



# Highland

DAY SCHOOL

2010-2011

# Highland Day School Staff 2010-2011

**Infant/Toddler**

Lauren Dixon

**2's Teacher**

Jean Bostic

**3's Teacher**

Valerie Khokhar

**4's Teacher**

Jamie Barber

**Director**

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# OUR PHILOSOPHY OF LEARNING

In a caring and positive atmosphere, we create a warm and happy place for pre-schoolers to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a school setting.

Sensory, motor, perceptual, and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasizes **the process rather than the product**, fostering a sense of accomplishment and pride.

Classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

We treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach **a love of learning** by allowing children to experience their own stage of development and helping them to feel **success without pressure**.

Parents may gain valuable insights and techniques from the expertise of the staff, and at the same time, share their own talents and interests to maintain the excellent quality here at Highland Day School. School then becomes a shared experience which hopefully will continue throughout each child's educational process.

# HIGHLAND DAY SCHOOL POLICIES

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## 2010-2011

### SCHOOL YEAR

Our Day School is in session for nine months. We begin on Tuesday, September 7, 2010 with a half day for all classes - 9:00 AM to 11:30 PM. It is understood that a child who is admitted to the Day School is to be enrolled for the entire year.

### HOLIDAYS AND SPECIAL DATES

September 2	Meet the Teacher Night, 7:00 - 8:00 p.m.
September 7	First Day of Classes
October 18 - 22	Fall Break
November 24 - 25	Thanksgiving Break
December 20 - January 3	Christmas Break
March 14 -19	Spring Break

### ADMISSION AGE REQUIREMENTS

- Children will be placed in classes based on their age August 1st of the current school year.
- A child entering the two year old class must be two by August 1st of the current school year.
- A child entering the three year old class must be three by August 1st of the current school year. *The child must be potty trained for this class.*
- A child entering the four year old class must be four by August 1st of the current school year.

### SCHOOL HOURS

The Day School meets from 9:00 AM - 2:00 PM on school days. Children may not arrive before 8:55 AM or stay beyond 2:10 PM. There will be a \$5.00 charge for each additional 10 minutes. Extended Care will be offered two times a day, *before school begins in the morning and after school ends in the afternoon.* The morning session is from 8:00 AM to 9:00 AM, and the afternoon session from 2:10 to 3:00 PM. The charge for this service is \$4.00 per session. Extended Care is based on number enrolled. You will be notified if Extended Care is cancelled.

## SCHOOL DAYS

Infants & Toddlers	Tuesday-Wednesday-Thursday 9:00-2:00 One, two, or three days
2 Year Olds	Tuesday-Thursday 9:00-2:00 Tuesday-Wednesday-Thursday 9:00-2:00
3 Year Olds	Tuesday-Thursday 9:00-2:00 Tuesday-Wednesday-Thursday 9:00-2:00
4 Year Olds	Tuesday-Thursday 9:00-2:00 Tuesday-Wednesday-Thursday 9:00-2:00

## REGISTRATION FEE

A one-time non-refundable fee..... \$50.00 per year for preschool children  
Acceptance of this registration fee assures your child (children) a place in  
our program.

## SUPPLY FEE

One time fee for infants, toddlers, 2, 3, and 4 year olds.....\$15.00

## TUITION

Highland Day School is a non-profit, self-supporting school. All fees and tuition are used to provide the best teachers, equipment, and curriculum aids available. The yearly tuition has been divided into nine monthly payments for your convenience. This means a full payment is due the month of December, which includes Christmas holidays, and March, which includes Spring Break. We ask that these payments be made during the first week of each month.

Please make all checks payable to Highland Day School and return the check to the school in an envelope marked tuition and child's name. **There will be a \$30.00 late charge for tuition paid after the 10th of the month.**

You are responsible for your child's tuition whether your child(ren) is in school or not. There is no reduction of fees for absences or vacations. In case of an extended absence due to illness, the director must be notified. It is the director's discretion to decide if a reduction of fees or a refund is in order.

If a child is withdrawn from our program, the director must be notified two weeks in advance. Parents are required to pay for those two weeks, regardless of when the child leaves the program.

1-Day Tuition (available for infants and toddlers only - \$765/year \$85/month

2-Day Tuition - \$1485/year \$165/month

3-Day Tuition - \$2160/year \$240/month

## CAR POOL DROP-OFF AND PICK-UP PROCEDURES

We will use the covered drive on the North End for drop-off in the mornings. Each driver will be required to sign-in each child riding in their car.

Children may arrive from 8:55 AM - 9:15 AM each morning. Please honor our teacher preparation time by not entering the building before 8:55 AM. All children will be taken from the passenger side only. Please do not let your child out of the car until a teacher comes to help him/her out of the vehicle. For obvious safety reasons, no child will be permitted to walk between cars. If you arrive at school any later than 9:15, you must enter through the **designated doors** and walk your child to his/her class. *Parents must complete the sign-in and sign-out sheet every day by signing first and last name.* Please send a note when your child will be picked up early or is going home with another child.

We must have on file the name, addresses, and telephone numbers of individuals who are permitted to drop-off and pick-up your child from school. Identification cards will be given to each family and a child will only be released to a person with a valid identification card. ***If someone arrives to pick-up your child and he/she does not have a card, we cannot allow your child to leave with them.***

Afternoon pick-up of your child will be from 1:50 PM to 2:10 PM. All parents must enter the covered drive-thru at the covered door at the North End to pick up children. Early pick-up will be from the designated doors *before 1:45 PM* only.

