



Family Handbook

POLICIES & PROCEDURES

Welcome to Chickadees Preschool!

Please read the contents of this handbook carefully, as it will outline important policies and procedures within the preschool. The information will assist you in becoming familiar with day-to-day operations as well as occasional circumstances that may arise. Please feel free to contact us by phone or email with any questions!

Katie Self

Owner & Teacher

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Mission Statement

"Keeping growing minds engaged by fostering a nurturing and enriching learning environment."

Enrollment

Prior to enrollment, online registration forms must be completed for your child(ren). If enrolling more than one child, please fill out a separate registration form for each child. These forms include student and parent information, a health summary, pick-up authorization, and more. Please review all of the information carefully before submitting the form. **Registration does not guarantee enrollment. Class sizes are limited and open classes are subject to change at any time.** Upon registration, you will need to sign a *child care service agreement, liability waiver, and consent for emergency medical treatment* to complete the enrollment process. This can be sent via email or you may schedule an in-person meeting to sign the documents. There is a non-refundable enrollment fee of \$100 that must be paid within 5 business days of acceptance, to secure your child's spot in class. This can be paid by cash, check, or Venmo.

Meet the Teacher

Katie Self is the owner and teacher at Chickadees Preschool. She has a bachelor's degree in Elementary Education from Boise State University and holds a current Idaho teaching license. She has four years of certified teaching experience in the classroom, one of those years being in Special Education. Miss Katie is married to her husband, Brandon, and they have two kids—ages 2 & 4—with another bundle on the way. They love visiting parks, being outdoors, reading books, and camping! Katie opened Chickadees Preschool in 2023 and has loved being able to spend more time at home while still being able to teach littles. This year she is so excited to be adding a 3-year old class!

What We Offer

Chickadees Preschool is an in-home preschool dedicated to serving children 3-5 years of age. At Chickadees Preschool we nurture the development of social and emotional skills by learning how to share, take turns, handle conflict respectfully, and consider the feelings of others. We learn through a combination of child-directed play, structured and engaging hands-on activities, and teacher-led instruction. Music, science, art, and circle time are also incorporated into our learning each week. At Chickadees Preschool we understand that each child is unique and that there is not a one-size-fits-all educational program. With our small class sizes, we strive to meet the specific needs of your child by providing them with the tools and support they need to learn and grow in this critical time of their development.

3's Class

M/W 1:00-3:00pm

Our 3's class is a play-based program focused on developing essential skills needed before starting pre-k. Aside from our emphasis on social-emotional skills, our 3-year-olds will be exposed to age-appropriate concepts including but not limited to:

- ★Reciting the alphabet
- ★Counting to 10
- ★Cardinality
- ★Shapes and colors
- ★Rhyming
- ★Beginning letter recognition and letter sounds
- ★Oral language/vocabulary development

4's Class

M/W 8:30-11:00am

Our 4's class is a pre-k program that combines play-based learning and explicit instruction with the goal of preparing your child for Kindergarten. Students will be immersed in a classroom setting and become familiarized with a daily schedule and routines similar to Kindergarten. Hands-on learning activities will be meaningful and engaging. Emphasis will be put on developing fine motor skills (pre-writing skills). Each week will bring a new theme so students stay excited about learning! Children will be taught age-appropriate early literacy and math concepts, including but not limited to:

- ★Phonemic/Phonological awareness
- ★Letter recognition and letter sounds
- ★Oral language/vocabulary development
- ★Shapes and colors
- ★Number recognition 1-20
- ★Counting and Cardinality
- ★Sorting and Patterns
- ★Writing own name

Tuition & Fees

3's Annual Tuition: \$1,450

4's Annual Tuition: \$1,750

Tuition is divided into 10 equal monthly payments, or you may choose to pay in full. Tuition is due by the first of each month. Accepted forms of payment are cash, check, or Venmo. Chickadees Preschool is not accepting any government funded payments at this time. A 5% sibling discount is offered to families enrolling two or more children. A 5% paid-in-full discount is offered if the annual tuition is paid by August 1st. See payment options below.

Payment options

3's Class	*Paid in Full by August 1st	\$1,377.50
	Monthly payment (Sept-June)	\$145
4's Class	*Paid in Full by August 1st	\$1,662.50
	Monthly payment (Sept-June)	\$175

Late Tuition Payment Fee: \$5/day after the 7th of the month

Returned Check Fee: \$25

Late Pick Up Fee: \$1 per minute, per child, past designated pick up time.

Schedule/Days off

Calendar- You can find our complete 2024-2025 school year calendar on the 'Learn More' page of our website. Please refer to the calendar for specific days off and school breaks.

Snow days- Snow days will be called based upon the decision of the Vallivue School District.

Teacher sick days/emergencies- I reserve the right to call **2 sick days** during the school year, given as much notice as I can. If it is imperative that I take more than 2 sick days, tuition will be reimbursed for each additional school day that your child is not being serviced.

Student sick days/absences- Please communicate absences with me to the best of your ability. Tuition will not be reimbursed for student sick days/absences.

Drop-off/Pick-up

To ensure a safe drop off and pick up, please accompany your preschooler to the door when dropping them off and pick them up at the door after class. Because Chickadees Preschool is located at the end of a long driveway and backing out can be difficult when cars are parked in the driveway, please park on the main street for easier access and walk a short distance to the door. We must have verbal permission from you if someone will be picking up your child but is not listed on the pick-up authorization form. They will need to show ID upon picking up your child.

Snacks

We will provide a daily snack and water. Children are welcome to bring a water bottle from home but it must contain ONLY water. As a precaution, all snacks provided will be **NUT FREE** and children may refuse a snack, but no snacks will be allowed from home.

Illness Policy

If a child cannot participate in normal activities of his/her classroom routine or requires a level of care that is greater than that we can provide without compromising the health and safety of the other children, you will be called to pick your child up as soon as possible. This includes but is not limited to: a fever of 100 degrees or higher, vomiting, diarrhea, blood in stools, mouth sores, conjunctivitis, rash with fever or behavioral changes, severe cough.

Medication Policy

It may be necessary from time to time to bring medication for your child to school. The administration of medicine at Chickadees Preschool shall be limited to:

- a) Prescribed medications ordered by a healthcare provider, with written permission of the parent or legal guardian.
- b) Over-the-counter medications recommended by a healthcare provider for a specific child and a specific condition, with written permission of the parent or legal guardian.

*All medications must be in the original, child resistant container and labeled with the child's first and last name.

Discipline Policy

In these early stages of development, children are learning to be in charge of their own emotions and behavior. Chickadees Preschool believes in establishing clear and consistent limits and responding to inappropriate behavior with insight, sensitivity, and skill. When inappropriate behaviors do arise, we believe it's important to explain to the child why the behavior is not appropriate and provide scaffolding as to how they can modify the behavior. Children will be encouraged to verbalize their feelings and positively work through strong emotions. **Under no circumstances will corporal punishment be used as a form of**

discipline. Discipline will NOT be associated with food, rest, or toileting. Any recurring behavioral problems will be documented and communicated to parents. I will work closely with parents to develop a behavioral plan for the child. Behaviors such as verbal abuse/inappropriate language, putting self or others at risk of physical harm, damaging of property, will not be tolerated and will result in the withdrawal of the child from the class.