be kept at school to be used as needed for water table accidents, potty accidents, etc.
- Make sure your child is up to date on immunizations and bring a copy of your child's immunization record to orientation. (See attached) Or you may use the link below http://www.immunize-utah.org/pdf/Immunization_Guidebook.pdf; if you are using the link, please refer to page 34 which is the Immunization Requirement.

Sending Your Child to Preschool

- A UDA Creative Arts Preschool book bag will be provided for your child and distributed at orientation. Please send this with your child each day, as we will use the bags to help children transport projects, class work and parent communication.
- Make sure all items brought to preschool are labeled with your child's first and last name. (Jackets, clothing for afterschool classes, etc.)
- Children attending our 3 and 4 year old classes should be fully potty trained. Our 2 year old children are not required to be potty trained; however parents will need to sign a release stating whether they would like a teacher to change diapers/pull ups or if they would rather come and take care of this themselves.
- Children should wear comfortable clothing that they can move freely in for creative movement. Flip-flops create a tripping hazard and are not allowed at preschool.
- We make every attempt to keep paint, glue and other materials from getting on clothing; however it will most likely happen at some point. Please send your child in clothing that you anticipate getting soiled.
- Make sure your child has eaten breakfast or lunch prior to class. Do not send your child to class with food. We do not allow outside food or drink in the classroom, as it tends to cause student conflict and allergy issues.
- Leave personal belongings at home. Toys and other items brought to class can get lost or broken. The exception to this is show and tell.



Drop-Off

- A carpool procedure map is included at the back of this handbook. Please familiarize yourself with our drop-off/pick-up procedures and follow them precisely to keep children safe and traffic flowing.
- Arrive at your designated drop-off time. A teacher will be outside to receive your child and help them to their class. Children should not be dropped off earlier than the indicated drop-off time.
- If you arrive late and a teacher assistant is no longer outside, you must park your car and walk your child into the building. Your child's safety is our first priority.
- It is normal for some children to have a hard time being dropped off at preschool for the first couple of weeks; it is an unfamiliar environment full of unfamiliar people. Please know that we will love and ease your child in their transition to being away from home and parents. The best thing you can do to help your child adjust is to establish a drop-off routine. Say a quick cheerful goodbye and let the teacher take over from there.

Pick-Up

- Follow carpool procedures as indicated on the map at the back of this handbook.
- Three Pick-up cards will be assigned to your child and handed out at orientation. They are to be distributed to those you have authorized to pick up your child.
- For your convenience, our drop-off/pick-up procedures are available on our website. Please make sure that those who come to pick up your child follow our carpool procedure.
- Vehicles must display the original pick-up card in a visible location of their front window in order to pick up a child. Giving the pick-up card to another person indicates to our staff that you have given permission for this person to pick up your child. If there is no card, they must park and wait while we check to see if they are on your "approved persons for pick up" list. If they are not on your approved list, we will need to contact you for approval. In the event that you cannot be reached, we will keep your child in our care and you will be charged (per our late fee) until they are picked up.
- Please arrive at your designated time for pick-up. Parents arriving more than 5 minutes late for pick-up will be charged \$5, and an additional dollar per minute thereafter.

Safety

- Your child's safety is our number one priority, so we take every precaution. In the unlikely event of an emergency, our teachers are trained to follow procedures to protect and comfort your child. Emergency drills and procedures are in place and practiced regularly to ensure your child's safety and well-being.
- All visitors must first check in at the front desk and obtain a "Visitor Badge" before entering the preschool.



Calendar and Important Dates

August 2015

27 & 28 Orientation/Student evaluation
(Your child's teacher will contact you to schedule an appointment.)

