Sun Valley Preschool

PARENT HANDBOOK

2024-2025

Sun Valley Playschool

1 Sun Valley Rd.

Sun Valley, Idaho, 83353

(208) 622-2288

www.sunvalley.com

**Our Mission**

The Sun Valley Preschool Mission is to provide a safe, nurturing and developmentally appropriate environment that promotes social, emotional, cognitive and physical growth, as well as a positive self-image and a love of learning.

**Philosophy**

Our experienced staff enables each child to reach his or her highest potential by supporting them wherever they are on their learning path and timeline while embracing their uniqueness. Our small class size and low child-to-staff ratio provide the opportunity to spend quality teaching time with each child; develop close child-teacher bonds of affection, trust and respect; assess each child’s social, emotional, cognitive, and physical growth; work to achieve the best learning outcomes for each child by working in small groups. The child’s work is important, and we are here to root for them on their path to success.

**School Principles**

* Each child is unique and learns differently. Learning methods will be adapted to each child’s needs. Our strong community is diverse, supportive and cooperative. Children’s unique interests, talents and learning styles are nurtured.
* Social-emotional, cognitive and physical development is required to achieve a complete education.
* Children learn best in an environment that is physically and emotionally safe. Love and respect underlay each staff’s approach to skillful classroom management. We provide a secure learning environment by giving students the daily structure they need to feel grounded with the flexibility to drive inspiration, imagination and creativity.
* Critical thinking is at the core of our teaching method. Building hypotheses, observation and evaluation fosters curiosity and problem-solving and are incorporated into our everyday curriculum.
* The learning environment extends into the natural world and the children will be spending as much time outside as possible building relations with nature for a better understanding of the world around them.
* We inspire and empower through discovery, experiential learning, inquiry learning and real- world opportunities. The goal is to build confidence, independence, problem-solving and perseverance.
* We utilize best practices from great learning models like Montessori, Waldorf, etc. to create a hybrid teaching style that aligns with contemporary needs and expectations.
* Students are assessed using multi-faceted methods to create a well-rounded understanding of both the child’s developmental level and the type of learner he/she is.
* The relationship between the teacher and the student is at the heart of education.
* Healthy habits are modeled and encouraged in our classroom.
* Our goal is to make a positive difference in the children’s lives and our community.

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**Preschool program**

**Requirements for enrollment:**

The child must be two years old by her/his starting day, no exceptions.

On the first day of attendance, each child will need to have on file a signed and dated preschool release form, the parents’ handbook acknowledgment and a credit card.

In the first 14 days of attendance, we will need a copy of their immunization record or a completed exemption form.

**Please note:** We are required to have these forms on file to maintain our license to operate.

**Dates:** September 3rd- May 23rd

**Hours:** 8am-5pm, Monday-Friday

**Prices/program options:**

Full-time enrollment: 5 days/week, 8am-5pm, $250/week

Full-time preschool only: 5 days/week, 8am-1pm, $165/week

Part-time enrollment: 3 days/week, 8am-5pm, $150/week

Part-time preschool only: 3 days/week, 8am-1pm, $100/week

**Four days/ week can be accommodated.**

**Preschool Daily Schedule\***

08:00am -09:30am Sign- in / Preschool learning tubs/Free play

10:00am -10:30am Circle Time/Group activities

10:30am -11:15am Morning Snack/ Story Time/ Crafts

11:15pm -12:30pm Outdoor Adventures/Preschool activities

12:30pm -01:00pm Story time /Lunch Time /Getting ready for Nap & Quiet Time

01:00pm -03:00pm Nap/ Quiet Time\*\*

03:00pm -05:00pm Afternoon snack /Outdoor play /Free play/ Sign- out

\***Times for activities may change**

 **\*\*Quiet Time: learning stations of their choice**

***All activities are based on child’s age and abilities/ not all activities available daily***

***Daily activities: theme related- songs, stories &games, indoor/outdoor play, arts& crafts***

***For more details, please see the calendar of activities/Times & activities may change!!!***

**Extreme weather- preschool curriculum, yoga, arts &crafts, indoor games and movies.**

**Activities:**

* **Preschool curriculum that supports cognitive, social, emotional and physical development of the children**
* **Additional activities:** Indoor /Outdoor play; Hiking/Nature Adventures; Feed the Ducks; Relay Races; Scavenger Hunts; Visits to the stables; Bowling; Kid’s Yoga/Zumba/Gymnastics; Kid’s science; Ice skating\*; Putting golf; Biking; Gondola Rides, Wagon rides; Baking Classes; Royal & Superheroes Encounters; Arts& Crafts

