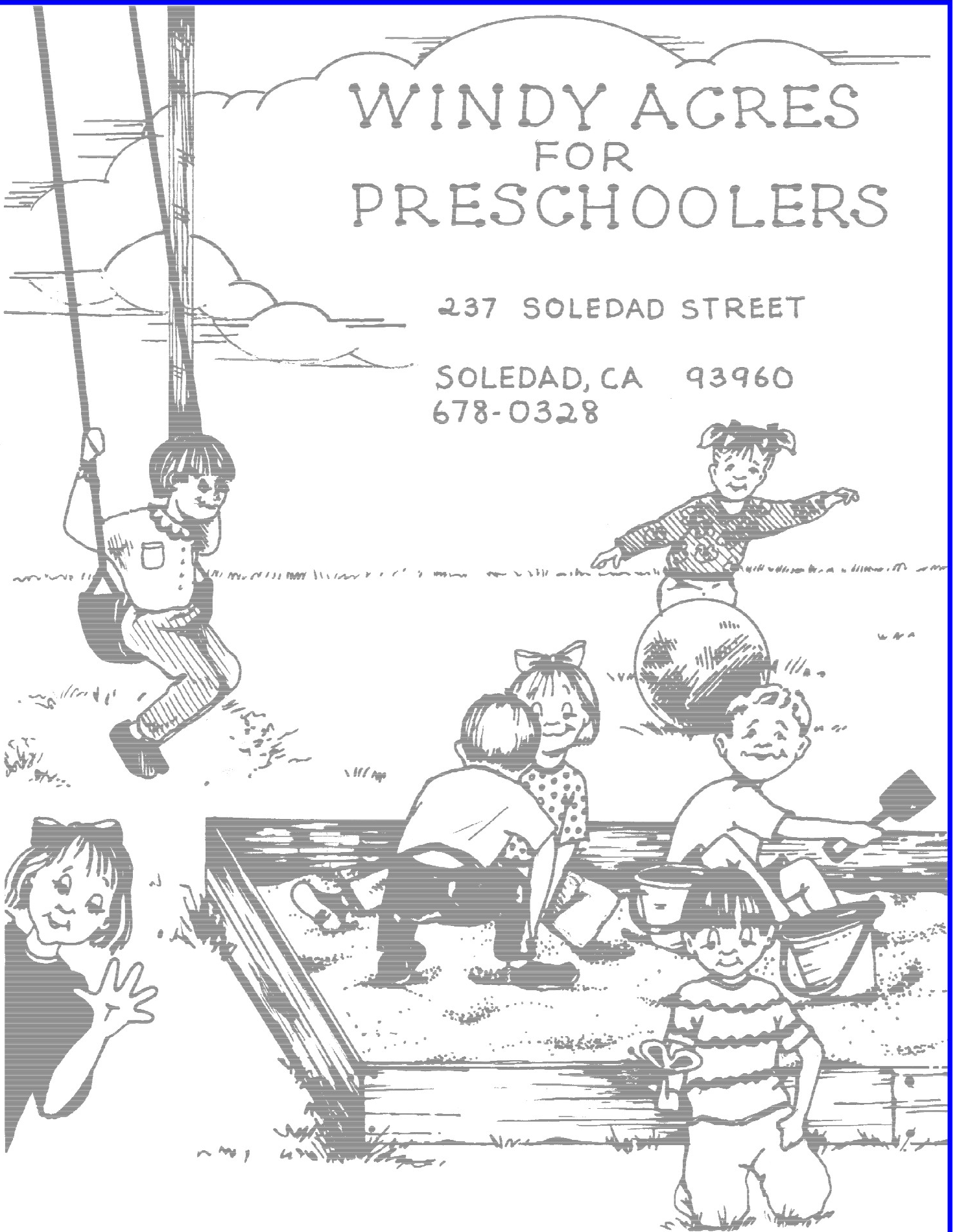


WINDY ACRES FOR PRESCHOOLERS

237 SOLEDAD STREET

SOLEDAD, CA 93960
678-0328





Welcome to Windy Acres for Preschoolers

When you come into our school please remember – It is a child's world!

