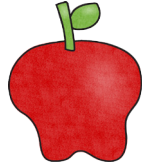


Growing Minds Preschool, LLC



Handbook

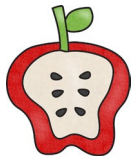


Welcome

Welcome to Growing Minds Preschool, LLC. We are excited to have your child participate in our preschool program. It is our hope that your child will make many new friends while participating in group activities and age-appropriate lessons. The preschool age is a wonderful time full of creativity, curiosity, and playful activity. We welcome you and your child to our fun-filled program.

Visit our website: mygrowingmindspreschool.com

School Address: 206 N. New Albany St. Sellersburg, IN 47172
(First floor of Old Sellersburg Elementary School Building)



Meet our owners:

Kerri Eckert - (812) 989-6292

Robin Long - (502) 287-2979

Mrs. Eckert is a certified teacher with a Bachelor and Master of Science Degree in Elementary Education.

Mrs. Long is a certified teacher with a Bachelor of Science Degree in both Elementary Education and Business Management.



Growing Minds Preschool, LLC was established in 2002. We are honored to serve the Sellersburg community. Kerri Eckert and Robin Long, along with our teachers, strive to teach each child individually as well as to encourage family and community involvement.

Programs Available:

3 year old preschool (2 day program)

Monday/Wednesday or Tuesday/Thursday

Morning class options: 8:00 am-11:00 am or 8:15 am-11:15 am

Afternoon class options: 11:30-2:30pm

Must be 3 years old by August 1 and fully potty-trained

\$140.00 per month for 9 months (Total for year \$1260.00)

\$70 registration fee due at time of registration

4 year old preschool (3 day program)

Monday, Tuesday and Thursday

Morning class options: 8:00am-11:00am

Afternoon class options: 11:30am-2:30pm or 11:45am-2:45pm

Must be 4 years old by August 1 and fully potty trained

\$170.00 per month for 9 months (Total for year \$1530.00)

\$80 registration fee due at time of registration

4 year old program (4 day program)

Monday – Thursday

Morning class options: 8:00am-11:00am or 8:15am-11:15am

Afternoon class options: 11:30am-2:30pm

Must be 4 years old by August 1 and fully potty trained

\$200.00 per month for 9 months (Total for year \$1800.00)

\$90 registration fee due at time of registration

Stretch Program (4 day program)

Monday-Thursday 8:15am-1:15pm

This class is open only to children who HAVE previously attended Growing Minds Preschool and are either 4 or 5 years of age. There will be Bonus Care from 1:15pm-2:30pm at no additional charge. Parents may pick up children anytime between 1:15-2:30pm. Children will have structured playtime during bonus care, but will not continue with classroom learning time.

Children will bring their own lunch to school each day

\$375.00 per month for 9 months (Total for year \$3375.00)

\$90 registration fee due at time of registration

Kinder-Prep (2 day program)

Wednesday/Friday 8:00am-1:00pm

This class is for children that miss the kindergarten cut-off date or who are not academically or socially ready to enter kindergarten. This class is ONLY for children who HAVE NOT previously attended Growing Minds Preschool.

Children will bring their own lunch to school each day.

\$185.00 per month for 9 months (Total for year \$1665.00)

\$70 registration fee due at time of registration

Kinder-Prep (4 day program)

Monday-Thursday 11:45am-2:45pm

This class is for children who miss the kindergarten cut-off date or who are not academically or socially ready to enter kindergarten. This class is ONLY for children who HAVE previously attended Growing Minds Preschool.

\$200.00 per month for 9 months (Total for year \$1800.00)

\$90 registration fee due at time of registration

- **If tuition is paid in full at August Open House, there will be a \$100 discount in total yearly tuition.**
- **Class are subject to change if minimum number of students are not registered.**
- **We are sorry, but there is NO reduction in monthly tuition for absenteeism, vacations, snow days, or other weather-related missed days. The registration fee that is due at registration is NON-REFUNDABLE.**

BEFORE CARE

We offer a before care program from 7:15am-8:15am. This is a drop-in service and a child does not need to be pre-registered for before care. The cost is \$5 per day and is payable at drop-off.

Registration:

To register your child for classes at Growing Minds, you will need to visit our website: mygrowingmidspreschool.com. Registration is complete when your child's **non-refundable** material fee is paid through the PayPal option online. After registering your preschool child, you will need to provide a copy of your child's immunization records and birth certificate at Back To School Night. We must have these documents **BEFORE** the first day of preschool.



Children must be 3 years old by August 1st and potty trained to enroll in the 3 year old preschool class.



NO child will be refused enrollment on the basis of sex, color, religion, ethnic background, handicap, or origin.



Special needs concerns must be discussed with Mrs. Eckert and Mrs. Long **prior to registration**. We will **not** admit any child whose educational needs we cannot successfully meet. No child will remain in the preschool program whose behavior threatens the safety of the other children enrolled in the program.



