

Happy Place Preschool

Where learning is fun!

Student Handbook
2016-2017

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Purpose and Promise

Our purpose is to promote learning in fun and exciting ways.

Our promise is to do so in a loving Christian environment.

Philosophy and Plan

Our philosophy is when providing a safe and happy atmosphere: children will become eager to participate in activities while gaining confidence and a greater desire for learning more.

Our plan is to use creative teaching through hands-on learning centers and small groups to develop curiosity and excitement as children explore and learn new skills.

Centers will include: science, technology, manipulatives, math, reading readiness, language, literacy, art and dramatic play. Small group focuses and activities will include: Bible, health, music, games and more.

Policies and Procedures

Enrollment Information

Happy Place Preschool offers a flexible program.

Sessions are offered on Mondays, Wednesdays and Thursdays.

Sessions will begin at 8:30 a.m. and will end at 2:00 p.m.

Happy Place Preschool follows a school year of mid August through mid-May and will not be open on the following holidays and breaks.

- * One week of Fall break
- * Thanksgiving Day
- * Holiday break
- * One week of Spring break

Cost

There is a \$50.00 non-refundable registration fee.

The monthly fee is \$125.00 for each session weekly. (The monthly fee is \$375.00 for all three sessions weekly.) A child may come one, two or three sessions weekly.

Tuition is due on or before the second school day of each month. Checks should be made payable to Happy Place Preschool. A late fee of \$20 may be added if tuition is paid after the 15th of the month.

Security

Please inform anyone you authorize to pick up your children about the following rules, which are designed to ensure the safety of all the children at Happy Place Preschool.

- All persons entering the preschool may be asked to show photo identification.
- Always notify the preschool in advance and in writing if an adult other than yourself will be picking up your child. Include the adult's name and the date and time the adult will pick up your child.

Keep your child's emergency information up-to-date and let the preschool know if your daytime phone number changes.

An emergency preparedness plan is written and will be implemented in the case of emergencies requiring "shelter-in" or evacuation from our facility.

Health

Children must be free from fever, vomiting and diarrhea for a minimum of 24 hours before returning to school. If a child develops a fever, vomits or has diarrhea at preschool, you will be called and the child must be picked up immediately.

Discipline

Staff will explain the rules in a cheerful, positive and consistent way. Children will always be reminded and asked to make "good choices." When children are not making good choices, they will be redirected to another activity. If unsatisfactory behavior continues, the child will be temporarily removed from the group. This is a "thinking time out." The child will sit in a quiet area for an appropriate time. The child will then rejoin the group.

Corporate punishment will not be used, including spanking.

No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.

Inclement Weather

We reserve the right to close in inclement weather. You will be notified if the preschool will be closed. In the event of early dismissal due to inclement weather, we will personally call you or an emergency contact if you are unavailable. If Wilson County School System closes, we will close as well. If Wilson County School System opens late, the morning session will open one hour late at 8:30 a.m. If WCSS closes early, we will not dismiss early, however please feel free to pick your child up early if you wish.

Dismissal

Please make arrangements to pick up your child at dismissal time. If you are going to be late due to unforeseen difficulties, please notify the preschool as soon as possible. A backup system for pick up is recommended and very useful during those times when you are detained. You will be subject to a fee for late pick up if your child is not picked up within 15 minutes of dismissal time.

Things needed to begin Happy Place Preschool

- Completed paperwork: application, contract and copy of immunizations.
 - Be sure to label each item with your child's first and last name please.
 - A change of clothes appropriate for the current season and labeled with the child's name. These may be left at preschool.
 - Please leave toys, gum, candy, pets, toy weapons, and money at home.
- The learning materials provided by the preschool are shared by all children as part of the learning experience. When children are not concerned about their toys becoming lost or broken, they are able to participate more fully in our educational environment.