



C.C.P.

CHESTERFIELD COMMUNITY PRESCHOOL

Chesterfield Community Preschool

Parent Handbook

2019-2020

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Welcome

Dear CCP Family,

Welcome to our community. We are excited to ease your child into a school setting with our nurturing and exciting preschool program. An authentic Montessori classroom is the perfect place for children to find a balance between desiring independence and still needing care and assistance from the adults around them. We think you'll be proud and amazed by what your child accomplishes this year.

Children who are new to a classroom adjust more quickly to school when they meet their teachers ahead of time; this introduction also helps teachers personalize the educational experience for your child. As an initial introduction to one another, we will be contacting families of new students to schedule a time to visit our classroom before school begins.

This handbook is a quick reference to use throughout the year. Inside, you'll find information on what happens in the first few weeks of school, how to prepare your child, and what to bring. We also explain how our Montessori program operates and provide some resources regarding the philosophy.

We are excited to start this new year with your family! Please don't hesitate to call or email any time with questions.

Sincerely,

Birdie Pruessner

The First Few Weeks of School

Like many other important times in our lives, beginning school can bring mixed emotions for both children and their parents. Children experiencing school for the first time may feel energetic and positive about starting school, yet at the same time they may feel hesitant and anxious. This is all normal. A child's previous social experiences will sometimes determine how apprehensive he/she is about going to school.

In general, a young child who has had relatively few interactions with other children may feel a little more concerned about being separated from his/her parents. Transition times can be difficult for young children as they love predictability and routine. Change, even a positive change, can be hard for them.

Tears are normal for children and sometimes for parents too. Quick goodbyes are best for children although they don't always feel best to parents. Try to save your tears for after you have dropped off your child, as your child may misinterpret your emotions and feel anxious. It is helpful for your child to see you feeling positive and encouraging about this new and exciting experience.

Your child's teachers are prepared to help your child transition into the classroom environment. Most tears are short in duration, and typically, it is the initial separation which can be difficult. Once you have said goodbye and separated, your child will then have an opportunity to begin integrating with their community of friends and teachers. We will take good care of your child and contact you if we have any concerns about the adjustment period. You can also expect photo updates from the SeeSaw app throughout the day!

Activities to Prepare your Child

- ✿ We'll provide your child with breakfast each morning so you can focus on setting the stage for a calm and unhurried morning routine at home. This routine will be the foundation of your child's day.
- ✿ Ensure a good night's sleep! Maintaining sleep routines, even on the weekends, will help your child to be well-rested and ready to enjoy their day! If you need help with this please ask, we've got some great resources.
- ✿ Practice the school routine ahead of time. Go through the entire routine of getting ready for school and allowing your child to do as much for themselves as possible.

Start modifying your child's bedtime schedule a couple of weeks before school starts. Involve your child in the preparation for school by allowing him/her to choose the clothes to wear the night before and laying out any other needed items for the next day. We don't care if they come with wild hair, mismatched shoes, or unconventional clothing- we want them to feel confident and do as much for themselves as they can.

- ✿ Read books about going to school. Books can give you a way to discuss what to expect at school. *The Kissing Hand*, *Spot Goes to School*, and *First Day of School* are all great books!
- ✿ Listen to your child talk about what he/she thinks school will be like. It is important that you give your child an opportunity to express feelings and thoughts while you listen carefully. Children may have misconceptions about what happens at school. An attentive, sympathetic, parental ear is essential. Begin with simple questions like, "What do you think your class will be like?" Be sure to answer all questions honestly, simply, and positively- and let us know if we can help meet their expectations.
- ✿ Let your child know what you will be doing while they are at school. Working in an office, running (boring) errands, and vacuuming the house are generally chores that children do not mind missing. Talk to them about what you'll do for lunch together after you pick them up or your plans for the evening after everyone "does their work."
- ✿ Hug and kiss your child goodbye and then depart quickly and with confidence! It is our experience that the more parents hold and touch their child, the more anxious the child becomes. (Feel free to ask Birdie about her experience- she tried multiple ways with her twins). Say goodbye with just a few words of assurance that you will return. We recommend that you practice a consistent goodbye routine with your child.

