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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.

Milestones was created by two women who are mothers of young children and 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 finding a preschool that not only provided the educational environment we both sought for our young 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:

Monday-Friday 6:30-6:00

## Classrooms:

At Milestones we have five classrooms. Student classroom placement is determined based off of his/her birthday and the year they will enter Kindergarten.

## 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 3 and 4 year old 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.

## 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.

## Required Forms:

- Enrollment Contract
- Application
- Medical Form
- Updated Immunization Record
- Discipline Policy
- Media Release
- Behavior Policy
- Shaken Baby Syndrome Policy
- Nutrition Opt Out Form
- Signature Page
- Tuition Express Form

## Conferences:

Conferences will be scheduled two times during the school year. Conferences are usually conducted in October/ November and then again in May/June. Parents are encouraged to ask for a conference at any point during the year.

## Director Information:

Jamie McRacken

Phone: 910-455-6928

E-Mail: [jamie@educateonslow.com](mailto: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. 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 prior to his/her start date at Milestones.

- Absences and Withdrawals-

Tuition is required regardless of the number or length of absences. A two-week written notice is required for all withdrawals.

- Tuition-

Tuition will be debited on the first working day of each 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.

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.

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.

- 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.

At Milestones we also implement Handwriting Without Tears. HWT 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 (cookies

& cocoa, egg hunt, end of the year program, etc...) that we would love for families to attend.

- Communication-

Milestones encourages 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. We also give updates on our Facebook page and school app!

- 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. 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 the 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.

- Student Arrival and Departure-

All students must be supervised during arrival and departure. Currently enrolled students or their siblings should not be unattended in our facility or parking lot. Parents will use our 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.

- Meals and Snacks-

Milestones does not provide meal or snacks. 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 placed in labeled(morning/afternoon) ziplock bags inside of your student's lunch box. Please make arrangements with your child's teacher for birthdays and other special celebrations.

- 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 should be kept 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 Cocksackie (WHAT IS THIS?). Exposure to contagious disease is not a 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\*

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 particular food allergies that apply to your child's classroom.

- Authorized Pick Up-  
A child will only be released to parents and adults 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.
- Inclement Weather-  
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 closings and delays. Please be on the lookout for information regarding our closings and delays through email, text, Facebook and our school app.