



(207) 353-9113

Email: [\*\*busylittlepreschoolers@gmail.com\*\*](mailto:busylittlepreschoolers@gmail.com)

[\*\*www.busylittlepreschoolers.com\*\*](http://www.busylittlepreschoolers.com)

Welcome to a new school year at  
Busy Little Preschoolers.  
We look forward to a fun year with your child.

### **About Our Preschool**

Children learn by doing, this is why at Busy Little Preschoolers we learn through playing. We use wood pieces, Play-Doh, and other activities to learn our letters and numbers. Your child will learn math and science by measuring, making patterns, graphing, sorting, and positioning. Dance, movement and games get them moving throughout our daily activities. We sing when we clean up, wash our hands, do the calendar, weather, and so much more!

### **Goal**

The main goal of our Preschool is to provide a positive preschool experience with opportunities for socialization and learning through play. We maintain a positive approach to discipline recognizing that each child is unique.

### **School Day**

Busy Little Preschoolers opens at 9:00am. The children will be busy throughout the day with various activities to promote learning. Some activities include coloring, cutting, painting, glueing, playdoh, singing, dancing, music, puzzles, etc. Your child will also be participating being our daily helper, this includes; calendar keeper, weather forecaster, snack helper, line leader, table washer, librarian, etc.

## **Preschool Payment Policy**

It is the policy of Busy Little Preschoolers to collect all Preschool tuition payments in a timely manner. Tuition payments shall be made in advance and in accordance with the following guidelines:

### **Registration**

There is an annual \$100.00 non-refundable registration fee paid at time of registration.

### **Tuitions Payments**

Tuition may be paid in advance weekly, bi-weekly, monthly, or yearly.

(Please see registration forms for current tuition rates)

Regardless which payment schedule is selected, participant payments must be made in **advance** of the week or month period in which the child will be attending the Preschool program. All payments made to Busy Little Preschoolers are **Non-Refundable**.

In the event that a participant does not pay in advance of the weekly or monthly payment schedule, a grace period of seven calendar days will be extended during which time payment must be made in full. If payment is not received during the seven day grace period, a \$25 late fee will be incurred per week. If after thirty (30) calendar days full payment is not received (including late fees) the child will no longer be permitted to attend the Preschool program until the balance is paid in full.

All checks for the payment of Preschool registration and tuition shall be made payable to **“Busy Little Preschoolers”**. Payments shall be placed in the lock box.

### **Notice of Withdrawal**

Please give us at least a four week written notice of withdrawal of your child from Preschool. Payment is required for the four weeks.

## GENERAL INFORMATION

Preschool Program - The goal of the Preschool is for each child to have a positive preschool experience promoting self-confidence. There will be a maximum of 16 children in class. The classroom and outdoor play area equipment and materials for a variety of activities; puzzles, blocks, puppets, sand, water, etc. Books, crayons, markers, scissors, glue, and paper are always available. A special project may be making slime or finger painting or any number of other fun and educational activities.

Arrival/ Pickup Time - Preschool staff arrives at 8:30 am each morning to set up for the day. We need this time to get ready for your child's preschool day and would appreciate your arrival being no earlier than 9:00 am. Pick up time is 12:00 pm. We ask that you be prompt in picking up your child. If you anticipate a delay for pick-up time please call.

Visiting - We welcome planned visits after our first couple of busy weeks. We welcome any parent help you'd like to offer i.e., general help with classroom needs like cutting, sewing, or field trip chaperones.

Family - Please let us know of any changes in your family or home life, such as; sickness of relatives, loss of a pet, loss of a family member. This will help us with your's child's behavior. It is important to understand, when caring for your child.

Field Trips - We will be taking field trips throughout the school year in addition to many nature walking trips. You will be notified in advance of our trips. Ideas are welcome. We appreciate parent volunteers accompanying as well as providing transportation.

Snacks - Nutritional snacks are provided by the Preschool. If you have any questions or concerns or have any dietary concerns please see one of the teachers.

Birthday's - We love birthday's! Children's birthday's will be celebrated with a birthday crown decorated by preschool friends. We will also sing "Happy Birthday" during snack time. You may bring in a special snack if you wish but it is not required.

Personal Possessions - Sometimes it is important for a child to bring something from home. We encourage them to keep those special possessions in their backpacks to prevent the opportunity for loss or breakage.

\*Exception to this is our Share Bag. Each child will be chosen for Leader of the week. They will be given a Share Bag to bring home. We ask that your child bring in a toy and book to share during circle time.

Communication - We encourage you to talk with your child about Preschool. If you are puzzled about something that comes up in conversation, a few words with the teacher before or after Preschool should clear up any questions. We welcome comments and suggestions and appreciate any information you feel is important for us to know about your child.

Newsletters - We write monthly newsletters to keep you informed of Preschool news, needs, up-coming events, and classroom activities.

Facebook - We use the Facebook Private Group to communicate and share pictures. We only invite the parents of children enrolled in current year of preschool.

