

## **A Letter to Parents**

Welcome to Henry's House- a fun, nurturing environment for 3, 4 and 5 year olds.

Pre-school is a new and exciting experience for you and your child. This handbook has been prepared to help you understand our program so you and your child will take this step confidently.

Pre-school will be offered 5 mornings a week and Jr. kindergarten is being added in the afternoon. You and your child will be invited to meet the teachers and familiarize yourselves with the space prior to the first day of school.

Any questions or concerns are welcomed. We plan to provide a rich, positive and genuine experience for your child. We also want to thank you for choosing Henry's House and appreciate you sharing your child with us. This is such a special time in their lives and we feel good about being a part of it.

Sincerely,

Amy, Leslie and Mary

## General Information

1. Child must be 3 years old by September 1. Child must be toilet-trained. We are willing to work with you on this one if it is not completely accomplished.
2. A complete enrollment application must be turned in prior to the first day of class.
3. Our tuition is based on the number of days your child attends. Two days per week is \$3400, three-days is \$4000, four days is \$4800 and 5 days is \$5400. A non-refundable deposit of \$300 will reserve your spot for the following fall, however is not part of tuition. Half of the tuition is due August 1 and the other half is due January 1. Tuition is not refundable.
4. The children line-up outside at 8:30 and we will have the children ready for pick-up by 11:00. Please arrive as close to 8:30 as possible. A teacher will stand by the door for drop-off and pick-up. Our afternoon session starts at 12:00 and pick-up is 2:30. We appreciate your promptness.
5. Contact us with any questions or concerns through the website [www.henryshouse.net](http://www.henryshouse.net). We check this daily and will get back to you ASAP. If you need to contact us via phone please call 773-344-1976 and if no answer please leave message. Sometimes we do not hear this phone during school hours but do check for messages.
6. If you child is sick please remember a child needs 24 hours of “healthy time” before returning to school. Also, if your child is NOT running a fever but seems to be coming down with something, please keep them home for that day. We appreciate you keeping your child home if they are not feeling well.
7. Henry’s House will follow the Chicago Public School calendar for the most part (major breaks and holidays). You will receive a calendar at our open house in June. If the public schools are in session - plan to Henry’s House to be open. If there is any type of emergency closing, we will contact everyone by e-mail.
8. A weekly re-cap will be sent to you through email informing you of our activities, letter focus and any general information pertaining to Henry’s House.

9. Please do not send toys or personal belongings with your child. The children will be allowed to bring a special toy on Show and Tell days. Please label your child's belongings (jackets, backpacks) with initials or name.

10. Positive reinforcement will be the practice used by teachers. In other words, we try to "catch" the children modeling good behavior and compliment them for it routinely. This helps kids learn good, appropriate behavior. We will inform parents of anything severe we feel needs to be brought to your attention.

11. If your child would like to bring a small snack you are welcome to do so. Snacks need to be a healthy treat (fruit, veggies). We have a water cooler in kitchen available for the kids. We also encourage you to send a backpack daily for any artwork or correspondence they would be bringing home.

12. Please be considerate of neighbors when parking at drop off and pick up. **Do not park in crosswalks. Please be aware that drop off and pick up are "no cell phone zones"**. We ask that you be "present" when saying good-bye and hello to your child! Please keep your time after pick-up out front to a minimum (15 mins).

13. Birthday celebrations: You are welcome to join us for your child's birthday by coming in and reading a favorite story. We are not allowing plastic goodie bags or edible treats of any sort for their birthdays to be passed out in school.

14. Henry's House has been "bug free" for over 10 years so we are on a consult basis with Rose Pest Control. If Rose would have to come out and do any type of exterminating, they are aware of the guidelines for pre-schools and parents would be informed of any treatment 2 weeks prior to their visit. We also schedule a routine check during the summer months when no children are present.

15. We wipe the tables daily with a water and bleach solution, sweep hardwood floors and vacuum carpet areas. The bathroom is swept, and toilets and sinks are wiped down daily with a water and bleach mixture. We mop the floors as needed. Our manipulatives are washed twice a year with a bleach and water solution. Shelves and other areas are dusted as needed – usually 2-3 times per month.

16. No smoking on premises or within 15 feet of entrance. No one will be allowed in preschool if secondhand smoke is detected.