31 1st day of Preschool

September

7 Labor Day No School

October

15-16 Fall Recess No School

November

20 Evaluations/Parent
Teacher phone conference

25-27 Thanksgiving Recess No school

December

16 Christmas Program

21-31 Winter Recess No School

January 2016

1-3 Winter Recess No School

4 School Resumes

18 Martin Luther King Day No School

February

15 Presidents Day-No School

19 Evaluation/Parent Teacher
conferences

March

24-28 Spring Break

May

18 Evaluations/Parent phone
conference

27 Last Day (2 & 3 year old classes)

29 Graduation (4 year old class)

- We follow the Jordan School District Traditional Calendar for Holidays and Breaks.
- In the event of preschool cancellation or other unforeseen emergency, you will be contacted by email first, then a text for follow-up.
- We do not make up or reimburse days missed due to holidays or breaks, this is already factored into your monthly tuition.

Parent Communication & Involvement

- A strong parent/teacher partnership is vital to a child's education. We keep parents informed and involved in preschool. Our open door policy allows parents to be involved in their child's education. We love volunteers! Please talk to your child's teacher if you are interested.
- In addition to the initial evaluation in August, students will be evaluated three times throughout the year to monitor progress. These evaluations will be sent home in November, February, and May.

INSPIRE



- Parent/teacher conferences will be set up in February and are available at any time upon request. Please feel free to contact your child’s teacher or the preschool director at any time with questions or concerns. We are happy to work with you to meet the needs of your child.
- Viewing windows are installed in our classrooms allowing and encouraging parents to observe classes at any time. We ask, however, that parents wait 3 weeks after school starts before observing classes; it can be particularly disruptive for a child to see their parent before routines and comfort levels are fully established.
- A calendar will be sent home at the beginning of each month outlining themes, important dates, and events. A weekly newsletter will be emailed from your child’s homeroom teacher each Friday describing the highlights of the week, optional enrichment activities, and instructions for the following week. This helps parents discuss with their child what they are learning in class.
- Parents and families are invited to our fall, winter, and spring performances to showcase what we have been learning in class.
- Optional parenting classes are offered twice a year and the “parent’s corner” section of our monthly newsletter offers tips, advice, and enrichment activities for supporting your child’s education at home.

Field Trips

- We have scheduled several classroom visitors to provide enrichment opportunities for learning. Children are delighted when firemen, police officers, farmers, and pet stores visit their class.
- In addition to our classroom visitors, we offer field trips throughout the year to support and further explore what the children have been learning in class. These activities are a great way to provide real world learning opportunities. Some are free of charge, and others are offered at deep educational discounts averaging out to be around \$6 per child. Children must have a signed field trip waiver and either be accompanied by an adult or leave a car seat for transportation to attend these activities. You will receive dates and more details on field trips at orientation.



KNOWLEDGE



Discipline

- We do not believe in controlling children, but in teaching children appropriate behavior so they can manage themselves.
- We take a positive and proactive approach to discipline. Children are taught classroom rules so they clearly understand what is expected of them and why.
- We recognize and reinforce positive behavior. Each day children will have a personalized clip placed on a chart. The chart has 4 levels: red (Star in Training), yellow (Twinkling Star), green (Star Student) and sparkly (Superstar). Children who appropriately manage their behavior will have their clip remain on green which is our goal for the day. A warning will result in moving a child's clip to yellow. Two warnings will result in moving a child's clip to red. Children who adjust their behavior are able to move their clip back to green by the end of the day. Our superstar level is reserved for children who go above and beyond in showing good character and determination.
- When a classmate is recognized for positive behavior, other classmates usually adjust and join in the positive behavior. However, if a child chooses to break class rules, in most cases they will first be given a reminder; if the behavior continues their clip will remove to yellow on their chart. If behavior continues their clip will be moved to red. Should further intervention be required, the child will go to an adult supervised area where they are allowed to remain until they are ready to return to the classroom and abide by class rules. An adult will help guide them as needed through this process. Children may signal the teacher when they are ready to handle the situation differently and return to class.
- In the rare event of a child purposely hurting another child or being continually disruptive, parents will be contacted to reinforce classroom rules and discuss a plan of action. We reserve the right to dismiss a child who poses a safety risk to classmates.

