

# Tiny Roots Preschool

## Parent Handbook

### Drop off Procedure

Except for the first day of school, students will be greeted at the Tiny Roots Preschool sunburst gate by Miss Kristi and walk into school on their own to begin our morning routine. I will open the right side gate (with the yellow sun) promptly at the beginning of class at 9:15 am or 12:30 pm. Tiny Roots Preschool does not use the front door of the home at all. All comings and goings of Tiny Roots parents and students will be through the sunburst preschool gate. Students and parents should wait on the driveway/sidewalk for the preschool gate to open. Please do your ABSOLUTE best to be on time to drop off your student. I love to greet each student personally at the door and if a student is running late it leaves me waiting at the door while the rest of the class is in the classroom beginning our morning routine without me (which is not ideal). If you are running late, please send me a text to let me know, then when you arrive send me another text to let me know you have arrived and I will come to the gate and let your student in. If you have a different family member dropping off your student please make sure they have my phone number to text me if they are late and be sure they know to go the gate with the sunburst. If your student is late the only way to let me know you've arrived is through text message. This is why being on time is so crucial.

When saying goodbye to your student on the first day of school and any day thereafter remember this little saying “a quick goodbye leaves dry eyes”. Please know that if your student has a hard time saying goodbye on the first day or even for the first few weeks- it’s totally normal and developmentally appropriate. They will get used to our school routine and start loving coming to school, so in a few weeks your student will be rushing through the door tear free. If your student has a hard time separating from you, try not to draw out the goodbye, quick hugs and loves, then know that I’ve got them. I will keep them safe and loved!

### Pick up Procedure

I do my very best to let our class out as close to on time as possible but at times it can be tricky to time all our activities just right. On occasion we might get out a few minutes early or a few minutes late, I promise I try my best to be on time! To pick up your student please stand on the driveway where I can see you from the doorway of the gate. When I see each student’s parent/guardian arrive I will release them one at a time to walk out the door to you. By releasing the students one at a time it ensures each student safely gets to their grown up. Please be patient with me as I learn new faces and which grown ups belong to which student, especially if your student will have multiple different people picking them up. If your student will be picked up by someone other than who usually picks them up, I really appreciate a “heads up” text to

let me know. Even better is a "heads up" text with a picture of the person picking up your student if I've never met them before. It helps our pick up procedure run smoothly and helps me ensure your student is allowed to be picked up by said person. If you are late picking up your student, there is a 5 minute grace period and then a late fee will be charged. Starting at 11:50 for Play Lab, 12:20 for Play and Learn or 4:35 for Kinder Prep, the first 15 minutes you are late is a \$5 fee. The next 15 minutes is another \$5. Please be aware that I teach two classes per day so a timely pick up is very much appreciated. Thank you!

### Pick up and Drop off Etiquette

Our school is located in my home, in my neighborhood which means when you pick up and drop off your student you will need to park on my street. PLEASE PLEASE PLEASE do not block my neighbors' driveways! I will happily wait for you to take the extra 2 minutes to park properly. When picking up your student please pick them up promptly and then load up and head out. This will create an open parking space for someone else and make it easier for all our families to quickly pick up their students. If you would like to gather and talk with other preschool families, drop off time is a much better time to do this!

### Tuition

Tuition at Tiny Roots Preschool is a contract for the entire 10 months of the school year. We break it up into 10 monthly

payments to make it much easier for our preschool families. Per month: \$175 for Play Lab, \$300 for Play and Learn and \$375 for Kinder Prep. However preschool tuition is not based on how many days of school are in each month. Tuition is a flat monthly fee and will not change based on absence (child or teacher) or holidays. Tuition is due on the first preschool day of every month. Tuition needs to be in an envelope or Ziploc bag with your child's name on it and be dropped into the black tuition mailbox attached to the wooden fence right next to the Sunburst gate where your student enters preschool. Tuition can only be paid in cash or check. If paying by check please make it out to Kristi Kleisler. Tuition is due even if your child is absent on the first day of the month. Please make arrangements to drop off the tuition payment in their absence. Tuition payments may be paid early. If your student won't be at school when tuition is due- drop your tuition in the box earlier in the week. If your tuition payment is late, there is a late fee of \$5 per day it is late.

### Student Absence

Even though your child's absence does not affect tuition, I still appreciate knowing when your child will not be at preschool. If your child is sick or will not be attending preschool, please send me a text so I know not to wait for him/her or prepare materials for them. These texts really help me out and I greatly appreciate them!

## School Supplies

Your student needs to bring four things to school with them every day.

- A no spill water bottle with their name on it. No open top water bottles- it must have a straw or spout please.

- A small snack (usually 2 items is perfect).

