**Arctic Explorers Preschool (AEP) Information**

**2025-2026**

Welcome to Arctic Explorers Preschool! Thank you for letting me teach, explore, create and interact with your child!

**Mission**: To provide quality education through exploratory learning while fostering creative and inquisitive minds of lifelong learners.

**About Susan Grant (Founder and Owner)**: I am a very proud mom of four amazing girls ages 15, 12, 12 and 6 years. I worked full time as an Assistant Principal at an elementary school in CO before and after my first daughter was born until my family relocated to HI. Before embarking on my Administrative career, I spent well over a decade teaching grades k-5, with the longest time period spent teaching full day kindergarten. I LOVED kindergarten as I felt as though I had a large hand in creating the love of learning in each child while also introducing them to the classroom behavior and high learning expectations for their remaining years in school. I took pride in watching my students who started the year unfamiliar with holding a pencil or uncertain of their letter recognition, “graduate” from my class reading, writing and independently confident in their abilities. So many amazing things happen in kindergarten, and now I have the opportunity to prepare our children for the start of kindergarten. My goal is for our children to enter kindergarten with that same confidence, knowing that they are prepared to start their school aged educational journey.

Arctic Explorers Preschool (Formerly known as Mommy’s Time Out) came to be in August of 2014 shortly after my twins turned one. It was then that I realized how much I missed teaching and being in a school setting, however, I just wasn’t ready to leave my own little ones quite yet, so I created Mommy’s Time Out. It started out as a means for Parents to get some time away while their children were offered educational and fun hands on learning opportunities. Slowly, as the first year progressed, Mommy’s Time Out grew into a preschool.

I became a licensed Preschool on September 1st 2015. I love being able to provide children with the start of their educational journey by offering them fun, engaging, and developmentally appropriate activities while they interact with their classmates building their cooperative and collaborative learning skills.

# Sessions, Times and Class Sizes

AM PRESCHOOL: 8:15-11:15 for ages 3-4

Students must be 3 by September 1st of registering year to be eligible for AM Preschool Class

AM Preschool has the option of 2 days per week (M/W or T/TH) or 4 days per week (Monday-Thursday). If space allows a three day per week option can be added.

AM Preschool has a ration of a max of 8 students to 1 teacher

PM PRE-K Class- 12-3pm for ages 4-6

Students must be 4 by September 1st of the registering year to be eligible for PM class.

PM Pre-K has a 2 day (M/W or T/TH), 3 day (M/W/F) or 5 day (Monday-Friday) option. If space allows a 4 day per week option can be added.

Pre-K has a ratio of 1 teacher to 9 students MAX

Teacher aides are provided in both AM and PM to ensure we keep our student:teacher ratio low.

**\*\*All preschoolers must be potty trained by the start of the school year\*\*\***

Tot School session: 9am-11:30am on Friday mornings

Students need to be 2 by September 1st of the registering SY to be eligible for Tot School. Tots do not need to be potty trained.

 (class ratios are 6 tots per teacher)

# Enrollment:

Children enrolled in AEP must submit all registration paperwork, including emergency contact information and medical information. Immunization records will be required for students attending AEP.

AEP will follow the NSBSD SY calendar for holidays with the exception of the start date, end date and a week in November. In the event that the district cancels school or has a MORNING DELAY (for morning session) due to weather, AEP will also cancel. AEP will notify via email/phone call, facebook announcement or text message at least an hour prior to session if there is a cancellation. PLEASE understand that sessions may need to be canceled in the event that we are understaffed due to illnesses.

**BONUS DAYS:**

We are well staffed as a school, however, teachers also need to take care of themselves and their family. We need to ensure that all Explorers (staff and students) come to school healthy and ready to learn/teach/lead. In the event that we are extremely short staffed due to illness, you will receive an email and Facebook post informing that school will need to be canceled. This is only when there is NOT an Associate Teacher healthy enough to be present in the school. We try our best to stay healthy and active so we can always give 100% to our students at AEP.

