

AHM Youth Services
KinderRHAMa
Preschool Program

Parent Information

2011-2012



AHM Youth Services
KinderRHAMa Preschool @ RHAM High School

Our Mission and Philosophy:

The KinderRHAMa Preschool Program is intended to provide a nurturing, safe, stimulating, developmentally appropriate environment for children aged 3 - 5. In the activities that we plan, the curriculum that we develop, and the special events that we set up, we put the growth and development of your child first. In addition, this program will provide high school students with an understanding of child development through observation and interaction.

Program Hours:

3 year olds: Tuesday & Thursday, 8:30-11:00

4 year olds: Monday, Wednesday, and Friday, 8:30-11:00

3 and 4 year old PM program: Monday, Wednesday and Friday, 12:00-2:30

Program Dates: There will be an orientation brunch for parents and children the week before school starts (please see below). The M/W/F program for 4 year olds, and the mixed age PM program will start on **Monday, September 12**, and the T/Th program will start on **Tuesday, September 13**. Please see attached calendars.

Orientation: We will have a **Welcoming Brunch** for children and parents on these dates: **Thursday, September 8**, from 8:30-9:30 AM for children in the 3 year old program, **Friday, September 9**, from 8:30-9:30 AM for children in the 4 year old program, **Friday, September 9**, from 12:00-1:00 PM for children in the Mixed Age 3/4 year program.

During the brunch, you will have the opportunity to meet teachers, other parents, look through the room, find your child's cubby, see what types of activities the children will be doing, sign up for snack and ask any questions.

Important phone numbers and addresses:

(Note: Because we will be busy with your children, please restrict phone calls during program hours to important issues.)

Preschool Classroom

(860) 228-5310

AHM Youth Services, 25 Pendleton Drive, Hebron

(860) 228-9488

Fax (860) 228-1213

Email: (Becky Murray)

hebronfrc@yahoo.com

Forms:

We will be giving you a packet of forms to please fill out before your child can attend. Especially important is the Emergency Form, and the Medical Form. If your child is not due for a physical for several months, you can bring the form in with the information filled out from his/her most recent check up. **Please note that per CT state law, until we have received a medical form, your child will not be able to participate in the program.**

Sign in/Out:

When you bring your child in for the day, we ask that you please sign your child in on the sheet by the door. If there is anything that the teachers should know about your child that day, this is a good time to let them know. When you pick up your child, please initial on the same sheet. If someone other than you will be picking up your child, please let the teachers know. There is also a form in your form packet for you to give permission for other people

to pick up your child. We will initially ask people picking up your child for picture I.D., so please make sure they have it with them.

Fees and payment procedures

Cost for 2011-2012 School Year:

- **Two Day/Week Program:** \$1100/ year, or \$110 per month for 10 months.
- **Three Day/Week Program (4 year old AM and Mixed Age PM program):** \$1640/year, or \$164/ per month for 10 months.

Please make checks payable to: "AHM Youth Services"

Payment Due Date:

Payment is due on the 25th of each month for the following month. For example, the October payment is due on September 25th, November payment is due on October 25th, etc. The exception is that **payment for September 2011 is due on June 25th**. There is a grace period from the 25th until the last day of the month, after which the payment is considered late and there is a late fee (please see below).

Please Note: We do **not** send out monthly statements. We will give each family a balance sheet at the beginning of the school year, with days and amounts due for each month so that you can keep track of your payments.

Payments can be submitted in the following ways:

1. **Directly** to teachers on site in the locked box in the classroom (Please do not put in your child's backpack).
2. **Mailed** to: AHM Youth Services, 25 Pendleton Drive, Hebron, CT 06248 (Attn: Becky)
3. You can also use **MasterCard** or **Visa**. If you choose this option, your credit card will be charged on or after the 25th of each month for the monthly fee. If you would like to use your credit card, please complete the Automatic Credit Card Payment Authorization Contract in the parent packet to give us permission to process payment.

Please give 30 days notice for withdrawal from the program. This enables us to fill your child's spot. If you do not give 30 days notice, you are responsible for one month's tuition.

