

PARENT HANDBOOK



2013-2014

Chilkat Valley Preschool ~ PO Box 1165 ~ Haines, AK 99827 ~ 907 766-3213

Chilkat Valley Preschool

An early childhood education facility dedicated to the fullest development of the whole child. Our early-childhood education philosophy emphasizes students' immersion in play oriented, multi-sensory learning opportunities. We welcome pre-primary-school aged children of all races, creeds, ethnic origins and economic backgrounds.

The preschool learning experience seeks to strengthen children and the ties between their families, community, and other children. Some of the fun activities include...

*Creating, Laughing, Dancing, Singing, Sharing,
Exploring Planets, Sand, Water & Play Dough.*

*Painting, Reading, Writing, Counting, Baking,
Creating Sculptures, Sewing & Dress up.*

*Community Field Trips, Make Believe Play,
Practicing Good Manners and Patience,
Building self-esteem, Growing & Thriving*

Thank you for your time and attention in reading the Parent Handbook. Parents will be notified about any changes made to these policies during the school year. We look forward to an exciting and educational year with you and your child!

Getting Started at Chilkat Valley Preschool

Children who are 3 years old by September 1st are eligible to enroll in the fall semester at Chilkat Valley Preschool. As a prerequisite for attending preschool, children must be potty trained and meet the state immunizations requirements.

CVP is licensed for 24 children between the ages of 36 and 84 months. We will not exceed a 7:1 ration on any given day without Board approval. We encourage **early registration** to ensure there is space available. Open registration begins on April 1st on a first come first serve basis with payment of the non-refundable \$45 registration fee. Priority registration is given to returning students and their families.

221 1st Avenue North
P.O. Box 1165 Haines, Alaska 99827
907-766-3213
cvpreschool@aptalaska.net
www.chilkatvalleypreschool.org

7 days notice will be given for changes to the Handbook or schedule.

**Please plan to join us at the Preschool for a Parent Meeting on
Thursday, August 22, 2013 at 6:30pm.**

Childcare will be provided. We will introduce families & staff, explain general preschool procedures, tour the facility and answer parent questions. We invite those with interest to join the Board of Directors, we hold monthly meetings where enthusiasm is more important than experience!

2013/14 School Year Calendar

CVP generally follows the Haines Borough School Districts calendar.
Please note dates below:

Aug 22	Parent Meeting at 6:30pm
Aug 26	First day of school Drop-off 8:45 to 9am
Sept 2	Labor Day- No School
Nov 28	Thanksgiving Break
Dec 23	Winter break Begins
Jan 6	Return to school
Feb 17	Presidents day
March 17-20	Spring Break
March TBA	In-service day Teacher Conference
May 22	Last day of School

Preschool will be closed for inclement weather or holidays whenever the public schools are closed. Radio station KHNS, 102.3 FM is the timely source of information on weather related closures. CVP does not regularly schedule make up days for weather

related closures. Please note that public school teacher in-service days are *not* the same for preschool. Preschool has two in-service days each year. The date changes each year. We will notify you when these dates are available so that other plans can be made for the children. **Lead Teacher Absence:** In case of a Lead Teacher absence due to sickness, if we are unable to secure a Lead Teacher substitute who meets state licensing regulations and qualifications, CVP will be unable to be operate on that day. We will make every effort to provide notice to you as early as possible should that situation ever occur.

Preschool Tuition

Tuition for Chilkat Valley Preschool is based on the 9 months school is in session. *For your convenience* payments can be made on an Annual or Monthly basis:

<u>Attendance</u>	<u>Annual payment</u>	<u>Monthly</u>
2 days/week	\$1,602	\$178
3 days/week	\$1,926	\$ 214
4 day/week	\$ 2,250	\$ 250

Monthly payment plans are due the first day of each month. If payment is not received by the 10th of the month, a late fee of \$25 will be charged. Other payment plans may be set up by speaking to the office manager. Students will be considered un-enrolled if tuition is not paid by the end of the month. No credit will be given for school days that a child misses.

CVP requires 30 days notice when families wish to increase or decrease the attendance for a child. This will give the school enough time to plan for the decreased revenue and/or to admit the next child on the waiting list. Tuition may be prepaid up to two months in order to reserve a spot during extended absences. Prepayment for more than two months is allowed at the discretion of the board. If tuition is not paid to reserve the spot during an extended absence lasting three months or longer, the child will be withdrawn from school and need to pay the \$45 registration fee upon re-enrolling.

If your child is enrolled, you can add a “Drop-in” day **occasionally** if space is available. Extra Drop-in days are \$20 and payable at the time of drop-off. Please call or talk to the staff to be sure there is space.

