



PARENT HANDBOOK

2007/2008

www.greatleapskids.com

Thank you for choosing Greatleaps Preschool. We are so excited to be a part of your child's first school experience! We are both dedicated to seeing the success of each child in our preschool. We look forward to partnering with you in the coming school year.

Meet the Teachers

Mrs. Nicole Palmer received her Bachelors Degree in Elementary Education from Grand Canyon University with English Language Learner and Early Childhood Education endorsements. She spent the first six years of her career dedicated to teaching in the Alhambra School District, in both second and third grade. After spending time in the upper elementary grades, she looks forward to being apart of laying the foundation for a successful elementary school experience.

Mrs. Heidi Gray received her Bachelors Degree in Elementary Education from Grand Canyon University with an Early Childhood Education endorsement and has since earned her Structured English Immersion endorsement. She spent the first five and a half years teaching in the Alhambra School district in first, second, and third grades. She has always wanted to teach in a preschool setting and is excited to use her training and experience with younger elementary students to build a strong base for children to be successful.

Tuition Information

A non-refundable \$50 fee is due upon registration to reserve a space for your child. We have a two-day and a three-day program available for your child (details below). Tuition is paid each month that school is in session, and is due on the first day of every month, no later than the 7th. There will be a \$15 late fee assessed to payments received after the 7th. Make checks payable to **Greatleaps Educational Services**.

Tuition costs have been averaged out over the entire school year, taking into consideration vacations and holidays. Please understand that you pay the same tuition even when your child is unable attend. As a courtesy, please let us know 30 days in advance if your child will be withdrawing. Early notification will allow another child the opportunity to join our preschool.

Two-day Program

Our two-day program meets Tuesdays and Thursdays. Tuition is \$135 a month.

Three-day Program

Our optional three-day program meets Tuesdays, Wednesdays, and Thursdays. The extra day will be dedicated to academic reinforcement of the curriculum. Tuition is \$200 per month.

Daily Schedule

Arrival	9:00
Calendar/Welcome	9:05-9:30
Lang. Instruction	9:30-10:05
Recess	10:05-10:15
Math Instruction	10:15-10:50
Snack/Recess	10:50-11:10
Themed Unit	11:10-11:45
Pack It Up	11:45-12:00
Parent Pick Up	12:00

Drop-off and Pick-up

Drop off time is 9:00 a.m. and instruction will begin at 9:05 a.m. A Greatleaps teacher will be waiting outside to welcome students and instruct parents as needed. We would like to be considerate of our neighbors and Home Owners Association guidelines and keep traffic to a minimum. **Parents will stay in the vehicle while the teacher on duty helps the child out of their seat.** To ensure the safety of the children and the continuity of the learning time please arrive promptly at 9:00 a.m. Late arrivals are disruptive to the learning process.

Pick up is at 12:00 p.m. and will follow these same procedures as drop-off. On the first day of school you will be given a “name plate” to put in your car window, this will help the dismissal teacher quickly identify you and assist your child into the vehicle. If someone other than you is picking up your child, that person’s name **MUST** appear on the child’s Emergency Card, and photo ID will be required before we allow your child to leave.

If you have lengthy questions or comments, you are welcome to park and talk to the teacher on duty after all students have been dismissed. You are also welcome to schedule an appointment with teachers to meet outside of school hours.

Please note: there will be a \$5 late fee for every 15 minutes you are late, unless other arrangements have been made.

Emergency Card

We will keep an Emergency Card on file for each child. This card will have emergency contact information, special medical considerations, and other safety information. **The Emergency Card is required to be completed and turned in by the first day of school.** In the event of an emergency, we will first call 911, and then notify parents.

Greatleaps teachers are CPR certified.

Health Insurance & Immunization Records

Every child attending preschool must be covered by health insurance and be up to date on their immunizations.

Please submit a copy of both records to us on or before the first day of class.

Student Illness

For the consideration of other children, when your child is sick, please keep him/her at home. If your child should become ill at school, the parent or person on the emergency card will be notified.

Please note: teachers will not dispense over the counter or prescription medication.

Reporting an Absence

There are three ways to report an absence:

1. Discuss the absence ahead of time with a teacher
2. Email absences@greatleapskids.com
3. Call 602.332.2672

Please report the absence no later than 8:45 a.m. on the day of the absence.

Our Philosophy

The Greatleaps program is based on a philosophy that all children can excel in an environment that is safe, positive, and academically-centered. Every child has the right to learn, to be successful, and to feel safe and secure. We believe that all children deserve respect and personal attention.

Greatleaps Preschool will provide each child with the opportunity for structured learning experiences as well as structured social interaction and growth. Greatleaps teachers are certified by the Arizona Department of Education.

Family Involvement

The success of your child in school requires a team effort. We want to partner up with each family to create a strong support system for each child in our class. Please don't hesitate to come to us with any concerns, questions, or comments throughout the year! Your support for what is happening in school will help make this a very positive and successful year!

Greatleaps Folder

This folder is our way of communicating with you. Please check it daily for updates on student behavior, academic progress, current events, and volunteer information.

Discipline Plan

Classroom Rules:

1. Raise your hand to speak
2. Stay in your area
3. Keep hands, feet, and objects to yourself
4. Use kind words
5. Treat others with respect

Rewards:

1. Special activities
2. Praise
3. Stickers
4. Notes home
6. Lots of hugs!
7. Treasure box

Consequences:

1. Warning
2. Time out
3. Loss of activity time
4. Note home
5. Call home

Extremely disruptive behavior will result in an immediate call home. If this behavior continues, the child may be removed from the Greatleaps program.

Curriculum

Greatleaps curriculum is designed to prepare children for a positive Kindergarten experience. After completing our program, your child will be ready to face Kindergarten head-on, and become the leaders of his/her class.

The following is a comprehensive list of the standards for our program. Watch your Greatleaps folder for a monthly calendar showing the standards we will be learning for the month.

Language Arts

- Phonics
- Rhyming
- Writing
- Reading
- Speaking
- Listening
- Vocabulary

Mathematics

- Counting
- Shapes
- Colors
- Size Comparison
- Ordinal Numbers
- Addition
- Subtraction
- Graphing
- Sorting/Classifying
- Directional Skills
- Patterns

Social Skills

- Share
- Take Turns
- Play Cooperatively
- Work with peers for a common goal
- Use appropriate school behavior during class time

As the year progresses, feel free to ask questions about the curriculum or what your child is learning. Let's keep the lines of communication open to ensure the success of every student at Greatleaps!

What to Bring Each Day

Backpack:

- Greatleaps folder (provided by the school)
- A change of clean clothes in a Ziploc bag
- Small snack
- Water bottle

Show and Tell:

- We will have show and tell on the last school day of each week, please watch your Greatleaps folders for the weekly show and tell topic.

Supply List

On the first day of school students will need:

- Preschool-sized crayons
- Preschool appropriate scissors
- Preschool-sized pencils
- Glue sticks

If you would like to donate more...we would gladly accept the following:

- Paper Towels
- Clorox Wet Wipes
- Kleenex
- Hand Sanitizer
- Printer Paper (white or colored)
- Large and Small Paper Plates
- Paper Lunch Sacks
- Construction Paper
- Craft Supplies

Yearly Calendar

August 2	Parent Tea
August 9	Meet the Teacher
August 14	First Day of School
October 16-18	Fall Break
November 20	Thanksgiving Party
December 6	Parent-Teacher Conferences
December 20	Christmas Party
Dec 21-Jan. 3	Christmas Break
January 8	Classes resume
March 17-21	Spring Break
May 22	Last Day of School