

2011-12

**Parent Information
Handbook**

WELCOME TO LAURELWOOD PRESCHOOL

Laurelwood Preschool is a private, non-profit, non-sectarian cooperative organization. Its purpose is to give parents of preschool children a better understanding of their child, to promote the health and welfare of preschool children in their home and community and to help bridge the gap between home and school.

The cooperative nature of our preschool cannot be stressed enough. Your help and involvement is essential for our program to succeed. It affords you an opportunity to observe your child's development in organized work and play and enhances the preschool experience for both of you.

Upon enrollment, you have a voice in how our organization operates. Each year in the spring a new board of directors is elected by the membership. The board is governed by an Executive Committee consisting of the President, Vice President, Secretary, Treasurer, Registrar and Tuition Collector. Representation on the board consists of both Early Childhood and Pre-Kindergarten parents. Parents are encouraged to attend all general meetings and are welcome at all board meetings. The school calendar will indicate the date, time and place of these meetings.

Laurelwood Preschool has been extremely successful since it began with a handful of 3-year-old students in 1965. It is with great anticipation that we look forward to the coming year. If you are new to our community and to our preschool and have any questions about our program, we will be most happy to answer them for you. You can contact us at our voice mail (408) 241-8626 or through our web site at www.LaurelwoodPreschool.com.

WHAT IS A COOPERATIVE?

A cooperative (or parent participation) preschool is one in which the parents volunteer to assume the many responsibilities of the administration of the preschool. All of the activities that make the school function at the optimum level are in our hands. **All parents are required to attend a mandatory parent orientation, provide snack for all children on their assigned day, work in the classroom, and participate in both the bake sale and garage sale.**

A cooperative preschool provides a healthy, safe and diverse environment in which your child will develop physically, mentally, emotionally and socially. It allows you to see your child in a preschool setting with other children, to become aware of some of the common behavior patterns of young children and to learn how to adapt to these traits.

Laurelwood Preschool is a growing and changing organization. No two years are the same. New ideals are advanced with some being retained and some discarded. The organization depends upon your ideas for the improvement of the school. You, as a participating parent, can shape the programs that help your child to develop. You are vital to the functioning of your child's school, which is one of the greatest advantages of a cooperative preschool education.

In addition to the administrative and organizational responsibilities of a cooperative preschool, we could not function without thoughtful consideration of each other. Parents help each other by switching workdays when another parent has such a need, by working out transportation problems, by volunteering for necessary duties and by being considerate of others. The working together and the give-and-take are what most people particularly enjoy at Laurelwood Preschool.

POLICIES, PROCEDURES AND REGULATIONS OF LAURELWOOD PRESCHOOL

The following information will serve as a guideline to the rules and regulations of Laurelwood Preschool. Each year there are changed to meet the needs of our dynamic program. Please read each section carefully for updated requirements and expectations.

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ADMISSIONS AGREEMENT

As a parent co-op preschool the success of our program requires all members of our preschool family to read and adhere to the Parent Handbook. When all members of our preschool community work together, following the rules established by the Preschool Board, all aspects of the preschool thrive.

- I understand that it is my responsibility to download all required Enrollment Forms from our website, www.LaurelwoodPreschool.com, fill them out and turn them in, with my April 2012 Tuition & Cleaning Deposit check, by **Wednesday May 18th 2011**.
- I understand that I am required to attend the Mandatory Parent Orientation meeting before school starts. I understand this meeting is for adults only and that if I bring children I will be asked to leave. I understand that if I miss this orientation, for any reason, my child will not be able to start school until I attend a make-up meeting and pay the \$25.00 fee.
- I understand that as a member of a parent co-op I will be working in the classroom, assisting the teacher and am responsible for providing a qualified sub if I am unable to work.
- I understand that May 2012 tuition is paid with registration, April 2012 Tuition is paid with enrollment forms, and September 2011- March 2012 tuition is due on the **first of each month by mail**.
- I understand that Laurelwood Preschool holds classes September through May and I am committing to attend for the entire school year (we do not run on semesters). I understand that if I withdraw before the end of the year I am required to notify the **registrar four weeks before our last day**. I am responsible for all tuition AND work days during those four weeks.
- I understand that May 2012 & April 2012 Tuition is refunded ONLY if the registrar is notified of a withdrawal by **July 31, 2011**. No Exceptions.
- I have read the Parent Handbook on-line and understand how the preschool is organized and my responsibilities as a parent at the preschool, (I will receive a hard copy at the Parent Orientation Meeting).

