

**Tiny Steps Learning Center, Inc  
Welcomes You  
To Pre-K**

We are so pleased to have your child in our Pre-K Program. This will be a fun and exciting year. Your child will learn so much as we prepare them for their future in elementary school. Below are our policies for this school year. Please be aware that this is information about our standard VPK program; however, this may look different or change with our current situation of COVID-19.

**Class Days and Hours:** Monday – Friday 9 AM -12 PM.

This program is free to all children who turn four years old before September 1<sup>st</sup> between the hours of 9am and 12pm.

**School Year:** August 24, 2020 – June 10, 2021

This program consists of 540 hours for the school year. It does not always follow the same schedule as the school system but is very similar. (Please see Calendar located under admissions tab on our website at [www.tinystepslc.com](http://www.tinystepslc.com))

**Wrap Around Care**

We offer “wrap around care” for your child, if you want them to stay in our program all day. They may arrive as early as 7:00AM and stay until 6PM. This fee is \$ per month. We also offer a “lunch bunch group” and your child may arrive as early as 7:00 AM and stay until 2:30 PM. This fee is \$ per month.

**Sign in and Sign Out**

Please sign your child in and out electronically every day through our ProCare kiosk in the lobby, failure to do so continually will result in your child being dismissed from our program. This is documentation that your child attended the Pre-K class that day. We also have a VPK form that you must sign on the last day of each month or the first day of the following month, verifying that your child attended our VPK program during that month. This will be placed near the front lobby ProCare Kiosk every month for you to sign.

**Absentee Policy**

The expectation is that children will not miss more than three days a month. To successfully complete the program, your child must attend 80% of the school year. If your child exceeds the 20% of absences allowed your child will be dismissed from our program. The program is a total of 540 hours which allows a student to miss 108 hours of the school year.

**Meals**

A nutritious breakfast and lunch is served to our Pre-K children enrolled in VPK Wrap and lunch bunch group every day. If your child arrives by 8:30 AM and is in one of those groups they will receive breakfast. Breakfast will be served at 8:30 AM in the classroom. Lunch will be served to all students in wrap around and lunch bunch group at 12 PM. Snack for wrap around students will be served at 230pm. Menus are posted weekly on the information board in the hallway. We

will provide a morning snack if needed for children between breakfast and lunch. Do not send food with your child unless approved by our administration. Food will only be approved for special occasions, special dietary restrictions and allergies if we are unable to accommodate.

### **Late Arrivals**

Our program begins at 9 AM if your child is not here they will miss important kindergarten readiness material. If your child has not arrived by 9:00 AM your child will be marked absent for the day. Please let us know in advance if your child will be late due to a doctor's appointment, dentist, etc. If your child arrives after 9:00 AM, and you did not call, the child will not be allowed to come to class that day. Please have your child to school between 8:45 and 9 AM every day.

### **Late Pickup**

Our class is over at 12 PM. All children not participating in our wrap around care or lunch bunch will need to leave by 12 PM. Late pick up fees will be imposed at \$35 for the first 15 minutes and 2.00 for every minute thereafter. This applies whether you are a minute late or 5 minutes late. If you want your child to stay after 12 PM, prior arrangements must be made with the front office and fees for the afternoon must be paid in advance.

### **Extra Clothes**

Please bring a change of clothes including socks and shoes for your child to keep in his/her cubby. Put the clothes in a zip lock bag labeled with the child's first and last name. Please make sure to change out the clothes when the season's change and when clothes are used.

### **Nap/ Rest Time**

Children participating in our wrap around care and lunch bunch group after Pre-K will rest between 12:30 and 2:30 PM. Children are encouraged to sleep, but if not, they are asked to rest quietly on their mat. Mats are supplied by the school, and are labeled with a number designated for each child or the child's name.

It is required that you bring a small blanket no bigger than a beach towel and a fitted sheet that will fit over your child's mat, labeled with the child's name. Please do not bring large blankets, pillows, and/ or stuffed animals. Once in kindergarten their teachers will not allow these items to enter their classrooms at all. If these items are brought into the classroom, they will be sent home with a notice as to why.

### **Toys**

Please do not allow children to bring toys of any kind unless this is asked for by the teacher(s) for show and tell. If they bring an item for show and tell it must also be labeled with their first and last name. The teacher will inform you of when these days are throughout the year. If your child brings a toy with them into the school at drop off you will need to take it with you. Please do not make us take this toy from your child later due to it causing a distraction to the rest of the class and your child's day.

### **Pre-K Supplies**

There is a Pre-K wish list posted in the front lobby and on our website, none of these items are required. During the year, we will send home requests for certain items, such as empty food boxes, art supplies, cooking items, etc. Items you may have that relate to themes we are studying are always welcome along with anyone who would like to do demonstrations in the areas we are studying.

### **Cooking Day**

Cooking day will be at least twice a month in our Pre-K class. We will make all sorts of “goodies” for us to create and taste. Some foods taste better than they look! Please make sure you have filled out your annual registration packet as it has a food activity permission slip in there letting us know the allergies your child has.

### **Weekly Folder**

Each day please check your child’s folder for notes from the teachers, art, homework, etc.