**Tuition: Tuition is a flat rate as all holidays and in-service days are already factored into the monthly tuition.**

A yearly NONREFUNDABLE REGISTRATION FEE OF $100 is due prior to students being enrolled.

A yearly NONREFUNDABLE SUPPLY AND CURRICULUM FEE OF $125.00 is due prior to students being enrolled.

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| **Days per week** | **August through May Tuition** **If paid monthly** | **One time Tuition payment for the SY** |
| 1 day per week **TOT SCHOOL** |  $110.25/month |  $1102.50 |
| 2 days per week |  $215.25/month |  $2152.50 |
| 3 days per week |  $320.25/month |  $3202.50 |
| 4 days per week  |  $425.25/month |  $4252.50 |
| 5 days per week  |  $530.25/month |  $5302.50 |

**Payment**: All payments are due by the **6th of the month (unless other arrangements are made).** Monthly invoices will be emailed out at the start of each month. You may pay your tuition directly from the invoice. These invoices also serve as means of a receipt for your records. Payment will need to be paid by cash or check if you choose to not pay through the emailed invoice. You may opt to pay the yearly tuition in one payment as well. This payment can be made when the August invoice is emailed out. **PLEASE NOTE THAT THERE IS A LATE FEE of $25.00 IF PAYMENT IS MADE AFTER THE DUE DATE ON THE INVOICE.**

**Supply fee:** Storage space is limited at our school. In lieu of a supply list, we have added a Supply Fee that is paid with your child’s registration fee. This allows us to restock our supplies as needed instead of storing all supplies needed for the SY. As you will see once the school year is in action, we use A LOT of supplies daily as we are always creating, baking and experimenting. Many have wished to donate additional supplies such as paper towels, hand soap, glue sticks, antibacterial wipes, cleaning supplies, etc. as the school year progresses. This is absolutely not mandatory, but **always greatly appreciated**.

**Extra Support and Volunteers**: Volunteers are always welcome. If you are interested in volunteering, either within the classroom or by taking things home for cutting, assembling, etc. please contact me and we can set something up.

**Attendance policy**: Due to a full roster and our 5 day a week program, we will not be able to accommodate make up sessions. If your child must miss for an extended period of time (more than 1 month), please contact the administrator or business manager to discuss options. **Payment for missed sessions will not be reimbursed.**

Illness: Children are encouraged to stay home if they are sick as a courtesy to the other children, and **must remain at home in the event of a fever and can return when your child has been fever free without use of medication for at least 24 hrs**. If a child is placed on antibiotics, they may return to school after being on the antibiotic past 24 hours.

Medication will NOT be disbursed by teacher or administrator during any school sessions unless in a life-threatening situation such as an allergic reaction, asthma or seizure. Medical backup will be notified immediately in the event of such a situation.

**Children with medical condition requiring inhalers, EpiPen, etc, MUST notify teacher/administrator prior to the starting AEP so that a parent/school plan can be put into place and on file.**

**Snacks:** All students should come to school daily with a healthy snack and a water bottle in a lunch box or bag with their name on both the water bottle and their snack bag.

Parents are welcome to supply birthday treats to celebrate your child during the week of their birthday.

**Curriculum:** AEP curriculum consists of hands on/real world activities to enhance knowledge of information relevant to life skills. Letter writing/word writing, letter recognition, phonological and phonemic awareness, number recognition, counting, combining, sorting, measuring, classifying, characterizing, scientific exploration, examining, predicting, social awareness, community awareness and involvement, collaborating and contributing to the class and outside of the class will all be part of the curriculum taught during AEP.

Lessons will be taught through use of books, baking, cooking, mixing, building materials, kid created materials, large and small manipulatives, and outside learning and exploring. Educational videos will be used for letter sound recognition/singing and when related to a subject matter being taught. Learning videos will not exceed 10 minutes in length. When a hard copy book cannot be located, read aloud books on the laptop will be used as a replacement.

**Technology**: Technology may be incorporated in a limited manner into some lessons such as letter writing skills and during our technology specials time block.