BOARD of DIRECTORS

Please remember that all board members are parent volunteers. There is no “Preschool Office.” All preschool business is conducted in the private homes of board members. Please do not call before 9:00am or after 4:00pm.

If you have questions regarding....	Please contact our...		
General Preschool	President	Jennifer Bartell	
Fundraising	Vice Pres.	Wendy Talbert	
Board meeting minutes	Secretary	Kym Teppo	
	Treasurer	Marlena Diesner	
Waitlist/Dropping/ Adding	Registrar	Dawn Pream	laurelwoodpreschool@yahoo.com
Tuition	Tuition	Shayla Taylor	
	Assist. to Reg.	Jennifer van der Kleut	
Book Orders	Book Order EC	Sharon Goodson	
Book Orders	Book Order PK	Aida Matinpour	
Items for the Calendar	Calendar	Heather Daroczi	
	Hospitality	Alaina Johnson	
	Hospitality	Allyson Jones	
Classroom Observations	Membership	Tara Holcomb	
Items for the Newsletter	Newsletter	Jennifer Christianson	
	Parties EC	Janell Tao	
	Parties EC	Keri Schneider	
	Parties PK	Judy Friedline	
	Parties PK	Julie Fehrenbacher	
Shutterfly Group Sites	Phone/Website	Eileen Lindsey	
T-shirt Orders	T-Shirt Sales	Alaina Johnson	
Submit Yearbook Photos	Yearbook	Kristina Baldwin	
Work Schedules/ Enrollment Forms	Business Man.	Lara Hedlund	
	Teacher EC	Sue Dallas	
	Teacher PK	Helen Chae	
	Teacher EC	Deanna Hessler	
	Teacher PK	Tarini Kumar	
	Teacher PK	Marta Mouritsen	
	Teacher PK	Rebecca Rasmussen	
	Teacher EC	Melissa Vargas	
Laurelwood Preschool School Voice Mail			408-241-8626

REGISTRATION

1. For the Early Childhood program (Tuesday/Thursday), children must be 3 by December 2, 2011. For the Pre-Kindergarten program (Monday/Wed./Friday), children must be 4 by December 2, 2011. A child may not be enrolled in the Early Childhood and Pre-Kindergarten programs concurrently.
2. All children must be toilet trained prior to entrance into the school and verification of age by birth certificate will be required.
3. Registration begins approximately 6-8 months prior to the beginning of the school year. Families who are currently enrolled in the preschool, as well as children and siblings of alumni, are given priority registration dates before open registration for new families.
4. An Open House is held prior to open registration to afford new families the opportunity to visit the classrooms and have questions answered by teachers and board members. Prospective members (without their children) are also encouraged to observe classes and teachers in session by scheduling a visit with the parent volunteer, Membership Chairperson, whose name appears on the board list.
5. Registration forms are available at www.LaurelwoodPreschool.com. Information about registration can be obtained by contacting the parent volunteer Registrar at the Laurelwood Preschool voicemail, 241-8626 or through our website, www.LaurelwoodPreschool.com. There is No Preschool Office. **Please do not call Laurelwood Elementary School.**
6. Before registering we encourage all families, new & old, to read through the Parent Handbook on our website and decide if Laurelwood Preschool is a good fit for your child and family situation.
7. Registration is **by mail only** and begins on the date indicated on the registration form. Early postmarks (before the initial date) will be considered last. No Exceptions.
8. To register, families mail a completed registration form and a check for one month's tuition plus one \$65 registration fee per family. **The \$65 registration fee is non-refundable.** The tuition payment made at the time of registration is applied toward the May tuition and will be refunded if the registrar is notified by **July 31, 2010. No exceptions.**
9. Children are placed in classes by lottery, based on postmark dates. All the envelopes with the first postmark date are put into a bag. Each envelope is randomly pulled and the child is placed in a class. Laurelwood Preschool makes every effort to place families in their first choice of teacher or time. However, with 30 EC openings & 36 PK openings for each time, we are not always able to give families their first choice. When the demand does not allow this, the school reserves the right to place a child in a class that has openings. This applies to both priority and open registration.
10. Acceptance letters with Enrollment Form instructions are mailed in early March.
11. Families who were not placed in their first choice of teacher **or** time are automatically placed on our internal waitlist in the order their envelope was drawn, for either the time or teacher they requested, which ever took precedence on the registration form. If any opening become available, we first use the internal waitlist to fill the opening from students already admitted to our school, and then admit new students. The parent volunteer Registrar will contact families if an opening in their first choice becomes available.
12. Placement is conditionally offered and your student's placement at Laurelwood Preschool is secured only by the submission of ALL COMPLETED ENROLLMENT FORMS and the clearance of your check for both registration and tuition fees by the due date.