Late Payment Fee:

If payment is not received by the last day of the month, a late fee of **\$15.00** will be imposed. No exceptions will be made.

Late pick up charge: Please refer to this page in your parent handbook

Returned checks: If a check is returned by the bank, a service charge of **\$25.00** will be assessed.

Financial Aid: We have a **limited** amount of scholarship money available for families who qualify. If you would like to apply for a scholarship, please send in your last two pay stubs, a letter explaining your circumstances, and a copy of your 2010 tax return to AHM Youth Services, 25 Pendleton Drive, Hebron, CT 06248, Attn: Becky Murray by **June 30, 2011**. This information will be held confidential.

If you have any questions regarding payment procedures, please contact Nella Stelzner at AHM Youth Services, (860) 228-9488.

Communication with Families

Cubbies:

Near the sign-in sheet, we will often post information for parents. Please check this area for upcoming information. In addition, each child will have a cubby with his/her name on it. Please check your child's cubby every day she/he attends school for artwork or papers with information.

If your child will be out:

If your child will not be attending school due to illness, vacation, or any other reason, please call the classroom at (860)228-5310. We like to know what illnesses are circulating. We also like to know for planning purposes who will be at school each day.

Newsletters

We send home a newsletter once a month, which will tell you what we are working on with the children, books we are reading, art projects, and songs. This helps to keep you informed of what is going on in the classroom.

Parent Conferences

We follow the State of CT Preschool Curriculum guidelines. In February and March, all families will have an opportunity to have a conference with the teachers regarding their child's progress. The teachers will discuss with parents how their child is doing in all the areas of development. Of course you are welcome to talk to the teachers at drop off or pick up times as well!

Parent Breakfasts

At several times during the year, we will have parent child brunches. These give parents a chance to talk with other families, the teachers, and see what the children have been working on. Dates for these will be listed in the newsletter, and there will be a sign up in the classroom. If you are not able to attend, feel free to send a relative or friend with your child. These usually occur in November, February, and May, and are held during the first ½ hour of the program (8:30-9:00 for AM programs, 12:00-12:30 for PM program). After the brunch, the children stay until regular dismissal time.

Snack Policy:

We have a rotating snack schedule for our preschool program and each parent will have one week at a time for snacks (Tuesday and Thursday, or Monday, Wednesday, and Friday of that week). This also includes a drink (juice or milk). This will probably be 2-3 times during the year. Please note that we have a mini-fridge so foods will stay fresh. We will have a snack sign up and you may fill out your weeks at our parent welcoming brunch. We encourage you to send in snacks that are low in sugar and with a minimum of artificial ingredients.

- **Please do not bring in food with any type of nuts or peanut butter. We are a nut-free classroom so as to protect children with allergies.**
- Please also do not send in food that contains the statement **“May contain traces of peanuts/nuts” or “Manufactured in a facility that also processes peanuts (and/or other nuts)”!!!**
- Please send all snacks in original packaging (other than fresh vegetables or fruits) so that we can check ingredients for children who may have allergies.
- If you choose to bake something (which is great!) we are asking you to please send in an ingredient list.

Healthy Snack Suggestions:

Fresh fruit (bite sized)	Popcorn
Vegetables and dip	Pretzels
Applesauce cups	Yogurt
Small Bagels with cream cheese or butter	Juice (100%)
Bagel Chips	Cheese and crackers

Various Policies

Clothing/Extra Clothes:

Please dress your children in casual clothing. We will be doing a variety of projects, some of which may be messy! While most art materials will wash out of clothing, we don't want the children to worry about getting their best clothing dirty. Also, although your child is potty trained, it would be helpful if you could send in a change of clothes labeled with your child's name to keep at school in the event of an accident.

Delayed Openings/School Cancellation:

AM and PM programs: If school is delayed 1 hour, we will still have preschool at the regular time. **AM programs:** If school is delayed 2 hours or cancelled, the program will be cancelled for that day. If school is delayed 90 minutes, we will open late and have preschool from **9:00-11:00**. **PM Programs:** If school is closing early or cancelled for the day, there will be no PM preschool. RHAM High School is in Region 8. Please watch local TV stations for this information. If in doubt, please call the AHM office at 228-9488.

