

*Cherry Lane Preschool*  
and Academy



Parent Handbook

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# *Cherry Lane Preschool* and Academy

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## Introduction

*Cherry Lane Academy* is proud to be a partner in your child's future.

This handbook is designed to provide information and ideas to make your child's experience wonderful and productive. Our goal is to meet the needs of your family in a friendly and respectful manner. A child's first teacher is his or her parents. We encourage your involvement in your child's learning. We can work together to create an environment that will aid in developing a positive self-image for your child and foster a joy of learning that will last a lifetime.

Our mission is to prepare your child for kindergarten so he or she will be socially and academically ready to rise to their potential. A personal goal is to instill the love of reading in every child.

In our Preschool and Academy Programs, we will be working through a well rounded reading program which focuses on word recognition and phonics. Language arts will include writing, finger plays and multimedia lessons. Our curriculum is a professionally designed program that will teach skills and concepts that are reinforced through a wide variety of activities. The students have fun while learning through dramatic play, music, movement, math, science and art. Your child's social skills will be developed and refined while learning to participate in a group with polite manners and learning to follow rules.

## *Pręschool and Academy Daily Schedule*

*Cherry Lane 3-Day Pręschool* classes run M,W,Th from 9:00 am to 11:50 am and 12:30 pm to 3:20 pm.

|             |  |
|-------------|--|
| 9:00-9:15   | Children Arrive/Free Play              |
| 9:15-9:45   | Circle Time*/Math (Special Helper)     |
| 9:45-10:30  | Art/Books or Free Play                 |
| 10:30-11:05 | Snack (Special Helper)/Reading Program |
| 11:05-11:25 | Writing Development/Learning Game      |
| 11:25-11:35 | Music & Motion                         |
| 11:35-11:50 | Clean Up/Story Time/Goodbye Songs      |
| 11:50       | Children Picked up                     |
|             |  |
| 12:30-12:45 | Children Arrive/Free Play              |
| 12:45-1:15  | Circle Time*/Math (Special Helper)     |
| 1:15-2:00   | Art/Books or Free Play                 |
| 2:00-2:35   | Snack (Special Helper)/Reading Program |
| 2:35-2:55   | Writing Development/Learning Game      |
| 2:55-3:05   | Music & Motion                         |
| 3:05-3:20   | Clean Up/Story Time/Goodbye Songs      |
| 3:20        | Children Picked up                     |

***This Daily Pręschool Schedule is a general guideline and is subject to flexibility.***

***\*Circle Time consists of Welcoming the Children, Alphabet, Weather, Show and Tell, motion Songs, Stories, Pledge of Allegiance, etc...***

## Days in Session

We generally follow the local school calendars with a few exceptions. We start in August, one month before the elementary schools. If the local elementary schools cancel school due to weather or other reasons, we will still be OPEN. If the district is having a late start or teacher in-service day, we are still OPEN. We will not follow their schedule or make up days at the end of the school year. In the case of bad weather, we are still open if you can get here.

At the beginning of each month, you can check our monthly calendar, with any scheduled activities or closed days marked for that month, found on our website.

Our School Year runs from August 15 to June 15. August's tuition payment is due prior to school starting, or upon enrollment. Our school has a yearly tuition that is broken down into monthly payments for our parents. You are welcome to pay for a whole semester or for the year in one payment if you prefer.

## Arrival and Departure

We have two *Cherry Lane Pręschool and Academy* locations, one is in Tumwater near where the I-5 and 101 meet up and one is in East Olympia near where Yelm Hwy meets Rich Rd. On-time arrival and departure is essential to a great school experience. When dropping off, please arrive from 9 to 9:15 am (morning class) or 12:30 to 12:45 pm (afternoon class). Please either walk your child up to the porch or watch from your vehicle as they come inside.

1. Upon arrival we will remind your child to put their coat and backpack in the cubby and take off their shoes.
2. At each *Academy* and **Pręschool** class your child will find their name card and sign-in by writing their name. We will be sure your child is holding the marker properly, to form the letters correctly which, is good practice and helps them to independently write and recognize their own name.
3. Be assured that we will always remind students to go to the sink to wash hands and ask if they need to use the bathroom before they begin their school day.

