

Spring 2012

Thank you for your interest in The Preschool Academy. Enclosed you will find an application along with our school information. We are currently in the process of purchasing a new building that will give us much more space allowing us to offer more programs. If you have been a part of The Preschool Academy in the past please note the exciting new programs being offered.

In order to secure your child a spot for the 2012/2013 school year you need to fill out and turn in the first two pages along with an \$80 application fee. Application fee is non-refundable and does not count toward tuition. Your registration fee will not be deposited if your child is not accepted to The Preschool Academy. Classes fill up fast and we work on a first come first serve basis. If you have further questions please call or stop by to speak with one of our teachers. If you received this application and are not in need of preschool for the 2012/2013 school year please feel free to pass it along to someone that is. If you wish to be removed from our mailing list please call the school and leave a message stating so.

The Preschool Academy Staff

Student Name: _____ Goes by: _____

Gender: _____ Date of Birth: _____ Age: _____

Street Address: _____ Phone: _____

City, State & Zip: _____

Fathers Name: _____ Phone: _____ Cell Phone : _____

Occupation: _____ Employer: _____ Work Phone : _____

Address (if different): _____

Mother's Name: _____ Phone: _____ Cell Phone : _____

Occupation: _____ Employer: _____ Work Phone: _____

Address (if different): _____

If separated, with whom does student reside? _____

Name and age of siblings:

Email address _____

Please mark your first and second preference for the session you would like your child to attend. Class size is limited to 12 students per session. Minimum age is 3 as of June 1st, 2012 and your child must be potty trained.

Pre-Kindergarten (ages 4 & 5)

_____ \$170 MWF 9:15 am - 11:45 am

_____ \$170 MWF 12:45 pm - 3:15 pm

_____ \$130 TTh 9:15am - 11:45am

_____ \$300 M-F 9:15am - 11:45 am

Pre-school (ages 3 & 4)

_____ \$130 TTh 9:30am - 11:45 am

_____ \$130 MW 9:30am - 11:45am

Marking the items below only let us know you are interested in these programs

_____ \$4 Lunch Bunch

_____ \$20 Club MED (my extended day)

There is a \$80 registration fee that is non-refundable and required to place a child on the class list. The registration fee will not be processed if your child is not accepted to The Preschool Academy.

Medical and Release Information

Child's Physician: _____ Phone: _____

Child's Dentist: _____ Phone: _____

Child's known allergies: _____

Any physical difficulties: _____

Insurance Information

Insurance Company: _____

Name of Subscriber: _____

Emergency Information: Person to contact if parents cannot be reached.

Name: _____ Phone #: _____ Cell Phone #: _____

Relationship to child: _____

If sudden illness or other serious medical emergency should occur and I cannot be reached, my signature below authorizes the person in charge to call my child's physician or dentist or take my child to the nearest emergency medical facility.

Parent or Guardian Date Signature

Other than the above parent/guardians, only the following person (s) may remove your child from care without previous notice. Photo ID will be required.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

I understand that field trips are a part of this child-care program. I hereby give my permission for the provider/staff to take my child on field trips while he/she is in the program.

Parent Signature Date

I understand that The Preschool Academy will apply sunscreen while the children are playing outside. I hereby give my permission for the provider/staff to apply sunscreen on my child.

Child's name Parent Signature

Mission Statement

The Preschool Academy is a Christian-based preschool. The purpose of the preschool is to provide an environment for your child to grow and develop into what God intended for them to be. We want them to be happy and excited about learning and reaching their full potential; ultimately leading your child to successfully enter kindergarten.

The Preschool Academy strives to be a warm, safe and accepting school to each child that enters our facility. We, as a preschool, are constantly redesigning our curriculum to meet the latest requirements and re-evaluate to meet the individual needs of each child.

The Preschool Academy Staff

Welcome to The Preschool Academy. My name is Darci Larson and I am the owner/director of the school. Operating a preschool has been a passion of mine since graduating from college. The opportunity presented itself five years ago and I continue to enjoy offering this rewarding service to our community. I teach the Monday, Wednesday, Friday classes. Listed below are my credentials:

- * Licensed by the Department of Family Services
- * B.S. in Elementary Education and Early Childhood
- * Taught 1st grade in Oregon
- * Am the mother of 4 children
- * Children's Pastor
- * Member of NAEYC and have attended the NAEYC conference

Christine Engel is our Tuesday, Thursday morning teacher. Christine came on board when The Preschool Academy opened in the fall 2007. Christine holds a BA in Elementary Education. Worked at Head Start for 10 years in Eastern Montana where she earned a Childhood Development Associate. She is a member of NAEYC and recently attended the NAEYC conference. Christine has a nurturing heart and it shows in her love for each child.

Jen Hamlin is our assistant in the three year old class. This school year will be her 4th year with The Preschool Academy. Jen brings her love of children to our classroom. Jen continues her training through the STARS program.

