

Tea Sprouts Preschool

Handbook & Policies

August 2019 - May 2020



Tea Sprouts Preschool's Website

<http://teasproutspreschool.weebly.com>

History & Mission of Tea Sprouts Preschool

Tea Sprouts Preschool started up in 2003 when Tea Area School District split from the Lennox School District. Tea Sprouts was under the out-of-school program, like TASK. In August of 2012, Tea Sprouts Preschool was taken under the Tea Area School District umbrella as an out of school program. As per South Dakota codified law, the Tea Area School District continues to charge tuition. The district continues to charge tuition because they do not receive state aide for the preschool aged children. It is the position of the Preschool that the children will be provided an education in an environment that fosters play as its basis. Activities will be developmentally appropriate and varied for the children. All classes will focus on skills that will better prepare your child or children for Kindergarten.

Qualification-s of Staff

The Preschool Program Director, Mrs. Brinkman, has an Early Childhood Bachelor's Degree from SDSU, an Elementary Education Bachelor's Degree, and Master's Degree in Computer Education & Technology from Dakota State University. She has been teaching at Tea Sprouts Preschool since 2003. She has also been Who's Who Among Nation's Teachers for 3 straight years.

The Program Assistant: Mrs. Schreurs, did daycare in her home for 11 years and Sunday school for 12 years and has an Associate's Degree in Child Development. She has been with Tea Sprouts since 2004. A minimum of 1 staff member will be certified in CPR and First Aid.

Daily Class Schedule

The daily schedule consists of Open Play Time (Table activities and centers), Circle Time (Calendar, Weather, Sharing Time, Helpers, Songs, etc.), Game Time, Art, Outdoor Play/Large Motor Development, Science activities (exploring nature, comparing different substances, watching different animals/insects, etc), Language Development (retelling stories, letter recognition, writing, letter formation), Math Development (sequencing short stories, one-to-one correspondence, number recognition, patterns, and counting), technology integration (Smart Board & iPads), STEAM/STEM activities, Snack & Story time.

Class Days & Times

There are 3 options for classes. They are as follows:

Monday/Wednesday/Friday Class – 8:30am – 11am

Tuesday/Thursday Class – 8:30am – 11am

Monday/Tuesday/Wednesday/Thursday Class – 12:30pm – 3:00pm

We will follow the Tea Area School District Calendar.

Tuition

Tuition is due on the first class of the month. You have until the 5th of the month to pay the tuition or you will be assessed a \$10 late fee and your child will NOT be able to attend preschool. If owed tuition payment is not received by the end of the month, you will be turned over to a collection agency. If we receive any returned checks, the direct result to that person will be cash only payments for the remainder of the school year. No exceptions.

Fees are as follows:

Tuesday/Thursday class: \$105

Monday/Wednesday/Friday class: \$135

Monday – Thursday class: \$145

If a child should start at a later date than the beginning of the school year, tuition will be prorated for May. Tuition is based on the total number of days in attendance divided by 4 weeks in a month which comes out to be 9 total months of tuition. As a reminder, some months do have more than 4 weeks and this is taken into account in our formula.

There is an Emergency Tuition Scholarship available to assist with tuition for those with monetary hardships. Families can receive assistance for up to 50% of their monthly tuition. Award is based upon Tea Sprouts Preschool Advisory Committee approval. Applications are available. Contact Amanda.

Classroom Centers

The children will be participating in an open-ended form of learning through “Learning Centers” which teach through playing, experimenting and discovering. Each day the children will be given time to explore the centers with the staff’s guidance. The centers are as follows: Library, Writing, Manipulative/Blocks Center, Dramatic Play, Art Table, Easels, Sensory Table, Puzzles & Games, Math Center, Puppets, Writing on White Board, Science, and Computers.

Curriculum

The educational program is informal and flexible. Some activities include:

- Large muscles are developed through activities such as running, skipping, and creative movements. Large motor skills will be developed outside when the weather permits or in the gym.
- Fine motor skills and hand-eye coordination are promoted through finger plays, puzzles, manipulative toys, cutting, writing, and art activities.
- Sensory discrimination experiences are provided by comparisons of similarities and differences, colors, shapes, weight, and sizes. These are seen throughout the classroom at the art table, easel, sensory table, and writing table.
- Language development, number concepts, and reading readiness (letter recognition, letter/sound relationship) will also be explored.
- Field trips are taken and different community helpers come for visits periodically.
- Since play is the work of children, play is the heart of our preschool curriculum. Your child is naturally creative and will have an opportunity to satisfy this characteristic.

