

# Preschool & PreK

at

# Wilkins Learning Center



Children Learn *The Wilkins Way!*



## Parent Handbook

Statement of Services  
2017-2018

Owners/Directors: Sharon Wilkins ~ Jennifer Wilkins-Infante ~ Melissa Wilkins-Wostl

### Wilkins Learning Center

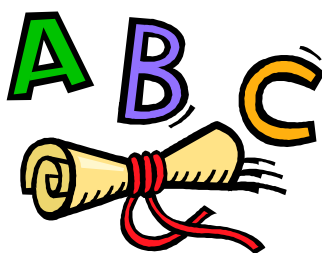
730 S. Cooper Road  
Gilbert, AZ 85233  
480-813-2796

Website: [www.WilkinsLearningCenter.com](http://www.WilkinsLearningCenter.com)

Wilkins Learning Center admits students of any race, color, nationality, or ethnic origin.

## TABLE OF CONTENTS

Purpose / Vision .....	3
Description of Services .....	4
Preschool, PreK, Summer Program Descriptions .....	5
Enrollment & Registration Details .....	6
Tuition & Fees .....	7
Policies & Procedures in alphabetical order .....	8-16
Absences, Allergies, Birthdays, Babysitting, Change of Clothes .....	8
Custody Issues, Discipline, Discounts, Disenrollment.....	9
Dis-Enrollment, Dress Code, Drop-off & Pick-up/Signing In & Out .....	10
Email, Emergency Procedures, First Day .....	11
Holidays, Injuries, Inspections, Late Pick-Up, Lunch & Snack .....	12
Maternity Leave, Naptime, Nut Free, Parent Involvement, Show/Share.....	13
Sick Policy .....	14
Sick Policy-continued, Special Events .....	15
Staff, Summer Billing, Vacations & Breaks, Withdrawals.....	16
Other Information & Documents .....	17-27
Preschool/PreK ONLY Calendar .....	17
Preschool/PreK PLUS Calendar .....	18
Preschool/PreK Parent Agreement .....	19 & 20
Daily Schedule .....	21
Early Childhood Education Classroom Activities .....	22
Parent Helpers .....	23 & 24
Interaction Guidelines .....	25 & 26
Playdough Recipe .....	27



## Wilkins Learning Center Statement of Services

Welcome to the Wilkins Learning Center, voted BEST Preschool and Childcare in the East Valley Tribune's Best of Gilbert in 2014, 2015, 2016 and 2017! We are thrilled you want to know more about our philosophy, our dynamic programs, commitment to designing the BEST learning environment for children, and our policies & procedures.

Sharon and her two daughters, Jennifer and Melissa, founded their family business based on three key ingredients: 1) *Love*, 2) *Respect*, and 3) *Making Learning Fun!* Since its inception in 2007, it has grown over 20% every year! All caring staff are trained the highly-successful *Wilkins Way Approach* which helps children grow in ALL ways: academically, socially, physically, and learn to exhibit great character. We look forward to you being a part of our school family and us being able to welcome your precious child with a gentle hug before the start of every day at our *joyful* learning center!

### **PURPOSE/VISION**

Wilkins Learning Center was established to provide a school environment that furthers this vision:

- Through loving kindness and compassion, everyone is encouraged to *Climb the Mountain of Knowledge* in an environment that is fertile ground saturated with the *Wilkins Way Approach* that maximizes learning.
- We are committed to working for the benefit of everyone in a setting where children and families of all walks-of-life can come together to learn and grow in happy, engaging environment.
- In our safe "home-like" environment, our FUN, blended program of academic and social skills is taught in three primary ways; 1) *independent learning*, 2) *interactive learning*, and 3) *teacher directed using Wilkins Way techniques*.
- Wilkins Learning Center values everyone for their uniqueness of intellectual, social, physical, and spiritual nature.
- We believe children should be respected and nurtured by a caring staff that models *respect* and *caring* toward others!
- Each child develops self-respect and respect for others in a spirit of cooperation.
- Families and staff come together to be "cheerleaders" for everyone in the program.
- Curriculum is constantly evolving to provide children with a well-rounded education of academic, social, and humanitarian knowledge.
- In this loving environment, each child develops self-control, learns to listen, follow simple directions, shares with others, learns how to solve problems respectfully, and grow in confidence.
- Parents are encouraged to take an active part in their child's school experience by helping in the classroom at least one day a month. This helps make it a true "school family community" for learning.
- With our developmentally appropriate curriculum that engages the minds of children in a safe respectful setting. They love learning and coming to school!

We provide positive experiences for the young child in a *loving, friendly* atmosphere. Parents have the opportunity to be active participants in the classroom with master teachers.

### **DESCRIPTION OF SERVICES**

**AGES**

Infants, Toddlers, Preschoolers 3-6 years of age

**PROGRAMS OFFERED****INFANTS**

Six (6) Weeks to One (1) Year of Age

**TODDLERS**

One (1) to Three (3) Years of Age

*\*Children must be potty-trained before entering the 3 year-old program.*

**“PLUS” PRESCHOOL / PreK PROGRAM for 3’s Preschool, 3’s/4’s Multi-age PreK, and 4’s PreK**

Extended Learning Hours are available 6:30am-6:00pm (Before & After Preschool Curriculum Focus Hours)

**PRESCHOOL / PreK ONLY**

3’s Preschool-2 Day , 4’s PreK-3 Day , 4’s PreK-4 Day

**LOCATION**

Wilkins Learning Center

[www.WilkinsLearningCenter.com](http://www.WilkinsLearningCenter.com)

730 S. Cooper Road

Gilbert, Arizona 85233

Business Phone: 480.813.2796 / Business Fax: 480.926.5244

**FRONT OFFICE HOURS**

- Facility Hours: 6:30 am to 6:00 pm
- An early morning AM Front Desk staff member will be available starting at 6:30am. An afternoon PM Front Desk staff member will be available until 6:00pm closing.
- Office Hours: 8:00 am to 5:00 pm. Parents are encouraged to conduct business within these hours. We suggest that you make an appointment to meet with a Director or Administrator during office hours.

**CHILD/STAFF RATIO: ARIZONA DEPARTMENT OF HEALTH SERVICES GUIDELINES**

6 Weeks Old	5:1 or 11:2
9 Months	5:1 or 11:2
18 Months	6:1 or 13:2
27 Months	8:1
3 Years	13:1
4 Years	15:1
5-6 Years	20:1

*The Wilkins Way most often provides smaller ratios than what is required!*

**WILKINS LEARNING CENTER IS REGULATED BY**

ARIZONA DEPARTMENT OF HEALTH SERVICES

150 N. 18<sup>TH</sup> Ave. Suite #400, Phoenix, AZ 85007 - (602) 364-2536

**STATEMENT OF NON-DISCRIMINATION**

Wilkins Learning Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the preschool. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, financial aid programs, and other preschool administered programs

## **Wilkins Way – 3 POPULAR PROGRAMS**

### ***Options 1 and 2 Give Preschoolers a GIANT Head Start in Kindergarten!***

#### **1) PRESCHOOL / PREK “PLUS” - EXTENDED HOURS OF LEARNING**

This program is designed for our working families. PLUS hours are offered before and/or after Preschool/PreK Curriculum Hours. The program provides fun learning activities expanded from our successful Preschool/PreK Program.

Preschool/PreK PLUS is offered between 6:30am until closing at 6:00 pm.

Each teacher and aide in our PLUS Program is an important part of your child’s learning experience. They will love, respect, and make learning fun. Each staff member comes highly recommended and is thankful they are on our team.

#### **2) PRESCHOOL / PREK ONLY PROGRAMS**

This program is designed for those families that are looking for 3 or 4 hours. Our 3 year old program is Tuesdays & Thursdays in the morning. The 4 year old program is Mondays, Wednesdays, and Fridays in the morning. Our Spanish Infusion 4 hour class is Monday through Thursday.