Although our daily schedule will be routine in nature, it is also subject to change based on the needs of the children individually and as a group. Each session will include but is not limited to:

**\*Circle Time**: calendar, weather, letter of the day, songs, poems, movement activity, pledge

**\*Language**: letter recognition, writing, sound and activity incorporating sound recognition, words, reading out loud, sight words, sequencing stories and events, story comprehension/recall, re-enactment through puppetry and play, etc.

**\*Math**: counting, number writing, building, sorting, categorizing, patterns, ordering, measurement, graphing, etc.

**\*Life studies**: science and social studies, exploration, examining, experimenting, cooking, map skills, preparing snacks, dressing, etc.

**\*Movement**: large and small motor movements will be incorporated into EVERY session

**\*Dramatic play/exploratory time:** socialization and play provide preschoolers with the important components they need to excel in all fundamental areas of learning. Through play a child improves their language skills, utilizes their fine and gross motor skills, problem solves, thinks critically, predicts outcomes, socializes through sharing and gains self esteem by achieving. While AEP holds academic skills at a high standard, we feel equally passionate about allowing children to learn through what they do best….play. Despite our busy school days, we try our best to allow **FREE** play opportunities within each session.

**Crafts**: Since we will be exploring and creating during Arctic Explorers, there is a good chance that we might get a bit messy. Washable paint will be used, but please do not send your child in clothes that you fear will be ruined. Expo markers do not always wash out of clothing. **AEP suggests sending children to school in play clothes that can get messy and are easy to move around in.**

**Change of Clothes**: Please send in one change of clothes in a Ziploc bag with your child’s name written on it. This will remain in their backpack in the event that your child’s clothes should get wet. Also, potty accidents do happen at times and it is always better to be prepared.

# Shoes: Please send children with in-door shoes that can be worn in the classroom. This can be something comfortable, easy to slip on, etc. Shoes will be worn during the session in the event of an emergency where we would need to evacuate quickly.

**Cold Weather Gear**: **Children should come prepared to go outside each session**. We will plan on going out for recess in weather at or above -10 degrees. **Please make certain that all appropriate weather gear is sent so that your child can get the outdoor time that many little ones miss out on during the long Alaskan winters.** Not only will this be beneficial for them physically, but it is also important in helping them to develop their independent dressing skills.

**Diapering DURING THE TOT SESSION**: For the toddler session, please provide diapers/wipes in their backpack for each session, along with a change of clothes. AEP will be a structured time for playing and learning, however, diapering may need to take place. Diapers will be checked during free play time and changed IF dirty. If accidents occur right before pick up times while we are preparing all toddlers to go home, mommy/daddy will need to change the diaper prior to leaving. All Tot Students need to be dropped off in a fresh diaper.

\*\*All PRESCHOOL and PRE-K students MUST be potty trained prior to the start of the school year\*\*\*Please note that after 3 accidents in a row or 5 total, Explorer will be asked to continue to work on potty training before returning back to school\*\*\*

**Pick up/drop off**: Please drop your child off on time **(no more than 10 min early)** so that you and your child can get the most out of the 3 hour preschool sessions and 2½ hour tot sessions. **Please make certain that you arrive on time to pick up your child**. A LATE FEE of $10 will be applied after the third time of being late to pick up your child. We will make certain to inform you in writing if you are close to being charged an “extended class” fee.

**Please note that children will not be dismissed to someone other than those listed on registration form or Emergency Card without a WRITTEN note. Photo ID will be required for dismissing children to anyone who has not personally been introduced to me.**

**Behavior**: As children this age are learning how to behave in social setting, there is always a chance that hitting/pushing may occur (especially in the toddler session). This behavior will be discussed with parents if witnessed. **Please work with me to make certain that this does not occur**. We will be working on keeping our hands to ourselves throughout the school year. **Children will be sent home from class if biting or injury to others occurs but can return for the following session IF administrator feels this is an isolated incident.**

Preschool aged students should be spoken to before sessions begin and reminded that biting/hitting/pushing is **NOT allowed in school at any time**.