***\*Safety of the children is the main priority of our staff. We reserve the rights to withhold a child from any activities if safety is a concern!***

**Sun Valley Preschool 9 Months Curriculum**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month**  | **Letter**  | **Number** | **Shape** | **Color**  | **Binder Worksheets**  |
| September | AlphabetC, M, | 1-100,1, | CircleSquare | BlueRedYellow | Back to school Cutting and Tracing Fire Safety Math and LiteracyLet’s get to know each other Unit (2 weeks)Community Helpers UnitFire safety Unit |
| October | A, T, S, R, | 1-102, 3,4,5 | TriangleOvalRectangleMoon | GreenOrangePurpleBlack | Spiders and Bats Math and LiteracySeasons UnitTransportation Unit5 Sense Unit FantasyHalloween Unit |
| November | I, P, B | 6,7,8 | HeartDiamond Pentagon | White Brown Grey | Turkey and Thanksgiving math and LiteracyHealthy Living UnitCaring for the PlanetThanksgiving Unit |
| December | F, O | 8,9,10 | Hexagon OctagonStar | PinkRainbow | Gingerbread Math and LiteracyHabitats Unit (part 1)Christmas Unit (2 weeks) |
| January  | G, H, J, U | 1-5 review | Review  | Review | Polar Animals Math and LiteracyHabitats Unit (part 2 &3)Space Unit (2weeks) |
| February  | L, D, W  | 1-10 review | Cylinder Cube  | Famous Painters | Dinosaurs Math and LiteracyDinosaur Unit (2 weeks)Valentines UnitFarm Unit (part 1) |
| March  | K, E, N, | 1-50 | Sphere Pyramid | Famous Painters | Farm Math and LiteracyFarm Unit (part 2)Continents Unit (2 weeks) |
| April  | Q, V, X, Y | 1-100 | Triangular Prism, Rectangular Prism | Blending | Spring Math and LiteracyContinents Unit (3 weeks)Ocean Unit (2 weeks) |
| May  | Z Review | Review | Review | Review  | Ocean Math and LiteracyGardening Unit Pets UnitGraduation |

**Preschool Special Activities Calendar**

**September:**

Tuesday, September 3rd- First day of School

Thursday, September12th - Hemmingway Memorial Hike and Outdoor Story Time

Tuesday, September 24th – Meet the SV Firefighters and Ride in the Fire Truck

Wednesday: September 11th, 25th - Yoga with Miss. Emily

Friday: September 4th, 18th – Zumba with Natalia Zaitseva

Friday: 13th and 27th – Ice skating (children have to be minimum 3)

**October:**

Wednesday, October 9th – Picnic at the SV Stables, Feeding and Grooming Horses

Friday: October 4th, 18th– Zumba with Natalia Zaitseva

Friday, October 11th – Ice Skating (children have to be minimum 3)

Wednesday: October 9th, 23rd - Yoga with Miss. Emily

Thursday, October 31st – Treat or Trick (Sun Valley Mall) and Ice Skating with SV Polar Bear

**November:**

Friday: November 1st, 15th, – Zumba with Natalia Zaitseva

Wednesday: November 6th, 20th - Yoga with Miss. Emily

Friday, November 8th - Ice Skating (children have to be minimum 3)

Wednesday, November 13th – White Cloud Hike and Outdoor Story Time

Monday, November 18st – Sledding on fresh powder at Dollar Mountain

November 22nd – Thank giving Poems reciting on SV Opera House Stage

**Closed: November 28th & 29th – Happy Thanksgiving!**

**December:**

Friday, December 6th – Ice Skating (children have to be minimum 3)

Friday, December 13th– Zumba with Natalia Zaitseva

Wednesday: December 4th, 18th – Yoga with Miss. Emily

Friday, December 20th – Winter Concert and Holiday Celebration: kids’ performance, pictures with Santa, crafts, decorating gingerbread cookies and more.

