

**Small Star Preschool
Registration Form
2012-2013**

Child's Name _____

Parent/Guardian's Name _____

I am registering my child for the following class (circle one):

4 year old **morning** class Tues/Wed/Thurs 9:00-11:30 \$110/month

4 year old **afternoon** class Tues/Wed/Thurs 12:30-3:00 \$110/month

If you have another class preference other than the one you are registering for please indicate here and I will notify you if a spot becomes available:

I have paid the registration fee of \$75 for the 2012-2013 preschool year and acknowledge that this fee is non-refundable. This registration fee guarantees your child's spot.

I agree to pay tuition each month and understand that Michelle Nelson reserves the right to terminate service for my child should my payment be delinquent at the end of the month.

Parent/Guardian Signature

Date

Teacher Signature

Date

Small Stars Preschool
Child Information Form
2012-2013

Child's Name _____
First Middle Last Nickname

Name to be written on preschool things (i.e. Joseph, Joe, Joey) _____

Name to be called by at preschool _____

Birthdate _____ *must be 4 by Sept 1st
Month Day Year

Address _____
City State Zip

Parent(s)' Name(s) _____

Child lives with _____ Home phone number _____

Parents' cell and/or work numbers **Mom** _____ Text? Y N

Dad _____ Text? Y N

During preschool hours contact me at this number _____

E-mail address that you wish you to receive preschool e-mails at _____

Name and ages of preschooler's siblings

Emergency contacts to be called in case of emergency if parents cannot be reached (one of the two should be local to the preschool area if possible):

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Allergies (please list all including food, environmental and pet)

Child's previous group experience(s) (ex. nursery, child care, dance, sports, play group, sunday school, etc.) _____

Does the child have any pets? Type and name.

List some of the child's favorite toys, games, books, etc.:

Please describe your child's personality (i.e. temperament, likes, dislikes, etc.):

Things your child does well:

Things you would like to see your child improve on this preschool year:

Are your child's immunizations current? _____

Does your child have any medical conditions I should be aware of (if yes, please explain)

Does your child have any physical, social, or learning problems that I should be aware of?

Please add any additional comments you feel will help me know your child better and contribute to a fun and successful year of preschool.

Thank you for your help!

**Small Stars Preschool
Liability Release Agreement
2012-2013**

Liability Agreement:

I verify that my child is covered under my own or my family's medical insurance policy. I do not and will not hold Small Stars Preschool, or its owners, responsible for any injury occurring before, during, or after preschool. Furthermore, I give permission for Michelle Nelson to administer first aid and/or CPR to my child, and to call an ambulance and/or paramedic in case of emergency.

Parent/Guardian Signature

Date

Teacher Signature

Date

Small Stars Preschool

Policies Sheet

2012-2013

Please read the following information carefully.

Registration & Tuition

At the time of registration a \$75 fee is required. This fee is **non-refundable**. Tuition payment is due by the 10th of each month. Tuition may be paid by cash, check, money order, or credit card on the website. **NO REMINDERS WILL BE GIVEN**. If payment is not received by the 10th a \$5 late fee will be added, and if payment is not received by the end of the month the child will not be allowed to come back to preschool until all balances are paid in full.

Checks should be made out to *Small Stars Preschool* or *Michelle Nelson*. Any check returned for insufficient funds will be assessed a \$20 service charge.

No refunds will be given for missed school days. Materials missed due to your child's absence will be sent home with the child on the day they return.

Small Stars Preschool reserves the right to cancel class should an emergency arise. Our preschool calendar mirrors the Davis County Traditional Calendar; preschool will not be held on holidays, district vacation days (UEA, teacher work days, Spring Break), and snow days when public school classes in the area are cancelled. Check the yearly calendar at www.smallstarspreschool.com for specific dates.

Class Days and Times

4 year old morning class	Tues/Wed/Thurs	9:00-11:30	\$110/month
4 year old afternoon class	Tues/Wed/Thurs	12:30-3:00	\$110/month

The door to the preschool will be open **only 5 minutes before class**. Please do not drop your child off before this time. Also, please be prompt in picking up your child. If you are more than 10 minutes past the class end time a late fee will be added to next month's tuition. The late fee is \$5 per 10 minute increment the child remains (i.e., 11:40 to 11:50=\$5, 11:50 to 12:00=\$10, etc.). Each parent will be given one freebie for a \$5 late fee. Please pass this information on to anyone else who may be transporting your child.

Sick Children

Please keep your child home if they are not feeling well. It is difficult to disappoint your child but it keeps from spreading the illness through the entire class. I will give specific guidelines concerning this matter at the beginning of the year.

Immunizations

To protect myself, my family, and the other students, every child **MUST** be current on their immunizations before preschool starts and must continue all immunizations required during their preschool attendance. Your preschool enrollment will be terminated if immunizations are not up to date. Contact your healthcare provider to double check your child's immunization record.

Parent Initials _____

Dress

Dress your child in comfortable clothing so they are prepared for current weather conditions. Also keep in mind that we will be using many mediums such as playdough, paint, etc., and will be eating snack.