ENROLLMENT FORMS

All Enrollment Forms are due in May. Completed forms and a check for April Tuition & the Cleaning Deposit secure your child's position in the preschool. All items are available for download from the website. Please submit ONLY Copies, not originals, of immunizations, TB tests, birth certificates, etc.

1. **Check for April 2012 Tuition & Cleaning Deposit** (tuition refunded ONLY if drop is by 7/31/11)
Cleaning Deposit is fully refunded to all families who participate in May 2012 Cleaning Day.
EC \$120 tuition + \$30 Cleaning Deposit = **\$150.00**
PK \$150 tuition + \$30 Cleaning Deposit = **\$180.00**
2. A **Laurelwood Preschool Admissions Agreement** form (Use one provided with acceptance letter or Download)
3. A **Laurelwood Preschool Family Information** form (Download)
4. A **Statement of Responsibility and General Permission Forms** form (2 pages) (Download)
5. An **Acknowledgment of Parent's Right Notification** form (Download)
6. A **State of California Personal Rights** form (Download)
7. An **Emergency Card** (Download)
Parents are required to notify the teacher and business manager and modify these cards in the classroom immediately each time there is a change in any information for the cards.
8. A **Disaster Release Card** (Download)
Parents are required to notify the teacher and business manager modify these cards in the classroom immediately each time there is a change in any information for the cards.
9. A **Physical** form (Download) Submit a COPY, keep your original. (Applies to new enrollees only)
All children must have a physical examination completed by a doctor within the one year prior to enrollment in the school and be determined to be a "healthy child". It is often hard to get appointments, so we highly recommend you do this asap.
10. A **Birth Certificate** for the child. Submit a COPY, keep your original. (Applies to new enrollees only.)
11. An **Immunization History** Submit a COPY, keep your original.
Record must include the following minimum required dosages: (Applies to new enrollees only)
DTP - 4 doses **Polio - 3 doses** **Measles, mumps, rubella - 1 dose**
Hib Meningitis - 1 dose **Varicella – 1 dose** **Hepatitis B - 3-dose series**
12. A **Negative Adult TB Test** Submit a COPY, keep your original.
For any adult (parents, grandparent, babysitter, etc) who will be working in the classroom. **This test must have been given and read in the one year prior to the enrolling child's association with Laurelwood Preschool.** Available at County Health Departments throughout the area for a nominal fee – call 792-5200. (Applies to new enrollees only.)