These activities are-

THEIR IDEAS, THEIR WORK, and THEIR FUN!

Sometimes a child's idea of decoration, beauty and good housekeeping does not coincide with an adults'.

A child's imagination is great! Children can do wonderful things-
Paint the wind, dance like a leaf,
and find joy and happiness in simple tasks.

These are abilities that adults may have lost along the way.

Enter and return for a brief visit into the wonderful world of young children.

Enjoy their enthusiasm for living and learning!

WINDY ACRES FOR PRESCHOOLERS

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WINDY ACRES FOR PRESCHOOLERS -A NONPROFIT CALIFORNIA CORPORATION

PURPOSE

Windy Acres for Preschoolers was founded in 1991 (and was formerly known as Trinity Preschool, which was founded in 1965). In serving the young children of South Monterey County, the program seeks to ensure that the child's first learning experiences outside their home are successful ones. Designed as a joint venture between home and school, the preschool's primary purpose is to provide an educational experience that fosters social, emotional, physical, and mental growth.

PROGRAM

Windy Acres for Preschoolers is a two-year program, whose goal is to provide your child with an enriched program that will meet all of his or her developmental needs. The program consists of a wide variety of learning experiences and activities. Our classroom is arranged into learning centers which include: science experiments, creative art, singing, dancing, story reading, organized game playing, pretend play, puzzles, math games, manipulative toys, sand and water play, self help art, writing, and block construction. We encourage and make time for discussions of feelings, ideas, problems and observations. It is also our goal to help the children independently develop thoughts and actions, a sense of responsibility to the group, and a sense of kindness and courtesy towards others.

Our school staff is trained to appreciate the children's natural curiosity and assist them in their discovery, explorations, and creative problem solving—which is essential to their development.





OUR EDUCATIONAL PHILOSOPHY

Our classroom reflects the best thinking and research in early childhood education— children learn best through a play-oriented environment. Young children learn by doing.

Active learning takes advantage of children’s natural motivations, abilities, and interests. Children get a lot of opportunities to investigate what interests them to solve problems, discover relationships and make comparisons.

Children use all of their senses to make discoveries such as: *How heavy is it? Does it smell? Can I find another that feels the same? What does it sound like? How is it different from other items?* By using their hands, eyes, nose, ears, and mouths to explore, children gather more information and remember what they learn.

As they interact directly with the environment, children not only gather sensory information, they also refine their senses and motor skills. For example, it takes very refined movement of the hands and fingers to produce the penmanship required for writing. Squeezing clay, picking up puzzle pieces, and lacing thread through beads, these are some of the ways young children practice using their hands and fingers.

We organize the classroom environment to promote active learning and we do a lot of things to encourage children to think and talk about their discoveries and creations.

Research and experience tell us that in order to be most effective with young children, teaching practices need to be developmentally appropriate. What this means is simply that educators need to think first about what children are like and then create an environment and experiences that are in tune with children’s characteristics.

Early childhood, after all, is a time much different from adulthood and even from the later school years. Children 3-6 learn far better through direct interaction than through just listening to someone drill them or talk. They learn extraordinary amounts through exploration. Based on the knowledge on what children are like, we design our program to fit them! It works a lot better than trying to redesign children!

OUR GOALS

We are committed to carrying out the best practices in early childhood education and ensuring that children develop skills and knowledge which will give them a foundation for a lifetime of learning. We recognize the importance of and support the following skills, knowledge, and experiences as appropriate goals for young children.

Social/Emotional: Feeling comfortable in school, getting along with others, coping with problems, self-control, expressing feelings, using language to solve problems, self-confidence.

Physical: Eye-hand coordination, large and small muscle skills, and how the body moves.

Language: How to speak, how to listen, and the meaning of words.

Reading/Literacy and Writing: The joy of reading, that print makes sense, how print and speech are related, that print goes from left to right, what we say can be written down, hearing and identifying rhyming words, beginning to identify letters in name and other letters.

Small muscle development, eye-hand coordination, observing writing in the classroom, using writing tools, beginning to see and form patterns and letters, invented writing

Creativity: Art, music, movement, building/construction, pretending, trying out new ideas...etc.