Self-Help Skills

Areas of Emphasis for 3 Yr Olds	Areas of Emphasis for 4-5 Yr Olds
Creativity - play, art, music	Creativity – play, art, music, creating stories
Fine Motor – puzzles, finger plays, beginning cutting, manipulative, zip, pencil grip	Fine Motor – puzzles, writing, drawing, finger plays, cutting, manipulatives, button, zip, snap, shoe tying.
Science – nature, animals, seasons, plants, 5 senses, weather	Science – nature, animals, seasons, plants, 5 senses, weather
Responsibility –cooperation, sharing ideas, following rules, listening, dressing, clean up, sharing, and helper duties.	Responsibility – cooperation, sharing ideas, following rules, listening, dressing, clean up, sharing, and helper duties.
Communication – sharing ideas, class participation, making friends	Communication – sharing ideas, class participation, making friends, taking turns
Gross Motor –jump, run, catch, and throw	Gross Motor – hop, jump, run, catch, throw, gallop
Health/Safety – nutrition, fire safety, hygiene, safe play	Health/Safety – nutrition, fire safety, hygiene, safe play, strangers
Social Studies – jobs, communities, family	Social Studies – jobs, communities, family
Academic – colors, counting to 10, simple body parts, circle, square, triangle, big/little, front/back, matching, left to right movement, one-to-one correspondence, singing the alphabet	Academic – colors, counting, one to one correspondence, recognizing numbers, writing numbers, body parts, circle, square, triangle, rectangle, heart, star, diamond, pentagon, sing and recognize the alphabet, recognizing names, same and different, where they live, phone number

These are some skills that necessitate parents' assistance at home:

- Putting on and taking off shoes, jackets, boots, hats and mittens. (We will assist with tying, zipping, snapping, etc.)
- Toileting skills should be handled by your child with the exception of a snap or zipper. Your child **MUST** be potty trained in order to attend preschool. This also includes that **NO** student will be allowed to wear Pull-ups or Training pants of any kind, unless otherwise stated in an IEP or a doctor's note.
- Cooperating during clean up time.
- All children will be required to wash hands before and after snack and after bathroom.

Discipline

We use a Break Time system for behavior problems. The children are given a verbal warning and then they are to sit in a time out for the amount of minutes that they are old. If the child is uncontrollable, a behavior form will be filled out. There will be a conference held to discuss what process to take to ensure the behavior will change if behavior persists. After 3 behavior forms, the child will **NOT** be able to attend preschool affective immediately. All behavior forms **MUST** be signed and returned in order for your child to come back to class. Tea Sprouts Preschool does not use corporal punishment.

Arrivals and Departures

Please have your children at school by the time school begins. **DO NOT arrive until 5 minutes before school starts due to adequate supervision for number ratios.** Please use the 1st door on the South Side for drop off and pickup. Students will be walked down to the classroom by a staff member. Please be prompt in picking your child up after class, **NO LATER THAN 10 MINUTES.** You will pay \$1.00 for each minute late after the first 10 minutes. Occasionally, emergencies or weather conditions may prohibit the parent from getting to the school on time. If someone other than a parent/guardian is picking up your child/children, please let a staff member know on the pick-up form or a prior note/email sent to the teacher.

These situations should be discussed with the Teacher.

Also please for the safety of our children, use **SEATBELTS.** The staff stresses safety and young children need the reinforcement from home to gain safe automobile habits.

Emergency Dismissals

In the event of an emergency dismissal from school, an email will be sent out to families with children in the affected class. Phone calls will also be made using each student's emergency contact phone call form on file. Staff will notify you of the location should we need to evacuate the building to a safer location.

Absences and Illnesses

Any physical or emotional disturbances, which might affect the child's attitude toward the children, activities, or teacher, should be brought to the Teacher's attention before a class session by note, phone call, or personal contact.

If your child is not feeling well, or is running a fever, please do **NOT** send him/her to school. Please contact the Teacher immediately if your child comes down with a contagious disease. A child's place cannot be filled during an absence due to vacation or illness; therefore there will be no allowance or refund of tuition due to absences. Please call to let us know your child will be absent. Please leave a message if no one answers the phone.

If a student becomes ill during class, the teacher will contact the parent/guardian. The parent/guardian has approximately 30 minutes upon notification to pick up their child. If the student is not picked up within the 30 minutes, the Preschool will charge the parent/guardian \$5 for every 15 minutes the student remains in Preschool. The fee must be paid before the student returns to class. If a parent/guardian has an issue with this policy, they are welcome to appeal it to the Superintendent.