Enrollment is based on a first-come basis as space permits.



School Calendar/Inclement Weather:



In case of inclement weather, we will follow West Clark Community School Corporation. **If there is a school delay, the morning preschool programs will be cancelled, but the afternoon classes will attend as usual. If West Clark Community Schools are closed, all sessions at Growing Minds Preschool, LLC will also be closed.**



Goals and Objectives:

- *To provide a nurturing child-centered learning environment
- *To assist the social, emotional, physical, and intellectual growth of the preschool child
- *To provide positive group and individual interactions with children and adults
- *To foster a love of learning
- *To encourage the individual talents of each preschool child
- *To encourage sharing and cooperation
- *To develop individuality

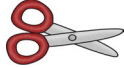


Daily Program:

The children have many opportunities throughout the preschool day to explore and to create in a warm, nurturing, and non-threatening atmosphere. Children are encouraged to choose activities during learning center time and to actively participate in music, story, and circle time, which are brief teacher-led group activities. Science center, blocks, math and reading manipulatives, books, art, dress-up and cooking are just a few activities available to your child daily. We believe your child needs both structured and unstructured types of play to maximize learning and social-development. We strive to provide a quality play-based, student-centered learning environment in which every student can grow and develop successfully at an individual pace.

Kinder-Prep Preschool Program:

The kinder-prep preschool curriculum is designed to challenge and motivate the five-year-old child's curious mind. It is NOT a repeat of the 4-year-old program. Your child will experience new themes, daily activities, and hands-on learning centers. Emphasis will be placed on the alphabet, reading and writing pre-primer sight words, numbers, simple math equations, and creative art. Some of the daily activities such as calendar and weather will be familiar to your child but will be explored more in depth than in previous years. Come and experience a fun-filled year full of new and exciting opportunities.

Materials Needed:

Each child will receive a list of needed school supplies to be brought on Back to School Night. This list will be emailed to you and posted on our Facebook page.

Snacks:

The children are served a nutritious snack during preschool time that parents help us to provide. Each teacher will have a system for parents to sign up for snacks that you will provide for the entire class. We serve water with snack. The classroom teacher will notify parents if a student has a food allergy.

Parent Participation:

Parent volunteering and participation is always welcomed. We would love to have one or two parent volunteer(s) each class day to assist us if possible beginning in October.

Arrival and Departure Procedure:

A preschool teacher will open the doors before preschool begins. Please DO NOT leave your child until a preschool teacher is present. Parents should escort children into their classrooms before leaving the building.

Children are dismissed to parents at the end of the preschool day. No child will be released to any person, parent or other authorized adult, until the correct pick-up code word* is given. When a new adult or caregiver will be picking up your child, please send notification of the change to the teacher. During the registration process, you provide us with the codeword.

**Birthday Party:**

Your child may bring in a special treat to share with all classmates to celebrate his/her birthday. Please speak with your child's teacher prior to bringing birthday treats.

Sick Child Policy:

If your child has a fever, a persistent cough, or runny nose that is not clear, we ask that you please keep your child at home for the health and safety of the other children and staff. Please keep your child home for 24 hours from the last fever or episode of vomiting.



Emergency Contact Card:

We ask that parents complete an Emergency Contact Card at Back to School Night. This card has your child's basic information, medical needs, and contact information in one place for the teacher in case an emergency should arise in your absence. Please make sure that the teacher receives all current phone numbers throughout the school year.

Discipline Policy:

We believe that discipline should be viewed as an opportunity to teach and to guide children. When a child encounters a problem within the preschool setting, the staff:

1. Will allow the child the opportunity to solve the problem individually
2. Offer suggestions and mediate when necessary
3. Encourage all participants to use words to express feelings
4. Help participants in making a good choice to reach a resolution
5. Sit the child in time out

At no time will any child be physically disciplined.

Special Events for Parents:

Back To School Night: An evening event in late August to acquaint you and your child's teacher.

Winter Program: An evening event in December for parents, grandparents, family, friends and preschool children.

Graduation Program: An evening event in May for parents, grandparents, family, friends and their preschool children to conclude the school year.

Scholastic Book Fair: Books will be displayed at preschool in late February for one week and are available for purchase. Proceeds benefit the classroom libraries at Growing Minds Preschool.

Grandparents' Day: Grandparents are invited to visit preschool on Grandparents Day and to participate in fun activities with their preschool child.

Personal Item Policy:

Please clearly label all clothing items such as coats and backpacks with your child's name. We also ask that your child please NOT bring any toys or other personal items from home unless instructed by the teacher. We know how special some toys are to children, we do not want anything broken or misplaced accidentally.

Walking Field Trips/Guest Speakers:

Many times throughout the school year, your child will have the opportunity to visit one of the many businesses or community helpers within walking distance of our school. You will always be notified before a walking field trip is to take place. Please sign and return all permission slips sent home. You may volunteer to walk with the class as a Parent Volunteer if you desire.