The doors will not be unlocked before 9:00 am (morning) or 12:30pm (afternoon). The time prior to class is needed for preparations for the class to follow. Also, please be prompt in picking up your student at the end of class. Your child will be eager to see you, and find it hard to wait as others are picked up. The time between classes is needed for teacher lunches and to clean and prepare the school for the afternoon session.

What to bring to class each day:

**Backpack-** Children will be taking home homework and/or art on a regular basis. Please provide a full size backpack large enough to hold a regular folder.

**Folder-** Your child will need to bring a full size pocket folder made of plastic to class with them each day. Please keep this folder inside the backpack to transport art and homework. We will personalize this folder for your child. Please do not write on it!

**Change of Clothes-** This needs to include a complete outfit and an extra sweatshirt and socks to be left in their backpack. If we need to use any part of the outfit, we will let you know so you can put a clean replacement in the bag for the next class.

**Socks or slippers-** We always take our shoes off inside. You can leave a pair of slippers at school for your child to use, or keep them inside the backpack. Or they may just wear socks. Please provide an extra pair of socks in your child's bag every class day.

**A Healthy Student-** If your child has had a fever, vomiting or diarrhea, they need to be home for at least 24 hours w/o any of these symptoms before returning to preschool. If they are ill and need an antibiotic, they need to have it in their system for a minimum of 24 hours before returning as well. Keeping a sick child at home will help them to heal the quickest, will cut down on the spread of germs and help us to keep a healthy class.

## Snack and Show n' Tell

During the month, your child will get to be the "Special Helper". This means your child will get to do three special things.

First, your child gets to bring a Show n' Tell, this is one item of their choice that **fits in their backpack**, and will stay there until Show n' Tell time. Please have your child bring **only one item** to show. Talk with your child at home about what he or she might like to say about the item they pick. This gives them confidence while sharing with the group. Toys should NOT come to school with your child if it is not their turn for Show n' Tell.

Secondly, your child brings a **healthy snack** for their classmates. This includes 12 drinks (waters or 1/2 gallon milk) and 12 snacks (including ingredient labels to check for allergies). We love healthy snacks that are just fruits and veggies. Other snacks must have ingredient labels. Again, **NO NUTS** of any kind are allowed. See the food policy section on page 15 for more information.

Thirdly, your child gets to be the teacher's helper for the day. This includes helping with calendar, weather chart, flag, etc. as well as passing out stickers or art materials for the day. The "Special Helper Day" is very exciting for the children and they eagerly anticipate their next turn. At least 2 children ask every class period when their next turn to be "Special Helper" will be.



## *Birthdays*

We celebrate birthdays at snack time with a crown, candle and birthday song. If you want to send a special treat for snack time that day, it will make their special day more exciting!! We ask that you make all the snacks the same though, and not more special for the birthday child. Your child will bring snack on a date near their birthday. Store bought or home made cake, cookies and ice cream cups in individual servings are birthday favorites. Your teacher always appreciates white cake instead of chocolate for the clean-up! ;o) Please, as usual, include an ingredient list.

## *Holidays*

We will have holiday celebrations in our classroom. We will decorate the class with art and may have a “class party” on a day selected near each holiday. During holidays such as Easter and Christmas, we will do stories and that include God/Jesus. Special class parties will be announced on the monthly calendar. We have an extra special Christmas Party that our preschool families are invited to.

## *Preschool Homework*

Often your child will bring home a worksheet and will need your encouragement to complete it. Send it back to school with your child and they will receive praise and a sticker or stamp which will help them to be proud of what they have accomplished. A collection of these sheets will be returned to you at the end of the year in a special folder. Completing all homework sent home will give your child an advantage in learning skills more quickly. Please partner with us in helping your child excel! Please read with your child for at least 10 minutes every day!

## School Cam

We offer you a secure live video feed of your child's class. This can be accessed from any web browser anywhere in the world (including military personnel overseas). Only parents with children attending Cherry Lane Preschool will be allowed access. No other family members will acquire access without express permission from the child's parent. Fill in your username and password below.