17. No firearms allowed on premises with the exception of law enforcement.

## **Philosophy**

We offer a quality experience for children 3 to 5 years old by creating an environment that is rich in play as well as nurturing, inclusive, educational and which helps children grow emotionally, socially and cognitively. A balanced program is offered which takes into consideration a child's experiences and maturation level. We want to develop healthy self-concepts, opportunities for success, and freedom to explore and discover - with positive re-enforcement being our common practice. We support and follow best practices outlined by NAEYC (National Association of Education for the Young Child).

## **Principles of Early Childhood Education**

Young children learn by experimenting and exploring.

Young children learn by observing and interacting with peers and adults.

Young children are empowered by solving problems and making decisions.

Young children's self-esteem is strengthened when they experience success.

Different children learn in different ways and in different time frames.

## **OUR PROGRAM**

Our program focuses on child-centered, “hands-on” activities and has been developed with an understanding of the unique and diverse developmental needs of 3,4 and 5 year olds. These are the areas your child will be engaging in:

### **Emergent Literacy**

Poems, rhymes, shared reading, big books, awareness of letters and their sounds, dictations, listening and speaking skills.

### **Numeracy**

Free exploration, patterns, sorting, counting, graphing, numbers, classifying and measuring.

### **Creative Arts and Gross motor development**

Music, movement, art, running, hopping, catching, throwing.

### **Fine motor skills**

cutting, puzzles, drawing, writing, coloring and painting

## **A TYPICAL DAY MIGHT LOOK LIKE:**

8:30-8:55 - Settling in, “tub toys” - children play with tubs of toys, puzzles, games, etc. and adjust to their environment and peers. We also wash our hands during this time.

8:55 - 9:00 - pick-up tub toys and gather on rug

9:00-9:15 - Circle time, group time - children sit around rug and share any news with each other, go over the days schedule and talk about the calendar. Some days this may include show and tell, songs, or poems.

9:15-9:35 - Table work or Follow-up Activity - This is when we go to the tables and do our “lesson” for the day. It may be coloring the letter person, journal writing, an art activity, etc. It is also a time we have CENTERS. We split the children into 3 groups and have a specific activity at each center. The children would rotate through 3 tasks. They spend approximately 6-7 minutes at each center. An example might be writing letters in shaving cream, snapping unifix

cubes together, learning to play a new game, engaging in a small obstacle course, etc.

9:35-10:25 - PLAYTIME - Unstructured play where children are allowed to choose where they would like to play. Areas would include a building “zone”, puzzles and games, math manipulates, books, art, and dramatic play. We would rotate in new areas such as a grocery store, repair shop, doctor’s office, etc. It is during this time that so many social skills develop naturally. Teacher’s are walking around probing questions, giving words of encouragement and modeling taking turns, etc.

10:25 – Clean-up

10:30-10:50 – Storytime and movement - We gather back together on the rug and read a story to the kids allowing them to chime in, ask questions, make predictions, etc. For movement we engage in musical chairs, freeze dance, yoga, etc. to release some energy before sending them out the door!

10:55 - 11:00 – Pack-up and Dismiss.

Just to note, some days we have “special activities” first thing or story time and centers at the end of our day. Basically there are 2 periods of teacher directed activities each day. The afternoon schedule is very similar with slightly more direct instruction and independent activities.

## Henry's House Discipline Policy

Discipline is the on-going process of helping children develop their controls so they can manage their own behavior in socially approved/acceptable ways. Our discipline policy (if needed) is in the form of a traffic light. Children will have this visual indicator to relate to their behavior. When a child breaks a rule they will move their clip from green to yellow. If this happens again the same day the clip would go to red. A child will be given 2 warnings before a time-out is given. Here are some techniques that will be used:

1. Avoid problems by offering an organized, stimulating program
2. Reinforcement of positive behavior
3. Modeling
4. Redirection to a more acceptable behavior
5. Setting clear limits
6. Offering choices
7. Ignoring negative behavior
8. Time-out after warnings

The following disciplines are prohibited: 1. Physical punishment 2. Blaming, teasing, insulting or threatening a child with punishment 3. Withholding of affection or positive attention I acknowledge that I have received the parent handbook and abide by all policies and procedures.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_