Checklist of Items for Preschool

All children will need the following:

- ✿ Tote Bag: The classroom teachers will provide a tote bag for your child's daily use. (Backpacks are not needed.)

- ✿ Photo: Please send one 4x6 family photo in a non-breakable frame to be placed in our classroom. If separate photos of parents are preferred, feel free to bring two.
- ✿ Extra Clothing: Please send a complete change of seasonally appropriate clothing to be left at school in a gallon size zip lock bag. As the weather changes, we will return these clothes and ask for a cooler/warmer outfit. Please make sure all individual items are labeled with your child's name.
- ✿ Rain Gear: One pair of rain boots that can be left at school. We will be using the rain boots while playing outside on rainy days or gardening. These will be returned at the end of the school year. Please label these with your child's name.
- ✿ Winter/cold weather gear: Snow pants, boots, a warm hat, and warm, waterproof mittens. Please label each item with your child's name. We go outside as often as we can, weather permitting so please have winter/cold weather gear available for your child by late autumn. (Winter gear does not need to be kept at school).
- ✿ Slippers: A pair of soft soled shoes or plain colored slippers (no characters) to wear in the classroom. You can also visit www.MontessoriMovers.com.
- ✿ Toileting Needs: Please send extra pairs of underwear for your child's personal needs. All children will be asked to make use of regular toilet breaks.
- ✿ Two packages of unscented baby wipes.
- ✿ Sun Screen and/or hat if needed for outdoor play.
- ✿ Full Day Students: Please bring rest items including a nap mat, blanket, and comfort item if needed. We'll send these home regularly to be washed.

If possible, please bring these items to the classroom before the first day of school.

CCP 2019/2020 School Calendar:

* Please check our web site for up-to-date calendar information as this may be subject to change. We will use Parkway School District as a guide for snow days.

May 2019:

Friday, May 10: CCP Mom's Day
Tuesday, May 14: May Birthday Walk and Safety Drill
Thursday, May 16: Ballet Recital 12:30pm
Monday, May 27: Memorial Day No School
Thursday, May 30: Graduation party 11:30am

June 2019:

Friday, June 14: CCP Dad's Day 11am
Wednesday, June 19: Birthday Walk and Safety Drill

July 2019:

Thurs, July 4 – Fri, July 5: Independence Day No School
Wednesday, July 17: Birthday Walk and Safety Drill
Mon, July 22- Fri, July 26 Ivy Chapel VBS: No School

August 2019:

Monday August 19: Start of 5 day schedule
Wednesday, August 21: Birthday Walk and Safety Drill

September 2019:

Monday, September 2: Labor Day No School
Wednesday, September 18: Birthday Walk/Safety Drill

October 2019:

Friday, October 18 and Monday, October 21: No School
Wednesday, October 16: Birthday Walk and Safety Drill

November 2019:

Friday, November 8: CCP Grandparent's Day 11am
Wednesday, November 13: Birthday Walk/Safety Drill
Wed, November 27-Friday, November 29: Thanksgiving No School

December 2019:

Wednesday, December 11: Birthday Walk/Safety Drill
Monday, December 23: Winter Break No School

January 2020:

Monday, January 6: School Resumes
Monday, January 20: MLK Day No School
Wednesday, January 22: Birthday Walk and Safety Drill

February 2020:

Wednesday, February 12: Birthday Walk/Safety Drill
Monday, February 17: President's Day No School

March 2020:

Wednesday, March 11: Birthday Walk and Safety Drill
Monday, March 16-Friday, March 20: Spring Break

April 2020:

Friday, April 10 and Monday, April 13: No School
Wednesday, April 15: Birthday Walk and Safety Drill

May 2020:

Friday, May 8: CCP Mom's Day 11am
Wednesday, May 13: Birthday Walk and Safety Drill
Friday, May 22 and Monday, May 25: Memorial Day

