

# Info Packet

## Philosophy:

As a preschool we are excited to teach your sweet children. We believe that a child's first school experience is crucial to instilling a lifelong love of learning. At Wonder Years Academy Preschool we strive to develop this quality by emphasizing the following three areas of development:

- 1.) Academics - focusing on kindergarten readiness skills including the alphabet, numbers, shapes, colors, etc.
- 2.) Curiosity - encouraging imagination and an awareness of the world around us, including science, occupations, stories, and art.
- 3.) Social Skills - showing respect and empathy for others by learning friendship skills, such as taking turns, problem solving, good manners, personal safety, etc.

By providing these experiences in a safe and nurturing environment, Wonder Years Academy Preschool will help your child become excited about knowledge as they take their first steps toward independence.

## Curriculum:

The Wonder Years Academy preschool approach provides a broad learning foundation in which your children are encouraged to try new things and ask many, many questions!

Our lessons each day are academically enriched as we focus on kindergarten readiness by introducing the alphabet (recognition, sounds, and writing); phonics; number recognition and writing; shapes; colors, etc. Each child will have several opportunities each day to identify and write or color the letters and numbers of the day, expanding into shapes and colors. Both fine and gross motor skills are strengthened as children learn the basics of cutting, sorting, and matching.

Our themed units include fun-filled instruction and active exploration as we introduce themes such as:

### Science :

- The animal kingdom & discovering the ocean
- Space exploration
- The human body & the 5 senses
- Plant and insect life
- Dinosaurs
- Seasons (and Holidays)
- Money
- Music
- Identifying emotions & embracing diversity
- Transportation.....and *much more!*

### Imagination Builders :

- Classic fairy tales and other characters taught through storytelling, dress-ups, music and more.
- Occupations in our community, such as doctors, firefighters, farmers, postal workers, etc.
- Cultural experiences from around the world.....and *much more!*

### Social Awareness :

- Developing self-esteem through positive reinforcement and motivation
- Learning appropriate group behavior such as taking turns, standing in line, listening skills
- Respect for others, friendship skills, exhibiting good manners.....and *much more!*

Educational **Field Trips** will also be taken throughout the year to locations that support our themes. Special Guests and Presentations are much anticipated events that occur occasionally at our preschool, including a monthly visit from **The Music Man!**

Combined with lots of love and individual attention, the entire curriculum at Wonder Years Academy is intended to provide new, multi-sensory experiences that will develop self-confidence and an ongoing thirst for knowledge in your child.

#### Tuition:

Monthly tuition is due on your child's **first preschool day of each month**, *regardless of whether or not your child is in attendance that day*. There is a locked tuition box provided for you mounted on the front porch of the home/preschool which you may use to drop off payments any time of the day or night for your convenience. We accept cash, direct bill-pay or personal checks, and PayPal. If using PayPal, please include an additional \$3 fee, and allow extra processing time to be sure you do not incur a late fee. **A \$15 late fee** will be added after the 5<sup>th</sup> of each month, and if we still have not received tuition by the 8<sup>th</sup> of the month a late fee of an additional \$5 per day will accrue thereafter. Unless previous arrangements have been made with us, on the 10<sup>th</sup> of the month your child's admittance to school will be suspended and the regular tuition amount plus all past due fees must be paid in full before your child can be readmitted to school. We DO NOT pro-rate tuition for illness, vacations, holidays, or any other reason.

- **Monday, Wednesday, Friday class:** \$95/month
- **Tuesday, Thursday class:** \$75/month

#### Daily Schedule: (General schedule only; these activities will vary depending on lesson plan)

As your child arrives at school, they will be directed to remove their shoes and place them into the bin provided. As they head directly upstairs to the preschool, each child will hang up their coats/backpacks on the hooks. The usual daily routine is as follows:

- **Tray time:** The classroom will have at every desk a tray containing different choices of manipulative or constructing items to use, as well as art stations and a sensory table to explore. This is a great time for the children to practice new skills and learn and enhance their fine motor skills. This portion of the day lasts only 10-15 minutes long as we wait for all the children to arrive at school.
- **Circle time:** We will start with a 20-30 minute lesson of the day, based off of the weekly theme. At this time we will also practice the alphabet, numbers and colors using games, easel activities, stories, dramatic play, puppets, and other methods.
- **Music/Movement:** After circle time your child will be ready to get some wiggles out! We will spend around 15-20 minutes each day singing familiar songs as well as learning some fun new tunes! We will have the students play movement games, experiment with our musical instruments, and get their energy out. Also, once a month we will get a visit from the *Music Man*. This special visitor will provide fun visuals and games to sing along to. He will bring a unique atmosphere to the day as he plays new instruments and takes song requests!
- **Arts/Crafts:** Each day of class there will be worksheets provided to each student to practice writing the letter/numbers we are working on. Additionally, an average of once per week we will reinforce the current letter/number or themed unit with a small craft. These crafts will focus on basic skills including correct crayon/pencil hand positioning, scissor skills, gluing techniques, coloring vs. scribbling, and following directions.
- **Free Play:** The students will be directed into the playroom for about 10-15 minutes to let their imaginations go wild. We have an assortment of toys and imaginative play items for your child to explore and practice their social skills, such as sharing, empathy, patience, etc. Many dress-ups are also available at this time.
- **Snack:** Each day a small snack and cup of water will be provided to refuel the students for the rest

of our day

- **Outside Play:** Weather permitting to try to get outside for a few minutes each day to work those large muscle groups! In addition to weather, the ability to incorporate outside play time will also depend on the differing lengths of each day's lesson plan. Students will have the opportunity to play on any of the provided equipment in the fully fenced backyard or simply enjoy the social time with friends. Your child will always be supervised outside, but scraped knees and bumped heads are to be expected.
- **Group Story Time:** At the end of every day, we will wind down by having some quiet time in our Library Area. This area has many preschool-appropriate books for the children to read, as well as puzzles, magnets, and finger puppets.
- **Pack-Up:** As we finish our day at school, we will instruct the students to get their coats/backpacks and shoes back on. We then line up just inside the front door and release students as each child's parent arrives.

**\*SHOW & TELL:** Once a month we will have a portion of the day available for a show and tell/sharing time. This will be held on the **first Thursday/Friday of every month**. Please plan on sending your child with a favorite item of their choice, and we encourage you to practice with your child ahead of time on some main points they'd like to share with the class about their item. Occasionally we will have themed show and tell moments that will require your child to bring something more specific, but we will inform you of those when they arise.

**IF YOU CHILD FORGETS TO BRING THEIR ITEM ON THE ASSIGNED SHOW AND TELL DAY,** we will ask them if they'd like to take a moment and tell the class something instead, such as about a recent play date or other activity. We CANNOT make up missed show and tell on a different day, as our lessons are planned several weeks in advance and time constraints prevent our ability to accommodate make ups. We encourage parents to mark show and tell dates on their calendars to avoid disappointed children!

And, **PLEASE – DO NOT ALLOW YOUR CHILD TO BRING TOYS TO SCHOOL ON ANY DAY THAT IS NOT SHOW AND TELL DAY!** Toys brought on other days get lost easily, and are distracting to your child as well as the other students.

#### Important School Rules and Procedures:

- Pick Up/Drop off times:

At Wonder Years Academy we want to ensure every child's safety. When dropping off and picking up your child from school, we ask that you **only drive and park on the correct sides of the street and NOT MAKE U-TURNS**, as U-turns create a safety hazard during these times. Our street (1660 West) has entrances/exits going both north and south, making U-turns unnecessary for quick access out of the neighborhood and onto the main arterial roads.

\*Please note that **when dropping off your child**, we ask that you please **remain outside the home until the "Wonder Years" sign is placed on the front door**, as before that time we are setting up for class and will not be able to supervise your child. Once the **"WELCOME"** sign is posted, there will be a staff member just inside the door to greet your child, so after you help them in crossing the street if need be, feel free to send him/her into the home alone. However, if you will be more than 10 minutes late to preschool our doors will be locked and teachers will already be engaged with the class upstairs, so in that case you would need to personally bring them to the front door and ring the bell for admittance. We lock our doors for safety against intruders and non-custodial persons. Attendance will be taken every day.

\*Please note that **when picking your child up** from school, we ask that you please remain outside the building until we open the front door to signal school is over. We will then release each child one at a time once we have visual sight of a parent or authorized pickup person. We will not allow a child to cross the street by themselves, so if you are parked and waiting on the opposite side of the street, please exit your vehicle to escort your student safely with you. If you notify us ahead of time of a temporary circumstance when you might need to pick up your child early, we will do our best to have your child ready to go at that time, however you will still need to ring the bell to signal you have arrived, as we would want the student to

be able to participate in as much of the school day as possible, instead of waiting around. **School ends promptly at 11:30 for AM classes, and 2:15 for PM and being on time for pick-up is very important** as the children tend to get anxious when they see other children being picked up and they are not. Our staff also needs to begin cleaning and preparing for the next class immediately after school is over. We appreciate your cooperation. **\*A \$5 late fee will be applied for every 10 minutes you are late to pick up your child.**  
NOTE: We would appreciate knowing in advance if someone other than mom or dad will be picking up your child, because the safety of your child is our #1 concern. **If there is someone who is NOT allowed to pick up your child from preschool under any circumstances**, please provide us with that information immediately.

If you live close enough to walk or bike to pick up your child from school, please do not bring along pets unless they are securely on leash.

- **Illness:**

When your child is sick, the best place for them to be is at home. Feel free to call ahead if you're not sure if your child is well enough to attend school. A general rule of thumb is to ask yourself if you would want your child sitting next to and sharing toys with another student exhibiting the symptoms your child has.

We strongly request that you do not bring your child to school if they are experiencing any of the following symptoms:

- Fever of 100° or more - Visible rash or impetigo
- Vomiting - Runny nose that isn't clear
- Diarrhea - Lice
- Cough - Worms/parasites
- Draining eyes/ears including (and especially!) conjunctivitis, or "pinkeye"

Be aware that we will call you to come pick up your child if they exhibit not only the above symptoms, but also if they seem generally unwell or are complaining of feeling sick.

- **Classroom Discipline:**

We expect all our students to be kind and respectful to each other, and as such we will model that behavior to our students. We believe in positive reinforcement as a primary disciplining tool, and would much rather prefer to "catch a child being good" and then praise, rather than only correcting undesirable behavior. At the preschool age, however, both approaches are usually necessary. If a student does not respond to requests for improved behavior, we will remove the child from the current activity for a few moments so they can calm down and think about/discuss the consequences of his/her actions. The child themselves determines when he/she is allowed to return to normal activities by demonstrating that he/she is willing to abide by the rules and behavior expected at preschool. For some children this will be but a minute, for others it may be longer. Our experience has shown that this approach, which gives the child control over the decision, works best because it is a motivating tool instead of merely a punishment. If a child is feeling particularly obstinate one day (don't we all sometimes?) and goes for an extended period of time without adjusting his/her behavior, it may be necessary to take away free play time or snack time. If discipline becomes a persistent problem, the parents will be notified and we will discuss a solution together.

- **Potty Training:**

We ask that all children attending our school be properly potty trained. However, if your child is still having occasional accidents, you may send him/her to school in a Pull-Up, but know that we will call

you to come change or pick up your child if they have an obvious bowel movement or have urinated through to the outer layer of clothing. **Due to safety and privacy reasons we can NEVER change any underwear/pull-ups, or help children with proper wiping or cleaning up under any circumstances.**

If your child has a toileting accident at school we will call you immediately to return to school to either clean them up or take them home, and it may be necessary for the child to wait in the bathroom for however long it takes for you to arrive. You are welcome to keep an extra set of underpants/clothing in your child's backpack in case of an accident, but unless your child can change out of the soiled clothing, clean himself up properly, and change into the clean clothing BY THEMSELVES, we will still need to call you to come take care of these matters with them at school.

- **Snack Policy:**

We do have a brief snack time at preschool each day. Snack consists of a small dry snack and a cup of water – we do not serve juice or milk at preschool. At snack time we are teaching the children sharing, independence, setting out/cleaning up skills, and responsibility. Children are never forced to eat the provided snack, however we do encourage a “no thank you bite”, which just means taking a small nibble before deciding they don't want something (but again, no forcing). Children who choose not to eat the snack provided can either sit at their table and socialize with the other students, or go to the library area and look at a book. We do not make snack substitutions, and children are not allowed to bring their own snack from home, unless it is for medical reasons or part of their birthday celebration.

Wonder Years Academy has a community snack policy in that **each family is responsible to provide snacks just twice per school year**, on a rotating weekly basis listed on the school newsletter and on our website. **You will provide 4 bulk items on your assigned week.** *A bulk item should feed approximately 16 children.* An example of 1 bulk item would be a bag of mini pretzels. Snacks are shared throughout our program to make the most of our resources and avoid wasting food. **Only store-bought, prepackaged snacks which contain NO NUTS** are allowed in preschool in order to ensure food safety from both an ingredient and preparation standpoint. **PLEASE READ LABELS!**

**Remember**, **1 bulk item is enough for 16 servings** (which may mean 1 bulk item would consist of 2 boxes of cereal bars containing only 8 bars per box), and **each family should bring 4 bulk items** at the beginning of their assigned week. Examples of bulk snack items include:

1 bag mini pretzels twists (not sticks)

Large box goldfish crackers

Large box other crackers, such as Ritz, graham crackers, Wheat Thins, Cheez-Its

Large box fun fruit pouches

Large bag animal crackers

Rice Krispie treats

Large box/bag dry cereals which can be used as finger food, such as Apple Jacks or Honeycomb

Cereal bars (if not containing nuts)

Granola bars (if not containing nuts)

Mini bagels

Mini muffins

Vanilla wafers

Fig Newtons

Tortilla chips

Please do not bring items needing refrigeration (including cheese, yogurt/Go-gurt, fruit, or fruit/vegetable slices) as we do not have adequate refrigeration storage space.

Proper School Attire:

**STUDENTS MUST WEAR SHOES THEY CAN PUT ON BY THEMSELVES AT SCHOOL!**

**This saves teachers a *considerable* amount of time which we can then spend on more fun and interesting activities!**

At preschool, we use paints (watercolor and tempera), glue, glitter, playdough, etc., in our arts and crafts, and often have sand, soil, water, and other mediums in our sensory area. Please send your child in clothing that is suitable for this type of exploration! While we use “washable” materials and use protective smocks whenever possible, it is inevitable that some paint (or whatever) will get on your child’s clothes somewhere. Other than on picture day, it is best to have your children wear clothing that won’t be ruined by possible stains or spots. And please do not consider it unprofessional of us as teachers if we are also wearing *very* casual clothes – we use the same materials the children do each day, and we don’t want to ruin our good clothes either!

#### Materials:

All materials used in class will be provided by the school, however donations will always be gratefully accepted. We ask that you please send your child with a larger sized **backpack/tote bag** of some sort each day. Your child will be bringing home lots of fun crafts, worksheets, book orders, and the monthly newsletter so we will need a place to safely send those home. **Please put your child’s name on their property including their coats/shoes/backpacks**, as Wonder Years Academy is not responsible for any lost or damaged items.

**Donations** of the following materials are not required but would be gladly accepted at any time throughout the school year should you feel so inclined:

Paper products including Kleenex, toilet paper, paper towels, napkins, bathroom sized Dixie cups

Cleaning products including disinfectant wipes, baby wipes, Windex spray, air freshener

Reams of plain printer paper

Glue sticks and/or bottles of Elmer’s-type liquid glue

Googly-Eyes

Single color packs of construction paper (black, white, brown, red, orange, or blue)

Multi-pack dry erase markers (colors)

Crayola markers

Hand sanitizer

#### Birthdays:

**YOU MUST CONTACT US directly if you would like your child’s birthday recognized at preschool.**

As our school has grown, it has become impossible for us as teachers to track and plan these events ourselves. You may choose to celebrate on the nearest school day to your child’s actual birthday, or pick a “half-birthday” date for summer birthdays. We do not do birthday celebrations on days where we are taking a field trip or having another type of celebration already (such as Christmas party, Valentine’s Day party, a date another student has already chosen to celebrate their birthday, etc.) If you do wish to have your child’s birthday recognized at school, simply email us to schedule a date. **On the day of recognition your child will be given a birthday crown, and be our VIP student for the day** – they will be first in line for activities and games, line leader, special helper, etc! Your child may bring a store-bought snack to share with the class at snack time if desired (snack must be store bought to avoid allergic reactions; please see the outlined snack policy, above). Unless we are contacted and a date is set for recognizing your child’s birthday, we will assume you do not wish to participate in a birthday celebration at preschool.

#### Field Trips:

We have a few field trips scheduled throughout the school year. These field trips will mainly be at no cost to you, however certain field trips may require a small fee to participate. Almost every year we take a field trip to the Pumpkin Patch in October, the Fire Station in January or February, and Stringtown Railroad in Lindon in late April-early May. These are subject to availability by the various locations. Occasionally, additional field trip opportunities present themselves and we may take advantage of those as well. These are great

opportunities for your child to learn off site and get some real hands-on experiences. Field trips **DO require help from our parents to volunteer as chaperones and drivers** for all the students, so we will have sign-up sheets for those that would like to help when the dates get near. **ALL field trips** will be a combination of both classes combined together on the same day. This means that a field trip may not be during your child's normal attendance time on that day (for example, a field trip taken in the morning would combine both AM and PM students, meaning PM students would attend the field trip in the morning and have no regular class in the afternoon). This produces large groups, so we always need significant parent involvement in order to take these field trips. If need be, we reserve the right to cancel any field trip due to inadequate transportation or help with supervision.

On all field trips a **student's siblings are always welcome to join us** as long as we already have adequate transportation for our students first. This means if you have a baby or an older sibling you may feel free to bring them and supervise them yourself. We always pay any admittance fees for our students and the driver/chaperone, but you will be responsible to pay for siblings or a 2<sup>nd</sup> parent on any field trip requiring an entrance fee.

#### School Year Calendar:

We will be following the Alpine School District Calendar very *closely*. This means when the district has a day off, or a break- we do too. Our monthly newsletter will inform you of these dates ahead of time, so you should be prepared to know when preschool is not in session. These days off will also be posted to our website. While we will be using the District Calendar *closely*, we do reserve the right to change or add additional days off if needed. The first and last days of school are NOT the same as Alpine School District, however – our school years start a little later (Tuesday after Labor Day) and end a little earlier (3<sup>rd</sup> Wednesday in May) to ease the beginning and end of year chaos for our families with older school children.

#### Book Orders:

We are constantly encouraging reading in preschool, as a love of reading has been proven to make more successful future students! We love that **Scholastic Book Club** provides our student families with an affordable resource to build your home library. Every order earns us credits to redeem for books for our classroom, too! Throughout the school year we will hand out book order flyers in your child's backpack. Due dates for the book orders will be on the monthly newsletter. You can either send back the flyer with a check, or order online using our class code. Ordering books is completely optional, however.

#### Teacher/Parent Communication:

- Parent Involvement:

As a school, we feel that communication with our parents is **extremely** important. We want you to feel that you can come to us with concerns or questions about your child's progress at any time. We are in this together as a Parent/Teacher team, and as such we desire to work with you as to how to best help your child learn. Feel free to contact your child's teacher at any time throughout the course of this school year and don't be afraid to play an active role in your child's learning process. Please know that we will communicate with you if your child needs extra help in a certain area, or if we are noticing discipline problems. We are here for you, and we are here for your child. Together we will find the best ways for your child to succeed.

- E-Mails:

Please know that our school uses **e-mail as our main form of communication** with parents. Throughout the course of the school year we will need to inform you about field trips, parties, special situations, late payments...etc. Please keep us informed as to any change in your contact information so that we can be sure you won't miss any important dates or information for your student.

#### Website: [www.WonderYearsAcademy.com](http://www.WonderYearsAcademy.com)

Please utilize our website for updated info and any information you may need. We will be updating this site

on a regular basis, so if you are in need of any school related info please check here first. There is a page with our newsletter and calendar attached so that you won't miss out on any deadlines. There is also a section with photos of our preschoolers having fun learning at school. If you do not wish to have your child's photo uploaded to our website at any time, please let us know. This website is public; therefore it is open for anyone to access. We have attached a release waiver to this document that allows your child's photo to be on our website. If you do not desire this, please be sure to state so on the waiver.

Newsletter:

At the beginning of each month we produce a Newsletter for all our parents. A hard copy will be sent home in your child's backpack, and a digital copy will be uploaded to our website. This Newsletter informs you about our past month of learning and also upcoming events to look forward to. There is a section about upcoming birthdays to recognize, special reminders, and also a very detailed calendar. This is to ensure that all parents are aware of upcoming due dates/deadlines, days off, and field trips. Please use this document as a resource for you each month to stay up to speed with our school's events.

**PLEASE READ AND SIGN WAIVER ON THE FOLLOWING PAGE AND TURN IN TO YOUR TEACHER ON OR BEFORE THE FIRST DAY OF SCHOOL.**

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Wonder Years Academy Info Packet Agreement: **(YOUR COPY TO KEEP)**

This agreement is a legal contract

I \_\_\_\_\_, have read and understand this information packet and will abide with its contents.

- I recognize and accept my signed registration form as a legal document pertaining to waivers and release of all claims.
- I understand that Preschool Tuition of **\$95 for 3 days a week** or **\$75 for 2 days a week** is due **monthly** by the 1<sup>st</sup> class of each month. This payment is due regardless of whether your child has absences.
- I understand that I have paid a non-refundable materials/registration fee of \$50 and that regardless of my child's attendance; I will not be refunded this amount.

I give permission for my child to be photographed for preschool purposes and understand that my child's photo may be added to the preschool's public website.

I do **not** give permission for my child to be photographed for preschool purposes and do **not** wish for their photo to be added to the preschool's public website.

Parent/Guardian Signature \_\_\_ Date:

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Parent/Guardian Signature\_\_Date:

**\*Please sign this form and bring this portion of the page with your child on the 1<sup>st</sup> day of school.  
Please keep the rest of this packet of information for your own resource.**