Snack

- We promote healthy choices, so we model appropriate behavior in our snack time by offering healthy snack options for your child each day.
- A snack basket will be sent home with your child periodically to give them the opportunity to choose and provide a snack for their class. Your child's teacher will distribute a snack basket schedule with instructions and snack suggestions at orientation. The children love choosing a snack to share with their classmates! Please involve your child in the snack selection process, as this activity is designed to help reinforce and deepen understanding of what we are learning in class. For example, children can bring in something related to our letter of the week A is for apple or animal crackers and B is for

banana, bagel, etc. They could also bring something related to our weekly theme.

- **Please make sure you communicate allergy and food related health concerns** on your registration form.

Show and Tell

- Providing an opportunity to speak regularly in front of classmates helps children build confidence, oral communication skills, and vocabulary.
- Your child will be assigned a day to bring in a show and tell item to share with their class at group time.
- To reinforce what we are learning in class, we encourage children to bring show and tell items that relate to our theme or begin with the letter of the week.

Tuition Payment

- Each student will have an account set up with our office upon registration. For your convenience, tuition will automatically be withdrawn from your account so you do not need to worry about writing a check every month.
- Tuition is due on the first weekday of each month. Payments processed after this day will be considered past due and a \$15 late fee will be charged. Please make sure the credit card information we have on file is current so you do not accrue late fees. After your payment has been processed, you will receive an invoice email confirming your payment.

Lunch Bunch

Children must be pre-registered and bring their own lunch to participate in lunch bunch.



Add On Classes

Students have the opportunity to register for several after preschool classes. Parents wishing to enroll their child in dance have the option to a) Send their child to preschool with dance clothing layered underneath preschool clothing, b) Send dance clothing with your child and have a teacher help their child change into their dance clothing, or c) Come in and help your child change into their dance clothing prior to dance class.

Please feel free to contact us should you have further questions.

UDA CREATIVE ARTS PRESCHOOL

801.523.5930

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Draper, Utah 84020



DROP-OFF/PICK-UP PROCEDURES

DROP OFF/PICK UP

A **DROP OFF / PICK UP** lane has been provided on the south side of the facility in front of our entrance. Parents should use the lane along the sidewalk to safely drop off/ pick up their child.

DROP OFF: Pull forward as far as possible toward the orange cone. Remain in your car; a staff member will assist your child in getting out of the car.

PICK UP: Place the provided pick up number in a visible location of your car window. A staff member will assist your child into your car. You may then pull around the corner (west of the building) as far as possible toward the orange cone to check that they are buckled in their seat correctly. If you are late and a staff member is no longer outside you will need to pull into an authorized parking spot, park your car and enter the building to drop off or pick up your child. **PLEASE DO NOT PARK** in the DROP OFF / PICK UP lane.

WHERE to PARK

Park in any non-designated parking spot located to the South of the building and along the West side of the building. **Parking behind UDA Creative Arts Preschool building is not allowed.** The area to the north is used for loading and unloading semi-trucks for the other businesses.

Preschool Traffic





Early Childhood Program Immunization Requirements

Date:

Dear Parent/Guardian:

Utah law requires children attending this Early Childhood Program or facility be appropriately immunized for their age against the following vaccine-preventable diseases:

Diphtheria	Measles
Pertussis	Mumps
Tetanus	Rubella
Polio	Haemophilus influenzae type b (Hib)
Hepatitis A	Pneumococcal
Hepatitis B	Varicella (Chickenpox)

It is your responsibility to have your child immunized and to provide this facility with a medically verified, date- and dose-specific immunization record for all required immunizations he/she has received. This is required for admission to this facility.

Factors regarding when your child gets which doses of vaccine include:

- current age of child;
- when he/she began the immunization series; and
- grade, if he/she attends school.

For specific information on which immunizations your child should receive, please consult with your child's health care provider.

Sincerely,