# Children may be removed from AEP program for reoccurring biting/hitting/pushing/verbal outburst as all students need to feel safe in our learning environment

**AEP Community Respect:**

Arctic Explorers Preschool strives to create not only a wonderful and engaging environment for students, but also one for Families. We consider our school a community within a community. In doing so, we ask for Parent’s to reciprocate respect towards Staff and Students.

**Some examples include but are not limited to**:

-Making prompt tuition payments

-Being on time for pick up and drop off

-Completing all mandatory paperwork in a timely manner

-Treating and speaking to Staff and Students with respect

-**Failure in so may result in removal from Arctic Explorers Preschool**

**Fire Drills and Evacuation Procedures**: We will practice Fire Drills and evacuation procedures each month throughout the school year. In the event of an immediate emergency, we will exit through the closest door in the classroom and head straight to the fire department located behind and to the right of our school. In the event of subzero temperatures, we will seek shelter at the North Pole Veterinary Hospital (located next to the preschool) until Parents arrive. 911 will be immediately called in the event of any emergency.

**Field Trips**: Field Trips are a critical component to learning and achieving firsthand experience in real life situations. Arctic Explorers Preschool takes pride in offering field trips developmentally suited for Preschoolers and Toddlers. All field trips will be at an additional cost (if cost is associated as most field trips are free of charge) and transportation will be provided by parents as we will meet at site. AEP always encourages siblings, relatives, and friends to attend field trips if possible and space is available. Many field trips take place during the evenings and weekends so that all family members can attend. These are added bonus days for your child/family. When a cost is associated with a field trip, AEP has never received any profits and often pays holding fees/reservations/additional food purchases to ensure that our families continue to get the best in school and out of school experiences. Your attendance to these events is why they continue each year.

In the event that AEP takes a walking field trip during a session, parent permission slips will be required for each child in order for them to attend. Additional volunteers will be needed for in session field trips

**Character Traits**: Strong character and leadership skills are lifelong tools that will help guide a child from early years through adulthood. AEP focuses on monthly character traits and lessons. These traits will be embedded in our daily lessons and promoted throughout all sessions that follow. All children will be encouraged to be their own leader and taught that leadership is **doing the right thing, even when no one is watching.**

**Leadership responsibilities:** All students will be provided opportunities each week to strengthen and reinforce their leadership skills through classroom jobs and social interaction. Examples of this will be: Calendar Leader, Meteorologist, Lead Speaker, Mail Carrier (passing out paper), Head of line, Trash Police, etc. The goal is for each student to realize the importance of being a leader individually and as a team.

**Parents Night Out (PNO) and additional fundraisers:** Throughout the sy AEP holds fundraisers to help in the purchase of supplies, furniture, manipulatives and activities that take place throughout the school year. These fundraisers are usually in the form of a PNO or shirt sales. AEP shirt sales will take place in the start of the sy as well as an additional time throughout the sy so that students can show off their school spirit. ☺

**End of the SY Fundraiser:** Every May the school puts on a Community Wide Fundraiser that the students help plan, prepare for and work during. **ALL money raised during this fundraiser goes DIRECTLY to help find a cure for childhood cancer, or a family impacted by a childhood illness.** AEP collects no portion of this fundraiser as childhood illnesses are something that AEP feels passionate about finding cures for.

# Animals, poisonous plants and firearms:

Animals may join our sessions on special occasions when learning about taking care of pets or during an in-school field trip. In this event, a letter or email will be sent out prior to any animals coming into our facility for educational purposes prior to the event. Firearms are not located in the facility and may not be brought into the facility unless being worn by a service member, such as a police officer, on duty.

Plants: As part of our discovery/exploration and experimental learning, students will be planting and examining different plants, vegetables and fruits. There will be no use of poisonous plants anywhere on or in the facility.

# Please email/text/call me with any question/concerns. I will get back to you as soon as possible. I am looking forward to spending time with your little one as we learn together!!

**\*\*\*Administrator is permitted to make changes to AEP Policies and School Year Calendar with 24 hours notice given to all AEP community members\*\*\***

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Let the ADVENTURE begin!