Mary Lubben has a BA in education and taught 4th grade for 3 years before becoming a mom. She spent the last eight years being at home with her three kids. This is Mary's second year at The Preschool Academy. Mary loves watching her little learners grow and enjoys being able to provide unique experiences that foster development.

Our teachers exceed the state standards required by the state of Wyoming. Teachers are selected carefully - they must have a passion for children and are required to further their professional development (education).

Programs Offered

Preschool Classes

Classroom provides a nurturing environment which fosters creativity, experiences, and developmentally appropriate practices. Learning opportunities are made available through play, literature, and a personal relationship with each child. Children attending the 3 & 4 year old class must be 3 by June 1st and be potty trained.

Lunch bunch

A great way to make the fun last longer! Lunch bunch is your child's own social hour and an easy solution if you need a little extra time in the day. Lunch bunch is an optional program scheduled for children to stay an extra hour each day they are at school. Each child will bring his or her own lunch and participate in additional learning activities. Reservations will be taken on a weekly basis. Drop in for lunch bunch is not guaranteed as we plan of sufficient staff. The fee for lunch bunch is \$4 a day. Drop in rate is \$7 if there is space available.

Club MED - my extended day

Club MED is our extended day program and is offered to all students at The Preschool Academy. Students will have the opportunity to extend their learning after the normal preschool day through various enrichment programs and activities. Students enrolled in the Club MED program just bring a lunch from home each day. Club MED prices are for the afternoon and are \$20 a day, this includes lunch bunch. Club MED participants will be required to sign up the month prior to participation in Club MED.

Policy and Procedures

Promptness is important. We function as a classroom, not a day care. When a child is late he/she misses out on the introduction to the day's activities. Children should arrive no earlier than 10 minutes before class is to begin. This allows the teacher time to prepare for each day. Also, please be prompt in picking up your child.

We try to maintain a healthy environment. Most children, however, will experience a normal number of sicknesses over the course of a year. In an effort to protect all children, please do not bring your child if he/she is ill; especially if your child exhibits any of the following symptoms:

- temperature over 100 degrees
- intestinal disturbances such as vomiting or diarrhea
- any undiagnosed rash
- sore and/or discharging eyes or ears
- abnormal nasal discharge

If your child has been exposed to any contagious diseases, please notify the school immediately.

Discipline Procedure

We have designed the environment, lessons, transitions and a daily schedule to help reduce the possibilities of discipline situations. However, all children test the boundaries and need to be held accountable for their actions. Preschool-aged children are also just starting to develop social skills among their peers and we want to help them develop healthy strategies and skills. We will use these opportunities to teach problem solving strategies, strategies to help them look at consequences and make good choices, and also as a chance to bring in God's Word about obedience and loving one another.

If a problem comes up between two or more children, we will act as a mediator to help them come up with multiple solutions and then they pick one that would work for all of them.

If a child makes a poor choice in behavior, we have a designated spot for them to go for a few minutes to reflect on that behavior and to come up with one or two better choices for their actions. Our goal is to teach self-regulation of behavior without breaking their spirit.

If a child's behavior doesn't begin to change, or the child continues to make bad choices, parents will be notified either by phone or in a short note.

If the child's behavior begins to endanger the safety of the other children, parents/guardians will be asked to come in for a conference.

If the child's behavior doesn't change after modifications by the teacher and the conference and the other students are in danger, that child will be asked to leave.

Bullying, harassing, or any physically aggressive behavior toward another student or teacher, beyond what would be age appropriate, will not be tolerated.

Tuition Procedure

Payment is due by the 1st of each month. Payment is considered delinquent if not paid by the 5th of each month. A \$10.00 late fee will be charged to accounts that are not paid by the 5th of the month. An additional \$10 per 10 days late will be added until payment is made in full. If payment is not paid by the following month the child will not be allowed into class until the previous month is paid and the current month is paid in full. Tuition is figured on a yearly basis. Tuition is the same each month for the nine months your child attends The Preschool Academy.

If a parent/parents or guardian removes a child before the full nine month program, the parent will be liable to pay for one extra month after removal

I ask that we have a mutual responsibility in communicating on a regular basis. This includes any concerns you may have with The Preschool Academy or the care your child is receiving. Feel free to contact the director immediately so we can best meet your needs. The Preschool Academy director is Darci Larson and can be reached at 686.5145 or 299.8287. If you feel your concerns are not being adequately addressed, you may contact the Department of Family Services. Department of Family Services has records concerning the licensing of The Preschool Academy and is open to public inspection. You may contact Melody Warren at mwarre1@state.wy.us or 307.682.7906 for any concerns or questions.

The registration form and \$80 registration fee must be turned into the school to secure your child a place in the class. The remaining items will be required prior to your child starting the fall session. You will be notified of your child's acceptance in writing by the end of February.

* Medical and Release information form

* Immunization record

Please feel free to contact me if you have any questions or concerns.

Darci Larson
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