**FOUNDATION:** Our outstanding programs are grounded in the *Wilkins Way Approach*. We have found the keys to unlocking hearts and minds: *love, respect, and make learning FUN!* Our successful approach comes from over 60 years of learning while teaching young children. When your child enters our learning center, fears melt away when we kneel and engage in a conversation and play together. Gentle words, warm smiles, and giggles wrap around their hearts like a bow on a package. We have learned young children need someone to cheer them on in order to *Climb the Mountain of Knowledge* to learn academic, social skills, apply higher level thinking skills when problem solving, and grow great character and confidence. Our programs are developmentally appropriate allowing all children to grow and thrive in the creative, stimulating, “child-like” environment taught by caring teachers that gives them a GIANT head start in Kindergarten! Spanish and Musical Movement are also incorporated.

The designed monthly curriculum for Preschool and PreK can be found posted in each classroom, online at [www.WilkinsLearningCenter.com](http://www.WilkinsLearningCenter.com), or Front Desk staff can supply a copy. A sample of Preschool / PreK Daily Schedule can be found in this Parent Handbook

#### **SUMMER PROGRAMS**

Our popular summer preschool programs start the beginning of June and go through July. Curriculum is based on themes that take children on a journey of creativity and discovery to strengthen skills! Different options are available as far as days and hours. Every March, we offer a discount on full-time fees for families that sign up early.

#### **We also have a CHILDCARE PROGRAM**

##### ***INFANTS – Swaddlers & Crawlers***

Our goal is to love your baby like you would, because they are “mini-miracles!” In our warm, caring atmosphere, your baby will be cuddled and played with while singing and playing games like *Peek-A-Boo*. Baby sign language will begin at this stage of life. Facial gestures like *smiling* are very important and a *gentle voice* is soothing as we rock, giggle, and enjoy loving your baby.

##### ***TODDLERS – Walkers, Talkers, Mini 3s***

Toddlers love to explore! Now they can walk! Look out world! Here they come! Through interactive toys, songs, books, and physical/musical movement, toddlers find out more about their world and others. Both academic readiness skills and kindness are a vital part of our program along with Sign Language and Spanish words.

The designed curriculum can be found posted in each classroom or a copy can be given by our Front Desk staff. A sample of the Daily Schedule for our Toddlers can be found in this Parent handbook.

## ENROLLMENT, REGISTRATION, TUITION, and FEES

### ENROLLMENT

1. To enroll a child, a parent/guardian must pay a non-refundable Registration Fee to secure a spot in the program.
2. A parent/guardian must submit a completed Registration Form and current immunization information.
3. The Emergency Information Card & current Immunization Record must be on file **before** a child is enrolled.
4. All documents in the Enrollment Packet, including Parent Agreement, must be filled out, signed, and returned **prior to start date**.

### EMERGENCY INFORMATION & IMMUNIZATION CARD:

*This form serves several purposes:*

- It contains information about your child's health and immunizations
  - The immunization record must be provided prior to your child's enrollment.
  - Religious Exemption Form is available for those families choosing not to immunize.
- Serves as release form for WLC to have your child receive emergency treatment by a trained professional in the event that it is needed and you cannot be reached.
- Provides information concerning individuals who are authorized to pick up your child from school.
- Contains a list of numbers of individuals to be called when you cannot be reached.
- All persons authorized to pick up your child from school must be listed on the Emergency Card. *Front office will ask to see ID if you are a new parent or a different "authorized" person comes to pick up your child.*
- Please FULLY complete the blue Emergency Information Card before the first day of school. *EVERY LINE must have data or N/A so we know you have responded.*
- *The immunization record must be provided prior to your child's enrollment.* No exceptions will be made.

### ENROLLMENT:

#### Preschool / PreK PLUS Program (*Extended Learning Hours*)

- A child will be enrolled if there is an opening in the appropriate program for the days and times requested by the parent. Due to class size, if a family requests part-time days or hours, the days must work with another family wanting the opposite days.
  - For example: A Tuesday/Thursday schedule is requested by a family. In order to be enrolled, there must be a family on the wait list requesting the opposite days of Monday/Wednesday/Friday. This "match" is done so as not to leave low class sizes on particular days. It will be the job of WLC enrollment staff to do its best and find a match for the part-time enrolling family.

#### Preschool / PreK Program (*Class only*)

- A child will be enrolled if there is an opening in the appropriate program. WLC sets the classroom capacity of each room. If the class is not at full capacity/commitment, the child will be enrolled.

### REGISTRATION GUIDELINES

1. Immunizations must be up to date before any registration process can begin. Make a copy of your child's up to date immunization record to give to administration. Arizona Law ARS 15-872, requires ALL CHILDREN (first time and continuing) have CURRENT immunizations. No child will be able to start school without a copy of their immunization record on file and immunizations checked. According to state statute, a copy must be provided every new school year. *The blue Emergency Immunization Information Card must be filled out every year.*
2. Fully complete the blue Emergency Information Card leaving nothing blank. This is considered a legal contract in the State of Arizona, so it is to your best interest to complete this form. **An incomplete form will hold up registration.**
3. Carefully read, fully complete, and sign/initial the Parent Agreement, and Blue Emergency Health Card, as they are legally binding contracts with Wilkins Learning Center.
4. **Turn in completed packet to the Front Office to process enrollment. Class placement cannot be guaranteed until all paperwork is received and all fees paid.** We accept cash, credit card, or a check made payable to Wilkins Learning Center for the Registration Fee and 1<sup>st</sup>/Last Month's Tuition (Preschool).
5. A confirmation will be emailed to you welcoming your child into our Preschool/PreK program in July.

## TUITION, FEES, & PAYMENT INFORMATION

*Tuition costs and fees are posted in Front Office and on our website. A copy can be obtained at any time.*

To maintain a reserved spot, tuition must be paid each month on time if enrolled in Preschool/PreK class AND paid each week on time if enrolled in Preschool/PreK PLUS Program. If payment of tuition lapses for a period of time that is unreasonable, WLC reserves the right to withdraw the student for non-payment.

### Automatic Payment Authorization Form

This form is filled out by every enrolled family. Each family submits Primary Payment information of checking account and routing number for fees to be withdrawn automatically. Secondary Payment information of debit or credit card number, expiration date, etc. is submitted as back-up payment if withdrawals are returned. If family prefers to have their debit/credit card charged instead of automatic checking account withdrawal, a 3% fee will be added to each charge.

### Preschool/PreK Monthly Tuition (class only)

- Families enrolled in Preschool/PreK *only* classes (3's & 4's) pay tuition on a monthly basis.
- Tuition is automatically withdrawn or charged on the 5<sup>th</sup> of each month starting in September and ending in April.
- First & last month's tuition consists of 1½ months because Preschool / PreK starts mid-August.
- First & last month's tuition (August and May) is paid prior to the first day of school in August after Preschool Round-up.
- Tuition is a yearly amount that is divided up over 9½ months.

### Preschool/PreK PLUS Weekly Fees for Tuition & PLUS Fees

- Families enrolled Preschool/PreK PLUS Program pay tuition & PLUS fees on a weekly basis.
- Weekly tuition fees are automatically withdrawn or charged each Monday. The Monday's withdrawal or charge is for the student's previous week of attendance.
- Weekly fees continue to be withdrawn or charged through May with last withdrawal on 1<sup>st</sup> week of June. Families that stay enrolled through summer, continue with automatic withdraws or charges.

### Prepayment of Tuition

- Tuition for Preschool/PreK *only* classes can be prepaid for the year (August-May).
- A 10% discount is given for payment by check. A 5% discount is given for payment by credit card.

### OTHER FEES

- **Registration Fees**
  - The posted Preschool/PreK Registration Fee amount is paid each year when enrolling for a new school year.
  - Registration for Preschool/PreK starts in January for the next August to May school session.
  - The Registration Fee for a sibling is reduced by 50%.
  - The Registration Fee will not be prorated if enrolling after the school year has begun. The Registration Fee is an Administrative fee and pays for new immunization reports, rosters, attendance, etc.
- **Fees for Returned Withdrawals or Declined Credit Card Charges**
  - If an automatic withdraw is returned, the debit/credit card on file will be run automatically with a \$5 fee added to amount due.
  - If a debit/credit card declines, the card on file will be run a 2<sup>nd</sup> time.
  - If payment does not go through at that time, the payment is considered late.
  - The family will be asked to pay tuition immediately by a different payment method. (cash or check)
  - If payment is collected more than 5 days past the due date, a \$35 late fee will be added to the total due.
- **Late Pick-up Fees**
  - Parents are encouraged to pick their children up *promptly* by either the end of their class time or by closing time at 6:00pm if enrolled in a PLUS Program.
  - If this is not honored, one warning will be allowed. Notification will be made by email.
  - After the warning, a late fee of \$20 per 10 minutes will be automatically charged with credit card info on file.
- **Schedule Change Fee**
  - If a family requests to change their days/times of enrollment, a \$40 Schedule Change Fee will be charged to debit/credit card information on file.