You will receive your login and password on your child's first day of school. If we change it, you will be informed!

The login and password are all lowercase and have no spaces. They change every year.

# Cherry Lane Preschool Academy

## Rates and Waiting Lists

A yearly enrollment fee is due before the start of school each year. As soon as you pay the enrollment fee and your August tuition fee, your child is guaranteed a spot at *Cherry Lane* in the fall. The sooner you make this payment, the more likely the class slot you desire, will still be available. Slots are filled on a first come, first served basis. We will not hold a spot on a “promised payment”. If the class you want is full, you may get onto a waiting list for one or more of our classes after you have had a tour at *Cherry Lane Preschool Academy*. Doing this ensures a quick decision once a spot opens up. When we offer a waiting list spot, you have 24 hours to accept the spot before it is offered to the next person on the list. We find this to be most fair.

You may view our current rates at

<http://www.cherrylanepreschool.org/rates-and-enrollment/>

Tuition is due by the 20th of each month for the following month. August’s tuition is due at enrollment time. Monthly payments are calculated as the yearly tuition divided by the number of months in the school year, which is 11. You may pay monthly, per semester or in one yearly payment. Monthly tuition payments are the same each month regardless of the number of school days in that month. All payments made are non-refundable.

*Cherry Lane 2-Day Pręschool* classes run from 9:00 am to 11:50 am or 12:30 pm to 3:20 pm. Tumwater is a Tuesday/Friday class and Olympia runs Tuesday/Thursday.

|             |  |
|-------------|--|
| 9:00-9:15   | Children Arrive/Free Play              |
| 9:15-9:45   | Circle Time*/Math (Special Helper)     |
| 9:45-10:30  | Art/Books or Free Play                 |
| 10:30-11:05 | Snack (Special Helper)/Reading Program |
| 11:05-11:25 | Writing Development/Learning Game      |
| 11:25-11:35 | Music & Motion                         |
| 11:35-11:50 | Clean Up/Story Time/Goodbye Songs      |
| 11:50       | Children Picked up                     |
|             |  |
| 12:30-12:45 | Children Arrive/Free Play              |
| 12:45-1:15  | Circle Time*/Math (Special Helper)     |
| 1:15-2:00   | Art/Books or Free Play                 |
| 2:00-2:35   | Snack (Special Helper)/Reading Program |
| 2:35-2:55   | Writing Development/Learning Game      |
| 2:55-3:05   | Music & Motion                         |
| 3:05-3:20   | Clean Up/Story Time/Goodbye Songs      |
| 3:20        | Children Picked up                     |

***This Daily Pręschool Schedule is a general guideline and is subject to flexibility.***

***\*Circle Time consists of Welcoming the Children, Alphabet, Weather, Show and Tell, motion Songs, Stories, Pledge of Allegiance, etc...***

Each student's personality is emerging. This class structure is very academic but also helps children to find their passion for learning, respecting and listening to others, and developing the basis for academic and social skills and maturity.

To be eligible to enroll for any of the programs at Cherry Lane Preschool Academy, your child needs to be potty trained and meet a minimum level of maturity.

*Cherry Lane Academy* 5-Day classes offer an academic experience that is unmatched. Each child in this class is gaining a vast array of knowledge both academically and socially. Combining our 2-Day and 3-Day classes that individually are both very well rounded, will leave your child feeling like they have been to a camp or on a really fun play-date but come away with noticeable acceleration academically.

This class is great for the bright child who loves learning and wants to be challenged, or the child who is struggling in a particular area, for the child who thrives on interaction with peers, or the child who is shy and needs more interaction with others, and for every child in between!! Children in this class will get nearly twice as much schooling as our other classes offer. Current class choices are as follows:

Tumwater Location- 814 Ferry St SW, Tumwater 98512:

M/W/Th 9-1150am

M/W/Th 1230-320pm

T/F 9-1150am

T/F 1230-320pm

M-F (5) 9-1150am

M-F (5) 1230-320pm

Olympia Location- 7308 Rixie St SE, Olympia 98501:

M/W/F 9-1150am

M/W/F 1230-320pm

T/Th 9-1150am

T/Th 1230-320pm

M-F (5) 9-1150am

M-F (5) 1230-320pm

## Food Policy

All food provided by parents must be healthy and separated into 12 individual baggies (including the ingredient label) except on the day of your child's birthday party. Cake, cupcakes, cookies or ice cream cups (without nuts), are birthday favorites. We prefer cake or cupcakes that are with white cake, for easier clean up!