Please dress your child in clothes that will be easy for them to use the bathroom by themselves and inform me of any belts, leotards, onesies or other clothing/accessories the child might be wearing that could interfere with their bathroom use.

Bathroom Use

All students must be fully potty-trained before the first day of class (not in the process). Please do not send them in pull-ups. Please try to have your child go to the bathroom before bringing them to preschool.

I will not help your child in the bathroom. Please make sure your child can use the bathroom by his/her self. This includes wiping and flushing the toilet.

Accidents happen and I will try not to embarrass the child as I try to keep the preschool room as sanitary as possible. If your child should have an accident I will call you immediately to come and get your child to change and clean them up at home.

If accidents are reoccurring Small Stars Preschool reserves the right to cancel or place a hold on preschool enrollment. Please let me know of any difficulties your child may have in this area.

Supplies

I will provide your child with all the school items they need (crayons, scissors, glue, etc.) but may ask you to supply recyclable items (paper towel rolls, baby food jars, etc.) as they are needed for craft projects.

Please send you child each day with a book bag big enough to fit a regular sheet of paper.

Birthdays

Each child will get a chance to celebrate his or her birthday at school. If it is during the school year I will choose the preschool day closest. If it is a summer birthday I like to celebrate July 15th through August birthdays in September and June through July 14th birthdays in May. More information will be provided at the beginning of the year.

Snack

There will be a snack provided each day. This will not be equivalent to a meal so make sure if your child is in the morning class they eat breakfast before they come or lunch if they are in the afternoon class. **Please make me aware of any and all allergies your child may have.**

Defiance

There may be times during the year that your child is hesitant to come to preschool. They may want to stay home with you or maybe someone made them sad at school. Please bring them to school so we can try to work things out. I will have you leave them here and will call you if their sadness or crying persists.

Parent Initials _____

Behavior Management

Learning how to get along with others and follow rules takes lots of practice and is new to preschoolers. However, they are at an age that they should be able to follow simple rules, respond to commands, exhibit self-control and deal with frustrations that may develop.

Think Time

My method of disciplining is a "think time." This is a modified version of a timeout. Before implementing a "think time" I try to warn the child first by getting eye contact and describing the behavior that needs to change. If the behavior continues or a serious offense occurs I send them to the "think time" chair. This removes the child from the situation. I give them a minute to calm down and then I go over and discuss with the child what happened, why it happened, what their feelings are, and how we can resolve the situation. There isn't a designated amount of time with the first "think time," but a timer may be used with additional think times. Then the child must model the correct behavior before returning to play. It is all about "learning" how to get along with others.

Using their Words

I try as much as possible to get the children to work out their problems themselves and to use their words instead of hitting.

Natural or logical consequences

I also use natural and logical consequences for actions because they help children understand the connection between their actions and the results of their misbehavior. Natural consequences are results that would naturally happen after a child's behavior without any adult interference (ex. A child not putting his bike away in the garage and the bike is stolen).

Natural consequences are sometimes dangerous or impractical. For example, it would be dangerous for a child to experience the natural consequence of cutting themselves with scissors to teach them that scissors are only used for paper. Logical consequences require adult intervention. A logical consequence of a child improperly using their scissors is that they cannot use scissors until they demonstrate they know the cutting rules.

Social rewards vs. Material rewards

I believe that good choices and actions should be intrinsically motivated. I choose to reward children socially with doing a special job, kind words or other gestures such as a thumbs-up or smile rather than a toy or other prize.

Last Resort

If disruptive behavior continues and none of these actions seem to be effective, I will consult you so we can come up with a mutual plan of action.

In cases of physical fighting, if we cannot mediate the problem within a few weeks your child may be asked to take a break or withdraw from preschool.

_____ Parent Initials

Homework

Each child will get "Family Homework." I hope that it will serve as an additional resource to keep the school/home connections active.

This is how it works...each month I send home a project for the whole family to do and return to school. These activities relate to the monthly theme or holiday. When the finished project is returned to school, it is presented or displayed in the classroom.

All family members are encouraged to assist and the finished product is not as important as the connection with your family (particularly your preschooler and their learning).

As for other worksheets I will give homework randomly throughout the year. This is merely to provide extra practice for your child. Some children love it, others don't like it as much. Do what you can. If they bring it back they get a sticker.

Show 'N' Tell

Show and Tell is a great way for children to gain confidence speaking in front of other children, increase their vocabulary, and build self-confidence. This year your child will have that opportunity one day per week. I will send home a note at the beginning of the year with some guidelines.

Pick Up/Drop Off

If you need to pick up your child early just let me know and I will try to have them ready. Most of the children after a few weeks will walk themselves to the door and you just need to pick them up. You are welcome to park in my driveway and I will try to get them ready and out the door as soon as possible.

Communication

The website and e-mail are my best forms of communication. I would like to use these two mediums as much as possible to cut down on the number of notes in paper form. Please provide me with an e-mail address that you check regularly.

Website

I hope that everyone will also become familiar with the website and check the calendar each month and the schedule each week. This has information on what your child will be doing during the week and throughout the year.

Parent/Guardian Signature

Date

Teacher Signature

Date