- A backpack with their name on it. Please be sure their backpack is big enough to hold their snack, water bottle, change of clothes and in the winter their jacket once they've taken it off for the day. They will need to zip their jacket inside their backpack once they take it off, so please be sure their backpack is big enough to fit it.

- A spare change of clothes inside a Ziploc bag with their name on it. Please keep a complete change of clothes including socks inside your student's backpack all year long. We love to be prepared in case of accidents, dirty/wet clothes or even a ripped pair of pants.

Instead of sending home a long list of school supplies for you to hunt down, I like to make things easier for you (and me) and simply post a wish list. There are consumable items we need new every school year such as markers, glue, crayons, paper etc. There also is always a list of supplies and materials I would love to have in our classroom but often don't have the budget for. I have created an Amazon wish list of items we need/would love to have in our classroom this year. If you or a family member would like to donate an item to our

classroom from our wish list it would be BEYOND appreciated!

Link to our Amazon Wish List:

[https://www.amazon.com/hz/wishlist/ls/3RT0H25QK377Q?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/3RT0H25QK377Q?ref_=wl_share)

### Communication

Our school uses the app "Class Dojo" where I will post pictures and videos of what we do in class every day. This is such a great way for you to stay connected with our preschool program and get an inside look into what we do each day. I also post important announcements and reminders on Class Dojo so PLEASE check it often! I highly recommend setting the Class Dojo app to notifications on so your phone can alert you when there are new posts. You are welcome to invite your immediate family to the group to enjoy the pictures and videos of your preschooler. I will also be placing a "sandwich board" by the preschool entrance gate to display important announcements at the beginning of every month so be sure to check it when you drop off/pick up your student.

### Preschool Calendar

You will be receiving a copy of the preschool calendar the first week of school. It has all the important dates for our entire school year including no school dates, holidays, field trips, and special events/parties. Please mark these dates down on your own personal calendar and be sure to keep this copy of the preschool calendar. I do my best to make these dates stick and not change them if at all possible. However, if I do need

to make a change, I will be sure to give you plenty of advanced notice.

### Field Trips

We will be going on 4 field trips this year! Included in your Calendar is the date, location, and cost of each of our field trips. Field trips are optional and are combined with my other preschool classes. All students are required to have an adult drive them to and chaperone them on our field trips. Your student needs to wear their preschool field trip shirt on each field trip. Field Trip shirts can be purchased from Miss Kristi for \$10. Shirts will be for sale before our first field trip.

Younger siblings are welcome to attend our field trips as well however, they will also need to pay fees on some of our field trips depending on their age. We will all meet at the field trip location and then usually we will do part or all of the field trip together with Miss Kristi as our guide.

### Proper Preschool Attire

Your child is welcome to wear whatever clothing they would like to preschool however, please keep in mind that we are up and moving, playing, and creating all day long. Please make sure your student is comfortable and covered (if they would like to wear a dress to school please have them wear shorts underneath it). Our students often create art projects and while everything we use is washable, please keep in mind your student might come home wearing part of their art project. If your child has an outfit that you would not like to have

covered in paint, dirt etc. please do not have them wear it to school. Also, students MUST wear close toed shoes to school EVERY day- we do not take our shoes off at school, they stay on all day during class. We go out to recess everyday as well as have PE often. Closed toed shoes help us prevent injuries while we are being active. They are also the most likely type of shoe to stay on your student's feet while they run and play. At Tiny Roots Preschool we do not allow "tie shoes". If your student has a pair of shoes that has laces that need to be tied please do not wear them to school. School shoes need to be slip in, Velcro etc. No tying laces please.

### Snack Time

We eat snack every day at preschool. We generally eat snack around 10:15 am or 2:00 pm. Snack time is such great practice for your student to work on independence and self-reliance as they learn how to open, eat, and put away their own snack. Please pack your student a small snack every day. 2 items is usually perfect- ie a granola bar and a bag of goldfish or apples slices and a bag of pretzels for example. I recommend putting their snack in a specific pocket of their backpack that is their designated "snack pocket". This helps our students be more independent and keeps them from struggling as they try to figure out where in their backpack their snack is. I personally recommend sending snacks without containers that need to be returned home. Snacks like individually wrapped granola bars or goldfish, Ziploc bags of cut up fruit or pretzels make snack time so much smoother



for your student. However, if you prefer to pack reusable bags or Tupperware containers- you are more than welcome to do so, please make sure your student's name is on them. Snack time is usually only about 15 minutes long which is why I recommend just 2 items so they have time to finish their snack. During snack time your student will also get out their water bottle to use during snack. Please make sure your student's water bottle does not have an open top- spout or straw water bottles only.

### Classroom Management

I have a few classroom management systems in place to help encourage our students to develop classroom skills.