Financial Assistance

The State of Alaska offers the Child Care Assistance Program (CCAP). These programs are designed to help working and/or training parents/guardians pay for childcare. To be eligible for CCAP you must be working, going to school, attending a job training program or self-employed. The program is based on your family’s income. Contact Kathy Friedle for more information or log onto

www.hss.state.ak.us/dpa/programs/ccare

In addition, Chilkat Valley Preschool has a scholarship fund available. These limited funds are intended for families who are temporarily experiencing financial hardships. The office manager has more information if you are interested. All conversations will be kept confidential with the office manager.

Hours of Operation

Monday, Tuesday, Wednesday and Thursday
8:45 am – 1:00 pm

8:45am Arrivals & 1pm Departures

Come in and help your child get his/her coat off and into their cubby. Never drop your child off in the parking lot. Come into the building and make contact with one of the staff members before you leave.

Separation Anxiety. Don't worry! If your child feels uncomfortable, rest assured that we give him/her the support he/she needs. Usually, brief partings with parents make it easier for all concerned.

Be prompt when arriving and departing school, late arrivals can be disruptive for all the children. We recognize that time restraints can be difficult for some young children and parents, be as consistent as possible.

We will not release children to anyone who is not authorized in writing by the parent/guardian. If you expect anyone other than yourself to pick up your child after school, please include their name and phone number on the information card provided. You may update the information card at any time.

Immunizations

As a prerequisite for attending preschool, all children must have the state-required immunizations. A copy of these immunizations **must** be in our office prior to starting preschool. We are required by the state to report to the Alaska Division of Public Health, Section of Epidemiology.

Health or religious exemptions from immunizations require a notarized affidavit. Please speak with the office manager if you have questions about your child's immunizations or call the Haines SEARHC Medical Clinic, Public Health Nurse, Chilkat Valley Medical, or Dr. Feldman's Family Practice.

Clothing & Personal Items

What to wear to preschool? Comfortable play clothes are best. The children will be active in potentially messy activities. We will also play outdoors so bring weather-appropriate clothing for outside.

The Coat Cubby is where the children leave their outdoor gear and extra shoes. Label all removable clothing with your child's name. State safety regulations require children to wear shoes at all times while in the building.

Classroom Volunteers

We welcome and encourage parents/guardians to participate in the education of their children. Please come and observe or participate at CVP any time. Your help and interest in the classroom will be most appreciated. The following guidelines are helpful:

- 1) Please arrange for your other children to have childcare.
- 2) Arrive 15 minutes early to go over the schedule with the teacher
- 3) Let the teacher know your interests. If you like, you can plan a special project to do with a small group of children.

As a volunteer at the preschool, you may hear staff or children discussing various concerns or family situations. Respecting the confidentiality of such information is essential while volunteering. A **TB test is suggested** for each parent volunteering *regularly* in CVP's classroom. All volunteers are *supervised volunteers* and will not be left alone with the children at any time.

School Day Curriculum

The preschool derives its curriculum from an assortment of “themes” with related activities. Families will receive a newsletter at the start of each month, explaining the themes for the weeks ahead and summarizing the special activities that are planned. We appreciate parent participation and suggestions relative to current and upcoming themes.

Sample Daily Schedule

8:45 – 9:20: Arrival and Table Centers (table blocks, cut and color, play dough)
9:20 – 9:40: Morning Play in circle room (puzzles, books, manipulatives)
9:40 -10:00: Circle Time (calendar counting, weather, show and tell)
10:00 – 10:30: Snack
10:30 – 11:30 Free Play (big muscle room, art room, creative play)
11:30 – 12:00 Story time and small group activities
12:00 – 12:30 Lunch
12:30 – 1:00 Outside play

Our daily schedule includes time for active play, fine motor skill practice, artistic expression, group activities, and shared reading, among other activities. This schedule may be adapted for special guests, field trips, and inclement weather.

TV and computer use: Chilkat Valley Preschool follows a play-based curriculum with emphasis on social development. Consequently, television, movies, video games, and computer use are not included in our program, except on rare occasions when a short video (10 min. or less) may be used to guide movement activities during inclement weather.

Behavior Management

Two principles guide the preschool's approach: Children learn to identify, accept and understand their emotions, then successfully bringing them under control. If a child needs help bringing order to their inner and outer worlds, there is an adult nearby. This will also help prevent potentially hurting themselves or others.

When the teacher's observe inappropriate behavior, they intervene with active listening techniques and, when appropriate, redirection of attention or activity. Situations requiring discipline are viewed as opportunities to help a child learn more about themselves and about social interactions.

