

The Brick Barn Country Day School LLC

Preschool ages 3-5

Handbook

The Brick Barn philosophy

We believe that children are a gift and should be respected and nourished. We strive to provide a classroom where they are able to discover, experience and experiment in a safe and fun environment.

Our goal is to provide learning through play and social interactions, enabling your young preschooler to be ready for Kindergarten. Individual attention and assessment on a daily basis along with a family feel in our facility.

Admission Policies

- Child must be 3 years old by September 1st to enter our Pre-K program
- Must provide a copy of the child's birth certificate at registration.
- Child must be toilet trained
- Child must have physical examination and all required immunizations before the first day of school.
- Have medical forms completed before the first day of school.

Preschool Tuition and Fees

- annual family registration/technology fee (non refundable) of \$75
- **PRE-K AM 9:00-12:00 (M,T,W,Th)** \$295 per month
- September tuition is due at registration
- Tuition is to be paid the 1st of every month
- If your child misses preschool due to a vacation, illness, etc, the tuition fees still must be paid to cover that period of time.
- We understand that unfortunate circumstances can occur and we will do our best to accommodate in those situations.

Daily Schedule

Our daily program is developed to meet the needs of each individual child in an fun and exciting way. Our students will be given opportunities to develop their cognitive, social, emotional and physical skills. Teacher directed activities as well as student lead, free choice learning center activities, are a part of our daily routine. Language/literacy and handwriting skills will also be a priority in our classroom.

In addition, play and learning can go hand in hand with messy times. An outdoor natural playscape and mud kitchen, weather permitting, will also be a part of your child's preschool experience.

AM

8:45-9:45	Arrival time and learning centers
9:45-10:00	Circle time (theme, letter of the week)
10:00-11:00.	Creative Play Learning Centers
11:00-11:30	Outside/Large Motor/Music
11:30-11:45	Snack and story time
11:45-12:00.	Closing activities and dismissal

School Calendar and closings

We will follow the LaPorte public school district calendar.

There will be NO SCHOOL on the following holidays:

- Thanksgiving/fall break
- Christmas and New Years/winter break
- Spring Break
- Memorial Day

In case of severe snow fall requiring a delay, morning preschool class will be rescheduled for the following Friday.

A monthly calendar will be provided with specific dates and reminders as well as updates to social media pages.

In the event of teacher illness, make up day will be on Friday.

Withdrawal Policies

In the unfortunate circumstance that you need to withdraw your child from The Brick Barn Preschool, the following conditions apply:

- Two weeks notice
- If you withdraw your child after registration, before August 1, half of September tuition will be returned. (please keep in mind the Non-refundable \$75 fee)

Discipline and discharge procedures

Our main objective it that children learn that they have control over their environment. Montessori practices teaches children to take responsibility for owning and solving their problems.

We believe strongly in love and positive reinforcement as well as redirection. Positive behavior is praised and negative choices will be discouraged with gentle reminders and

appropriate choices offered. If that fails, some quiet time is used. Disciplinary concerns will always be discussed with the parents.

Your child may be discharged from our program if:

- If the director feels that, after all attempts have been made, the program is not compatible with the child's needs.
- The child's presence has been determined to be unsafe or detrimental to the other children in the classroom.

Communication

- Weekly updates to the parent info wall and social media
- Open communication before and after pick up
- 2 parent/teacher conferences, Fall and Spring
- Text communication

Arrival and Dismissal

- Please escort your child into the building between the times listed on the schedule
- You must sign your child **in** and **out** on the attendance sheet
- Encourage your child to hang up coats and bags in their cubby and find their name and wash hands.
- Doors will be locked during classroom hours. Please be patient if arriving during those times.
- Children will only be allowed to leave with adults on their parent signed "pick up" list and identification must be shown. Safety is a top priority

Late pick up policy

Pick up is 12pm sharp.

- parents are responsible for arriving within the 15 minute window of pick up
- After 15 minutes late, a \$5 fee will be added for ever 10 minutes.
- Reminder: pickup time for morning class is 12p.m.
- 12:15 will start the \$5/10min charges.

Illness Policy

For the health of your child as well as the others in the school, please keep your child home for the following reasons:

- fatigue and lethargic behavior
- A fever less than 24 hours
- Sore throat
- Nausea vomiting diarrhea in the last 24 hours
- Red, crusty eye (pink eye)
- Runny nose with colored nasal mucous/ sever cough

Please notify us if your child has a communicable illness or infestation, such as COVID-19, chicken pox, pin worm, pink eye, fifth disease, mites or head lice so we can put extra preventive measures in place and notify parents.

Medication

If medication is necessary, a medication authorization form must be signed and all medication will be locked up for the safety of the other children.

“Open Door” policy

Parents may visit their children in our facilities any time they wish. We do ask parents who plan to visit their children, to follow the classroom routine and avoid disturbing classroom schedules and activities. No parent or visitor shall be alone with students other than their own child.

Non-Discrimination Policy

It is the policy of The Brick Barn Preschool not to discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all children and families we serve.

Cleaning and Sanitation

- The Brick Barn will maintain a clean, safe and sanitary environment
- Major cleaning will not be done while children are present
- Natural, non toxic, cleaning materials will be used.

Dress and Labeling

- Please bring your child in clean, comfortable play clothes appropriate for the weather.
- Send outdoor clothing for your child each day (Socks, coat, hats, mittens)
- Please label clothing whenever possible.
- Leave a change of clothes in case of accidents or spills in their cubby. Replace these items if needed.

Accidents

Director/lead teacher, training in CPR and first aid will be up to date

- Injuries will be reported on an accident/injury form
- In case of emergency, 911 will be called.
- Parents will be notified for any incident while under our supervision

Child ABUSE Reporting

As an EARLY CHILDHOOD EDUCATOR, the BrickBarn Preschool and all who work there are mandated reporters

We are obligated to report any suspected case of abuse or neglect to the state.

Safety Drills

- **Safety comes first!** Our doors will be locked during classroom hours.
- We will conduct fire and tornado safety drills monthly.
- In case of fire, we will gather on the patio near the front door and parents will be notified in an “all text”

SNACKS AND BIRTHDAY TREATS

We will have a small, individually wrapped, store bought snack each day with water, served Montessori style.

- A routine snack time teaches manners, patience, independence, language development and nutrition.
- We will have a weekly list of snacks that will be provided in the parent resource area in the classroom. Due to allergies, please refrain from sending food or drink with your child.
- Birthday treats are acceptable, but we ask that you choose a healthy option. Please no sugary sweets like cookies, cupcakes, etc. Please also avoid food coloring.

Parent Participation

- Parents are encouraged and welcome to participate in the classroom!
- We ask that volunteer arrangements be made in advance if you would like to share a particular area such as gardening, a favorite book, music, or any other appropriate educational interest.
- Please make other arrangements for siblings while you are in the classroom.

FARM DAY and fall festival

The Brick Barn will host a fall family fun day each year in October. Family members are encouraged to attend.

Summer open house and registration events

The Brick Barn will have this family fun event to welcome new students, as well as returning second year families.

Be looking for dates and information.

Fall photos

Fall back to school pictures will be taken of the children as well as a class photo at no charge.

Family photos will be offered for anyone that is interested for a \$35 cost.

Photographer www.dragonflycoimages.com