*Preschool/PreK Tuition rates are subject to change at the beginning of each school year (August-May).*

*Preschool/PreK PLUS Fees are subject to change each year.*

## POLICIES AND PROCEDURES in alphabetical order

### ABSENCES

Monthly Tuition and Weekly Fees are due each month or each week regardless of holidays, if your child is ill, on vacation, or any other reason. The only exception is if WLC chooses to close for days not considered holidays.

When your child is absent, please call the Front Office at 480-813-2796 by 9:30 am to inform our staff of the reason for your child's absence. Please call if your child is going to be absent more than 5+ consecutive days due to a family emergency or serious illness. A note from a doctor is required. At that time, a credit for 5 consecutive days max per year for PLUS Program families may be issued upon approval from the Director.

### ALLERGIES/EPI-PENS

Please indicate that information on the blue Emergency Information Form. We will make every effort to offer an indoor option for children with asthma on high pollution days. If you know of a pollution alert at the beginning of a given day, please let our staff know, in case we missed hearing about it.

Parents enrolling children with severe allergies requiring prescribed Epi-pens *must have a prescription Medication Form on file along with the child's prescription*. If your child has allergies, and requires medication and/or Epi-Pen, the Learning Center must be notified of this in writing. We will need to have a physician's written instructions describing any allergic reactions and the steps that will need to be taken by our staff if the child suffers from an allergic reaction attack.

There are so many children with different types of allergies. Because of this, we are a **NUT FREE Facility**. See NUT FREE in this parent handbook for more information. We do not allow birthday/holiday goodies to be brought in due to allergies, etc. See **Birthday Party** information below for alternate ideas instead of snacks.

### BIRTHDAY PARTY FAVORS INSTEAD OF FOOD ITEMS

With all the food allergies that are present, it is recommended that absolutely NO "outside" food products are brought into the facility. If you would like to give "dollar store" birthday favors to the children in your class, your child may distribute the favors at the end of class time as the children are leaving with their parents.

### BABYSITTING BY STAFF

Wilkins Learning Center has a policy that prohibits staff from babysitting for families enrolled in our program. WLC considers babysitting to be a conflict of interest. We ask our families to agree not to solicit the services of Wilkins Learning Center staff.

### CHANGE OF CLOTHES FOR ACCIDENTS

Each child in Preschool/PreK must have a spare change of clothes (weather appropriate) at all times in their classroom cubby or bin. Please put them in a Ziploc bag with your *child's first and last name*. **This is important!** *Parents will provide a new bag of clothing when one has been used*. If Wilkins Learning Center supplies a student with a type of clothing (pants, shirt, socks, and/or underwear) due to a child not having an extra pair of clothing in their cubby, the parent will be charged \$25 if clothing is not returned to the facility.

### CHILD ABUSE – REPORTING OF

Wilkins Learning Center is required by law to report any cases of suspected physical, emotional, or sexual child abuse. All reports will be made to Child Protective Services.



## CUSTODY ISSUES

- Parental custody: by law, if parents are legally separated or divorced, each parent has equal access to the custody of the child unless a parent has a court order indicating which parent has custody of the child and/or that the parents have a specific custody schedule. To exclude a parent from picking up a child, the Wilkins Learning Center Administrator must have a copy of the court order on file; otherwise, either parent may pick up the child from WLC with proper identification.
- Wilkins Learning Center will follow the provisions and custody schedule set forth in the court order with respect to the release of the child from WLC. Both parents must agree in writing that either parent may pick up the child at any time despite the court order, or that parents will follow a different pick up schedule than what is contained in the court order. If there is a dispute as to whether or not a certain third party can pick up the child from Wilkins Learning Center, the parent with the sole legal custody shall make the final decision as to whether or not the third party may be authorized to pick up the child. If the parents have joint legal custody, then the third party may pick up the child only if agreed to in writing by both parents. Wilkins Learning Center must have paperwork on file to show either court order or signed agreement from both parents. Documents will be followed.
- In most cases, natural parents shall be given reasonable access to their children at WLC and to their children's official records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official WLC records.
- It shall be the responsibility of the natural parent, who has a court order restricting the rights of the other parent, to access a child to notify the Wilkins Learning Center of the conditions of the court order and to provide the Administrator with a current copy of the court order.
- In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying the Wilkins Learning Center of the conditions of guardianship and for providing Wilkins Learning Center with all pertinent written documentation or changes. Wilkins Learning Center needs to be contacted with all changes and updates including proof on paper. If a parent becomes a threat to the safety of our Learning Center, the Tempe Police will be contacted immediately.

## DISCIPLINE GUIDELINES

- Discipline is approached in a positive manner beginning with two year olds. Part of the *Wilkins Way Approach* is to view problems as teaching opportunities, and misbehavior is seen as an expression of a need for knowledge and understanding The *Wilkins Way Approach* about kindness. Children are encouraged to use their words to solve their own problems through interaction and adult guidance. As they develop this ability, children learn to express their feelings with kind words calmly rather than using unkind hands, feet, or disrespectful words.
- We believe "honor my words the first time" is part of teaching young children that when we do that, respect is exhibited. This Approach helps children learn "acceptable" behavior, according to their emotional, intellectual, and physical development. When children connect their behavior with the results of their behavior, they become more aware of their actions and learn from their mistakes. WLC staff is trained to view mistakes as opportunities to teach. Adults in turn need to try to honor a child's words as well.
- Compliment parties accentuate kindnesses of others, builds community, respect for others, importance of listening, and vocalizing their thoughts and emotions through language.
- Children are encouraged to have manners and become more aware of the feelings of others. In this learning environment, if continuous discipline problems do arise, parents, teachers, and the director will work together on a positive program for the ultimate benefit of the child. All staff model the *Wilkins Way Approach* and help children grow kindness and respect in every situation.

## DISCOUNTS

Wilkins Learning Center offers a tuition/fee discount for families who have more than one child enrolled in a Wilkins Learning Center program. Multiple discounts cannot be used (i.e.: prorated Registration Fee with a sibling discount).

- Sibling Discount: 5% off with first sibling (applied to oldest child), 10% off second sibling.

## DISENROLLMENT

Wilkins Learning Center reserves the right to accept, deny or dis-enroll children solely at its discretion. A child may be dis-enrolled for the following reasons:

1. Failure to pay tuition
2. Child is not current on immunizations
3. Child cannot acclimate successfully to the class
4. Child continually uses inappropriate physical behavior toward other children or adults

Notice may or may not be given depending on individual circumstances.

## DRESS CODE

“Dress for play” is important because your child will frequently be learning while experiencing paint, markers, crayons, and gooey concoctions. Please adhere to the following:

- **Clothing** – Children should be dressed in simple, comfortable play clothes. All sweaters, jackets, etc. must be labeled with child’s first and last name. *We will not be held responsible for paint, food coloring, or maker stains on their clothes.*
- **Types of Clothing** – Please do not send your child to school in “super heroes” because we have found, in some children, it creates more aggressive behavior. If a child wears such clothing, we will change them or place their shirt inside out.
- **Shoes** – “Closed toed shoes” **must** be worn at all times. **No sandals or flip-flops are allowed.** Tennis shoes are always the BEST choice. **Shoes are to be closed toe and heel.**
- **Toddler Shoes** – Tennis shoes or hard sole shoes for safety. These types of shoes help them learn to walk and keep their balance.
- **Skirt or Dresses** – Shorts or leggings must be worn underneath to allow for play.
- **Jewelry & Toys** – Please, no dress up jewelry, lip gloss, princess crowns, toys in pockets, etc. If any child arrives with these items, we will put them in their cubby until the end of the day. *We have sharing day Thursday or Friday depending on child’s schedule/class.*

## DROPPING OFF/PICKING UP PROCEDURES - SIGNING IN & SIGNING OUT

A designated person responsible for the delivery of the child must accompany the child to their classroom/area of instruction. You **MUST** sign the child into our Childcare Software System located on the monitor at the Front Desk prior to being let into the school entrance door.

