



# Student Handbook

3605 Henderson Drive

Jacksonville, NC 28546

(910) 455-6928



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The information contained in this Student Handbook will introduce you to the philosophy and the organization of Milestones Preschool. It will serve as a quick reference to our daily operating policies and procedures. Your familiarity with this handbook will help to make your child's time at Milestones the most rewarding experience.

Milestones was created by two educators in the community. As educators we value and understand the importance of early childhood education. However, we soon discovered that our options were limited when it came to find an early childhood education setting that not only provided the educational environment, we both sought for our children but also provided hours conducive to a working parent's schedule.

We look forward to working with you to provide a secure foundation to ensure successful growth and learning.

## **Hours of Operation**

Full day Program with Extended Care: 6:30am-  
6:00pm

Full day Program without Extended Care:  
8:30am-3:00pm

Half Day Program: 8:30am-11:30pm

All Programs are available Monday-Friday.

Office Hours are 8:00am-5:00pm

## **Contact Information**

3605 Henderson Drive  
Jacksonville, NC 28540  
(910) 455-6928

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

## **Administrators**

Jamie McRacken- Milestones Preschool  
Elizabeth Elks- Milestones Academy

## **Classrooms**

At Milestones Preschool we have a total of five classrooms. Students are placed in classrooms based on his/her birthday and the year they will enter Kindergarten.

## **School Calendar**

Our school calendar runs from September to June. In June our calendar will change over to our summer enrichment program which ends in August. Milestones is open year-round. Upon enrollment you will be given a current school calendar.

## **Conferences and Communication**

Conferences will be scheduled three times during the school year. Parents are encouraged to ask for a conference at any point during the year.

Milestones encourages communication between home and school. Each week we will post school wide update and reminders on our school app. Students will have a folder that travels between home and school to foster opportunities for communication between teachers and parents. We also give updates on our Facebook page and our school app! Please note that messages sent through the app will be responded to within a 24hour period. If you need immediate assistance, please call the office.

## **Services Provided**

Milestones provides both full day (8:30am-3:00pm) and half day (8:30am-11:30am)

preschool programs. We also provide before and after care (6:00am-6:00pm) for our full day families.

Students may enroll in before and after care at any time during the year. Please provide the office at least 3 days in advance if you need to enroll in before and after care.



## **Philosophy**

Milestones Preschool and Enrichment Center is focused on delivering a quality education designed to prepare students for Kindergarten. Through direct and indirect instruction, guided play and free choice centers, our students will be academically, socially, and emotionally ready for the rigors of Kindergarten.

Milestones is proud to partner with Sylvan Learning in order to deliver research-based curriculum in all of our classrooms. The instruction is intensive, with the lessons presented in a three-lesson sequence that builds from guided practice, independent practice, to application. All lessons use scaffold instruction and systematic sequencing to optimize learning.

Teachers will model and reinforce skills while gradually transferring the responsibility to the student. The material is divided into small chunks so that students have daily opportunities for success, and teachers make sure that every student is involved and participating in the lessons. Periodic formal, and informal assessments will be administered throughout the year to ensure students' progress through the curriculum as expected.

Studies have proven that students who enter Kindergarten with a solid academic, social and emotional foundation see greater success throughout their school career. Together we will work hand in hand with all enrolled families to provide consistent communication, encourage family involvement and strive to provide children with a solid foundation designed for academic success.



# General Policies

## Forms

The following forms are required prior to enrollment:

- Enrollment Contract
- Tuition Contract
- Application
- Medical Form
- Updated Immunization Record
- Discipline Policy
- Media Release
- Behavior Policy
- Shaken Baby Syndrome Policy
- Nutrition Opt Out Form
- Potty Trained Policy
- Arrival/ Departure Policy
- Signature Page
- Tuition Form

## Enrollment and Registration

When it comes to your child's education, we understand the amount of time and research that you put into finding a school that is the right fit for your family. Please fill out a preschool application on our website at [educateonslow.com](http://educateonslow.com). Once we receive your application we will be in contact with you to set up a tour.

Milestones Preschool & Enrichment Center admits students of any gender, race, or

national origin. Classroom placement will be determined by age, developmental level and classroom availability. Enrollment forms will be accepted throughout the year. As enrollment slots become available, we will contact the next application on file. A non-refundable enrollment fee is due upon enrollment. The enrollment packet and all fees must be paid prior to a student's start date.