Health Care Policies

The teacher needs a copy of each student's Immunization Record on file in case of emergency. We are not distribute medicines at school. Please also inform the Teacher of any allergies. If your child needs to have any type of Epi pen, Nebulizer, Inhaler, etc with them at all times, please inform the teacher. Staff will take proper procedures with the Tea Area School District nursing staff for Epi Pen, Nebulizer, Inhaler, etc.

In order to better protect all of the students, please check the following list of communicable diseases and follow the appropriate school policy if your child fits any of the criteria. Once again, please call the school at 498-2700 option 6

5 to notify the teacher if your child comes down with a contagious disease. If your child comes down with a contagious disease, you will also need to provide a doctor's note approving child/children's entry back in to school.

Childhood Communicable Diseases

	Incubation:	Transmission:	Signs/Symptoms:	School Policy:
Ringworm	Scalp: 10-14 days Body: 4-10 days	As long as lesions are present & living spores persist on contamination materials.	Scalp: small pimple spreading to leave scaly patches/temporary baldness. Body: flat, spreading ring-shaped lesions.	Child is to stay home as long as lesions are present & living spores persist.
Impetigo	4-10 days	As long as lesions continue to drain. Self-infection may continue for the period of nasal colonization or duration of active lesions.	Superficial, vesicular pustules & encrusted stages.	Child is to stay home during draining stages of infection.
Chicken Pox	2-3 weeks or 13-17 days	As long as 5 days before eruption & not more than 6 days after last eruption.	Elevated temperature and rash.	Child may return to preschool when all lesions are completely crusted over.
Strep Throat	2-5 days	During acute phase of respiratory illness.	Sore throat, difficulty swallowing, swollen glands (Strep may affect the heart if left untreated.)	Child may return to preschool after antibiotic therapy for at least 24 hours.
"Head Lice" Pediculosis	Usually eggs of lice hatch in a week	As long as lice or eggs remain alive on the infested person or in clothing. Lice may be passed by sharing hats & combs, as well as from children's coats hung close together or lice passed into upholstery & carpet.	Head scratching – especially behind ears & near hairline. Adult lice & nymphs are very small 1-2mm long, gray-tan in color. Eggs are about ½ the size & attach firmly to the hair shaft.	It is recommended that child be treated via his/her family physician. The child may return to preschool following treatment. When two children in the same age group are identified, a notice to all parents in that age group will be sent, encouraging them to be especially observant for the presence of infection. Remember to inform the teacher if your child gets Head Lice, as preventative action will have to be taken at the school.
Influenza	Symptoms start 1-4 days after virus enters the	Very Contagious! Transmitted by inhaling particles from an infected person coughing, sneezing, or speaking.	Comes on suddenly; may include fever, headache, tiredness (possibly extreme), dry cough, sore	Child may return to school after 5 days have passed since the last vomiting or diarrhea, & there is no fever above

	body. Children can be contagious for longer than 7 days after symptoms start. It can spread 1 day before they get sick!		throat, nasal congestion, or body aches.	100*.
Fifth Disease (Erythema Infectiosum)	Variable: 4-20 days to development of rash	Most cases are most contagious before onset of illness.	Fever, intense flush on face, followed by lacy rash on arms & legs, rash on inner surfaces, fingers, toes, trunk and buttocks	Child may attend school once the rash is determined to be Fifth Disease.
Mumps	incubation usually will last 12-26 days with 18 days being common.	Usually by direct contact with respiratory secretions for 1-2 days prior to onset until 9 days after.	Swollen glands in the face & neck, fever, headache, earache.	Providing there are no complications, child may return when signs/symptoms subside.
Measles (Rubeola)	8-12 days	Highly contagious while infected person is present. Infection may occur from "breathing in particles of the measles virus that an infected person has expelled while coughing, sneezing or simply talking"	Fever, dry cough, runny nose; red watery eyes; tiny white spots appear inside of cheeks: dull, red slightly raised rash beginning on forehead and behind ears and spreads downward.	Children who have not been immunized (up to 15 months) must stay home for 12 days from exposure to a child with measles or 4 days after onset of breakout.
Rubella (German Measles, 3-day Measles)	12-21 days, usually 18 days	Infection occurs with spread of rubella virus particles. Person is contagious one week before rash appears & up to 5-7 days after.	Slight fever, swollen glands, small, flat reddish pink spots on face, rash spreads to body & sometimes to roof of the mouth.	Children who have not been immunized (up to 15 months) must stay home for 21 days after exposure or 5 days after onset of rash.
Non-genital herpes Simplex (Cold sores/fever blisters)	Approximately 2-12 days	Person to person by direct contact with oral or eye secretions or the lesions themselves. (Virus can be shed when no sores are visible.)	Watery appearing blisters around eye, nose, mouth, fever, sores on the gums and inside the mouth may be painful and oozing, headache, eye infections.	Child may not attend preschool until lesion is well crusted.
Hand, Foot, and Mouth Disease	Approximately 3-7 days	Spread person to person by direct contact with nose and throat discharges or the stool of infected persons.	Fever, sores in the mouth & rash with blisters, sore throat. Flat/ raised red spots, some with blisters on the palms of hands, soles or the feet & possibly on the buttocks.	Child may return to school once a physician determines that the child is no longer contagious.
Rotavirus	Approximately 2 days	Spread through fecal & oral secretions.	Vomiting & water diarrhea, fever, abdominal pain.	Child may return to school after a full 24 hours have passed since the last vomiting or diarrhea, & there is no fever above 100*.
Pertussis (Whooping Cough)	Usually 5-10 days but can be up to 21 days	Spread person to person by coughing or sneezing into the air.	Running nose, sneezing, dry cough, light fever.	Child may return to school after being on medication for 5 days.