- Children are to arrive clean, healthy, with snack, and water bottle.
- Children are not allowed to bring their breakfast to the facility to eat unless they are enrolled in the Preschool/PreK PLUS Program. Those families in Preschool/PreK class *only* must feed your child breakfast at home BEFORE arriving.
- Children are to arrive “dressed for play.” Please do not bring your child in their pajamas unless it is your child’s “pajama day” planned event.

Your child must be signed in each day you arrive before entering the main hallway. Your child must be signed out each time you leave the premises. We use our Childcare Software System for attendance and security purposes. **It is required by Arizona Department of Health Services-Bureau of Child Care Licensing that parents/guardians must sign their children in and out each day they attend Preschool/PreK.** If an authorized person is picking up your child, s/he must show proper identification, such as a valid driver’s license, before we will release your child. That person must then check your child out at the Front Office by signing them out through our Childcare Manager Software System. It is Wilkins Learning Center’s policy that no one under 16 years of age (unless the child’s parent) be permitted to pick up a child.

### Person other than parents or guardian picking up procedure

Our normal procedure is to release the child only to his/her parents/guardians, or someone other than parents/guardians that are designated on the required blue EMERGENCY INFORMATION CARD. **If someone other than the parent is to pick up the child, please notify the Front Office ahead of time.** *A written notice can be done on that day upon drop-off, if the person is on the list of people who are authorized to pick up your child.*

## **DROPPING OFF/PICKING UP PROCEDURES - SIGNING IN & SIGNING OUT - continued**

### **PERSON OTHER THAN PARENTS OR GUARDIAN PICKING UP PROCEDURE**

- We will not release a child to a person that is not on the blue EMERGENCY INFORMATION CARD. Anyone can be added by a parent by filling out the required form. The new information will be placed in the child's file for future reference.
- Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, then we would need to ask for identification. This is not meant to offend them but is simply a measure taken for the child's protection.

In special circumstances, it is important that you indicate on your enrollment form who the custodial parent is and who may pick up your child. *The parent with custody is required to provide a notarized custody declaration, which will be kept in your child's confidential student file.*

- If there should be a situation where someone who has not been indicated on the authorized person list that shows up to pick up the child, a parent will be contacted immediately and the child will not be released until we have written documentation authorizing release of the child.
- This is our policy to ensure the safety of all students and staff.

### **EMAIL**

We communicate most frequently through our general email box – [general@wilkinslearningcenter.com](mailto:general@wilkinslearningcenter.com).

We will send electronic communications or newsletters to our families to convey information from the staff to parents.

Please check your email (or sometimes *spam* because we send mass emails) often for emails from Wilkins Learning Center.

Please update your email address with the Front Office if you change your email.

### **EMERGENCY DISASTER DRILLS**

- **Plan for Evacuation of Center in Emergency** – Attendance is recorded daily by teachers on their attendance clipboard. The teacher will take the attendance clipboard with their class during evacuation procedures. Each teacher takes attendance when evacuation is complete. It is the responsibility of the Director to report any evacuation to parents/guardians by memo, email, or by telephone.
- **Evacuation (Fire) Drills** – The Director is responsible for assuring that Fire Emergency drills are conducted on regular basis, at least once per month. Evacuation drills are practiced with all groups of children and staff, including our infants and toddlers. A diagram of our emergency procedures is posted near the door in each classroom. Each teacher will discuss the appropriate procedure for the drill with his/her class. Children are to exit the room quietly, stay in a single file line, go to the appointed place and listen for instructions facing away from the building. Evacuation cribs are in our infant rooms for easy evacuation. Children will not return to their classrooms until the return signal is given from WLC administration. **Arizona State Law requires one Fire Drill per month. Time and day will vary each month.** In addition, we will conduct periodic lock down drills as a security practice.

### **EMERGENCY PROCEDURES**

In case of an emergency, 911 will be called. The parents of the child will then be notified by telephone using the numbers on their blue EMERGENCY INFORMATION CARD. Please keep your contact information current with the Front Office and your child's teacher. Staff with First Aid and CPR certification is listed on the bulletin board in the entry of our Learning Center. Health Department regulations require that we conduct unannounced monthly fire drills. Additionally, we will conduct periodic lock down drills as a security practice in the event that we would have an emergency situation.

### **FIRST DAY SEPARATION FROM PARENTS**

Some children walk right in and begin to play, and some precious children begin to cry. Rest assured, our caring staff will comfort your child and soon, s/he will be playing, too! You will receive a little book to read to your child prior to the first day of preschool that will help melt away fears. Please take time to fill in your child's name on every page and read it the night before your child's first day of school.

Please make your drop off brief. The longer you prolong the departure, the harder it gets. A smile, cheerful goodbye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents leave.

## HOLIDAYS

Please refer to our calendars located in this Parent Handbook or on our website at: [www.wilkinslearningcenter.com](http://www.wilkinslearningcenter.com). The calendars are also posted in the Front Office. Please note there are *different calendars* for *Preschool/PreK only (children that come to Preschool/PreK class only-not all day)*, and children in Preschool/PreK PLUS Program. Tuition/fees are still due for scheduled holidays on posted calendar.

## IMMUNIZATIONS

WLC requires all enrolled families to have their children immunized with all the recommended immunizations by Arizona Department of Health Services. Parents must have their children receive all required immunizations in order to be enrolled. Immunization guidelines can be found on [www.AZDHS.gov](http://www.AZDHS.gov). NOTE: This new requirement is for all new children enrolling at WLC. This policy protects the infants in our care that are vulnerable to diseases and contagions.

## INJURIES

An Ouch Report is filled out if an incident involves inappropriate behaviors/attitudes serious enough to inform parents/guardians. Then, parents/guardians can partner with the Directors and teachers at Wilkins Learning Center to help correct the child in their inappropriate behaviors/attitudes. Children are brought together to share what they learned when this happened. Also a Director may choose to meet with the parent/guardian to work as a team to come up with ways to “grow kindness” and reduce inappropriate behavior. See Discipline section in this handbook for more information. For *repeated* inappropriate behaviors/attitudes, a child may be sent home or even dis-enrolled (see Dis-enrolled section in this Handbook).

## INSECT CONTROL

Parents will be notified within at least 48 hours prior to pesticides being used on the premises.

## INSPECTIONS

All State and County inspection reports are available for review upon request.

## LATE PICK UP

We understand that there are circumstances (traffic, accidents, etc) that might prevent a family member from picking up their child on time. We do give one (1) warning, notice by email, before charging a late pick-up fee. See Fees in this handbook for more information.

In the event that you have not picked up your child by 6 pm, we will make every effort to contact parents/guardians and those listed on your blue EMERGENCY INFORMATION CARD. If, after 30 minutes no contacts have been made, the Gilbert Police Department will be called to pick up the child. A note will be posted on the school entrance door with instructions to the parents/guardians as to how they can pick up their child from Police custody. **Arizona State Law requires all childcare facilities to follow this law for the safety and protection of both the child and caregiver.**

## LIABILITY INSURANCE

Wilkins Learning Center carries the state required liability insurance policy. This covers accidents that may occur during activities on the school premises. Liability insurance coverage is available for review on facility premises.

## LUNCH/SNACKS/WATER BOTTLES

We realize that children have different eating habits, allergies, and may be finicky. Because of this, we have parents provide snacks and lunch. Your child’s name should be on all containers/baggies/etc.

- Preschool/PreK families should provide a water bottle and pack a lunch/snack with **your child’s name** on the outside of the lunch box or paper bag.
- If your child is in our PLUS Program, include an additional snack in his/her breakfast, snack for mid-morning and/or mid-afternoon, and tell your child to save it in the lunch box for a snack later in the day.
- Pack nutritional snacks like veggies, dairy, fruit, grains, popcorn, or protein such as cubed/sliced meat and cheese. There are no refrigerators in the Preschool/PreK rooms, so be sure to pack an **ice pack** to keep perishables cold or a **thermos** for hot soup, noodles, etc.
- We never force a child to finish all of their food, but we do encourage each child to try one or two bites of everything.
- Our caregivers, teachers, and aides are instructed NOT to microwave a child’s food. Arizona Department of Health Services recommends that childcare facilities/preschools do not microwave food due to uneven heating.