Mathematics: Comparing size, shape, color, grouping, one-to-one relationships, patterns, a sense of number 1-10, measuring.

Science: Observing, predicting, and experimenting (i.e. "What would happen if...?")



I. Eligibility

- A. Children ages 2 years, 9 months – 5 years are admitted regardless of race, color, sex, creed, national origin or economic status
- B. Children must be using the toilet.

II. Registration

- A. Continuing students have priority. Siblings/other children are subject to waiting list. An on-going waiting list is established based on a first-come, first-served basis. Registration procedures will begin in April, at which point the parents will be contacted.
- B. Registration Forms and fee (non-refundable) are required at the time of registration. (See Admission/Parental Agreement for current registration fee).
- C. All other forms and tuition are due prior to the start of school.

III. Emergencies

Be sure that addresses and telephone numbers of those authorized to pick up your children (including your own) are kept current.

IV. Absenteeism

If at all possible, please call the preschool in the event of your child's absence, or in advance of a missed class session due to other circumstances. There is no credit on tuition for missed classes.

V. Health Requirements

- A child who is fatigued or shows signs of illness should be kept home.
- Children will not be kept from outdoor play, water play, etc.
- Notify the preschool if your child develops a contagious disease.
- No medication will be dispensed at school.



DATES	September-Early June	CALLING FOR CHILDREN	Please call for your child promptly. If you are unable to do so, please notify teachers for special arrangements. If it is someone not on the Identification and Emergency Sheet you must inform the teacher ahead of time in writing.
AGES	2 yrs. 9mths-5 yrs		
ADDRESS	237 Soledad Street Soledad, CA 93960		
PROBATION PERIOD	Upon entrance, children are given a three (3) week probation period.	ILLNESS	Please do not send your child to school if: Nasal mucus is green, pus-like or profuse Child has/had vomiting, diarrhea or fever within 24 hours. Eyes are red, itchy, sticky (possible pink eye) Child has any unusual/unknown rash Child complains of earache or sore throat Persistent Cough (other than allergy/asthma related)
TRANSPORTATION	Not Provided		
FIELD TRIPS	It is school policy that only children enrolled may attend any field trips.		
CAR POOL /PICK UP	It is your duty to be sure any outgoing correspondence is being picked up.		
SIGN-IN	It is mandatory to fill out the sign-in sheet when picking up or dropping off children. If you are the driver in a carpool, it is your responsibility to sign-in the children.		

Dress Code

We provide **HANDS ON** learning experiences and your child will come home **DIRTY!** Your child should be dressed in comfortable play clothing.

Play and learning activities involve expressive materials such as paint, water, clay, glue, sand, and dirt, etc... all of which can end up on your child's clothing.

Children will change clothing if they become wet. Please keep at least one extra set of clothing here at school at all times, this will ensure that your child will have dry clothes to change into after water play. If a child declines to remove wet clothing, the parent will be notified so that they may make arrangements for their child. In addition, children will be involved in climbing and running activities. Children are required to wear closed-toed, rubber soled shoes. Recommended clothing includes: clothes that your child can easily manipulate themselves such as pants with an elastic waist band, jeans, sweats, shorts, t-shirt, sweatshirt, sweater or jacket, tennis shoes.

(You may want to bring an extra set of clothing if you plan to go somewhere immediately after preschool.)



At Windy Acres for Preschoolers, discipline is considered to be the process of helping to develop positive behavior in young children. All forms of corporal and psychological punishment are **strictly prohibited!** A positive approach to discipline is employed. We believe that it is important to teach the child the right thing to do and, at the same time, to preserve the child's own self-esteem, independence, and competence.

Discipline problems are minimized when:

- School rules are consistent, clear, and fair.

- Appropriate behaviors are positively reinforced.

- A routine is maintained.

- Inappropriate behavior is redirected.

- Staff model appropriate behaviors in their speech and actions.

PHOTOGRAPH AND VIDEO TAPING

Your child may be photographed/videotaped while in attendance at Windy Acres. These photos/video tapes may be used for classroom projects or in printed promotional materials for the Preschool. Parents may take photographs and videotape for personal use only.



