

PARENT HANDBOOK



CHILKAT VALLEY PRESCHOOL

haines, ak

2020-2021

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

Chilkat Valley Preschool

Chilkat Valley Preschool provides an organized, caring, and play-based learning environment through multisensory activities. Serving the children and families of our community, we are dedicated to the fullest development of the whole child. CVP welcomes all pre-primary-school children of all races, religions, and ethnic cultures.

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.

Full Day Program running from 8:15-2:15

CVP is licensed for 14 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 \$50 registration fee. Priority registration is given to full-time enrollment.

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 your Parent/Teacher Interviews on September 8, 9, 10th

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!

2020/2021 School Year Calendar

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

Sept. 8-10	One on one parent/student visits with teacher
Sept. 14	First day of school Drop-off 8:15 to 9am
Nov 11	Veterans Day
Nov 26,27	Thanksgiving Break
Dec 21	Winter Break Begins
Jan 5	Return to school
Jan 18	Martin Luther King Jr. Day
Feb 15	Presidents day
March 22-26	Spring Break
May 20	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 / Administrator Absence:** In case of a Lead Teacher/Administrator absence due to sickness a qualified substitute who meets state, licensing regulations and qualifications will cover for that day. If they are unable, a parent volunteer may be asked at administrator's discretion.

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>8:45am-3:15pm</u>	<u>Annual</u>	<u>Monthly</u>
2 days/week	\$2,385	\$265
4 days/week	\$4,725	\$525

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 or take an extended vacation. 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 one month or longer, the child will be withdrawn from school and need to pay the \$50 registration fee upon re-enrolling.

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 Child Care Program Office at 1-888-268-4632 for more information or log onto www.dhss.alaska.gov or email ccpo@alaska.gov

Scholarship – Chilkat Valley Preschool is proud to offer 1 partial scholarships a year to those who qualify. Please see the office administrator for further information regarding an application.

Hours of Operation

Monday, Tuesday, Wednesday and Thursday
8:15 am – 2:15

Arrivals & Departures

Allow a staff member to take your child's temperature, and help answer a few short Covid-19 questions before letting the staff member take them inside and get situated. It is important that no parents enter the building to ensure we do our part to keep everyone healthy.

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

Immunizations

As a prerequisite for attending preschool, all children must have the state-required immunizations. A detailed list of these immunizations is posted on the main bulletin board. 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 at 766-6300. Please note that each child is required to meet the minimum milestones for immunizations according to their age.

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, just sign up at least 24 hours beforehand. 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* will not be left alone with the children at any time.

School Day Curriculum

The preschool derives its curriculum from the Tools of the Mind, which is an early childhood curriculum based on the Vygotskian theories of self-regulation. It is a play-based curriculum which offers activities that provide scaffolded instruction, meeting the children where they are at developmentally and then challenging them to grow. Families will receive updates and newsletters through an app called Bloomz, explaining what is happening in the classroom and summarizing special activities that are planned. We appreciate parent participation and suggestions.

Sample Daily Schedule

Our daily schedule includes time for active play, fine motor skill practice, artistic expression, pretend play, sensory activities, 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 bring 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 teachers 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

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 at the Tlingit Park 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 degrees 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 rely on parent and staff vehicles for transportation. Your assistance is greatly appreciated. Any time spent assisting CVP Staff with transportation will be counted towards parent volunteer hours.

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) Pack a daily snack and lunch and for your child.

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 lunch. Children do not share lunches at school due to health and safety standards. Please save sweets and treats 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 4-5 fundraising events throughout the school year. Each family will be responsible for contributing to fundraisers to the best of their abilities. **Required 20 hours a school year or a**

donation of \$250. Families can easily meet 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) Join 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 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 experienced disabilities

Children with experienced disabilities 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 School District 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.

Expulsion Policy

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate of activities, supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation.

Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.

The parent/guardian will be informed regarding the length of the expulsion policy.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payment.

Failure to complete required forms including the child's immunization records.
Verbal abuse to staff.
Parent threatens physical or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.
Uncontrollable tantrums/angry outbursts.
Ongoing physical abuse to staff or other children.
Unable to toilet train in our program.

A CHILD WILL NOT BE EXPELLED

If child's parents:

- Made a complaint to the Office of Licensing regarding a school's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the school.
- Questioned the school regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.