Parent Responsibilities

Communication

Each child that attends Preschool is very important to the staff. Our preschool strives to meet the needs of each child as an individual. It is imperative to maintain good communication with each child's family. Newsletters will be sent home weekly.

If you ever have questions, feel free to contact:

Preschool School Phone Number: 498-2700 opt. 6

Email: Amanda.Brinkman@k12.sd.us

Each family is responsible for bringing a take-home folder to class each day. Any information that is meant for the teachers should be tucked into the folder upon arrival. When weekly newsletters and other papers are sent home, they will also be tucked into the folder for ease of communication between home and school. Please refrain from putting a second folder in your child's backpack. It leads to confusion for the child and staff.

Classroom Visitation/Participation

Parents are welcome to visit the classroom for observation and participation any time to help in the class or to be with the children. **Please NO visits the first month of preschool, as we all need to adjust to the environment, the schedule, and each other.**

When participating/assisting in the classroom, please remember all children will need assistance with activities such as restroom supervision, distribution of snacks, papers and other items. The staff may also need assistance with clean up after various activities and preparing the children to go outside or home.

Siblings are welcome to accompany parents to the classroom; however the parents must insure that the siblings are NOT disruptive to the preschoolers, classroom instruction and the overall preschool program.

Siblings MUST be supervised at all times.

Clothing

The preschool ask that each child come to preschool dressed comfortably in washable play clothes. The children will be using paint, markers, etc. In the late fall and during the winter, children should come dressed to play outside. Mittens, boots, hats, snow pants, coats, etc. should be plainly labeled on the tags. Send snow clothes every day after the first snowfall. The children will be playing outside as long as the temperature is warm enough.

Extra clothing will be provided by the preschool in case of accidents. Please wash them and bring them back to preschool the following day.

Snow

The Preschool will follow the Tea Area school schedule of early dismissals and late starts when dealing with adverse weather conditions. Morning classes will have NO class if there is a late start. This includes 1 and 2 hour late starts. The afternoon class will NOT have class if the Tea Area School has an early dismissal at any time of the day due to weather. If your child is already at school, you need to pick them up immediately.

Items From Home

Please have your child's name on all items including coats, jackets, mittens, hats, snow pants, boots, books, book bags, etc. Please discourage your child from bringing small toys and items from home, with the exception of the What's in it? Box.

Conferences

Conferences will be held in the late fall and the spring to inform you of your child's progress. Additional conferences can be arranged if desired. Contact Amanda.

Field Trip Chaperoning

The Preschool will take at least one field trip during the school year.

A few keys to a successful field trip include: provide encouragement, participate in the activities, remember you are a role model, help supervise all children, assist your group with restroom visits, drive the speed limit, and dress appropriately.

Thank you for helping with this very important part of preschool!

Snacks

Each day the children have snack time to help “tide them over” until their next mealtime. The preschool families bring in snack ahead of time to stock our snack cupboard. The snacks should be enough for 24 children and a drink (one gallon). Nutrition in your children is very important. Families are encouraged to provide healthy snacks.

We are also a PEANUT SAFE classroom. Please notify the teacher of any food allergies.

Each child may also bring snack as close as possible to his/her birthday or half-birthday. At that time we will sing “Happy Birthday!”

Preschool Advisory Board

The Tea Sprouts Preschool Advisory Board is made up of volunteers representing the students and community. If you have any questions or concerns about Tea Sprouts Preschool, the handbook or other issues, please contact the Preschool Director FIRST, then Dr. Warzecha the Curriculum Director if the issue is not yet resolved.