**Homework will start in September/ October.** There may be times that there is not homework due to short weeks or short months around the holidays. Children will get their homework for the week on Friday. The homework is due back by the next Friday. The goal here is to get our children and you as the parent prepared for homework in kindergarten and to create a routine. We recommend that you do this daily with your child to reinforce routine and the concepts being taught in class. This homework is not always the traditional worksheet but may be fun family involved activities. Also ensure you are reading to your child every night. This creates a connection and bonding opportunity but also models reading skills and enhances vocabulary. The children will also have ten sight words to learn each month which will be sent home on index cards on a clip. It is not required that a student complete homework but is more of an enrichment activity to build on skills.

### **Curriculum**

Our curriculum is the Creative Curriculum. Literacy enriched learning centers provide a child centered approach throughout the curriculum. Through engaging storybooks, enchanting literacy-learning environments, and authentic discoveries, preschoolers will be given the “keys” that will open the door to lifelong literacy.

It develops the five areas identified by the International Reading Association (IRA) and the National Association for the Education of Young Children (NAEYC) as the foundation of early literacy success:

Oral language

Phonological awareness

Concepts of print

Alphabet knowledge and writing

## Comprehension

We also utilize the Kindness Curriculum which is aimed at character building.

### **Field Trips**

We will take field trips periodically throughout the year, to enhance our program themes. We will inform you of these trips in advance and will send home a field trip permission slip for each one. We also love to have chaperones!

### **Discipline**

We offer a variety of fun and challenging learning activities for your child every day. Each student will have the opportunity during the day to choose activities that he/she is interested in but will still need to engage in the centers they are not interested in. Good behavior will be rewarded with praise and congratulations from the class. If they exhibit, inappropriate behavior, they will be redirected but also helped through their emotional upset and modeled appropriate behavior and problem solving for future occurrences. If the conduct persists, the child will be placed in a cool down area/ safe place and will be helped through their emotional upset and problem solving and modeling will occur after to show the child what they could do next time in this situation. Parents will always be notified of any disruptive behavior by the teacher verbally at pickup or by a phone call from the teacher or administration.

### **Progress Reports**

Progress reports will be sent home at least 2 times a year, Progress report will be sent home approximately at these times six weeks after our class begins or before or after Christmas break and the last Pre- k week in May which may also be included in their graduation ceremony.

### **Teacher / Parent Conferences**

Parents may contact the Preschool Director (Ms. Dru) and schedule a conference with the Teacher/ Director to discuss any concerns you may have. The Teacher/ Director will schedule a conference with the parents at least one time during the school year to discuss progress/delays concerning your child. These may be done either by phone or zoom, whichever is more convenient for you as the parent. You may also send an email if you have any questions or concerns to [batreice@tinystepsnc.com](mailto:batreice@tinystepsnc.com). Please be aware that we are not always able to check email during the class time so you may not receive a response right away. We also cannot pull teachers from classrooms during class time to speak with you on the phone, so you may have to leave a message which will be passed on to the teacher.

### **Withdrawal**

We must receive a written letter from the parent, at least 30 days prior to withdrawal from our Pre-K program. This letter must be given to the Director and signed by the Director with the date it was received. Our class is limited to 20 students and we can fill that spot with another student when we are anticipating a vacancy. We also must be notified in writing, 30 days in advance, if you plan to change from the wrap around/ lunch bunch program to just VPK hour status or from VPK only to wrap around.

### **Graduation Program**

Our Pre-K graduation program will be at the end of the school year on June 11, 2021. There is a cost for each child to go towards different things dealing with this ceremony/ items purchased (tassel, pictures, etc.) of \$65.00. This fee will also depend on how our program looks based on COVID-19. It is not required that your child participate as this is an extra to allow families and children to celebrate. If you choose not to participate no fee will be charged and please let us know so we can plan the program accordingly. We will send information home and will collect this amount in February. We will also have a photographer take individual cap and gown pictures and class pictures which can be purchased via the photographers' web page link which will be provided once pictures are ready with a password.

We look forward to a wonderful year! If you have any questions or concerns, concerning your child, please do not hesitate to speak with our teachers. You may call/ email at any time that is not between the hours of VPK, leave a message or schedule a time for a conference.

Please remember all of this is subject to change especially when it comes to the current pandemic.

Ms. Batreice and Administration

Please see contact emails for administration below:

Cassie Branch, Owner- [cassie@tinystepsdc.com](mailto:cassie@tinystepsdc.com)

Alicia Sharp, Infant/ Toddler Director- [alicia@tinystepsdc.com](mailto:alicia@tinystepsdc.com)

Drucilla Smith, Preschool Director- [dru@tinystepsdc.com](mailto:dru@tinystepsdc.com)

Acknowledgement of VPK Welcome Letter for School Year 2020/2021  
(Both Parents must sign if applicable)

I, \_\_\_\_\_, have received, read, been given the  
Parents Printed Name

opportunity to ask questions, understand and agree to abide by the information and policies set forth in this VPK Welcome Letter for the 2020/2021 school year that my child, \_\_\_\_\_, will be attending.

I understand that if I fail to abide by this information and policies within this letter I can be dismissed from the program.

I understand that I must complete and turn in the following documents for my child to attend VPK the first day including this form and any other documents that may be asked of me throughout the year:

-Registration done via our online ProCare system at [www.tinystepsdc.com](http://www.tinystepsdc.com)

-Signed registration confirmation form that is sent to your email after completing online registration

-Tuition Agreement

- COVID-19 Waiver Form

- Immunization and Physical Forms

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*This form must be returned to the front office prior to my child being able to attend the first day of VPK.