PARENT ORIENTATION MEETING

1. We require attendance at just one **Parent Orientation Meeting** all year. It is held at the preschool, just prior to the beginning of school. The Parent Co-op aspect of our school is really what makes Laurelwood Preschool a great place for students to learn, parents to work, and teachers to teach. As a co-op we are only as strong as our weakest member. This meeting will acquaint you with your teacher, your child's classroom procedures and the expectations of our Parent Co-op Preschool. **THIS WORKSHOP IS MANDATORY FOR ALL ADULTS WHO WILL BE WORKING IN THE CLASSROOM.**
2. Attendance is essential for both **new & returning families**. As a co-op, we are constantly adapting and changing to make Laurelwood Preschool better. No two years are the same. Teachers and Board members are excited to share what's new and exciting at Laurelwood Preschool. **Returning Families** are also vital to helping us successfully orient new families to our preschool community. Any questions you may have about school and your role in ensuring a wonderful year for your child can be answered then.
3. This meeting is for **Adults only**. In order to cover all the required items in a timely manner we ask you to **make arrangements for your children to stay at home**. It is distracting to other parents, teachers and board member volunteers, who have all made arrangements for their own children, to have your children at the meeting. **If you come with children, you will be asked to leave and your student will not be able to attend school until a make-up session is completed and a \$25.00 fee paid.**
4. Any preschool family that does not attend the scheduled Parent Orientation Meeting must schedule a make-up session directly with their teacher. This make-up session will be done at the convenience of the teacher and will **cost \$25.00, due at the time of the session**. Your child will not be able to attend school until you complete the make-up session. Please make every effort to attend the regularly scheduled orientation meeting. This meeting is the only time your teacher has to address the entire class and it is important that every family, new and returning, attend.
5. At the Orientation you will...
 - Meet your child's fabulous, talented, and endearing teacher.
 - Listen to the joy that awaits your child when they enter school.
 - Learn how you can be the best Parent Helper on your working days.
 - Talk about what to bring on your snack days.
 - Hear what your job as a Working Parent will be during emergencies and drills.
 - Meet the parents who will be working with your child in class.
 - Have a chance to sign-up as a paid working parent substitute.
 - Talk with other parents to set-up carpools.
 - Get answers to questions from the Preschool Board & your Teacher.
 - Receive pre-addressed Tuition envelopes.
 - Update any contact information.
6. A hard copy of the updated **Parent Handbook** (please review at www.LaurelwoodPreschool.com) will be handed out. It is recommended that you take time to read the Handbook online and bring any questions to this meeting. You will be required to sign & turn in the Parent Handbook Receipt Form.
7. Meetings last for approximately 1½ hours. You will meet with your teacher in your classroom and with the Preschool Board. If you have children in both EC & PK classes you must attend each classroom session with the teacher, but only need to attend one session with the Preschool Board.

TUITION

1. Tuition for the 2011-12 school year is:
 - \$120 per month for the Early Childhood (Tuesday/Thursday) program
 - \$150 per month for the Pre-Kindergarten (Monday/Wednesday/Friday) program.
2. September – March tuition is due on the **first** of each month and is late on the second.
3. Checks are to be made payable to Laurelwood Preschool.
4. Send tuition to the Tuition Collector by mail.

Laurelwood Preschool - Tuition Collector
P.O. Box 2646
Sunnyvale, CA 94087-0646

Do not send the payment to school or leave it in the Tuition Collector's mailbox.
5. Please note your student's first and last name in the memo section of the check.
6. Tuition shall be paid in full each month regardless of holidays, vacations and absences that may occur during that month. Post-dated checks are not acceptable. Tuition may be prepaid at any time.
7. Your **May 2012** payment is due with your registration form & \$65.00 Registration Fee.
Your **April 2012** payment is due with your enrollment forms & \$30.00 Cleaning Fee.
April & May Tuition is refundable **ONLY** if you withdrawal by **July 31st 2011**. No exceptions.
Cleaning Fee is refunded when families participate in the end of the year Cleaning Day in May/June.
To officially withdrawal contact the registrar at laurelwoodpreschool@yahoo.com.
8. A \$10.00 late fee is charged to all tuition received after the **1st of the month**.
9. If the tuition and any fee due are not received by the 10th of the month, your child cannot attend school until the tuition and fee are paid.
10. If the tuition and any fee due are not received by the 15th of the month, the child will be immediately dismissed from school.
11. If tuition is late a second time, the regulations are the same as in the above section with the fine being increased to \$25.00.
12. **The third time that the tuition is not received by the 1st of the month, the child will be immediately dismissed from school and the family's membership terminated.**
13. Any check that is returned from the bank because of insufficient funds will incur a \$20 bank service charge fee. These fees should automatically be included with your tuition payment.
14. In case of financial problems, please contact the Tuition Collector or President. Laurelwood Preschool has a limited amount of scholarship money available each year. Scholarship requests are confidential among the Laurelwood Preschool Executive Board members.
15. In case of extended sickness or vacation, a child may **temporarily** withdraw from school. Tuition must be paid and work days covered during the absence in order to insure the child's place in the school. If the family does not pay tuition or cover work days, the child will be considered to have **permanently** withdrawn from the school.
16. The preschool requires **four weeks** notice before a child is withdrawn from the school. Notification must be made to the **registrar** at laurelwoodpreschool@yahoo.com. Parents are obligated to complete any assigned workdays during that four week period. **Please notify the registrar as early as possible to give adequate time to fill the spot.**