Discipline is never punitive. Under no circumstances will corporal punishment be administered to a child. Alaska law requires staff at the Chilkat Valley Preschool to report suspected and/or confirmed child abuse/neglect to the Office of Children Services (OCS).

Plan of Supervision

To insure a controlled environment, interior doors to CVP will be locked at 9:30am. Doors will be reopened during outside play. For your convenience there is a doorbell to advise us of your presence at any point you wish to pick up or visit with your child. Indoor and outdoor supervision consists of CVP staff proactively monitoring the safety of our students. Our staff is CPR First Aid certified and first aid kits are available if needed. All activities and transitions will be monitored and at no time will a child be left unattended. Certain play areas that allow for climbing have their own set of safety rules, for example; only one child on the ladder at a time.

Outside Play: Outside play is supervised in our fenced playground. We give children every reasonable opportunity to play outside, but at times, the weather can be downright inhospitable with wind and ice. During times when it is below 25 degree with wind and ice, the children will play indoors. Rest assured that on cold and/or wet days when we choose to play outside, the preschool staff keeps a close eye on each child's comfort level and we're always prepared to have a staff member accompany a child indoors. We ask for your cooperation in choosing your child's outer garments with the day's weather in mind. On wet days, rain jackets and waterproof boots are a must, and rain pants are also nice. In wintertime, please send your child dressed appropriately for outdoor play with the following: snow suit, snow boots, hat, mittens, and either a scarf or facemask. You might consider leaving an extra set of labeled hat/mittens/scarf in your child's cubby once the weather turns chilly.

Field Trips & Other Programs

Talented individuals/organizations wanting to share their expertise and enthusiasm with preschoolers are always appreciated. We celebrate the local talent and rich diversity of the community. Twice a month a local music teacher leads the children with singing & playing instruments in the classroom. Twice monthly we make a visit to the local library to hear stories read aloud and check out a book. We also have tours of Alaska Indian Arts, local restaurants, the Fire Hall, Police station, Post Office, beach, playground and many others.

Field trip transportation: We usually have access to the Boroughs CYD van to transport our class. However we sometimes need to rely upon parent and staff vehicles for transportation. Your assistance is greatly appreciated on these occasions.

Plan of supervision: The plan for supervision on field trips is to increase the child to staff ratio, take emergency contact information with us along with a cell phone and our first aid backpack. We will be sure that all the children are safely buckled in vehicles and in a smoke-free environment. We will post all transportation plans on the front door of the preschool. **However, travel to and from field trip locations is not covered by the preschool's insurance.** All parents are required to sign a consent for transportation and field trips for their child to participate.

Parent/Guardian Participation

The preschool depends on active participation of enrolled families to thrive. Participation is essential in the following areas:

1) Bring a nutritious snack each month for all the children. Some suggestions: Fruit-Fresh, dried, baked or stewed fruit. Vegetables, Breads, muffins, crackers-served with cheese, dips, cream cheese, peanut butter, honey, jam or butter. Cookies that are preferably homemade with fruit, raisins or nuts. State Licensing requires that we meet 2 of the 3 following: **½ cup Dairy, Fruit or Vegetable, ½ ounce protein, ½ slice bread/grain**

Snack time not only fuels us up for more fun, it also provides an opportunity to have conversations and practice our table manners. We encourage children to do as much as possible for themselves, which boosts their skills and self-esteem. You are always welcome to join us for snack or lunch.

2) Pack a daily lunch for your child to eat at noon. Children do not share lunches at school due to health and safety standards. Please save sweets and treat for home and remember water is provided. Please keep State Licensing lunch guidelines in mind as you pack a lunch as well as snack: **½ cup Dairy, Fruit or Vegetable, ½ ounce protein, ½ slice bread/grain**

3) Participate in fundraisers

CVP will organize 3-4 fundraising events throughout the school year. Each family will be responsible for meeting a set fundraising goal. Families can easily meet these goals by participating in one or several of these fundraisers. Fundraising updates will be given to families to help with motivation. Parent commitment and assistance with these fundraisers helps keep preschool tuition costs both stable and as reasonable as possible.

4) Consider joining the Board of Directors

The Board of Directors is made up of 4-8 volunteers. These Board members meet monthly and are responsible for the overall management and administration of the school. Remember that enthusiasm is more important than experience!