SNACK PROCEDURE

Snack time is a daily occurrence at *Windy Acres for Preschoolers*. This daily social event is a fun time for all and provides us with a valuable opportunity to stress good manners and other basic social skills. It gives the children a special time to socialize with one another in a friendly and relaxed atmosphere, and to try new foods as well.

Snack is provided by the parents. The teacher/director will put out an assigned snack day calendar at the beginning of each month. Each family will then be responsible for snack once approximately every five (5) weeks.

Forgotten snack will result in a monetary charge.

Some important things to remember when preparing a snack day are:

You are providing for 15 children—Please be generous.

We need a snack (2 food choices) and a beverage (Milk, water or 100% juice). Keep your snacks as nutritious as possible—please no junk food!

You will need to set up snack on your morning; instructions are posted.

SUGGESTED SNACK IDEAS

Dry cereal	Rice cakes
Yogurt	Fresh fruit
Goldfish	Muffins
Canned fruit	Finger Sandwiches
100% Juice Popsicles	Dried fruit
Graham crackers	Carrots
Cheese cubes	Bagels
Pudding w/milk	String cheese
Crackers	Raisins
Applesauce	Oyster crackers
Fruit kabobs	Teddy Grahams
Animal crackers	
Chez-its	Pretzels
Chex mix	Salami slices
	Go-gurts



ALLERGY ALERT INFORMATION

We are committed to providing the safest possible environment for all students. Therefore, should a child enroll with a life threatening nut allergy we will institute a NO PEANUT/TREENUT POLICY banning all peanut butter, nuts of any kind, all nut products, food prepared in peanut oil, and the use of peanuts, nuts and peanut butter in art projects while the child is enrolled in our program. Nut allergies can be serious situations because those suffering with this life threatening allergy can be affected not only from ingesting nut products, but also from merely being exposed to nuts and nut products.

Children with severe food allergies or restricted diets not addressed by the above policy, are asked to bring their own snacks.

Please contact us with any questions or concerns.





BIRTHDAYS/ CLASS CELEBRATIONS

Please, DO NOT bring in cakes, cupcakes, cookies, donuts, treats, party bags, trinkets or balloons to school for birthdays.

We will celebrate birthdays with a special birthday crown and birthday ceremony. We will make every effort to sign you up for snack on or near your child's birthday. Concentrate on how the snack is presented (special party napkins, plates or cups). Fruits, vegetables, cheese, and crackers—as well as all those on the snack suggestion list—make great snacks. YOU are bringing it; that is what is special to your child.

We also ask that you not use the children's cubbies or parent mail boxes as a place to hand out birthday invitations unless you are inviting the entire class. Otherwise, to avoid hurt feelings, we ask that you please mail your invitations to classmates you are inviting to home celebrations.

We enjoy celebrating with your children; however please refrain from bringing in any items on our special class celebrations that are not specifically requested. Please check your classroom notices for special class events and requests from the teacher's.

DONATIONS

Parents at *Windy Acres for Preschoolers* have traditionally been more than generous in their donations of materials and supplies. These donations help to keep our operating costs down. Supplies that are constantly needed include:

- Paper of all shapes and sizes
- Cardboard Sheets
- Meat trays
- Small wood scraps

If anyone has access to usual or unusual materials, please keep Windy Acres for Preschoolers in mind. Thank you.



As a fellowship of parents with children in the Windy Acres for Preschoolers program, we all have a common goal: quality education for our children. Windy Acres for Preschoolers accepts families, not just the individual child. We hope you will share with us in looking at your participation as a privilege. Being an active part of your child's school can be a rewarding experience for both you and your child.

PARENT HOURS POLICY

Family participation is vital to the school's success. As parents of enrolled children we are required to complete parent hours. If you find that you simply are unable to complete parent hours, due to your own needs, you have the choice to contribute to the parent hour's fund. Other persons other than parents may complete parent hours with PRIOR approval from the Director. Parent hours will be prorated for families starting after the beginning of the year.