Power Outage - In the event of a power outage we will be closed. You will be notified to pick up your child if power goes out during Preschool if not restored in an hour. This is required by the State of Maine for we are unable to care for your child without running water or power.

Fire Drills - Busy Little Preschoolers conducts monthly fire drills. Firefighter John (Kristina's husband) comes to preschool three times a year to teach the children about our friendly smoke detector, stop, drop, and roll, get out - stay out, friendly monster (showing fire gear), and lastly in May, brings a firetruck.

Snow Days - We close when the Durham Community School cancels school.

Toilet Training - Busy Little Preschoolers encourages children to be toilet trained but will not turn a child away if this is not accomplished. Proper supplies will need to be provided by parent to keep child clean.

Illness - We encourage you to use discretion in making a decision about sending your child to school if he/she is ill. If your child has a fever or might be contagious, please keep him/her at home. It is in the best interest of the child to be at home when not feeling well. We do our best to keep preschool clean and safe for everyone. Please keep your child home until he/she has been without fever or vomiting for at least 24 hours before returning to school.

Discipline - Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the children to act in such a way as to receive this praise. Asking a child to stop and think about their behavior enables the child to work at self-control. Depending on the situation, one warning is given to the child to reminded of acceptable behavior. The next step would be a quiet time by themselves. This is not a punishment, but rather a time when the child may calm down, to remember what behavior is acceptable, and decide when they are ready to rejoin the group. If these are not effective, some sort of consequence will be imposed. This may range from a toy being taken away, to being excluded from the activity. Naturally, parents will be advised if and when we feel that the problem is getting out of hand.

Staff Training - All staff is required to take continuing education with a minimum of 18 hours of training per year.

Staff and director (Kristina Faith) have regular meetings to meet the needs of the preschool children.

Supervision - The director/owner does yearly evaluations for staff. Includes how staff supervises children. Director/Owner observes staff on a daily basis. The requirements of staff is to be supervised at all times. To see and hear children while inside and outside at all times. And to be able to know what children are doing at all times.

Emergencies - Parents will be contacted with any emergency regarding your child. 9-1-1 will be called with any life threatening emergency.

Child Abuse - Busy Little Preschoolers is a mandated reporter for any visual or suspected abuse. Child protective services will be contacted at 1-800-452-1999 and child care licensing.

## **OUR GOAL**

To provide a fun and happy environment for learning.

—Daily laughs

—Getting along with other children and developing good relationships.

—Helping others and developing caring attitudes.

—Playing and working cooperatively, understanding, accepting, and following rules and routines. including taking turns during activities with other children

—Colors, shapes, and positions, such as under, over, and around. Numbers, prewriting skills, letter recognition, measurement, sorting, patterns, and sounds. For kindergarten readiness.

## Our Daily Schedule

9:00	Welcome	Children hang their belongings, greet teachers, and choose an activity
9:00 - 9:10	Morning Work	Children self-select an activity in the learning room. Activities such as puzzles, lego, potato head, folder games, and more. They may work with a friend if they choose.
9:10 - 9:25	Circle Time	Children will engage in a read-aloud, music and movement using songs, rhymes, and fingerplays. Pledge of Allegiance, Question Of The Day, Calendar, Weather, Lesson Game.
9:25 - 10:00	Center Activities - Kids Choice	Children will self-select areas in the classroom they wish to explore. Centers include art, blocks, dramatic play, listening, literacy, play doh, math, science, sensory, writing, story telling, and math.
10:00 - 10:05	Wash Hands	Children will line up and take turns washing their hands.
10:05 - 10:15	Snack	Children will choose their plate and cup then sit at the table. They will pour their own water and serve their own snack. Messes happen. They will use the cleaning station to help clean their mess.
10:15 - 11:00	Reading / Writing	Small groups- Children will choose their own topics to write about. In the beginning of the year this may look like scribbling but will gradually progress to pictures and eventually like symbols that carry meaning.
10:15 - 11:00	Math / Science	Small groups- Children will use manipulative such as cubes, counters, etc to practice math skills. Science experiments offer children opportunities to explore, discover, and use their senses.
10:30 - 11:00	Music Class (Two classes per month)	Miss Alyssa brings musical instruments and games to bring the love of music into children's lives.
11:00 - 11:15	Bathroom Break & Clean Up	Children will be asked to use the bathroom. Children sing songs while cleaning up their activities from the day. When finished cleaning we will have a dance party and receive a gummy bear as a reward.
11:15 - 11:25	Closing Circle Time	Children will gather together with the teacher Lesson Games, Leader of the day Share Time, Feed Caterpillar (color homework), Story
11:30 - 12:00	Outside Play (weather permitting)	Students will self-select areas on path playground they wish to explore. During this time students are exercising their gross motor skills by running, jumping, hopping, climbings, crawling, sliding, swinging, balancing, and more.

These times are approximate. We use this schedule as a guide for our day. The children's needs are the most important. We will happily give children more time with an activity or cut an activity short depending on the children.