**Winter camp: December 23rd – January 3rd : sledding, ice skating, bowling, snowshoeing and more.**

**January**:

Wednesday: January 1st, 15th, 29th – Yoga with Miss Emily

Thursday, January 16th – Horse Drawn Wagon Ride

Friday: January 10th, 24th – Zumba with Natalia Zaitseva

Friday: January 17th, 31st – Ice Skating (children have to be minimum 3)

**February:**

Wednesday, February 5th – Gondola Ride, River Run Adventure

Friday: February 7th, 21st – Zumba with Natalia Zaitseva

Wednesday: February 12th, 26th – Yoga with Miss Emily

Friday, February 28th – Ice Skating (children have to be minimum 3)

**President Day Camp: February 17th -19th – sledding, bowling, snowshoeing and more.**

**March-** Special days:

Wednesday: March 12th, 26th –Yoga with Miss. Emily

Friday: March 14th, 28th -Ice Skating (children have to be minimum 3)

Friday: March 7th, 21st - Zumba with Natalia Zaitseva

**Spring Break: March 17th- March 21st: sledding, bowling, ice skating, snowshoeing and more.**

**April-** Special days:

Monday, April 7th –Dollar Mountain Adventure- one more snow adventure

Thursday: April 24th – Hemmingway Memorial and Outdoor Story Time

Wednesday: April 9th, 234d –Yoga with Miss. Emily

Friday: March 4th, 18th- Zumba with Natalia Zaitseva

Friday: April 11th, 25th -Ice Skating (children have to be minimum 3)

**May-** Special days:

Friday, May 2nd-Ice Skating (children have to be minimum 3)

Tuesday, May 6th –Baking Class

Wednesday: 14th -Yoga with Miss. Emily

Friday: May 9th, 23rd - Zumba with Natalia Zaitseva

Friday, May 23th– Last Day of School/ Graduation Day! ( music, dance, celebrating the graduates)

**Closed: May 26th- 30th**

**Transportation:** All children enrolled in Sun Valley Playschool will participate in a variety of activities that require off site transportation by: SV bus, horse drawn wagon, SV train, SV Red Flyer, public transportation, etc. ***Car seats WILL NOT be provided.*** The activities will take place under the guidance of our staff.

**Photo/Video:** During the course of the program your child/children may be photographed and/or videoed. (Please refer to the attached school release)

**Movies:** G and PG short shows /movies will be shown during special events and bad weather days.

**Packing List:**

* Warm clothes (fall); Snow boots, snow pants, hat and mittens (winter)
* Extra set of clothes
* Sunscreen (**face stick only**)
* Favorite toy or blanket –to help with transition
* Lunch Box: 2 snacks and lunch (**no camp lunch available**, NO Nuts!)
* Water Bottle
* **Helmets- for ice skating (one will be provided if needed for no additional cost)**
* **Nap sacks- children who still nap**
* **Please label all your child’s belongings prior to drop-off / we are not responsible for the loss of items**

Additional items for toddlers:

* Diapers and Wipes;

**PLEASE PROVIDE THE EPI –PEN, INHALER, ETC.IF NEEDED!**

**Payment plan:** ***Weekly charges:*** The credit card on file will be charged each Friday unless payment is provided before that; you will be required to provide a cc on the child’s first day of school.

Registration fee $75–one time non-refundable will be charged 2 weeks prior to the start date.

After 30 days of no payment or payment arrangements, the student(s) will not be permitted to attend class until the total amount due is paid in full.

**Cancelation Policy/ Late cancelation: *All charges are non-refundable!***

If you need to withdraw your child from our school, you must give one-month advance notice in writing. The one-month notice begins the day the notice is received. This will allow us to fill the spot when your child leaves. You will be charged tuition during this one –month period regardless if your child is in attendance or not.

**Our preschool is open during all the regular school breaks (Thanksgiving, Christmas and Spring Break). These dates are not mandatory, but you do need to provide advance notice regarding your child’s attendance.**

**Late pick-up Policy:** Sun Valley Playschool will run 8am-5pm; half day pick-up 12:30pm- 1pm; full day 4pm-5pm. Late pick-up fee will be applied as follows: $10 for the first 15 minutes passed pick-up time and $1/minute after that.

**Benefits:** All activities like ice skating, Zumba, yoga, horse grooming, Gondola Rides, tennis, golf, snowshoeing etc. are included in the preschool rate.