The one thing Cherry Lane Academy values more than providing a great start on education for your children, is keeping them safe. That not only includes keeping harmful items out of their hands but also out of their tummies. Statistics say 4 out of every 100 children suffer from some type of food allergy. A reaction to food can be as minor as bumps on the roof of the mouth or a mild stomach ache. They can also be severe enough to require a trip to the emergency room. Among the foods that young children are commonly allergic to, nuts stand out as one of the most severe. A child allergic to nuts often has intense reactions and even being in contact with the skin can cause it. We ask parents providing snacks to please refrain from bringing anything with nuts in it (including peanut butter flavored foods, or ANY other type of NUTS). No trail mixes or granola bars with nuts!

***If your child develops any food allergies, please notify Cherry Lane Preschool immediately. We will take proper action to ensure your child does not come in contact with anything that will be harmful to him or her.***

## *Behavioral Standards Policy*

Determining when a child is emotionally and socially mature enough to attend preschool is a complicated process. Often the children who have the most difficulty in these areas are the ones who need to be in class the most. The mission of Cherry Lane Preschool is to create an environment where children can begin learning the basic academic and behavioral skills needed to be successful in kindergarten and beyond. Any situation where one child demands 90% of the teacher's time and attention or changes the nature of the environment, is unfair to the other children and parents. Therefore it is important to establish minimum guidelines that students must observe in order to attend Cherry Lane Preschool.

**Class participation-** Each student must participate in class activities. Obviously some children will be able to complete some tasks better than others and we make allowance for this. An example of a child not participating would be, refusing to come to participate in art or circle time and demanding to play with toys instead. We encourage the children in positive ways to join us, usually with success.

**Teacher instruction-** Students are expected to follow the teacher's directions.

**Hitting, biting, kicking, etc.** - No child will be permitted to attack any teacher, student, class pet etc.



**Name Calling, Teasing and Meanness** - We believe that teaching children to get along with others, share and be a good friend, is important. Therefore we will require the students to treat each other with kindness and respect. Bullying is never acceptable.

## *Corrective Action*

This is a list of actions the teacher may take in response to any student's actions outside of the above guidelines. The final determination is at the teacher and Director's discretion. Redirecting is always our first attempt.

**Timeout**– We tell the child they need to take a few minutes to sit quietly until they have calmed or can re-join the class and follow the rules.

**Call Parents**- The teacher may call the parents and ask them to speak to the child and calm them or instruct them to listen to the teacher, etc.

**Send the student home early**- If timeouts or calling the parents are not effective, and the student is disrupting class, the teacher may call the parents to have them pick up the child before the scheduled end of class. The parent should come immediately to pick up the child.

**Suspension**- In extreme cases, a student may be suspended from class. The Director and teacher will meet with the parents and help determine a strategy that will hopefully result in the student being able to rejoin class at a later date. Please contact the Director at any time!

Continued...

**Refunds-** If a student misses school because of an early pick up or suspension, tuition will not be refunded. We purchase curriculum and materials one month in advance. Each class position is valuable and space is limited.

Our desire is that every family that wants to have their child attending Cherry Lane Preschool Academy, has that opportunity. If a spot becomes available we will make every effort to accommodate each child's needs. Thank you for your cooperation.

## *Other Refunds*

Due to limited space and the first come, first served basis that slots are filled, and the fact that we pre-order our curriculum and class materials one month in advance, all payments are non-refundable.

## Snack Time Prayer

Thank you God for sandwich bread,

For carrots and for apples red,

For meat and milk that make us strong,

We thank you God the whole day long.

Amen

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