



## Welcome to Peek-a-boo Preschool

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We are delighted that you have chosen Peek-a-boo Preschool for your child. Our dedicated teachers appreciate the uniqueness of each child and are devoted to meeting your child's academic, social and personal needs.

We encourage your active participation in our program through communication, volunteer or just by sharing a musical interest or simply reading a story.

We are excited to have the opportunity to work with you this year and to provide your child with the best in preschool education.

Thank you for sharing your treasures with us!

*"Play is the work of childhood"*  
*Anonymous*

## ***OUR MISSION***

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The mission of Peek-a-boo is to celebrate, protect and defend childhood, that brief period in a child's life that lays the foundation for all future learning and social development. Learning how to be a friend and make new friends while growing and learning in a warm, loving and intellectually enriched environment is our mission for all children.

## ***ATTENDANCE AND HEALTH POLICIES***

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For the health and well-being of your child and of others at school, keep your child home for the following reasons:

- 1. Fatigue (for any reason), lethargic behavior.**
- 2. A fever (a child should remain at home for 24 hours after the fever is gone and/or prescribed antibiotics administered for 24 hours before a child returns to school).**
- 3. Nausea, vomiting, diarrhea (child should remain home for 24 hours after the last episode).**
- 4. Red, "crusty", itchy eyes (pink eye is very contagious). The child must be kept at home for 48 hours while being treated with antibiotics and should only return to school if there is no discharge from the eyes.**

**A parent or a person on the emergency contact list must always be available by phone.**

## ***PARENT/CHILD SEPARATION***

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It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a like situation. Be encouraging. Your smile, eyes and body language communicate a lot. **If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child.**

## ***ARRIVAL AND DEPARTURE***

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Drop off and pick up will be at the main gate. Parents must wait outside school premises at all times. If your child is going home with another child to play, please inform your child's teacher.

## ***PROMPT PICK UP***

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Bus children will be leaving every afternoon at 14:00, while parent pick up is at 15:15. It is important and necessary for you to pick up your child on time. A child who is picked up late experiences great anxiety and worries. It is also difficult for the child/children and for the teacher who often needs to prepare for the next day. We understand that emergencies happen. If an emergency occurs, **take time to give us a call.**

## ***DRESS***

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Please label all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom. Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Tennis shoes with **NO LACES (VELCRO) please** are required. Sandals, Crocs and flip-flops are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

## ***POTTY TRAINING***

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Peek-a-boo staff cannot assume the responsibility for potty training your child, but is willing to work and support you in this endeavor. Please provide pull-up diapers since that makes it easier on the teachers when working with the child.

## ***BIRTHDAYS***

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Birthdays are special to children. Every child's birthday is celebrated during our school year. You are encouraged to bring snacks or cake to celebrate with the other children. Please ensure that plates, spoons and cups are provided depending on the snacks.

## ***FRUIT/LUNCH***

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Everyday the children have a fun time together around the table during fruit and lunch time. Lunch time teaches patience, manners, independence, language development and nutrition. Parents must provide one fruit daily with their child which will be cut and shared amongst the child's whole class.

## ***DISCIPLINE***

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Our discipline is age appropriate. It often takes the form of a gentle reminder or redirection. Choices are offered encouraging children to make appropriate decisions and to take responsibility for their actions. Time-outs are used for

limited time periods. We encourage a joint effort between the family and school if the above form of discipline is not working.

### ***SPECIAL VISITORS***

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We encourage parents with special talents such as fire fighters, police officers, doctors, dentists, etc. to come and visit our classrooms during the year. The younger children feel much more secure in the classroom setting.

### ***OPEN HOUSE***

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In the fall, by the end of October there will be an "Open House" night. Families visit the classrooms, meet the teachers and talk about the first few weeks of school.

### ***PARENT RESPONSIBILITIES***

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- Call when someone other than the parent or guardian will be picking up your child.
- Check your child's notebook daily and remove any notices that go home.
- Provide disposable diapers and wipes.
- Provide one extra change of seasonally appropriate clothing for your child, including shoes and underwear. Two changes of clothes are required for children who are being potty trained.
- **Do not allow your child to bring toys from home.**
- **Do not send gum or candy.**
- No electronic devices are allowed.
- Call the preschool on any day your child will be absent.

### ***TUITION & FEES***

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Tuition is due the first week of each month. If your child misses preschool because of a trip, illness, etc. the tuition fee still must be paid to cover that period of time. Teachers, rooms, supplies and equipment are there. We view registration as a contract or pact between parents and the school.

### ***FIELD TRIPS***

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Peek-a-boo understanding the psychology of the child and need for security arranges trips when children are adjusted and to places that are age appropriate. Parents will be advised for any upcoming field trips.

