



BUILDING BLOCKS

Child Development Center

Parent Handbook

Building Blocks Preschool

Dear Families,

Welcome to Building Blocks Preschool and thank you for entrusting us with the care of your child.

This handbook is intended to assist you in finding helpful information about our policies. If you cannot find specific information you are interested in, please ask. Communication is vitally important for us to maintain a safe, caring, and educational environment for all.

We look forward to working with you and your child this school year.

Sincerely,

Beth Satterly (270)929-9839

Cathy Bland (270)570-0738

Alisha Lantrip (270)929-9396

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Building Blocks Preschool

General Policies and Procedures

Registration application and immunization record must be received prior to any child's admission to the classroom.

Monthly Tuition:

Monthly Tuition Rates: T, W, Th 8:00-11:00 \$175

The payment is due by August 1st. All other payments will be debited on or the first business day after September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, April 1st, and May 1st.

*Parents are responsible for making payments on time. A checking or savings account debit authorization form is required. All tuition payments will be deducted using this method.

Late Payment Fee:

- Any ACH payment rejected for any reason, including user cancellation, insufficient funds, etc., will be charged a \$35 bank fee.
- If any payment is more than 5 days late, you will be charged a \$25 late fee.

Tuition is not pro-rated during any month, regardless of holidays or other non-school days.

School Closings

Building Blocks Preschool will follow Daviess County Public Schools for closing regarding weather-related or poor road conditions. Building Blocks Preschool will be closed the 1st day Daviess County Public Schools are closed for weather and will reopen the next business day, unless the Owner(s) declare it to be unsafe. In the event that school needs to be canceled for any reason, the Owner(s) shall notify each family by email/text/phone/social media.

We will offer makeup days in May based on calendar considerations.

Health and Safety Guidelines

Keep your child out of school if you exhibit any of the symptoms of contagious illnesses listed below (please notify staff of your child's absence):

- a. Fever of 100 degrees F (axillary)/or 101 degrees F (orally) or higher within 24 hours
- b. Thick, colored nasal discharge
- c. 2 or more loose, watery stools within 24 hours
- d. Thick, colored drainage from the eyes
- e. Vomiting on 2 or more occasions within 24 hours
- f. Within 24 hours of starting any antibiotics
- g. Any evidence of lice
- h. Any unusual rashes, not associated with diapering, heat or allergies

**Often the spreading of illness occurs before severe symptoms occur, i.e. fever, vomiting, etc. Observing your child's behavior is the key way to detect the possible onset of an illness. It is up to you to keep your child home if you believe he /she is coming down with something other than a common cold.

As a general rule, medications are not administered at preschool.

Illness, Accidents, and Injuries

Sick children cannot be cared for at school. If a child becomes ill (refer to contagious symptoms listed above) while at school, parents will be notified immediately. The child will be isolated from the group and comfortably cared for and supervised until parents arrive.

In the event of an accident or injury, which requires medical attention, staff shall immediately notify parents and/or medical personnel as instructed in writing by the parent.

Release of Children

The children at Building Blocks Preschool will only be allowed to leave with their parents and the people that have been authorized on their emergency consent form. Two pick up tags will be provided to each family. It will be required that the person picking up your child shows the pick-up tag, or may show their id. It is your responsibility to inform any person that may be unfamiliar, that they will be required to present identification of the release of the child and the parents may be called to confirm the release. Please let the teachers know ahead of time if we should expect an unfamiliar face to come for your child.

How to Have a Great Day

- PLEASE SEND YOUR CHILD TO SCHOOL IN PLAY CLOTHES! Wearing clothes that 'cannot get dirty' will inhibit your child's interactions with materials.
- Tennis shoes or other sturdy shoes are preferable.
- We plan to play outside as often as reasonable, therefore please dress your child for the weather. This includes coats and hats.
- Generally, toys from home are discouraged. If your child needs to bring something from home to help make the transition to school he/she will be encouraged to keep it in his/her school bag.

Snack Time

- Please inform classroom teacher of any allergies or food restrictions.
- Building Blocks Preschool will provide a nutritious snack for your child daily.
- Water or Milk will be provided to drink (please inform teacher of any dairy allergies)
- Children love to cook and are capable of helping in many ways. On certain days the children will prepare their own snacks with the help of the teacher / teacher assistant.
- For special occasions (Birthdays) parents / guardians are allowed to bring a special treat for the entire class. First please check with the teachers on any allergies.

Building Blocks Preschool

OUR PROGRAM

Our program at Building Blocks Preschool focuses on child-directed, hands-on experiences where we believe in emphasizing the process rather than the product.

Our classroom environment is structured into **Learning Centers**. Each day teachers will set up the centers for optimal exposure and enrichment. We have included, but are not limited to, the following centers into our curriculum goals:

A r t C e n t e r: Art is free expression and encourages hand-eye coordination, visual discrimination, creativity, body awareness, social skills, language, emotional release, and fun! Your child will love the wonderful activities. We do lots of messy art; textural art, play dough, edible art, group mural art, collage art, cutting, pasting, gluing, glittering, painting, and the list goes on. . .

M a n i p u l a t i v e C e n t e r: These toys are used to encourage fine motor development, hand-eye coordination, hand strength, and pre-reading, writing, and math skills. The children will enjoy using puzzles, Legos, string beads, lacing cards, etc. It is the belief of early childhood educators that the use of manipulative toys is the foundation for understanding math and science concepts.

B l o c k C e n t e r: We have a large assortment of blocks. Block play encourages self confidence, creativity, spatial awareness, shape recognition, geometry, visual perception, cooperation, problem solving, classifying, construction, awareness of gravity, weight and measurement, and social studies.

D r a m a t i c P l a y: Dramatic Play is the vehicle for children's insight and understanding of the world around them, their families, friends, and society. Children learn to make sense of people's roles, feelings, and behaviors. Dramatic play encourages pro-social behaviors, language, exchange of ideas, and a healthy sense of self.

L a n g u a g e A r t s a n d L i b r a r y C e n t e r: Activities are provided in this center to encourage children's ability to communicate. Puppet play, flannel board, chalk, colored pencils, pens, crayons, books, tape stories, are a few of the items that foster speaking, listening, pre-reading, and writing skills.

S c i e n c e a n d M a t h C e n t e r: Pre-Math and Science activities are important for children's intellectual development. Experiences with this area will foster the development of critical and abstract thought through exploring manipulatives, the environment, ecology, animals, weights, measurement, comparisons, colors, shapes, space, and geometry. These centers may change from time to time according to our theme, the season, the children's interests, or our curriculum goals.

Circle Time

Circle Time is our social time to sing, dance, play games, share, and do calendar. We will have show and tell time on an alternating basis as well. Sharing items from home gives your child the opportunity to talk in front of a large group and be a star!

Small Group Academic Time

Our program offers a small group academic time. This is the only teacher-directed activity time in which we focus on specific age appropriate skills of each child. Our teachers are using this opportunity to assess your child's developmental growth in a more intimate setting.

At Building Blocks Preschool you can be certain of at least one thing, our teachers offer a plentitude of love, patience, kindness, and encouragement for your children to flourish!