PARENTS' WORK DAYS

1. Each parent is required to work in the classroom a certain number of assigned days. The Business Manager makes work day assignments and keeps records of workdays. Parents may volunteer to assist on days when extra help is needed (i.e., field trips). Credit for working, however, is given only to parents who are assigned to work on the work schedule posted in the classroom.
2. Parents, grandparents, etc. are all able to work on these days ONLY IF they have a negative **TB test on file** with the preschool and are able to understand and communicate in both written and spoken English.
3. Work Parent #1 is the Snack Parent; it will be your responsibility to provide a healthy and nutritious snack and drink for the class. Fruits, vegetables, crackers, etc., are acceptable. If you have any questions about acceptable snacks, discuss this with your teacher prior to your workday. Laurelwood Preschool prohibits serving homemade food.
4. If you are unable to work on your assigned workday, YOU are responsible for finding your own substitute to work for you. **Do NOT call your teacher or the school answering machine.** You are encouraged to trade workdays with another parent on the schedule. If this is not an option, a list of parents willing to be paid to work on your day will be given to you. All monetary transactions will take place between the two parties involved and the snack is to be provided by the person responsible. Any substitute working in the classroom must have a negative TB test on file with the school and report to school 15 minutes before school begins.
5. Any parent failing to participate on his/her workday and not providing a substitute Before the Start of Class will be fined **\$50.00 for the first infraction**. If he/she was assigned as the snack parent, the classroom emergency snack supplies must be replaced. Failure to pay the fine within 10 days of the infraction will result in the child being dismissed from school and the family's membership terminated. Also, if a second work day is missed without providing a substitute, the child will be dismissed from school and the family's membership terminated.
6. Any parent failing to provide a substitute on an assigned workday must pay the emergency substitute \$40.00 **in addition to** the fine owed to the preschool. Failure to pay the substitute within 10 days of the infraction will result in the child being dismissed from school and the family's membership terminated.
7. No other children, regardless of age, are allowed in the classroom with the working parent.
8. Working parents must arrive at school **10 minutes** early on their workday to receive instructions and arrange the room prior to the arrival of children. **Plan to clean 25 minutes after class ends.**
9. If a parent or designated representative does not report on time for class on his/her scheduled workday, a **written warning** will be issued for the **first offense** and for the **second offense**, a **\$25 fine** will be levied. Any subsequent offense will result in the child's dismissal from school.
10. If a parent or designated representative arrives late and a substitute is already working, it is the substitute working parent who decides to either continue working and be paid by the late parent or let the tardy parent finish the workday. The fine for an emergency substitute parent is \$40. All fines are due immediately. Failure to pay these fines within 10 days of the infraction could result in the child's removal from school.
11. Work Day Requests: You may request to work on a certain day of the week (ex. Mondays or Fridays) by e-mailing the business manager. All requests are noted, but no guarantees are made. If you are trying to complete all your work days before the arrival of a new baby or an extended trip, you may request to work up to once a week. The preschool will not schedule a family more than once a week because it disrupts the scheduling for other families. You may switch with other parents in the class to complete your days. It will be YOUR responsibility to keep track of these days, ensure those parents work for you on your future days and communicate with the teacher by writing names on the posted work schedule.

