

# Miss Fran's Early Learning Center Information and Practices

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- Days of Operation:** Monday – Friday, 7:30am – 6:00pm, year-round. \*See school year calendar.
- Registration Fee:** There is a one-time non-refundable registration fee of \$80 per child. This fee is due at time of registration.
- Withdraw:** You must give two weeks notice to withdraw your child from school.
- Fees:** Payments are due every other Friday; cash, money order, check or as a bill pay through your bank. \* See bi-weekly fee schedule.
- Late pick up:** Please be on time! Half day ends at 12:30pm and the full day at 6:00pm. A cash late fee will be charged - \$1 per minute of lateness.
- Absenteeism:** If your child will be absent from school, please call or email Miss Fran.
- Necessities:** For Two – five yr. old FULL DAY students - Every Monday, please send in a backpack with: two covers (a crib sheet and blanket) and small pillow. Each child also needs a change of clothes & shoes, to keep at school. If your child wets their bedding and clothes during nap, please send in clean bedding/clothes the NEXT DAY. Every Friday we will send home the backpack with your child's work folder and nap time covers for washing. Please return the backpack, with clean bedding, to school on Mondays. \* Children must bring a lunch daily. \* Children also need to bring a water bottle that is metal or plastic. Please label the backpack, lunch bag and water bottle with your child's name. \* Children will need a two-pocket folder for their weekly work.
- Potty Trained:** All children 3 years of age and older must be fully potty trained to be in the Three Class, 3&4 Class and VPK.
- Monthly Calendar:** At the beginning of each month, we send home a monthly calendar with weekly/monthly themes, dates for show & tell, book orders and other activities/events. Please hang the calendar somewhere so that you and your child can look at it daily.
- Show & Tell:** Show & Tell days are stated on the monthly calendar. Please send the item in a Ziplock, plastic or paper bag and label the bag with your child's name. This is the only day that students are allowed to bring toys to school.
- Pizza Day:** Every Friday is pizza day. The cost is \$3.00 cash and two slices, a juice and a side Item. You can also pay ahead for the pizza credit list.

**Sign/Sign out: You must sign your child in and out of school every day. \* Read the following guidelines:**

### **SIGN IN PROCEDURES**

For AM sign in, 7:30am- 9:00am only. You must wear a mask to drop off your child at this time.

After you arrive at school, park and are ready to exit your car - pull up the Miss Fran's ELC form. You will click sign in, type your child's name, your full name and click the box to authorize the sign in. I immediately get a notification on my Google sign in/out sheet and will walkie the teacher that your child has been signed in and to open the classroom door. You will enter the north gate, walk your child to the classroom door and exit the south gate. This form must be completed daily to record the name of the student and the authorized person dropping off, as it will also timestamp/record the date and time of sign in.

### **SIGN OUT PROCEDURES**

For PM sign out - gates will be open 12:00pm-12:30pm or 2:30pm - 6pm. You must wear a mask to pick up your child at this time.

After you arrive at school, park and are ready to exit your car - pull up the Miss Fran's ELC form. You will click sign out, type your child's name, your full name and click the box to authorize the sign out. I immediately get a notification on my Google sign in/out sheet and will walkie the teacher that your child has been signed out and to send them down the walkway to meet you at the south gate. This form must be completed daily to record the name of the student and the authorized person picking up, as it will also timestamp/record the date and time of sign out.

\* If you have more than one child, the sign in/out form must be filled out for each child.

\* After the end of each month, I will print out your child's monthly sign in/out sheet. An in-person signature is required by the parent/guardian to verify the previous month attendance of the student/s. You will need to sign and date the monthly sign in/sign out.

### **Assertive Discipline:**

Miss Fran's Early Learning Center uses the Assertive Discipline system. This system teaches two basic concepts: Certain behaviors are unacceptable and should be avoided and other behaviors are positive and should be repeated.

The system consists of class and school rules, consequences and positive reinforcement. All classroom and school rules are posted in each classroom. Teachers review and discuss with children the rules, consequences and rewards on a daily basis.

Classroom/School Rules examples:

- Be nice, kind and friendly to others
- Respect yourself and others
- Keep your hands, feet and mouth to yourself
- Listen to all teachers/staff
- Follow directions
- Use walking feet
- Raise your hand and wait to be called on

\* Warnings and time out are given as consequences, with time out minutes determined by the child's age (one minute per year of age).

This chart is per day:

- 1<sup>st</sup> time rule broken = speak with teachers and warning
- 2<sup>nd</sup> time rule broken = speak with teachers and time out
- 3<sup>rd</sup> time rule broken = speak with teachers, time out and note home to parents
- 4<sup>th</sup> time rule broken = time out in Miss Fran's Office and discussion with Miss Fran. Teacher/Miss Fran will speak to parents at end of day.
- Repetitive rules broken or severe situation = child will be sent to Miss Fran's Office and the parent will be called.

~ Biting will not be tolerated at Miss Fran's ELC. If a child bites another child:

- First time - child will have isolation time and parents will be notified.
- Second time - child will go to the office and parents called to pick up child.
- Third time - child will be suspended from school one day.
- Fourth time - child will be expelled from Miss Fran's ELC.

Positive Reinforcement

Verbal praise, Stickers/Stamps, Positive notes home, King & Queen Award (with 10 awards children can pick from prize box)

Discipline statement: Miss Fran's Early Learning Center prohibits any physical punishment, discipline that is severe, humiliating or frightening. Withholding of food for any consequences is never allowed.

I have read and understand the Miss Fran's ELC Information and Practices.

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

\_\_\_\_\_  
Date

**2022 - 2023**