Class list names and numbers: We would like to distribute, with your permission, a list of children in each class to other class members with their names, parent names, addresses, e-mails, and phone numbers. Parents have found this helpful in learning names of the children in the class and for possibly getting together outside of school. In your packet there is a form for you to check off as to whether or not this is acceptable to you.

Release of Information Form: During the school year, we will be working closely with your child, and will be observing their progress in many areas, including Social/Emotional, Gross and Fine Motor, Cognitive, and Language Development. This is information that may be helpful, with your permission, to share with other professionals. In your packet of forms, please find a "Release of Information" form for your child's records. This information is of course confidential, and your wishes will be respected.

Birthdays:

Some parents choose to send in a special snack on or around their child's birthday. You can sign up for snack on the week of your child's birthday, if you would like. If someone else has already signed up for snack that week, you can usually arrange to switch with them. ****Note about invitations to parties outside of school. Please **do not** put invitations in children's' cubbies to invite them to parties, **unless** you are inviting the entire class, as this may result in hurt feelings. ****

Accidents, Emergencies, Illnesses: In the event of an emergency involving your child, you will be contacted. If you or your spouse is unavailable, staff will go down the list of your emergency contact people to inform them of the situation. Staff will secure treatment for your child. The nurse in the High School will be contacted, and emergency services will be activated if necessary. If your child becomes ill during the preschool session, he/she will be

made comfortable and you will be contacted to come pick him/her up. If you are not available, we will call people on your contact list for pick up.

Please make sure you have people on your emergency contact list who live locally, in the event that your child needs to be picked up from school.

We follow the Hebron Public school guidelines for deciding when a child is well enough to attend school. A child must be “24 hours symptom free”. That means no fever, vomiting, diarrhea, etc. for 24 hours. If your child is put on antibiotics for a contagious illness such as strep or pink eye, they must be on antibiotics for a full 24 hours before returning. Children should be back to eating and drinking and acting normally before returning to school.

Medication Procedures: Connecticut State Law and Regulations require a physician’s or dentist’s written order and parent or guardian’s authorization for a nurse, the director, teacher or group day care home provider to administer medications. Over the counter medication must be in the original container and labeled with the child’s name.

- Medications must be in pharmacy prepared containers;
- Medications must be labeled with name of child, name of drug, strength, dosage, and frequency, and with Physician’s or dentist’s name and the date of original prescription.

Please note:

- If your child needs to receive any medication during school hours, we must have a form filled out with the proper information listed above, signed by a doctor and authorized by the parent. Attached please find a form to use if your child requires medication, “**Authorization for the Administration of Medications by Day Care Personnel**”.
- If your child uses an Asthma Inhaler or Epi-Pen, please bring us one to be kept in a locked box in school in the event that it is necessary for us to administer. We will return it to you at the end of the school year.

Late pick – up Procedure:

Our preschool program promptly ends at 11:00 AM for morning programs, 2:30 for the afternoon program. We understand that sometimes there are circumstances where a parent may be late, but we would like to minimize these as much as possible. As you know, children may become distressed watching the other children leave if their parent is not there yet. As circumstances may arise where you are unable to pick up your child on time, due to traffic, weather, or other eventuality, we encourage you to have a back-up person available who lives **locally**. This person/ people should be listed on the preschool permission pick up form. If you will be late, please contact them and then call us.

If a parent is late more than once, a late pick-up fine will be charged. The amount of the fine will be based on the actual time that the child is picked up. The fines will be as follows: 11:05-11:15(AM)/2:35-2:45 (PM)-\$15.00 fine, after 11:15/2:45-add \$1.00 for each additional minute that a child remains at the site.

Behavior/Discipline:

Discipline is a process by which a child learns self-control, and learns to respect the rights of others. Through effective, positive, discipline, a child’s self-esteem can be enhanced along with his/her communication and problem solving skills. Effective discipline involves setting clear and consistent limits, and providing consequences when those limits are exceeded. At all times disciplinary action will be accompanied by positive staff guidance.