**Children enrolled in the preschool program have priority:**

* **when enrolling in our winter and summer camps!**
* **when enrolling in the Spuds program! The preschoolers get to enroll before the spots open up to the community. The teachers take the children to the ski lessons, and bring them back to school at the end of the lessons.**

**Communication**

* Parents/ Guardians are expected to receive, read and respond to all communications from the school. Information and communication will be sent to both parents. Teachers cannot act as mediators between parents/ guardians.
* Much of the communication within the classroom and from administration will be done via email or text, including informative letters regarding upcoming events. Please let the school know if you need to use an alternate form of communication.
* We do not interrupt classroom activities for phone calls. Messages can be left on the school’s voicemail system. For emergencies, you can email or text the cell number provided at the beginning of the school year.
* Appointments with the teachers may be scheduled throughout the year as necessary. Please schedule in advance to ensure the teacher is available to speak with you.
* Don’t hesitate to schedule a call or in person appointment to discuss any questions, comments or concerns you might have regarding your child.
* Parent/ Teacher conferences will be scheduled twice a year. Please consult the school calendar for exact dates. One conference per child, parents are responsible to sign-up for a conference time.
* Any parent/ guardian may visit their child at school at any time unless restrained by the court. Please inform the teacher before a visit that is intended to be more than a quick stop.

**Health Policy:**

**Medical Reports:** A record of immunization needs to be provided in the first 14 days of attendance. All children are required to either be immunized or to have a medical or religious exemption on file. Non-immunized students may be prohibited from attending school if an outbreak occurs for which they have not been immunized.

**Health Rule for Attendance**: No ill children will be allowed at school**.** If symptoms show while in class, the parent/legal guardian will be asked to pick-up the child immediately; every effort will be made to make them comfortable away from the other children. 24h fever free/ symptom free will be required before the child is allowed to return to school. For more information please

**Hand Washing:** We ask all children and adults to wash or sanitize their hands upon arrival in the classroom to help prevent the spread of germs. We also have all staff and children wash their hands before/ after eating, after using various classroom materials, outdoor play, toileting, nose blowing, finger sucking, etc.

Toilet Training: Teacher’s will observe new children to ensure they are developmentally ready to care for their toileting needs independently. If frequent accidents occur, the teacher will work with parents to develop a plan to best meet the child’s needs.

**Recording and Reporting Accidents:** All injuries will be reported to the parents. Injuries that involve bumps to the head, bleeds, broken bones, and/or required medical treatment will be recorded and an incident report will be filled out.

**Emergencies:** All teachers are First Aid and CPR certified. In the event of an emergency concerning your child, the school will first contact you, parent/ guardian, and then, if necessary, the backup emergency contacts.

The Preschool teachers will perform a visual health check each day at arrival. If a child appears too ill to be cared for at the Preschool as judged by a staff member at the time of arrival or at any time during the session, the parent will be contacted to come pick up the child. In serious cases, after attempting to reach the parents/guardians, the child will be taken to a local hospital for treatment and the child’s parents/guardians will be notified as soon as possible.

**Plan for Managing Illnesses/Infections/Communicable Diseases:**

***Keep a child at home - A child will be sent home if he/she has:***

* an illness that prevents the child from participating in scheduled activities or resting comfortably.
* an illness that results in greater care need than the Preschool staff can provide without compromising the health and safety of other children.
* fever of 100.4 degrees or higher, until the child has been fever- free for 24 hours.
* unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of serious illness or distress.
* mouth sores, unless the child’s physician states that the child is non-infectious.
* rash with a fever or behavior change, until the child’s physician has determined that the illness is a non-communicable disease.
* vomited within the last 24 hours.
* Diarrhea, which is indicated by two loose stools in a day.
* Pinkeye or Conjunctivitis, which is indicated by redness, burning and a thick discharge. The child will be excluded from school until **symptom-free**. Even if the child is on prescription drops the child cannot attend with symptoms as the drops are only effective for bacterial type infection.
* A Croupy cough or cough accompanied by rapid or difficult breathing or wheezing.
* Rashes that the parent cannot identify or have not been diagnosed by a physician.
* Contagious diseases. Some of these are: measles, chicken pox, mumps, rosella, etc.
* If a doctor diagnoses an infection and places the child on an antibiotic, the child should remain home until on the medication for at least 24 hours.
* tuberculosis, until the child is non-infectious.
* impetigo, until sores fully healed.
* pinworm, until 48 hours after treatment has started.
* head lice, until free of all nits or scabies and free of all mites
* strep infection, until 48 hours after treatment has started and the child has been without fever for 24 hours.
* chicken pox, until the last blister has healed fully.
* The Preschool Director may make the final decision concerning the inclusion or exclusion of the child.
* Preschool Director will notify all enrolled families when any confirmed communicable disease or illness has been introduced into the program. Whenever possible, written information will be made available. Children who have not been immunized will be excluded from care for the duration of the incubation period due to high risk of infection.