June 2020:

Friday, June 12: CCP Dad's Day 11am
Wednesday, June 17: Birthday Walk and Safety Drill

July 2020:

Friday, July 3: Independence Day No School
Wednesday, July 15: Birthday Walk and Safety Drill
Mon, July 20- Fri, July 24: Ivy Chapel VBS No School

Other Things You Should Know

Daily Schedule

8:20-8:40am: Arrival (Hand washing, Singing welcome song, Reviewing Calendar, Character Education, Preparing for the day)

Breakfast (Variety of organic fruits, organic milk, and healthy main entrees)

Outdoor structured play time (nature walk, gardening, ect)

Work Time (Students choose work from Practical Life, Language, Math, Science and Cultural areas of the classrooms and work independently or with a partner while other students receive one-on-one or small group lessons.)

Outdoor Unstructured Play

12:30pm: Half Day Dismissal

12:30pm: Lunch

Rest time (Nap, quiet reading or other peace building activity)

Additional work time

3:30pm: Full Day Dismissal

This is an approximate guideline for our routine. Routine is important to small children, but in Montessori we also believe in following the child. We will vary our schedule slightly as the children indicate. For instance, if the children are working with great concentration we will try not interrupt them. We may also adjust our routine when we have special events or presentations.

Arrival & Dismissal

Arrival/Dismissal

We ask that all parents bring their children into the classroom and pick them up from either the classroom or playground. You may be asked for a valid form of ID, please be prepared to show it. All students need to be picked up by 12:30pm (half day) or 3:30pm (full day). If you are running late, please text message (314) 761-7797. (Note a \$10 fee will be assessed when students are picked up after 12:45pm/3:45pm)

Clothing

Please help dress your child in clothing that allows them to be successful while independently dressing and toileting. Children should be dressed in washable play clothes appropriate for the weather, art activities, physical education, and outdoor play. We recommend elastic waist shorts/pants and Velcro™ sneakers. Long dresses and clothing items with buckles, belts, and snaps are often challenging for young children and can be a hindrance to success.

Illness

Colds, flu, and other illnesses are easily spread. We hope you will take precautions to help protect your child and other children from illness exposure. Please call or text us at (314) 761-7797 to let us know if your child will be absent, late or leaving early. Children who have experienced vomiting or diarrhea need to stay home for at least 24 hours from the last episode. Children with a fever need to be kept at home until their fever is below 100° for at least 24 hours without medicine. Please inform the school if your child is diagnosed with a specific illness to help keep our community healthy.

Bad Weather and Early Dismissal

In the event of inclement weather or emergency situations you will be alerted of school closings, late starts or early dismissal schedules via SeeSaw. We want to keep students, families and faculty safe, but will do our best to make prudent and timely decisions about school closings when needed. We will use Parkway School district as a guide for snow days and school closings.

Medication

Please do not send prescription or over-the-counter medication to school with your child in their tote bag. All medication for your child needs to be brought to the teacher in person so you can complete a permission/instruction form. We will also need a permission form for sun screen when needed.

Work Box

Each child will have a work box for notes, artwork, and other items. Please check your child's box regularly.

Birthday and Holiday Celebrations

Birthdays are important times in the lives of young children and we celebrate them each month with a traditional "walk around the sun." Classroom parties and special treats are not part of our routine, but we are happy to send birthday party (and other holiday) invitations home with students if every child will be included. We will discuss and decorate for most major holidays (inclusively) and include songs, art projects, and snacks that are themed or culturally representative; this allows us to join in community without disrupting our work environment and routine.

Volunteers

We enjoy having parents/guardians come to school and there will be many opportunities for you to volunteer in our classroom. We love building our community by working with families and your support is always greatly appreciated! Volunteer opportunities may include: making play-dough, teaching about a family tradition, reading to the class, repairing work, planning events outside of school, etc.