ARRIVAL AND DEPARTURE

1. Please do not bring your child to school early. No supervision is available until school starts and the school cannot be responsible for children brought earlier.
2. Parents are responsible to see that their child passes safely into the classroom and must sign their child in and out on the sheet provided in the classroom, using the adult's full name.
3. It is important that each child be picked up **promptly** at the end of class. If you are unable to pick up your child on time, make arrangements for him/her to be picked up by another adult.
4. If a parent or designated representative is **5 or more minutes late** picking up a child from the time of class dismissal, a **\$25 fine for the first 5 minutes plus \$1 for every minute thereafter** will be issued for the **first offense**. The fine is to be paid immediately. Failure to pay this fine within 10 days of the infraction could result in the child's removal from school.
5. If a parent or designated representative is **30 minutes or more late** picking up a child and we are unable to contact anyone from emergency card, then the police and/or CPS will be contacted to pick up the child.
6. Notify the teacher **in writing** if someone will pick up your child other than yourself or an adult listed on your General Permission form.
7. Parking is only permitted on the Laurelwood School campus in **designated parking spaces**. Spaces marked STAFF are for elementary and preschool staff only. This applies both to arrival and departure. **No double parking** or parking in driveways is permitted. We recommend parking on Kensington and walking in.
8. Upon arrival at school and **before** you sign in, you are **required** to take your child to use the bathroom facilities and to wash his/her hands.
9. For safety reasons, siblings and other children are not allowed to use any of the preschool equipment and/or toys before, during or after school.

FUNDRAISERS

Laurelwood Preschool is a non-profit organization and we work very hard to keep our tuition affordable. We operate solely on tuition and fundraising money. We are grateful for your support of time, talent, and monetary donations. Contributions are tax-deductible and 100% goes to support preschool programs.

The Annual Garage Sale and Bake Sale are our major fundraisers. We have recently reduced the number of fundraisers to decrease the burden on our families. We do ask and **expect, every family to participate in both the Garage Sale & Bake Sale.**

TAX ID NUMBERS

The Internal Revenue Service Employer Identification (E.I.) number is 94-2169784.
The tax number for the State of California is 499-6400-0.

HEALTH

1. Notify the teacher if the child is allergic to any food.
2. No child or adult may come to school with any symptoms of illness. The teachers will send home anyone they believe to be ill.
3. If a child has a cold or other illness, do not send him/her to school until he/she has been symptom free **for at least 24 hours (no temperature, vomiting, hacking cough, etc for 24 hours)**.
4. Notify your teacher if your child contracts a contagious disease.
5. It is not necessary to call the school or the teacher if the child will be out for one or two sessions.
6. No note is necessary when a child returns after an illness.
7. Please do not send notes asking that your child be excused from outdoor play at recess time. We do not have the staff/resources to accommodate such a request.

EMERGENCY EVACUATION PLAN

Laurelwood Preschool has a formal emergency plan that includes the preschool as part of the Laurelwood Elementary School plan should a major disaster occur. If an emergency occurs follow all directions given by BOTH Preschool AND Elementary School Staff. In an emergency, ONLY adults whose names appear on the Disaster Release card will be allowed to take students from school. A copy of the evacuation procedures is posted in each classroom. Our staff has all been trained in first aid procedures. Our emergency supplies include emergency cards, food, water, first aid equipment and flashlights. Emergency evacuation drills are held on a regular basis. In case of an emergency the working parents of each class may be required to stay and help with children until dismissed by the preschool teachers.

STUDENT BEHAVIOR POLICY

It is the duty of the parents to help children understand the rules pertaining to student behavior.

While attending class and using the playground, children are to be obedient and respectful to the teacher, other classroom personnel, other children and school equipment. A child who has displayed continued disobedience or disrespect will, along with his parents, work with the teacher to resolve the situation. If a child's behavior problems continue, parents may be asked to supervise their child in class until both the teacher and parents agree that the behavior is no longer a problem. Failure to resolve this issue may result in the child's dismissal from school.