**Parents/ Legal Guardians will be notified of any exposure to communicable diseases. Information will be posted in the classroom including symptoms, incubation period, control methods, and when the child ca**n **return.**

**Parents/ Legal Guardians are required to disclose any diagnosed communicable diseases/ highly contagious of anyone in their immediate family even if the child is asymptomatic. The child will be excluded from the program for the duration of the incubation period.**

**Incidental Medical Services**

If your child has a known medical condition (asthma, diabetes, seizure disorder, allergy, etc.), and may need incidental medical services, it must be documented.

A **Health** **Care Plan**will be required **before** your child can attend. The **Health Care Plan** will let program staff know what to do if a medical condition should occur during program hours. The **Health Care Plan**will be created with parents/guardians and the Director of the preschool. Occasionally a new medical condition arises after initial registration (asthma, new allergy, etc). You will need to update your child’s file. In extreme classes, the child may not attend until a Health Care Plan is ready to use at the site.

***Please note: The school does not have a nurse on site and the teachers are not trained medical personnel. If your child’s condition requires medical training beyond CPR and First Aid our program might not be able to care for your child.***

***Allergies***

**All** allergies, special dietary or medical needs must be indicated on the **parents’/ legal guardians’ signed release.** You will be required to fill out a Food Allergy Plan for all known food allergies. If your child has medication for the allergy. All other allergies will require an Allergy Plan/ Health Care Plan from the child’s physician. A *Health Care Plan* will be required before your child can attend.

***Medications***

We encourage parents to come to the preschool and administer medications. We are unable to give over-the-counter medication, such as Tylenol, without written permission from your child’s doctor. Sunscreen and Chap Stick are considered over-the-counter medications and cannot be applied to your child without your written consent. If needed, please apply sunscreen to your child before arrival at the program.

If a child is to be given prescription or over-the-counter medicine at school, the parent/guardian must provide program staff with a completed, signed **Consent to Administer Medication** form.  A **Health Care Plan** along with a filled Medication Dispersing Form will be required before the staff can administer any medications or store it at the site.

All medications/ medical devices will be stored in a marked locked cupboard in the classroom. All medications **must be current and stored in the original container**. Medications and medical supplies/equipment must be approved by the Federal Food and Drug Administration for over-the-counter sale to the public without a prescription. Prescribed medications must have an **affixed doctor/pharmacy label** with the child’s name.

**Lost and Found**

Label all your child’s belongings. The school is not responsible for the loss of any items. A lost and found basket will be kept in the classroom. Items not claimed will be donated to charity at the end of the school year.

**Preschool Code of Honor**

**This Code of Honor is designed to describe rules, expectations and consequences for parents/students behavior. We asked that parent/guardian reviews The Code of Honor with their child and have a discussion regarding our program’s expectations. Our Code of Honor involves the child and the parent.**

**The child is committed to:**

* Actively participate in class as this is very important to their learning experience and to their classmates
* Respect all persons and property
* Abide to all classroom rules; behave in an appropriate manner
* Learn to regulate their emotions
* Be proud of the work they do
* Be positive
* Have Fun

**The parent/guardian is committed to:**

* Ensure that their child attends the program each day and promptly reports an absence or tardiness to the staff
* Assist their child in being healthy, neat, and clean
* Provide all resources required to ensure child’s success
* Respect the program’s approach to play, learning and safety
* Respect the program’s policies and procedures as they align with the state regulations
* Respect and accept staff decisions when safety of their child or others is in question
* Refrain from using profanity, abusive language or inflammatory actions in personal interactions
* Seek changes in an orderly and approved manner

**IMPORTANT: Any unacceptable behavior from either a parent or child (i.e. gross disrespect, threatening, or causing disruption to professional or academic climate) towards any staff member or child will be subject to disciplinary action up to and including dismissal from the program.**

**Sun Valley Preschool Parent’s Handbook Acknowledgement**

I acknowledge that I have received, read and agreed to the terms and conditions included in the Sun Valley Preschool Parent’s Handbook.

Please sign and return this portion to the staff upon enrollment:

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Parent/Guardian Signature Date