## **MATERNITY LEAVE**

We understand that our families that have one or more children enrolled may expect to have another sibling join the family. It is our hope, when your new bundle of joy arrives, that you will continue to have your child be involved in the program at least 3 days a week. This provides consistency, and more fun learning with friends. However, the expecting family may choose to withdraw their enrolled child(ren) during maternity leave to be home with the new baby (sibling).

WLC cannot “hold” a spot for the withdrawn child unless a weekly fee continues to be paid. The weekly fee to hold the spot would be equivalent to a three (3) day a week schedule in the previously enrolled classroom. The 3 day a week fee would be for a 6 week time period only. After 6 weeks, the fee would return to original amount. If the family chooses not to pay the three (3) day a week fee, understand that your child will not be guaranteed a spot back into a classroom when you are ready to return regardless if you are enrolling a new baby in WLC childcare.

## **NAP/QUIET TIME**

It is a state requirement that any child enrolled in a day care program under the age of 4 years old is required to take a nap or rest quietly. There will be a designated nap/rest time each day. All children must nap, rest, read, or play quietly during this period. Rest time gives children a much-needed break during the day. Three (3) year old children should take a nap unless parent and Director agree child 3 years of age doesn't need a nap.

General Nap/Quiet time is scheduled after lunchtime. Mats are provided for each child's nap. Fitted sheets to cover the sleeping mats are provided by the parent. If needed, sheets can be purchased at our facility. For health reasons we **DO NOT** allow children to bring pillows, or a stuffed animals when napping.

## **NUT FREE FACILITY**

Due to all the serious peanut and nut allergies, WLC is **NUT FREE**. *PEANUT BUTTER AND FOOD WITH NUTS IS NOT ALLOWED DUE TO ALLERGIES OF SOME CHILDREN*. Because of all the different allergies, we ask that absolutely **NO FOOD** items be brought for **birthdays or parties!** Little items that relate to monthly theme or letters is a great alternative to food. See Allergy section in this handbook for alternate ideas.

## **PARENT INVOLVEMENT**

We welcome Parent involvement! Preschool parents are an asset to a child's education. Parents are asked to work in their child's classroom once a month during the school year. Parents may help with small groups/centers, or prepare curriculum activities. Parents of enrolled children may visit the classroom at any time unless prior notification indicates not permitted.

## **PARENTS ON CAMPUS**

We have an open door policy, and we welcome you into the delightful world of young children. For security reasons, we ask all non-staff to check in-and-out at the Front Office before entering our campus to volunteer. You will receive a Visitor's Badge to wear while on campus. No firearms or weapons are allowed on the premises unless it is a police officer on duty.

## **PICK-UP FROM FACILITY**

Please control your child during pick up times. Running in the facility is not allowed and is set as a standard so that safety is always maintained in the halls as well as the classrooms. Also, drop off is not a good time to discuss serious problems with staff or administration. Little ears hear and little minds are very intelligent. You can set up an appointment with a Director or Administrator so the issue can be discussed in private. We are always open to your concerns.

## **SHOW AND SHARE FOR PRESCHOOLERS**

This is an important part of our program. Children will have the opportunity to participate. Please try to have your child share something that starts with the *letter or theme* we are studying about. This time allows the children to share with their friends items that are important to them. This is an excellent way to develop language and listening skills and, of course, help children feel special. However, we do ask that the following items **NOT** be brought to school: guns, swords, weapons, scary or evil characters. Thank you for your support and helping us to reinforce non-violence in our world.

## SICK POLICY / MEDICAL PROCEDURES

**Administration of Medical Attention** – A Wilkins Learning Center Director will be the only staff member to administer medications to an enrolled child. Directors will only administer a medication 1 time during the day while your child is present at the facility. Pediatricians will need to be notified when prescribing medicine to write the prescription to accommodate this dose administration (i.e. 3 times per day).

The medications administered will be:

- Asthma Spray Treatments or Breathing Treatments for those children suffering from allergies that, when exposed, could cause a severe reaction.
  - During anytime of the day that an asthmatic child who is having breathing distress or a child's having an allergic reaction, the Front Office is contacted to inform a Director to administer medical treatment.
- Eye drops for pink eye conditions
  - Drops will be given when child returns after the 24 hour waiting period after starting eye drops at home.
- Antibiotics for children with certain types of infections

Arizona Department of Health Services requires the Medical Consent Form to be filled out by a parent providing all medicine details and giving medical authorization to dispense and have the necessary medication on hand.

Each classroom has a first aid box. The box contains first aid supplies for the classroom teacher or assistant to administer first-aid in the Front Office. Whenever a child receives any type of medical attention at school, the treatment given is logged into the Incident Report notebook per ADHS requirements and the teacher shares the incident with the parent when possible. We will inform the parent for any incident that is serious.

When a condition persists and a child may need to be separated from others, they are moved to a mat in their classroom away from other children or referred to a mat in a Director's office prior to being picked up by a parent. The majority of our staff that are trained in first aid and CPR are on the premises at all times. Staff members will handle minor medical problems and all other issues will be referred to professionals.

**In case of illness**, there will be no tuition credit issued. When a child is dismissed from the facility because of a 101 degree fever, contagious illness, throwing up, or chronic diarrhea, **a 24-hour period after the start of medication is required before your child can return back to the Learning Center facility**. Your child should remain at home until they are able to participate in a normal day, including outdoor play. Please be sensitive to the fact that medications may be relieving the symptoms but the child may still be sick and need rest and tender loving care at home. *You will be notified of actual or potential exposure of your child to any contagious or communicable disease.*

*\*Please notify WLC at once if your child has a communicable disease. We are required by state licensing regulations to report all contagious diseases such as strep, chicken pox, pink eye, lice, impetigo, measles, etc. Thank you for your help in maintaining a safe and healthy environment for all children at Wilkins Learning Center.*

**Parents will be called to inform them that their child may have symptoms of concern. Any of these symptoms will require a child to be picked up at the facility as soon as possible**

**ADHS recognizes the following as the type of "Illness" where a child must be picked up:**

- Fever of 101 degrees or higher requires a parent to pick up child immediately
- Diarrhea (more than one loose stool)
- Sore throat
- Vomiting
- Severe coughing
- Difficult or irregular breathing
- Yellowish skin or eyes
- Unusual spots or rash
- Severe itching of body or scalp
- Head Lice
- Pink Eye (eye does not necessarily have to be pink but may have discharging mucus)
- Extreme or unusual behavior

## SICK POLICY / MEDICAL PROCEDURES - continued

If a child displays any of the symptoms listed above, s/he will be isolated from the other children and the parents will be contacted. Children with a fever of 101 degrees or higher must be sent home. **Parents/guardians called to come and pick up their child due to a medical condition will need to arrive within an hour from that call.** If the parents/guardians cannot be reached, we will call one of the emergency telephone numbers listed on the blue EMERGENCY INFORMATION CARD. Arrangements must be made to have the child picked up within one hour. **Arizona State Law requires parents/guardians to arrive within 60 minutes.** Please come in a timely manner to pick your child up. Sick children want care from their parents in the comfort of their own home.

**A child who has experienced vomiting** during the night or prior to arriving at WLC, diarrhea within the last 24 hours, a fever in the last 24 hours, persistent coughing, head lice or nits **SHOULD NOT** come to WLC. Parents/Guardians arriving to our Center with a child who is exhibiting these symptoms will be asked to take their child home.

**A child with “pink eye”** (conjunctivitis) cannot return to WLC until the condition has cleared up or the child has been on medication for 24 hours. A child with a rash of unknown origin should not come to WLC until the rash is gone or a note from a health care provider stating that the child is not contagious and may return to WLC. If a child receives an antibiotic for an ear infection, s/he may return only if they have been symptom free for the last 24 hours. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

## SOCIAL MEDIA

Wilkins Learning Center has a website and Facebook page. We are continually updating, changing, and adding photos and videos to both media. All families sign a Photo/Video/Voice Recording Release Form. Families have the option of not allowing their child’s picture to be posted. We enjoy posting the cute faces and activities of our enrolled children. WLC never uses full names on the pictures or videos. We understand our families’ right to privacy.

## SPECIAL EVENTS:

Wilkins Learning Center has numerous special events throughout the year. These are the major events with a description of each one:

**Preschool/PreK Round-up:** This event takes place in August, a week prior to Preschool/PreK officially starting. Children go to their classrooms to meet their teacher, classmates, and do fun activities. While children are play, parents attend an informative meeting to go over policies and procedures.

**Parent Orientation:** This program is specifically designed for parents to become acquainted with staff, curriculum, and be educated in *The Wilkins Way Approach*.

**Fall Festival:** In October, families will enjoy a picnic, watch their children perform, and play games. This fundraising event will build community in a fun way.

**Teacher Planning Days:** Teacher Planning Days are a few days throughout the school year. Teachers will plan curriculum and other unique classroom activities.

**Date with Dad or “Just the Two of Us”:** This is a time where dads, or an adult family member comes and rekindles the child within them while playing together. Manipulatives and creative activities will be provided.

**Spring Festival:** This is a special event celebrates children’s artwork! Fun activities focus on a barnyard theme. i.e. pony rides, petty zoo, etc. .

**Tea with Me:** Around Mother’s Day, the students will prepare a celebration to honor their mothers.

**Family End of Year School Celebration:** Following awards, fun activities will be planned.

## STAFF

Wilkins Learning Center is Co-Directed by Sharon Wilkins, Jennifer Wilkins, and Melissa Wilkins-Wostl. All staff are trained and known for using the *Wilkins Way Approach* when interacting with precious children. They are *experienced, caring, and highly-capable* teachers. Our teachers share this in common: they love children and desire to help them grow in our nurturing environment. We are blessed to have them on our team!

All WLC staff have fingerprint clearance cards on file and have been cleared through Arizona Department of Public Safety. Our Accountant is responsible for all financial aspects of the business. When needed, substitute teachers may be hired that have expertise and a heart for children to cover staff illnesses/vacations/family emergencies. We also have competent Aides in the classroom to assist both teachers and children.

## SUMMER BILLING FOR PLUS PROGRAMS & SUMMER PROGRAM ONLY

**Families enrolled in the PLUS Program:** During the regular school session between August and May, parents will be asked to fill out a Preschool/PreK Summer PLUS Schedule Form for the summer weeks between mid-May and mid-August. Summer PLUS families will continue to be billed weekly according to the schedule submitted. Families will be billed for weeks attended. Weeks not attended for vacations, etc. will not be billed. Any adjustments made to the schedule after submitting the form will incur a \$40 schedule change fee.

**Summer Program Only:** Families that desire only certain days/times during the summer and are not in the PLUS Program will be asked to fill out a Summer Program Form and will be billed in three increments. The fee for 1 week will be prepaid and the balance will be divided into 2 equal payments due prior to the start of the Summer Program in June. (1<sup>st</sup> payment due in March, 2<sup>nd</sup> payment due in April, 3<sup>rd</sup> payment due in May).

## TRANSPORTATION/FIELD TRIPS

Wilkins Learning Center does not provide transportation for students to and from school. Wilkins Learning Center, on occasion, might take *walking* field trips after obtaining a previously signed parental permission form.

## VACATIONS/BREAKS

Preschool/PreK PLUS families can schedule their family vacations during Summer Preschool / PreK PLUS months without being billed (See Summer Billing). Any family vacations/breaks taken by PLUS families during regular session (mid-August and mid-May) will be billed as a regular week regardless of vacations, holidays, or sick days. There are no exceptions to this policy. Families that are teachers and are off during breaks must still pay the weekly fee during breaks. The Preschool / PreK PLUS Program continue to run during school Fall, Winter, and Spring Breaks.

## VISITORS IN FACILITY

All visitors are greeted and asked to sign the visitor log and state the purpose of their visit. To ensure the security of our children and staff, we will require photo identification from all unfamiliar visitors. *If a visitor is listed as an authorized person to pick up a child, the visitor must still show picture identification if the office staff does not know him or her.*

If you volunteer to help in your child's classroom, once cleared, will receive a visitor's badge. We ask that visitors and volunteers refrain from bringing other children with them to our preschool when volunteering. This ensures safety, minimizes classroom interruption, and promotes full concentration of both children and volunteers/visitors during learning activities/special events.

## WITHDRAWAL PROCEDURE

Parents may withdraw their children from the facility without penalty by submitting their request in writing to the Front Office with advance notice. If withdrawal is necessary, please know we would miss your precious child and entire family.

- One (1) month notice is required for Preschool / PreK Class *Only* & two (2) weeks' notice for the PLUS Program.
- Preschool / PreK Class *Only* tuition prepaid for the month of May will be used as the one month notice.
- Preschool / PreK PLUS is billed weekly in arrears. The last withdrawal/charge will be done on the following Monday *after* the last week of attendance.
- See Maternity Leave section in this Handbook for families withdrawing an enrolled child during the delivery and care of a new baby (younger sibling).



**WILKINS LEARNING CENTER  
Preschool & PreK CLASS - Parent Calendar 2016-2017**

July 2016						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day- No Summer Camp  
29 Last Day of Summer Camps

August 2016						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6 Parent Orientation  
9 Round Up  
15 First Day of 4's PreK & PreK 4 Day  
16 First Day of 3's Preschool

September 2016						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 Labor Day-WLC Closed  
12-16 "Just the Two of Us" Daddy Date Night

October 2016						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-WLC Family Picnic  
5-7 Teacher In-Services- No School  
5-14 Fall Break

November 2016						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 Veteran's Day-WLC Closed  
24 & 25 Thanksgiving-WLC Closed

December 2016						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19-21 Teacher In-Services- No School  
19-30 Winter Break-No Preschool & PreK

January 2017						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 New Years Observed-WLC Closed  
16 MLK Day-WLC Closed  
23-27 Parent-Teacher Conferences

February 2017						
S	M	T	W	TH	F	S
			*1	*2	*3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1-3 Preschool Registration for 2017-2018  
20 President's Day-WLC Closed

March 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13-22 Spring Break-No Preschool & PreK  
20-22 Teacher In-services No School  
March "Deal" Summer Camp Registration

April 2017						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8 Spring Festival

May 2017						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Teacher Appreciation Week  
2-5 Mother's Day Tea With Me  
11 & 12 Last Day for Regular Session  
29 Memorial Day-WLC Closed  
30- Summer Programs Begin

June 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend	
○	First Day of School / Session
■	Holiday / No School
□	Special Events
△	Last Day of School
★	Preschool Registration

3/25/2016

CLASS ONLY SCHEDULE (Not PLUS)

## WILKINS LEARNING CENTER PLUS Program for 3's, 4's, and PreK - Parent Calendar 2016-2017

### July 2016

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day- WLC Closed  
29 Last Day of Summer Camps

### August 2016

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6 Parent Orientation  
9 Round Up  
15 First Day of Preschool & PreK

### September 2016

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 Labor Day- WLC Closed  
12-16 "Just the Two of Us" Daddy Date Night

### October 2016

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1- WLC Family Picnic

### November 2016

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11 Veteran's Day-WLC Closed  
24 & 25 Thanksgiving-WLC Closed

### December 2016

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26-30 Holiday Break-WLC Closed

### January 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 New Years Observed- WLC Closed  
16 MLK Day- WLC Closed  
23-27 Parent-Teacher Conferences

### February 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-3 Preschool registration for 2017-2018  
20 President's Day-WLC Closed

### March 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March "Deal" Summer Camp Registration

### April 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8 Spring Festival

### May 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-5 Teacher Appreciation Week  
9-12 Mother's Day Tea With Me  
26 Last Day for Regular Session  
29 Memorial Day-WLC Closed  
30 Summer Program Begins

### June 2017

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Legend	
	First Day of School / Session
	Holiday / No School
	Special Events
	Last Day of School
	Preschool Registration

**WILKINS LEARNING CENTER****Preschool/PreK Parent Commitment/Agreement 2016-2017**

*Agreement is for both PLUS & Preschool/PreK ONLY classes. Please read the following carefully*

Name of Child (Last, First, Middle Initial): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent(s)/Guardian(s) Name: \_\_\_\_\_

**\*Please read and initial that you have read and understand each section listed below. Then, sign and date the last page.**

\_\_\_\_\_ All families are required to fill out a WLC Automatic Payment Authorization Form.

- a. Preschool/PreK Class ONLY (not PLUS) families pay first & last month's tuition (Aug ½ month & May) mid-August during Round-up. And will pay monthly tuition through automatic withdrawal or charge on the 5<sup>th</sup> of each month starting in September through April.
- b. Preschool/PreK PLUS families will pay weekly tuition through automatic withdrawal or charge each Monday from 3<sup>rd</sup> week in August through 1<sup>st</sup> week of June. Weekly payments start after the first week of enrollment (billed in arrears).

\_\_\_\_\_ I understand that Tuition is due whether or not my child is able to attend school every day.

\_\_\_\_\_ To sign my child in and out every day using the school's sign-in/sign-out system. If I neglect to do so, I may be charged a maximum fee of \$5.00 per missed sign-in or sign-out. I understand that my child is not permitted to sign him/herself out. I agree to complete the required computer and/or manual sign-in and sign-out procedures.

\_\_\_\_\_ To be on time for drop-off and pick-up (Not too early – not too late). I understand that I am required to enter the school to drop off and pick up my child that I must escort my child to and from the designated classroom and staff member each day. *I understand that a \$20 fee will be charged for every 15 minutes of early drop-off or late pick-up.*

\_\_\_\_\_ To keep my child home if there are any signs of a cold or other contagious ailments. If my child acquires a contagious ailment (example: strep throat, pink eye), I will let WLC know right away so they can inform classroom families.

\_\_\_\_\_ If my child is sent home with a 101 degree temperature, for signs of contagious disease, throwing up, or diarrhea, I understand that we MUST wait 24 hours before returning to school.

\_\_\_\_\_ I understand WLC requires all enrolled families to have their children immunized with all the recommended immunizations by Arizona Department of Health Services. My child must obtain all required immunizations in order to be enrolled. Immunization guidelines can be found on [www.AZDHS.gov](http://www.AZDHS.gov). NOTE: This new requirement is for all new children enrolling at WLC.

\_\_\_\_\_ I understand that the school is closed some holidays as well as some additional days before or after holidays according to the published WLC Preschool/PreK PLUS & Class only Calendar. I agree that I will not receive a refund, credit or any other allowance for official holidays. If a holiday falls on a weekend, it may be observed on either the preceding Friday or the following Monday.

\_\_\_\_\_ I agree to inform the school immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make up days shall be made for occasional absences (i.e. sickness). I also understand that if I give notice and withdraw my child at any time, I will be required to pay a new non-refundable registration fee upon return knowing I risk losing my child's place if the class is full at that time.

\_\_\_\_\_ To provide one (1) month's written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for one month, whether or not my child attends. I understand that when my child is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete an entire new Enrollment Agreement at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Tuition or Registration) are non-refundable.

\_\_\_\_\_ To provide lunch, snack items, and water bottle/container with my child's name on them each day they attend. To honor the WLC NUT FREE Facility Policy and not pack any peanut butter, or nut products in my child's lunch/snack.

**WILKINS LEARNING CENTER**  
**Preschool/PreK Parent Commitment/Agreement 2016-2017**  
**Page 2 of 2**

\_\_\_\_\_ To volunteer in my child's classroom one day a month. To arrange for exchange days with another enrolled parent in case I am unable to work on my scheduled day. Or, I will work on projects at home, head up a committee, etc.

\_\_\_\_\_ To attend Parent Orientation prior to the start of preschool to familiarize myself with *Wilkins Way Approach*, policies and gain information on what is expected of the assisting parent when working in the classroom. (Not required for returning families or families starting mid-year)

\_\_\_\_\_ To notify the office immediately if my child is to be picked up by someone other than myself. The person must be listed on the blue Emergency Information Card in order to be authorized to pick up.

\_\_\_\_\_ To keep all information on the Emergency Information Card current and up-to-date and inform the facility immediately if there are any changes.

\_\_\_\_\_ To have a change of clothing at the facility at all times for my child in a clear bag with my child's name on the bag.

\_\_\_\_\_ To not solicit services of WLC staff for babysitting for my children. I understand WLC has a policy that prohibits babysitting of WLC staff for WLC children due to being a conflict of interest.

\_\_\_\_\_ I agree to send my child to school "dressed for play," and only closed toed shoes are acceptable for safety. Shorts or leggings must be under skirts. (See Statement of Services for additional policy information)

\_\_\_\_\_ I agree to seek to resolve any concern or conflict I have with a WLC staff member, a policy, procedure, or behavior in a mature, peaceable manner. I will begin the process by going to the person involved. If unable to support WLC policies or decisions after attempts at resolution, I agree to respectfully withdraw from WLC.

\_\_\_\_\_ I understand that it is the company's intention to be open and provide child care service every week day of the year, excluding holidays, but that inclement weather, natural/national disaster or major building issue may disrupt service from time to time. I will contact the school to ensure that it is open during inclement weather/natural disaster. I agree that in the event that the school is closed for an extended period of time, I will continue to be responsible for my tuition payments for up to three business days.

\_\_\_\_\_ I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or the school.

\_\_\_\_\_ I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents and I are bound by state childcare regulations, the Statement of Services, and all other company policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all policies and state regulations.

\_\_\_\_\_ I know the Parent Handbook - Statement of Services is online for me to download and read. I will read its contents and policies and agree to be bound by same.

I understand and accept the conditions of the Parent Agreement/Tuition Fee Policy.  
 Your signature is considered legally binding and a contract between you and Wilkins Learning Center.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Child's Name: \_\_\_\_\_

## **SAMPLE DAILY SCHEDULE**

*(Sign Language/Spanish Woven Throughout Day)*

### **PRESCHOOL/PREK**

Arrival – *(PLUS students might bring breakfast)*

Interactive Learning Centers

Together Time

Rotation Stations: Reading, Math, Writing Group work

Centers in Interactive Rooms/Teach Directed Activity

Story/Lunch-Snack – Family Style

Interactive Learning in Classroom

Playground

Spanish

Story, Art Project/Drawing – Dismissal

Together Time:

- Songs
- Graphing
- Readiness Skills (Letters/Numbers/Shapes/Colors)
- Counting (Number Sense)
- Storytime
- Puppets
- Character Skits
- Calendar
- Whiteboard Fun

## EARLY CHILDHOOD EDUCATION CLASSROOM ACTIVITIES

WHEN CHILDREN DO THIS:	THEY ARE LEARNING TO:
Put blocks in trucks and dump them out	Understand size, weight, and number concepts (math, science)
Argue about where to place the next big block	Express ideas and cooperate with others (social skills, language)
Balance one large block on top of another	Control and coordinate muscles (physical coordination)
Put on dress-up clothes	Use small muscle skills (self-help, independence)
Pretend to be grown-up	Understand the roles people play in society (life skills)
Separate cups and plates at clean up time	Group objects in categories (math)
Put pegs in a pegboard	Coordinate the actions of their eyes & hands (reading and writing readiness)
Finish a puzzle	Complete a task (study habits, self-esteem, I can attitude)
Sort pictures that are the same	Match and classify (math)
Make play dough	Recognize how materials change (science)
Gather paper, scissors, and glue for a project	Plan and carry out a task (study habits)
Draw a picture of a person	Use shapes and symbols (reading and writing readiness)
Make boats sink	Recognize cause and effect (science, logical thinking)
Play beside other children	Get along with others (social skills)
Pour without spilling	Use their small muscle skills
Turn pages of a book from beginning to end	Read a book from left to right (reading/writing readiness)
Listen to a story	Love books (reading readiness) & respectful choices
Talk about what happened in a story	Remember details and express ideas (comprehension)
Catch and throw balls	Coordinate eye and hand movements (physical development)
Climb on outdoor equipment	Use their bodies in challenging tasks (physical development)

## **PARENT HELPERS**

### *3's Preschool & 4's PreK Programs*

In addition to providing a loving and caring environment in the classroom, here are some ways you can help the teacher when you help in the classroom\*:



#### **Opening of the Day:**

- Arrive 10 minutes before the class starts
- Guide a child to an activity after the teacher has greeted them at the door and join in their fun

#### **Craft:**

- Assist teacher/child (always encourage children to do as much as they can for themselves)\*
- Help clean up after an art activity
  - Clean paint brushes
  - Clean paint jars and refill if necessary
  - Wipe up glue, etc. from tables
  - Refill glue containers and clean lids
  - Sweep floor around the tables
  - Clean up sink area
  - Assist children in putting away toys

#### **Recess:**

- Sweep the sidewalks and back porch
- Dust floor
- Put children's papers and/or notes home into their "cubbies"
- Play with the children! Hide and seek is a favorite!\*

#### **End of Day:**

- Clean tables/chairs/door handles with ADHS solution – then wipe with clear water
- Set up centers for next class/day
- Assist with children on the carpet until they are picked up.\*



**YOU ARE A VITAL PART OF THIS PROGRAM!**

Thank you for your help and guidance in our classroom!

## HELPFUL SUGGESTIONS FOR THE PRESCHOOL/PREK PARENT HELPER

1. Both children and parents should come to school in simple, washable play clothes. We will be participating in activities, which can be messy and fun. (If a child feels that he cannot get “messy” because of what he is wearing, his learning is hampered.)
2. When you arrive to help, familiarize yourself with the day’s program. Find out what specific responsibilities will be and the time scheduled for them.
3. For safety reasons, siblings are not allowed during school hours. If you have younger children, please arrange for a babysitter.
4. Be POSITIVE when speaking with the children. Talk “with” the children and not “at” them. Let us all create an environment where children experience love in their first exposure to a school setting.
5. Take time to listen to them share and delight in conversations.
6. If appropriate, enjoy a time of sharing with your own child; let him show you the things about his school that he thinks are special.
7. Sit/kneel down at the child’s level as much as possible. Enjoy them and what they have to share with you. Use a calm voice, use eye contact, and be a good listener; please do not call across the room.
8. Do not feel you must be doing something with the child every minute. You are effective while you are cleaning, organizing, preparing, and/or observing, ready to enter a situation when needed.
9. When you see a child unoccupied, engage in a conversation. Ask what they like to play with and begin the activity.
10. Be alert to catch the moment a difficulty is ABOUT to happen. Encourage children to use their words and talk about what happened, listen to the others feelings, and discuss how the problem could be solved. Guide the conversation gently as you give them a chance to learn how to solve problems respectfully. Ask help from the teacher if a situation threatens to get out of hand.
11. We are a school family. Respect each other by speaking positively about the children and one another. Avoid discussing a child in his presence or hearing.
12. Please avoid comparing children. Each child is unique- and special!
13. Train the children to be participants of clean up and to put things away in their appropriate place.
14. Allow the children to learn by experience. Help out when it is necessary to avoid failure and discouragement. Encourage them to find out for themselves.
15. Rejoice with the children when they achieve something important to them, no matter how small.
16. At “circle time,” if a child is having trouble participating, go and sit nearby.
17. Wherever your area or activity, limit the children who participate to a comfortable number. Just say, “The table is full now, but I will call you when there is a place for you.” Sometimes you may have to limit the time a child uses one piece of equipment if it is in demand (i.e. easel, ball, etc.). “You may roll the ball 5 more times, and then it will be \_\_\_\_\_’s turn.”
18. Make the preschool a richer place by sharing your talents with the children. This may be in the form of singing, playing an instrument, telling stories, sharing, hobbies, etc.





## INTERACTION GUIDELINES WITH CHILDREN

This is a “precious” time for you and the children. Rekindle the child in you! *PLAY! PLAY! PLAY!*

### GET ACQUAINTED

Responding to children: Move over quickly and interact on the child’s eye level – use pleasant supportive tone of voice, and SMILE because it is one of the gifts we value in *The Wilkins Way Approach*.

Help facilitate the child’s play: Without becoming the focal point, join in. Here the children enjoy the “process of creating” and the sensory aspects of the play. It is not the product of the activity that matters as much as the **process**.

### TUNE IN AND DEVELOP INDIVIDUAL RELATIONSHIPS AND TRUST

Listen carefully to individual children and give them “focused” attention. STOP your hands. Stop your feet. Stop the thoughts of your “to-do” list and listen intently.

Reflect children’s feelings and desires in order to mirror to them that you understand how they feel.

Compliment good behavior and character being exhibited. *“Thank you for sharing. Even though you wanted to play with it longer, you let your friend play with it, too. Way to go! Your hands are so gentle and kind when you play with your friends.”*

### LEARN ROUTINES AND BEING SUPPORTIVE

Guide large muscle activity, particularly in the outside play area by giving appropriate help, maintaining safety, and encouraging growth.

Help children attend and participate at group time: Ask the teacher where to position yourself so you will be in the best spot to help her with the children.

Help children with bathroom, clean up, snack, and dismissal routines. Clean up time is a very important routine for young children to develop. It helps them grow in respect and responsibility and helps them develop the sense that “this is MY classroom.” Encourage their participation. Be specific about what you want them to do. *“Everyone please put 5 toys away.”*

## INTERACTION GUIDELINES WITH CHILDREN continued

### SET LIMITS AND FOLLOW THROUGH

Help children do what they want to do if they are safe and kind. If a child is using materials inappropriately, redirect the child to use materials in a more appropriate way. State your directions in a positive way – Please stop your feet, Walking Feet.

Try to give children a time limit or a reminder before changing activities. *“You have 5 minutes more to play before we clean up.”*

Children’s testing of limits is a normal and necessary part of development. Do not take it personally. If the child resists a request, give the child some small choice that would lessen his/her resistance. *“You really want to keep playing; do you want to come in now or in one minute?”* Or, *“What is one more thing you would like to do before we clean up?”*

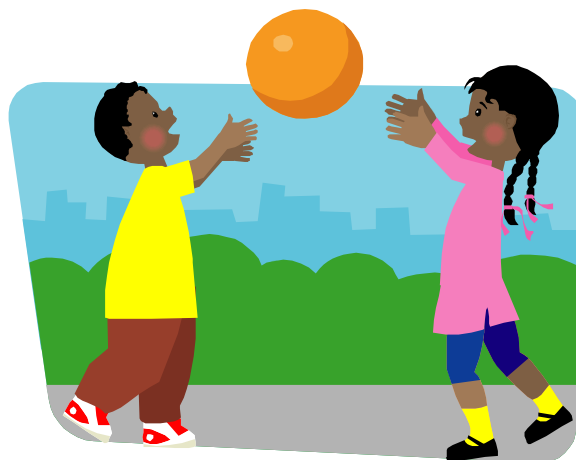
### DEAL WITH AGGRESSION – SAFETY IS OF THE UTMOST IMPORTANCE

Move in quickly and calmly. After determining that the children are not hurt, reflect the feelings of both children. Then, help the children talk and listen to each other. Ask them what ideas they have to solve the problem.

\*It is as important to work with the less assertive children to build their confidence and their ability to stand up for themselves as it is to curb the more aggressive children.

### BUILD SELF-ESTEEM AND KEEP TRACK OF THE WHOLE PICTURE

Self-esteem is how a person feels about him/herself. It is based on: I matter and have value because I’m a human being; and I can handle myself and my environment with competence. ALWAYS encourage children to do as much for themselves as possible. This “grows” self-esteem and confidence.





## HOMEMADE PLAY DOUGH

*We use play dough daily!*

*We would appreciate it if each family made some for us!*

### Great play dough recipe #1: KOOL-AID PLAY DOUGH

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2 Cups Flour - Perhaps a little more if needed

$\frac{1}{2}$  Cup Salt

2 Packets Kool-Aid

2 Cups Hot Water

2 Tablespoons Vegetable Oil

Mix dry ingredients. Add oil and hot water. Knead. May have to add a little more oil or flour.

### Great play dough recipe #2: PLAYDOUGH - Printed from [COOKS.COM](http://COOKS.COM)

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1 1/2 c. water

1/2 c. salt

2 tbsp. powdered alum

2 tbsp. cooking oil

2 1/2 c. plus 2 tbsp. flour

Food coloring

Mix water, salt and food coloring and bring to a boil.

Remove from heat and add alum and oil. Pour all at once into flour.

Mix and knead with hands. Store in a plastic bag.

(If playdough should get hard, add water.)