I use "Bravo Buttons" throughout the day to give the students an instant recognition for a job well done. This could be for sharing an awesome answer during a class discussion in circle time, helping a friend on an assignment, being a kind and thoughtful friend, being an extra awesome cleaner upper or doing an outstanding job on a project. Our students LOVE to push Bravo Buttons when they do something extra awesome and it is a great way for me to show them how proud I am of them and reward positive behavior.

In our classroom we use individual "clip charts" to help students stay on top of their "green and red choices". We spend a lot of time at the beginning of the school year discussing green and red choices. When a student makes a red

choice (for example: not following directions, hurting a friend) I will ask them to move their clip down. They have their own clip chart on their desk where they will move their clip up and down throughout the day. When I see a student making a green choice (for example: staying on task, being a kind friend, trying their best on a project) I will ask them to move their clip up. At the end of the day if their clip is on green or higher they will receive a hand stamp.

Another classroom management system I use every single day is hand stamps. Every day at our closing circle time I give the students a stamp on their hand if they had great behavior throughout the day. Even if your student made a red choice during the day, if they made MOSTLY green choices and their clip is on green or higher they will receive a handstamp. If your child did not receive a stamp, I will send them home with a note explaining why they didn't receive a stamp. This helps you have a discussion with your student about what they can do differently next time in order to have an awesome day and receive a stamp.

The last classroom management tool I use is easily the students' favorite! As a class we work hard to fill up our class bug jar by demonstrating proper classroom behavior as a whole class. Each time we fill up our class bug jar we earn something new! We often earn things such as a class dance party, crazy hair day, pajama day, backwards day, desk pet day, no shoes day, etc. When we fill up our jar I will post it on

Class Dojo and let you know when our special reward will take place.

### Birthdays

We love celebrating birthdays at Tiny Roots Preschool! Each month we will have a class birthday celebration to recognize all the students who have birthdays that month. To ensure each student feels extra special, during their birthday month celebration each student is welcome to bring a special birthday treat to share with the class. The birthday students are also invited to bring in one item from home (they usually choose a toy) to show the class for a special birthday show and tell. Each month's birthday celebrations day will be listed on the school calendar.

### Scholastic Book Orders

Once a month we send home Scholastic book order fliers. We love Scholastic book orders because preschool families are able to purchase quality books for their family while at the same time earning free books and materials for our preschool classroom. All Scholastic book orders are submitted online by the due date each month and then a box arrives to our school. I then separate them into each student's order and send the books home with them at the end of the day.

## Withdrawal From the Program

Tiny Roots Preschool is a 10 month program. When you registered for our program you secured your student's spot for the entire school year. Your student is expected to attend all 10 months of preschool at Tiny Roots Preschool. However, we do understand that things happen: families move, schedules change, finances change, etc. If you need to withdraw your student from Tiny Roots Preschool for any reason, a 30 day written notice of withdrawal is required when withdrawing your student from the program. Parents are responsible for the contracted tuition rate for that month, whether your student attends school that month or not.

## Communication

I LOVE to talk to you about your student including how they are doing socially, academically or any other concerns or questions you might have. I have a wealth of early childhood education knowledge and love to share what I know with you. The best way to get in touch with me is via text. Please text me at 480-297-4954. If I don't respond right away, please know that I try my absolute best to get back to you within 24 hours. Drop off and pick up times can be a bit hectic which makes them the least ideal time to have a conversation with a parent. If you would like to talk to me, I would LOVE to talk to you but I ask that you please text me or wait until all the other students have been picked up at pick up time and then we can chat after school.

# Tiny Roots Preschool Contract

Please initial each statement below and then sign and date the bottom. Please return this signed form to Miss Kristi.

\_\_\_\_\_I understand that Tiny Roots Preschool is a 10 month program and I agree to pay monthly tuition payments for the entirety of the program.

\_\_\_\_\_I understand that the monthly tuition for each class is as follows: \$175 for Play Lab, \$300 for Play and Learn and \$375 for Kinder Prep. I agree to pay this monthly tuition fee.

\_\_\_\_\_I understand that tuition is due on the first preschool day of the month. Meaning the first day of the month that class is scheduled, tuition is due. I understand that there is a late fee of \$5 per day that tuition is late and the late fee must be included with my late tuition payment.

\_\_\_\_\_I understand that if I choose to withdraw my student from Tiny Roots Preschool before the end of the 10 month contract, I must give written notice 30 days prior to their last day of school. I am required to pay tuition for that month whether my student attends or not.

\_\_\_\_\_I understand that I need to drop off and pick up my student to school on time. If I pick up my student late there is a \$5 late fee for the first 15 minutes and an additional \$5 late fee for the next 15 minutes.

\_\_\_\_\_I understand that Tiny Roots Preschool students need to wear closed toed shoes to school that DO NOT have tie laces. I understand that Tiny Roots Preschool is a "no shoe laces" school.

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_