A list will be available in the classroom of ways to earn hours. Another way for parents to earn parent hours is to become a member of the advisory board (which oversees the general operation of the school).

You are required to complete parent hours as indicated on the parent contract. Parents will be billed for uncompleted hours in May.

Non-Participation is allowed as per parent contract. Please talk to the Director if you have any questions

PARENT MEETINGS

Parent meetings may be called by the advisory board to provide parents with necessary information. A mandatory meeting will be held in October.

FUNDRAISERS

Any fundraisers approved by the Board must have parent participation. There will be a mandatory fall and spring fundraiser.

SCHOOL HOURS POLICY

Doors open: 8:45 a.m.

Start time 9:00 a.m.

Departure time: 12:00 p.m.

Beginning at 12:15, an effort will be made to contact parents to pick up their child. Should that occur, there will be a charge for additional time that your child is cared for. Please see the Admission/Parental Agreement for current late pick-up charges.

This is Board Policy—any complaints will be handled through the Board.





1. Parents/Guardians, upon presentation of identification, have the right to enter and inspect the child day care facility in which the child(ren) is (are) receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operation hours while their child(ren) is (are) at preschool.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notice of parent's rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
5. The law authorizes the person in charge of the child day care facility to deny access to a parent/guardian under the following circumstances:
 - a. The parent/guardian is behaving in a way which poses a risk to children in the facility, or
 - b. The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent not to permit access to the non-custodial parent.

TUITION POLICY STATEMENT

⌘ An annual registration fee shall be charged for each student. Tuition will be established and published at the end of school year for the fall term. (See Admission/Parental Agreement for Current Rates).

⌘ All tuition payments are payable to Windy Acres for Preschoolers and should be handed to the teachers or mailed to: 237 Soledad Street, Soledad, CA 93960

⌘ Tuition payments are due on the first of each month. Payment is to be made by money order or check. No Cash! **Late payment will result in late charges.** (See Admission/Parental Agreement for late fees).

⌘ If the payment is not made, the child will be suspended. Persistent late payments or 30 days in arrears may result in the dismissal of the student.

⌘ Parents must give written notice to the Director by the 10th of the month if payment cannot be made for any special reasons so that late charges will not be assessed, if approved.

⌘ There will be a charge for all returned checks. (See Admission/Parental Agreement for check charges). If we receive two (2) bad checks, you will be required to make future payments by money order or cashier's check.

⌘ A family plan is available for families enrolling more than one child during the year. There will be a 10% discount for the lesser of the tuitions.

⌘ Tuition is charged, in full, on a yearly basis, during all absenteeism, including illness. Tuition will be prorated if a child starts late in the year or leaves before the end. If for any reason the child cannot continue school, the parent must give 30 days written notice to the Director or pay full tuition for the number of days attended plus 30 days.

⌘ It is understood that a child is accepted into the program on a three (3) week probationary period. Tuition paid for that month is non-refundable.

⌘ All unresolved questions of payment may be forwarded to a collection agency or small claims court.

⌘ Tuition is charged as a yearly rate and may be paid in full or due in ten (10) installments. The first installment is due by September 1 with the remaining nine (9) installments due the first of each month thru June.





PROCEDURE FOR MEDICAL EMERGENCY

Your child's health and well being is our outmost concern. In the event of a medical emergency, if the nature of the child's illness or injury is such that there should be no delay in getting medical treatment for the child, medical personnel will be called upon first. The school personnel will then immediately notify the parent or guardian of the medical emergency, once a medical response is in place.

In the event of a dental emergency, your dentist will be contacted for orders and the parents immediately notified.

REQUIRED MEDICAL, EMERGENCY FORMS AND INFORMATION

The following forms and information must be completed for each child:

- HA Personal rights
- HA Parent's rights
- HA Child's pre-admission health history
- HA Identification and emergency information
- HA Consent for medical treatment form
- HA Immunization requirement: 3 Polio, 4 DTP, 1 MMR 1 HIB on or after first birthday, 3 HEPB, 1 Varifax or confirmed chicken pox, TB test if risks are present.
- HA Physician's report
- HA Admission agreement