The student behavior policy will also apply to field trips. Any child causing disruptions will be required to have his/her parent attend field trips. Should this not resolve the problem, the child will be excluded from the next field trip at the discretion of the teacher. Teachers are always available for conferences at the request of the parents.

CLOTHING

1. Clothing should be appropriate for school activities and the child must be able to remove his/her own clothing while using the bathroom. Please label all clothing.
2. Children will be playing outside on the playground every day, weather permitting. In cold and rainy weather, please send appropriate clothing.

FIELD TRIPS

- Laurelwood Preschool takes frequent field trips to sites in Santa Clara County. On field trip days, class times may vary.
- Every child must return a signed permission slip for field trips prior to the field trip day.
- Extra helping parents will be asked to volunteer for field trips. This will not count toward the total assigned workdays for the year.
- No extra children will be allowed to accompany the preschool on field trips.
- Charges to cover our costs may be made for school field trips.

BATHROOM POLICY

Students must be able to use the bathroom facilities on their own, including removing/replacing their own clothes. Parents are not allowed in the bathroom with any child other than their own.

Fingerprinted parents may escort groups of children to the bathroom at the teacher's discretion.

BIRTHDAY PARTIES

1. You may bring a store-purchased birthday treat on your child's birthday if previous arrangements have been made with the teacher.
2. If you are planning a birthday party for your child and not inviting the whole class, please mail the invitations to the invited guests, in order to alleviate hurt feelings.

CURRICULUM

ENRICHMENT ACTIVITIES

Crafts	Sharing	Social Studies (PK)
Story time	Field trips	Dramatic play (PK)
Nature walks and studies	Outdoor play	Free play - indoor/outdoor
Socialization	Sandbox	Music/Finger play
Simple cooking	Art Instruction (PK)	Seasonal activities
Visits to local park	Parties	Weekly Readers (PK)

READINESS ACTIVITIES

Eight basic colors	Balance
Comparative terms (large/small;high/low; in/out)	Hearing discrimination
First/last name recognition (PK)	Rote counting to 20 (PK)
Visual/motor skills (cutting, bead stringing)	Visual discrimination
Introduction to name printing (EC)	Object counting to 10 (PK)
Health science (body parts - head, knees, etc.)	Spatial discrimination
First name writing (PK)	Number recognition to 10
Small/large muscle discrimination	Textual discrimination
Introduction to consonant sounds (PK)	First name recognition (EC)
Basic shapes	Left to right sequence
Vocabulary building (PK)	Alphabet recognition
Rote counting to 10 (EC)	



ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I have received a copy of the Laurelwood Preschool handbook. I fully agree to comply with the policies, procedures and regulations of Laurelwood Preschool. I understand that failure to do so may result in disciplinary action, up to, and including termination of me and my child. If termination results in litigation and in that event only, the prevailing party in said litigation will be entitled to reasonable attorney's fees and costs. I understand that the provisions of this handbook may be changed, amended, supplemented or rescinded at any time and do not constitute a contract of membership.

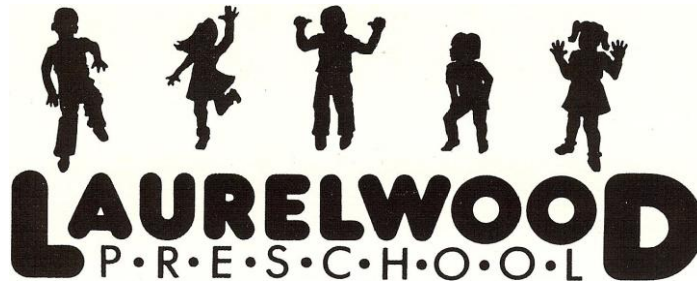
Child's name (please print)

Parent's name (please print)

Parent's Signature

Date

MEMBER COPY TO REMAIN IN HANDBOOK



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Child's name (please print)

Parent's name (please print)

Parent's Signature

Date

PRESCHOOL COPY TO BE TURNED IN