Seesaw

We use an app called SeeSaw to make sharing moments, photos, and information with families possible. You will get instructions for this app at the start of the school year and pictures and/or videos will be uploaded regularly. We encourage you to engage in conversations with your child regarding the exciting images you see posted. Please talk to us if you have concerns about having your child photographed.

Smartphones & Computers:

1. Go to <https://app.seesaw.me/s/517-885-045> in any web browser

2. Choose your child from the class list and create an account
3. After you've been approved by your child's teacher, you'll get access to their journal.

Discipline and Behavior Guidance

At C.C.P. we believe that discipline (meaning to teach) should be positive, appropriate and relevant to the behavior we are addressing. We start by talking about the expectations in our classroom as a community, remind students as needed and redirect when necessary. We understand the developmental milestones of children and our expectations of your child's behavior will reflect those norms. When needed, a peace table and reading corner are available for quiet time and we will help guide your child to self-regulate and use various tools to manage their own behavior. We will contact you if there is ever a concern we need help addressing and may ask about your policies at home so that the transition to school is more fluid. Natural consequences help children understand cause and effect of their actions. Some examples may include:

- Misuse of the work/material: Restriction from using it again until they are ready.
- Running in the hallway: Returning to the starting point and walking
- Challenge working/playing with a peer: Working independently or moving to the reading corner until ready to be part of our community.

Positive and natural discipline does not mean that we are tolerant of inappropriate behavior, it means that we will use these moments as teaching opportunities to help children develop self-regulation. There is a reason for each behavior and we will work to understand your child fully; your partnership in this is invaluable.

Enrollment Information

Tuition

The first and last month's tuition is due upon enrollment at CCP and monthly tuition is due by the first of each following month. Tuition can be paid online through your email invoice, in person, or by mail to Chesterfield Community Preschool, 620 N. Woods Mill Rd, Chesterfield, MO 63135. Returned checks will incur a \$30 fee and payments received after the 5th day of the month will incur a \$25 fee. There is a 10% discount for families who pay tuition annually or semiannually and a 5% discount per child for siblings.

Forms Required

The following forms must be received before your child can begin school at CCP.

- ✿ Application (CCP)
- ✿ Enrollment form (MO)
- ✿ Enrollment Agreement (CCP)
- ✿ Immunization Record (Dr.) or Exemption (MO)
- ✿ Medical Exam/Physical (MO)
- ✿ Individual Care Plan- If applicable for children with special needs (MO)
- ✿ Receipt/Acceptance of Parent Handbook (CCP)
- ✿ Student Info/Quick Reference Sheet (CCP)

Parent and Child Resources in St. Louis

Birdie has worked with the following organizations personally and recommends them highly; they may also offer a discount to families of CCP. We will update this list on our website regularly.

✿ **Sleep Consultant:**

Pickles and Ice Cream TM (314) 489-2644 www.sleepandbabyconsult.com

✿ **Swim Lessons:**

Little Fishes Swim School (314) 647-SWIM www.littlefishesswimschool.com

✿ **Chiropractor:**

Dr. Ember Beutel (314) 330-5350 www.beutelchiropractic.com

✿ **Juice Plus+ Nutritional Supplement:**

www.Birdie.JuicePlus.com (All proceeds benefit C.C.P.'s Organic & Local food purchases)



Receipt/Acceptance of Parent Handbook

I/We, _____

the parents/guardians of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the Chesterfield Community Preschool parent handbook. I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract with Chesterfield Community Preschool. Chesterfield Community Preschool reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice. I/We also understand that future questions regarding policies in the parent handbook may be directed to Birdie Pruessner.

X _____
Parent/Guardian Signature

Date

X _____
Parent/Guardian Signature

Date

Receipt/Acceptance of Parent Handbook: Parent Copy

I/We, _____

the parents/guardians of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the Chesterfield Community Preschool parent handbook. I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract with Chesterfield Community Preschool. Chesterfield Community Preschool reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice. I/We also understand that future questions regarding policies in the parent handbook may be directed to Birdie Pruessner.

X _____
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