Health & Safety

It's best for all of us if we have only healthy children at school. Follow your common sense and be considerate of the staff, other students, and their families when deciding whether your child should attend school. If any of the following symptoms have occurred in the last 24 hours please have your child stay home:

Fever of 100 degrees or more

Started taking antibiotics

First signs of a cough or cold

Vomiting or Diarrhea

***Head lice is spotted

*Contagious skin rash or infection

**Chickenpox

**The return to school must be approved by staff and/or doctor*

***Return to school when all the sores have scabbed over*

****The return to school is approved by medical personal and no live lice is spotted. You must have visual confirmation from a professional over three weeks to confirm the cycle of lice has been stopped. Contact the public health nurse if you have reason to believe your household has been exposed to lice.*

The office manager will notify parents immediately if children have been exposed to contagious diseases and/or conditions. No medications will be administered unless specifically prescribed and directed by the child's physician. Written dosage instructions are required. Along with providing a safe, enjoyable learning experience for your child, one of our highest priorities is to ensure that proper hygienic practices at all times. We follow strict sanitary standards with frequent hand washing for the staff and children, no sharing of hats, brushes or combs and bleaching all the items used in the preparation and serving of food. **To further ensure safety, at no time are fire arms allowed on school property, no animals may be on the premises without prior approval and poisonous plants are prohibited.**

Children with Special Needs

Children with special needs often learn more from their peers than from any teacher. Things like: how to share, get along with others, and use language to express needs. In their preschool experience, children with and without disabilities learn to accept people with differences, to be compassionate, and to feel good about helping others. Our goal is to prepare *all* preschool-aged children for a lifetime of inclusion. If needed, additional staff training will be pursued to help with special needs concerns.

A special needs plan of care is required by state licensing regulations. This plan is written in cooperation with the parents, teachers, Haines Borough Schools and specialists. This plan is referred to as Individualized Education Programs (IEP's).

CVP will refer children with identifiable disabilities to the local school district. Public school districts in Alaska are responsible for providing the evaluation and special services needed by diagnosed children.

Confidentiality

All Chilkat Valley Preschool employees have agreed that confidentiality and privacy is of utmost importance when discussing issues related to personnel, children and parents, and situations happening in and around the preschool. If you have questions or concerns please contact the office manager or the Board President.

Licensing & Insurance

The Chilkat Valley Preschool is licensed by the Department of Health & Social Services and must comply with all stipulated licensing requirements. We are subject to annual review, and are proud of our outstanding compliance record. We carry liability insurance and accident insurance, which covers all children and staff at school and at field trip locations.



VACCINE-PREVENTABLE DISEASES

Diphtheria - Caused by bacteria that can infect the nose, throat and lungs. Breathing becomes difficult and can lead to suffocation. Death results in one out of 10 cases.

Tetanus - (*Lockjaw*) Caused by bacteria that enter the body through a cut or wound. This disease causes extremely painful tightening of the muscles, usually all over the body. One in 10 people who get tetanus die.

Pertussis - (*Whooping Cough*) Causes coughing spells so severe that it is hard to eat, drink or breathe. This can last for weeks. Pertussis also can result in brain damage or death, especially in infants.

Polio - Once a common cause of paralysis in the United States, it is important to be protected against polio because this virus still exists in the world.

Measles - A serious childhood disease that causes rash, cough, runny nose, eye irritation, and fever. It spreads very easily and can lead to hearing loss, pneumonia, brain damage, and even death.

Mumps - Causes headache, fever, and swelling of the cheeks and jaw. It can lead to hearing loss, meningitis (inflammation of the brain), and brain damage.

Rubella - (*German Measles*) Usually a mild disease in children, causing only a slight fever and rash. However, if it occurs during pregnancy, rubella can cause severe birth defects or be fatal to newborn infants.

Haemophilus influenzae type b - (*Hib*) A dangerous childhood disease that can cause meningitis (inflammation of the brain), loss of hearing, seizures, mental retardation, and death. It is most serious in infants under one year of age.

Hepatitis -A - A serious viral infection of the liver that causes fever, yellow eyes and skin (jaundice), loss of appetite, and nausea. It is spread from person-to-person or through contaminated food or water.

Hepatitis B - A serious disease of the liver caused by a different virus than Hepatitis A. People who have the infection may suffer from liver failure or liver cancer, which is often fatal. The earlier in life a person is infected, the more likely he or she is to become a lifelong carrier of the disease and pass it on to others.

Varicella - (*Chickenpox*) A common, usually mild, childhood disease that can be extremely serious, especially in infants and adults. It can lead to severe, skin infection, scars, pneumonia, brain damage and death

PARENTS' GUIDE TO LICENSED CHILD CARE

◆ Choosing care for your child is a significant decision.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions, and carefully compare several programs. Licensed care includes child care homes, group homes, and centers. Your choice depends on what you want and need for your child.

