



Parent Handbook

3605 Henderson Dr.
Jacksonville, NC 28546
(910) 455-6928

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Welcome to Milestones Preschool & Enrichment Center!

The information contained in this Parent Handbook will introduce you to the philosophy and the organization of Milestones. 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 a most rewarding experience. We look forward to working with you to provide a secure foundation to ensure successful growth and learning.

Hours of Operation:

Preschool: 8:30 am-3:00 pm

Extended Care: 6:30-8:30 am and 3:00-6:00 pm

Before/ After School Care: 6:30-8:30 am and 3:00-6:00 pm

Classrooms:

- Full and Half Day 3 Year Old Class
- Full and Half Day 4/5 Year Old Class
- After School

Philosophy:

Milestones Preschool and Enrichment Center is focused on delivering 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 3 and 4 year old classrooms. The instruction is intensive, with the lessons presented in a three-lesson sequence that builds from guided practice, to 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.

Classroom Information:

Each classroom will follow a similar schedule and lesson plan for the week. Upon enrollment you will be provided with your student's class schedule.

Before and After School Students will participate in homework or study time, snack, outside play, and free play. Transportation will be provided to and from school. Students will need a signed permission slip on file to be able to participate in transportation.

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 observes the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving and Christmas. For more specific calendar questions please refer to your enrollment packet.

Required Forms:

- Enrollment Form
- Medical Form
- Updated Immunization Record
- Emergency Contact Form
- Emergency Medical Treatment Form
- Signed Summary of the NC Child Care Law receipt
- Signed Discipline Policy
- Signed Shaken Baby Policy
- Signed Transportation Form
- Nutrition Opt Out Form
- Signed Drop Off/ Pick Up Form

Conferences:

Conferences will be scheduled throughout the school year to keep parents informed on their students' progress. You may ask for a conference at any point in the year. Please contact your student's teacher or the Director to set up a meeting.

Director Information:

Jamie McRacken

Phone: 910-455-6928

E-Mail: jamie@educateonslow.com

Policies:

Enrollment and Registration:

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. There is an enrollment fee and a non-refundable instructional fee. An enrollment form must be completed and fees paid before official enrollment.

There will be a summer registration fee for families that are not already enrolled.

Absences and Withdrawals:

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

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

Upon withdraw or removal from Milestones enrollment fees and/or instructional fees will not be refunded.

Tuition:

Tuition will be processed on Friday for the following week. If a payment is not able to be processed, a director will contact the responsible party for payment. There is a 48 hour grace period to render payment.

Monthly tuition is due on the first of each month for the duration of the school year.

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

If you choose to withdraw your student during the summer we will hold his/ her spot for the fall with an advanced payment of the non-refundable re-enrollment fee.

The yearly instructional fee is due at the start of each preschool year.

Before and After School rates will remain the same unless a full week of care is needed. We do offer a daily vacation rate during school breaks and intersession.

Student Arrival and Departure:

Students must be signed in/out by using the fingerprint scan. Parents must accompany students to their classroom to ensure safe arrival.

Curriculum:

Milestones has partnered with Sylvan Learning Center to provide our students with an academically based curriculum. We will be implementing the Sylvan Beginning Reading Program and the 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 and indirect instruction will be worked into learning centers throughout the week. Formal and informal assessments will be administered throughout the year to ensure progress.

Communication:

At Milestones we encourage communication between home and school. Each week you will receive a weekly email from the preschool with school wide updates and information. Children will have a folder that travels between home and school to foster opportunities for communication between teachers and parents.

Authorized Pick-Up:

A child will only be released to parents and adults identified by the parents as authorized to pick-up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

Discipline Policy:

Praise and positive reinforcement are effective methods of the 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.

Our goal at Milestones is to ensure that all students are successful, safe and comfortable in the classroom setting. If student 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 that child from our program.

Meals and Snacks:

At Milestones we do not provide any meals or snacks. All food must be provided by parents. If your child arrives at school before 8:00 we encourage him or her to bring breakfast with them. Breakfast ends promptly at 8:00, 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 have snacks labeled with your students name inside of his/her lunch box. For birthdays and other special occasions please make arrangements with your student's teacher.

Clothing:

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 necessary cold weather items. A full extra set of clothing should be kept in in your child's book bag at all times.

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 (WHAT IS THIS?). Exposure to contagious disease is not reason for exclusion.

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

If your child requires medication prescribed by a physician, you must complete the medication authorization form and bring the medication to the office. Prescription medications must have a current pharmacy label for the child receiving medication. Medication should never be placed in a child's lunch box or sent in with a child.

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. If medication administration is required a medication authorization form must be on file in the office and updated annually. We also recommend having an action plan on file (i.e. asthma or allergy) that has been developed by your child's medical provider. You will be notified of particular food allergies that apply to your child's classroom.

Inclement Weather:

A Milestones Director will notify families if our schedule changes. You will receive an email and/or text. Please note all of our classrooms do not follow the Onslow County School Systems closings and delays.

Transportation:

Throughout the year we may attend field trips where transportation will be required. We are only permitted to provide transportation to students who meet the NC booster law requirements and students who have a signed transportation permission slip on file. Students that require a 5 point harness car seat will not be able to be transported.

Reminders:

- Students will need a crib sheet to cover their mat. Sheets will be sent home each Friday and returned to school on Mondays.
- Check your student's folder daily.
- Each week check your email for the Milestones Minutes newsletter.
- SimplyCircle is our communication app!
Every family should enter the School Code as well as your child's class code. Download SimplyCircle from the app store
 - ✓ *Enter your Invitation Codes
 - ✓ Half Day Program: BNTMVE
 - ✓ Full Day Three's Class: B5HU14
 - ✓ Full Day Four's Class: 8UYY7Z
 - ✓ Afterschool: DYTXML
- Like us on Facebook!
- Visit our website at www.educateonslow.com