All students must be fully potty trained, without the use of pull up and/or diapers prior to his/her start date at Milestones.

### IEP and 504 Plans

As a private school, Milestones is not mandated to offer special education services and/or specified accommodations outlined on Individualized Education Plans (IEPs) or 504 Plans. However, with small class sizes and additional classroom support our teachers will work to modify student assignments to meet each child's educational needs. Regardless of IEP or 504, all prospective students must complete the standard admissions process. All applicants with IEPs or 504 Plans must submit copies of IEP or 504 documentation for school review prior to the admissions interview.

## Tuition

Tuition varies depending on which program your student is enrolled in. Upon enrollment you will receive a tuition fee sheet.

Tuition will be debited each Friday for the upcoming week or the first of the month for half day students. If payment is not able to be processed, a director will contact the responsible party for payment. If tuition is not paid on time, there will be a \$25 late fee.

Tuition can be debited weekly or monthly. Tuition must be paid prior to students attending.

There is a \$25 fee for all returned payments.

In the event of inclement weather or holidays full tuition will be required if Milestones is open 3 or more days of the week. If Milestones is unable to be open 3 or more days tuition will be prorated for that week.

## Absences and Withdrawals

Tuition is required regardless of the number or length of absences.

A two-week written notice is required for all withdrawals.

### Reenrollment Procedures

Current families will be offered the opportunity to enroll prior to the enrollment period for new families. We encourage all current families to take advantage of this opportunity as we will not be able to guarantee your child's place for the upcoming year once the enrollment period is open to the general public.

### Authorized Pick Up

A child will only be released to parents and adults (18 years or older) identified by the parents as authorized to pick up their child. We will only release students to persons not listed on an authorized pick up list if we have prior written notification from the parent and the person picking up can show proper I.D.

Please note, we are unable to keep any legal parent/guardian from picking up or visiting with your student while at school, unless a formal court document has been provided to us.

### Curriculum

Milestones has partnered with Sylvan Learning Center to provide our students with an academically based curriculum. All students will participate in the Sylvan Beginning Reading Program. Rising Kindergarteners will also participate in Ace it! Kindergarten Program. Each curriculum is based on a three-lesson sequence that starts with guided practice and ends with student application.

Students will have about 15 minutes of direct instruction each day. Indirect instruction will be worked into learning centers throughout the week. Formal and informal assessments will be administered throughout the year to ensure progress.

At Milestones we also implement Handwriting Without Tears. Handwriting Without Tears is a hands on curriculum that teaches students the correct way to form letters and numbers. Everyday Math is the math curriculum we use at Milestones. Everyday Math is Common Core aligned to allow students to learn abstract math concepts through concrete applications.

#### Parent Participation

At Milestones we encourage all parents to participate in all activities and daily happenings at Milestones. Throughout the year we will have special occasions that we would love for families to attend.

#### Discipline Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the

following discipline and behavior management policy:

We:

DO Praise, reward, and encourage the children.

DO reason with and set limits for the children.

DO model appropriate behavior for the children.

DO modify the classroom environment to attempt to prevent problems before they occur.

DO listen to the children.

DO provide alternatives for inappropriate behavior to the children.

DO provide the children with natural and logical consequences of their behaviors.

DO treat the children as people and respect their needs, desires, and feelings.

DO ignore minor misbehaviors.

DO explain things to children on their levels.

DO use short supervised periods of time-out sparingly.

DO stay consistent in our behavior management program.

DO use effective guidance and behavior management techniques that focus on a child's development.

We:

DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.

DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.

DO NOT shame or punish the children when bathroom accidents occur.

DO NOT deny food or rest as punishment.

DO NOT relate discipline to eating, resting, or sleeping.

DO NOT leave the children alone, unattended, or without supervision.

DO NOT place the children in locked rooms, closets, or boxes as punishment.

DO NOT allow discipline of children by children.

DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

### Behavior Policy

Our goal at Milestones is to ensure that all students are successful, safe and comfortable in the classroom setting. In order to keep a

calm classroom environment, inappropriate school behavior, such as, aggression, self-injury, tantrums, inappropriate language, teasing, biting, running away, property damage and unsafe behaviors will not be tolerated.

If inappropriate school behaviors continue to arise after implementing our positive behavior policy, Milestones will work with the family to create an individualized behavior plan. If a student continues to have a negative effect on the well-being of other children and the structure of the classroom environment, it is our obligation to intervene and possibly remove the child from our program.

Behavior Incident Report filled out and signed by parents.

Once 3 behavior incident reports are filled out a meeting will occur between parents, teachers, and the Director. At that time next steps will be determined.

Milestones Preschool reserves the right to suspend and/or withdraw students from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put other students and staff in danger.



### Arrival and Departure

All students must be supervised during arrival and departure. Currently enrolled students and/or their siblings should not be unattended in our facility or parking lot at any time.

Parents will use our computer check in system to sign their students in and out of our care.

Parents will drop students off and pick them up at their classroom door.

Students who are not enrolled in extended care should be dropped off no earlier than 8:20 and picked up no later than 3:05.

Students will be counted absent if they are not at school by 10:00am.

Any drop-off or pick-up arrival after your students' contract hours will result in a **drop off/pick up fee** of \$1.00 per minute. The fee must be paid no later than drop-off on your child's next attendance day.

### Meals and Snacks

Milestones does not provide meals or snacks.

If your child arrives at school before 7:30 we encourage him or her to bring breakfast with them. Breakfast ends promptly at 7:30, so teachers have time to prepare their classrooms for the preschool day.

Please send your student to school with a nutritious lunch, a morning snack and afternoon snack each day. Please label snacks and lunch with your students' name, as to avoid confusion during mealtimes.

### Class Celebrations

Parties and celebrations must be coordinated with the teacher, at least two days prior. All food must be store bought. Please check with your child's teacher regarding student food allergies.

### Clothing

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground, and climbing activities that will encompass the day.

Cold weather does not necessarily keep us indoors, so please be sure that your child has the necessary cold weather items, such as: mittens, coats, hats.

All clothing should be labeled with your child's name to facilitate dressing and reduce loss.

A full set of clothing must always be kept in your child's book bag. Please include undergarments and shoes.

## Health and Safety

In order to minimize the spread of illness, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the preschool center:

**FEVERS**: A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the center after being fever free for 24 hours without any medication.

**DIARRHEA**: Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the center.

**VOMITING**: Vomiting is a reason for exclusion. A child should be free from vomiting 24 hours (with at least one meal eaten) before returning to the center.

**RASHES**: Rashes must be physician diagnosed for a child to be in the center.

**CONJUNCTIVITIS**: Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the center 24 hours after medication has begun.

**SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE**: Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice), RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not a reason for exclusion.

**LICE**: Milestones maintains a “No-Nit” policy. Student must be free of nits (lice eggs) and live lice before re-admission to school. Students must be checked by designated school personnel before entering the classroom.

\*Children who develop any of the above signs and symptoms while at school will need to be picked up within the hour\*

Milestones does not administer daily medication. Should your student need

medication while at school, you will be responsible for administering their medication.

Allergies and asthma can be life-threatening. Parents/Guardians of children who have allergies, food restrictions, and/or asthma must list these conditions on their child's Emergency Medical Care form. Students who require rescue medication for allergies and/or asthma must have all appropriate paperwork on file prior to the students start date. Students will not be able to attend until all paperwork is filled out and medications can be left at school. Please see a Director to get the appropriate forms for your students rescue medication.

You will be notified of food allergies that apply to your child's classroom.

### Campus Restrictions

The use of tobacco, tobacco products (including electronic cigarettes), alcohol, and/or illegal drugs is prohibited while at Milestones Preschool.

Per Milestones licensing compliance agreement students are unable to contain any unauthorized items in their book bags. Unauthorized items include, but are not limited to hand sanitizer, Chapstick, lotion, sunscreen, and bug spray. Please see a Director for more specific information.

### Inclement Weather/Delays/Closing

In case of inclement weather, we will notify our families with various forms of communication. It is important to note that we **do not** always follow the Onslow County School Systems closings and delays. We are often able to remain open when the local school system is not. We always put our students and staff safety first when making decisions about closings and/or delays. Please be on the lookout for information regarding our closings and delays through email, text, Facebook and our school app.

If Milestones does not have power and/or water, we will not be able to remain open. Should power and/or water go out while we are in school, we will remain open for 20-30 minutes. If the problem has not been resolved during that time, we will contact families to dismiss students early.

## Notes:

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