◆ Licensing is a key to quality child care.

Licensing promotes good care by setting basic standards. Before a center, group home, or home is granted a child care license, it must meet minimum health, safety, and program requirements (see summary below). A licensing representative from the Department of Health and Social Services visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.



◆ You as an informed parent are a key to quality child care.

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit once a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether the child care program meets your standards for safety, health, and quality.

◆ If you have questions or concerns about your child's care.

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact your local licensing office. The Child Care Program Office will investigate your complaint. Your local licensing office address and phone number is:

Department of Health and Social Services
Child Care Program Office
150 3rd St. Room 109, P.O. Box 110640
Juneau, AK 99811-0640
(907) 465-4756 (or toll free within Alaska 1-888-268-4632 and ask for Southeast office)

HOW MANY CHILDREN MAY HOMES, GROUP HOMES, AND CENTERS CARE FOR?

(Children under the age of 13, including children related to caregivers under the age of 12)

CHILD CARE HOMES

- No more than 8 children total under age 13, including caregiver's own children under age 12
- No more than 5 children without Fire Marshal approval
- No more than 3 children under 30 months
- No more than 2 non-ambulatory children
- At least 1 adult caregiver
- No more than 5 children in nighttime care including caregiver's own children under age 18

CHILD CARE GROUP HOMES

- No more than 12 children total under age 13
- No more than 5 children under 30 months
- No more than 4 non-ambulatory children
- No more than 5 children in nighttime care including caregiver's own children under age 18
- 2 caregivers required

Exception: one caregiver may care for

- 8 children if home requirements are met
- 10 children if all are over 30 months, 12 children if all are school age **AND**
- caregiver has completed one year of licensed home child care or the equivalent **OR**
- caregiver meets the college credit, CDA, or Montessori credential requirements

CHILD CARE CENTERS

- 13 or more children
- 1 caregiver for every 5 infants
- (birth through 18 months)
- 1 caregiver for every 6 toddlers
- (19 months up to 36 months)
- 1 caregiver for every 10 preschool children (3 and 4 year olds)
- 1 caregiver for every 14 kindergarten children (5 and 6 year olds)
- 1 caregiver for every 18 school age children (7 through 12 years old)

SUMMARY OF STATE CHILD CARE LICENSE REQUIREMENTS

PARENTS

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child, and update it at least semi-annually
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

LICENSING

- Child care license is required if more than 4 children (not related to caregiver) are in care
- License must be renewed every 2 years
- Facility (including building, staff and program) is assessed before a license is issued
- Complaints are investigated
- Licensing files are open to public review

CAREGIVERS

- Are required to care for children in a safe, healthy way
- May not have a physical, behavioral, or domestic violence problem that poses a significant risk to children in care
- Administrator, caregivers of a facility, and those 16 or over having contact with children in the facility must have a valid criminal history check that is conducted by the State of Alaska Background Check Unit.
- Administrator, caregivers of a facility, and those 16 or over having contact with children in the facility must be fingerprinted
- Caregivers meet early childhood training requirements
- Caregivers know the whereabouts of children at all times

SAFETY

- Children are always supervised by an adult
- Caregiver with First Aid and CPR training is always present
- Facility is free of hazards inside and out
- Medicine and toxic materials are labeled and stored safely out of reach
- Firearms and ammunition are prohibited in a child care center. Firearms and ammunition must be stored as required in regulation for a child care home and group home
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child
- Facility must meet specific requirements for transporting children

HEALTH

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious

- Children are immunized or have a valid exemption
- Parents are notified if their child is exposed to a contagious or communicable disease
- Facility must meet regulations if caring for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

EQUIPMENT AND SUPPLIES

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under age 5 must have a cot/mat/bed and bedding that is clean and sanitary for resting
- Infants must sleep in a safe crib or playpen without materials that could increase the risk of suffocation

PROGRAM

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- Program includes minimum of 20 minutes of vigorous physical activity for every 3 hours facility is open between 7 a.m. and 7 p.m.
- TV, movie viewing and computer and video game playing are limited to children's programs and do not exceed 1½ hours in a 24-hour period
- Computer learning activities do not exceed 2 hours a day
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)

BEHAVIOR GUIDANCE

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear and consistent limits
- Is not related to eating, napping, or toileting
- Child may not be removed from other children for more than 10 minutes
- Corporal punishment of children in care is not allowed. (Corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling or any other action that seeks to induce pain.")

FIRE SAFETY

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented