

Preparing Your Child for Preschool

- Attend orientation and evaluation with your child to help them become comfortable with their new surroundings before the first day of preschool.
- Help build excitement by talking with your child about the fun that awaits in preschool. Show your enthusiasm and avoid talking about how much you will miss them.
- Spend time reading books to your child.
- Arrive at your evaluation with a change of clothes (including shirt, pants, socks and underwear) placed in a gallon Ziploc bag. Label Bag and all contents with your child's first and last name. This will be kept at school to be used as needed for water table accidents, potty accidents, etc.
- Make sure your child is up to date on immunizations and bring a copy of your child's immunization record to orientation (see attached). Or you may use the link below: http://www.immunize-utah.org/pdf/Immunization_Guidebook.pdf; if you are using the link, please refer to page 34 for the Immunization Requirements.

Sending Your Child to Preschool

- A UDA Creative Arts Preschool book bag will be provided for your child and distributed at orientation. Please send this with your child each day, as we will use the bags to help children transport projects, class work, and parent communication.
- Make sure all items brought to preschool are labeled with your child's first and last name (jackets, clothing for after-school classes, etc.).
- Children attending our 3 and 4 year old classes must be fully potty trained. Our 2 year old children are not required to be potty trained; however parents will need to sign a release stating whether they would like a teacher to change diapers/pull ups, or if they would rather come in and take care of this themselves.
- Children should wear comfortable clothing that they can move freely in for creative movement.
- **Flip-flops** create a tripping hazard and are not allowed at preschool.
- We make every attempt to keep paint, glue and other materials from getting on clothing; however, it will most likely happen at some point. Please send your child in clothing that you anticipate getting soiled.
- Make sure your child has eaten breakfast or lunch prior to class. Do not send your child to class with food. We do not allow outside food or drink in the classroom, as it tends to cause student conflict and allergy issues.
- Leave personal belongings at home. Toys and other items brought to class may get lost or broken. The exception to this is show and tell.

Drop-Off

- A carpool procedure map is included at the back of this handbook. Please familiarize yourself with our drop-off/pick-up procedures and follow them precisely to keep children safe and traffic flowing.
- Arrive at your designated drop-off time. A teacher will be outside to receive your child and help them to their class. Children should not be dropped off earlier than the designated drop-off time. 2 yr: 8:50-9:00 am, 3&4 yr: 8:20-8:30 am.
- If you arrive late, you must park your car and walk your child into the building. You must hand your child off to an adult. Your child's safety is our first priority. If the building is locked, call the number on the front door.
- It is normal for some children to have a hard time being dropped off at preschool for the first couple of weeks: it is an unfamiliar environment full of unfamiliar people. Please know that we will love and ease your child in their transition to being away from home and parents. The best thing you can do to help your child adjust is to establish a drop-off routine. Say a quick, cheerful goodbye and let the teacher take over from there.
- Place your child's car seat on the passenger side of your vehicle. If the car seat is not located on the passenger side, you are responsible to get your child out of the car. You must hand your child off to an adult.

Pick-Up

- Follow carpool procedures as indicated on the map at the back of this handbook.
- Arrive at your designated pick-up time located on your carpool pick-up card.
- Three pick-up cards will be assigned to your child and handed out at orientation. They are to be distributed to those you have authorized to pick up your child.
- For your convenience, our drop-off/pick-up procedures are available on our website. Please make sure that those who come to pick up your child follow our carpool procedure.
- Vehicles must display the original pick-up card on the passenger side window of their vehicle in order to pick up a child. Giving the pick-up card to another person indicates to our staff that you have given permission for this person to pick up your child. If there is no card, they must park and wait while we check to see if they are on your "approved persons for pick up" list. If they are not on your approved list, we will need to contact you for approval. In the event that you cannot be reached, we will keep your child in our care and you will be charged (per our late fee) until they are picked up.
- Parents arriving more than 5 minutes late for pick-up will be charged \$1 per minute.
- You must pull up to the west end of the fence in the carpool lane and turn off engine while waiting.
- If the car seat is not located on the passenger side, you are responsible to buckle your child in the car.

Safety

- Your child's safety is our number one priority, so we take every precaution. In the unlikely event of an emergency, our teachers are trained to follow procedures to protect and comfort your child. Emergency drills and procedures are in place and practiced regularly to ensure your child's safety and well-being.
- All visitors must first check in at the front desk and obtain a "Visitor Badge" before entering the preschool.

Calendar and Important Dates

August 2018

- 27, 28** Parent Orientation
29, 30 1st day of Preschool

September

- 3** Labor Day - No School

October

- 16, 17** 3&4 yr. Fall Assessment sent home
18&19 Fall Recess - No School

November

- 7&8** Picture Day
14 Make-up Picture Day (Don Polo Studio)
21-23 Thanksgiving Recess - No School

December

- 20-31** Winter Recess - No School

January 2019

- 1** Winter Recess No School
3 School Resumes
21 Martin Luther King Day-No School

February

- 18** Presidents Day - No School

March

- 25-29** 4 yr. Evaluation/Parent Teacher

April

- 8-12** 3 yr. Evaluation/Parent Teacher
15-19 Spring Break - No School

May

- 22** Last Day (M/W 2 & 3yr. classes)
23 Last Day (T/TH 2 & 3yr.classes)
24 Graduation (4 yr. classes)

- In the event of preschool cancellation or other unforeseen emergency, you will be contacted by email.
- We do not make up or reimburse days missed due to holidays or breaks, as this has already been factored into your monthly tuition.
- We do not allow make-up days for vacation or sick days.

Parent Communication & Involvement

- A strong parent/teacher partnership is vital to a child's education. We keep parents informed and involved in preschool. Our open-door policy allows parents to be involved in their child's education. We love volunteers! Please talk to your child's teacher if you are interested.
- In addition to the initial evaluation in August, students will be evaluated two times throughout the year to monitor progress. These evaluations will be sent home in Fall and Spring.
- Parent/Teacher Conferences will be set up in the Spring and are available at any time upon request. Please feel free to contact your child's teacher or the preschool director at any time with questions or concerns. We are happy to work with you to meet the needs of your child.
- Viewing windows are installed in our classrooms, allowing and encouraging parents to observe classes at any time. We ask, however, that parents wait 3 weeks after school starts before observing classes; it can be particularly disruptive for a child to see their parent before routines and comfort levels are fully established.
- A calendar will be sent home at the end of each month outlining themes, important dates, and events for the upcoming month. A weekly newsletter will be emailed from your child's homeroom teacher each week describing the highlights of the week, optional enrichment activities, and instructions for the following week. This helps parents discuss with their child what they are learning in class.
- Parents and families are invited to our fall, winter, and spring performances to showcase what we have been learning in class.

Field Trips

- We have scheduled several classroom visitors to provide enrichment opportunities for learning. Children are delighted when firemen, police officers, farmers, and pet stores visit their class.
- In addition to our classroom visitors, we offer field trips throughout the year to support and further explore what the children have been learning in class. These activities are a great way to provide real world learning opportunities. Some are free of charge, and others are offered at deep educational discounts averaging to be around \$6 per child. Children must have a signed field trip waiver and either be accompanied by an adult or leave a car seat for transportation to attend these activities.



Discipline

- We do not believe in controlling children, but in teaching children appropriate behavior so they can manage themselves.
- We take a positive and proactive approach to discipline. Children are taught classroom rules so they clearly understand what is expected of them and why.
- We recognize and reinforce positive behavior. When a classmate is recognized for positive behavior, other classmates usually adjust and join in the positive behavior. However, if a child chooses to break class rules, in most cases they will first be given a reminder. If the behavior continues and becomes disruptive to the class, the child will go to an adult supervised area where they are allowed to remain until they are ready to return to the classroom and abide by class rules. An adult will help guide them as needed through this process. Children may signal the teacher when they are ready to manage themselves and return to class.
- In the rare event of a child purposely hurting another child or being continually disruptive, parents will be contacted to reinforce classroom rules and discuss a plan of action.
- We reserve the right to dismiss a child who poses a safety risk to classmates or continuously prevents others from learning.