If a child is having a conflict, staff will try some of the following methods:

- Redirect the child to another activity
- Help the child to use words to express anger, frustration, and sadness
- Mediation
- Positively reinforce good behavior -- with verbal praise, with notes or stickers
- Remove the object of conflict
- Remove the child from the situation of conflict
- Develop with the child's parents a behavior modification plan
- With the parent's consent, refer the child for evaluation

Also, staff will try to think of other creative ideas that you can apply to a specific situation. Remember that with effective discipline and positive guidance, children will learn to set their own acceptable limits, and will grow and develop as people and as problem solvers!

If a particular child exhibits negative behaviors in the program on a regular basis, or if the child is a threat to himself or others, the director of the program will meet with the child's parents or guardians to determine what approach is necessary to best help the child to behave in a more positive and constructive manner. Specific action will be taken if deemed necessary by the director, including suspension or withdrawal from the program.

Teacher Biographies:

Cari Duigou is the KinderRHAMa Preschool Teacher.

Cari has an A.S. degree in Early Childhood, Head Teacher Certification for Preschool/Early Childhood, and is pursuing her teaching degree from University of Connecticut. In addition to being a preschool teacher, Cari assists in the AHM Teen Center. She is a mother of 3 and has taught preschool children since 1998.

Heather Holbrook is the KinderRHAMa Preschool Assistant Teacher

Heather has an Associates Degree in Education with a focus on Early Childhood. Heather has directed a summer camp for the past 4 years and works at the Tae San Youth Program. She has worked in child care for 17 years. Heather has 3 children and 8 pets (not including her fish!).

Becky Murray is the AHM Family Resource Center Coordinator.

Becky has a Master's degree in Psychology. She has been with AHM Youth Services for the past 10 years, coordinating and facilitating various programs for parents and children. She has 3 children and 3 grandchildren.

May 26, 2011

Dear Parents,

We very much look forward to having your child with us in the Fall! Included in this packet, please find information about the KinderRHAMa program, including policies and the school calendar. If there are any questions you have about the program that are not included in this handbook, please call or email me. I am also including forms for you to please return by **June 30. Please note that forms are double sided. The medical forms require a physician's signature.** If you are not able to get return your child's medical form by June 30, please return the rest of the forms, and you can return the medical form by September 1.

You can either drop forms off at the AHM building, give them to teachers while we are still in session, or mail them to: AHM Youth Services, ATTN: Becky Murray, 25 Pendleton Drive, Hebron, CT 06248.

Forms to return are:

1. Developmental form
2. Emergency Consent form
3. Permission form to release names/addresses to other families, photo release
4. Pick up Permission, Late Pick up form
5. Release of information form
6. Medical Form
7. Authorization of Administration by Day Care Personnel Form (only necessary to return if your child has medication to be administered during school hours)
8. Automatic Credit Card Authorization (only necessary if you want to pay by credit card)

We will have a welcoming brunch for families the week preceding preschool on

- **Thursday, September 8 from 8:30-9:30** for children in the 3 year old program,
- **Friday, September 9 from 8:30-9:30** for children in the 4 year old program,
- **Friday, September 9 from 12:00-1:00** for children in the PM program.

During the brunch, you will have the opportunity to meet teachers, other parents, look through the room, find your child's cubby, see what types of activities the children will be doing, sign up for snack and ask any questions. Our first day of school will be **Monday, September 12 for 4 year olds and children in the PM program, and Tuesday, September 13 for 3 year olds.**

Please note that the **September 2011 payment will be due on June 25th**. Payment can be mailed or dropped off at AHM Youth Services. (Payment instructions are detailed in the parent handbook). We have a limited amount of financial aid available. If you would like to apply, please do so by **June 30** by sending your 2010 tax return with a brief note explaining your circumstances to Nella Stelzner at the AHM office at the address above.

Best wishes for a very happy summer, and please call with any questions.

Sincerely,

Becky Murray
AHM Family Resource Center Coordinator
(860)228-9488
hebronfrc@yahoo.com