Snack

- We promote healthy choices, so we model appropriate behavior in our snack time by offering healthy snack options for your child each day.
- Your child will be given the opportunity to choose and provide snack for their class. Your child's teacher will distribute a snack schedule with instructions and snack suggestions at orientation. The children love choosing a snack to share with their classmates! Please involve your child in the snack selection process, as this activity is designed to help reinforce and deepen understanding of what we are learning in class. For example, children can bring in something related to our letter of the week: A is for apple or animal crackers and B is for banana, bagel, etc. They could also bring something related to our weekly theme.
- **Please make sure you communicate allergy and food-related health concerns** on your registration form.
- Do not send items with peanuts or peanut butter.
- Do not send in juice or sugary drinks. We provide water.



Show and Tell

- Providing an opportunity to speak regularly in front of classmates helps children build confidence, oral communication skills, and vocabulary.
- Your child will be assigned a day to bring in a show and tell item to share with their class at group time. If your child is unable to attend on their show and tell day, they can share their show and tell item when they return.

Tuition Payment

- Each student will have an account set up with our office upon registration. For your convenience, tuition will automatically be withdrawn from your account so you do not need to worry about writing a check every month.
- Tuition is due on the first business day of each month. Payments processed after this day will be considered past due and a \$15 late fee will be charged. Please make sure the credit card information we have on file is current so you do not accrue late fees. After your payment has been processed, you will receive an email confirming your payment.
- All class changes need to be made in writing by the 20th of the month for the following month. A \$10 processing charge will be apply.

Lunch Bunch

- Children must be pre-registered and bring their own lunch to participate in lunch bunch.
- Changes made to lunch bunch must be made before the 25th of each month for the following month.
- If your child does not have a lunch, UDA preschool will provide a lunch for your child. Your account will be charged \$3.
- Sugary drinks or juice are not allowed.

Add on Classes

- Students have the opportunity to register for several after preschool classes. Parents wishing to enroll their child in dance have the option to a.) Send their child to preschool with dance clothing layered underneath preschool clothing, b.) Send dance clothing with your child and a teacher will help your child change into dance clothing, or c.) Come in and help your child change into their dance clothing prior to dance class.



4 yr. Old Graduation

- A \$5 cap & gown rental fee will be charged to your account on May 1st.

Please feel free to contact us should you have further questions.

UDA CREATIVE ARTS PRESCHOOL

801.523.5930

12896 S. Pony Express Rd. #50

Draper, Utah 84020



DROP-OFF/PICK-UP PROCEDURES

DROP OFF/PICK UP

A **DROP OFF/ PICK UP** lane has been provided on the south side of the facility in front of our entrance. Parents should use the lane along the sidewalk to safely drop off/ pick up their child.

DROP OFF: Pull forward as far as possible toward the west end of fence. A staff member will assist your child in getting out of the car.

PICK UP: Place the provided pick up number on the passenger side visor. A staff member will assist your child into your car. You may pull around the corner (west of the building) as far as possible toward the orange cone to check that they are buckled in their seat correctly. If you are late and a staff member is no longer outside you will need to pull into an authorized parking spot, park your car and enter the building to drop off or pick up your child. **PLEASE DO NOT PARK** in the DROP OFF / PICK UP lane.

WHERE to PARK

Park in any non-designated parking spot located to the South of the building and along the West side of the building. **Parking behind UDA Creative Arts Preschool building is not allowed.** The area to the north is used for loading and unloading semi-trucks for the other businesses.



Early Childhood Program Immunization Requirements

Date:

Dear Parent/Guardian:

Utah law requires children attending this Early Childhood Program or facility be appropriately immunized for their age against the following vaccine-preventable diseases:

Diphtheria	Measles
Pertussis	Mumps
Tetanus	Rubella
Polio	Haemophilus influenzae type b (Hib)
Hepatitis A	Pneumococcal
Hepatitis B	Varicella (Chickenpox)

It is your responsibility to have your child immunized and to provide this facility with a medically verified, date- and dose-specific immunization record for all required immunizations he/she has received. This is required for admission to this facility.

Factors regarding when your child gets which doses of vaccine include:

- current age of child;
- when he/she began the immunization series; and
- grade, if he/she attends school.

For specific information on which immunizations your child should receive, please consult with your child's health care provider.

Sincerely,