Please display carpool number on the passenger side of windshield. At 2:10, children who have not been picked up will be taken to the Extended Care room at the NE door. Parents must park and come in to pick-up children in Extended Care. There will be a late charge of \$4.00 per child for each 5 minutes after 2:10 PM.

## CURRICULUM

Our curriculum is developed through teacher observation and evaluation of each child. Concepts and skills are introduced which are appropriate to each child's stage of development, and which reinforce social, emotional, physical and intellectual growth.

Concrete, hands-on activities and experiences are planned according to units of study which are relevant to the children, providing meaningful learning.

As required by the TN Department of Education, we integrate a Personal Safety Program in our Day School curriculum.

## HEALTH

**Keep children home for a full twenty-four hour period after having any of the following illnesses:** chicken pox, diarrhea, draining ears, fever, green runny nose, matted eyes, measles, sore throat, or vomiting.

If your child(ren) arrives with any of the symptoms, **we will** send him/her back home with you. (This may cause an inconvenience to your car-pool driver, so be considerate of everyone.) Children too sick to participate fully in the day's program, including outside play, need to be kept at home. We will call you if illness or injury occurs while your child(ren) is at school. We expect you to make immediate arrangements to pick-up your child. Please be mindful that germs spread quickly in a school environment. Help us keep our children and teachers healthy!

## SPEECH AND HEARING AND VISION SCREENINGS

We will provide these services. These services are optional. Speech and Hearing will be provided for 4 year olds. Vision screenings will be provided for 3 and 4 year olds.

## SAFETY

Information about substances to which your child is allergic needs to be in writing on the information sheet. Please report any changes or new information in writing.

## DISMISSAL FOR INCLEMENT WEATHER

Parents should listen to the radio and TV stations regarding the closing of Shelby County Schools due to inclement weather. We will be closed if the County Schools are closed. If we have snow or sleet during a school day and you see the road conditions are becoming hazardous, please come to school at once to pick up your child.

## CLOTHING

Please dress your child(ren) in comfortable clothes with appropriate shoes. Do not send your child(ren) to school in flip-flops, open-toe sandals, or in hard boots. Remember, we do a lot of art activities in our classes, and sometimes we do get a bit messy. We also ask that you send a change of clothing in case of an accident so that your child(ren) will be spared embarrassment and being uncomfortable. This applies for all classes, even the 4 year olds. We will return the clothes at the end of the school year. *Please label all of your child(ren)'s belongings with a fabric pen, i.e. Sharpie.* Jackets, sweaters, hats, gloves, etc. should have your child(ren)'s name on them.

## POSSESSIONS

Guns, ropes, knives and other toys which encourage rough and violent play are to be left at home. Pets, interesting nature items, and many other items are welcome additions to our classrooms. Please check with your child's teacher before a pet is brought to school. A pet bird and a pet cat on the same day would be chaos.

Comfort toys--bears, blankets, and so forth, may be brought if needed. Please make sure they have your child's name attached, and make sure the teacher knows if these items need to go home daily.

## SNACKS

Mid-morning snacks are provided. Sometimes our snacks coincide with units of study. If your child has any allergic reactions to certain foods, please remind your teacher.

## LUNCHESES

All students bring their lunches. Lunches should be as simple and healthy as possible - such as a sandwich of meat and cheese, chips or vegetable strips, and a fruit. Please do not send more than one dessert, jello or undrained vienna sausages. Your child will need a drink for lunch, either a thermos (no carbonated drinks) or a drink box, Capri Sun, etc.

Please mark all lunch boxes on the outside with the child's name. Thermos, cup, and any plastic containers sent with food should also be marked with your child's name.

## BIRTHDAYS

A child may celebrate a birthday, preferably in the morning during snack time, with his/her friends. If you would like to bring a special treat, please let your teacher know in advance. Please, no balloons.

## VISITATION AND CONFERENCES

You are always welcome to observe the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. Conference schedules will be arranged between teachers and parents at mutually convenient times.

Parents of 4 year olds may schedule conferences with their teachers in the spring to help with decisions for kindergarten programs.

## NOTES TO TEACHERS

Messages that you wish to send to the teacher or directors should be pinned on the child's bag in the morning. We need to be notified, by a note in the morning, if someone unknown to us is picking up your child. *We will not let your child get into a car with someone we do not know.* Notes must also be sent in the morning if your child is going home with another child in the afternoon.

## FIELD TRIPS

The permission slip for field trips is included in your enrollment forms. Field trips will be announced, in writing, by your child's teacher on their monthly calendar.

## SCHOOL PICTURES

We have individual school pictures made in the fall, and class pictures made in the spring. Purchase is optional. Look for these dates on your child's monthly calendar.

## STATEMENT OF RACIAL NONDISCRIMINATION

Highland Day School will admit children of any race, color, and national or ethnic origin.

## Gee, All those Kids Seem To Do is Play

At Highland Day School our children have fun and play. So many things are going on during this “play” time. They are:

- ☺ meeting friends
- ☺ playing with toys
- ☺ exploring how things work
- ☺ looking at books
- ☺ listening to music
- ☺ sharing
- ☺ pouring and measuring in the bean-corn-water-rice table
- ☺ having different experiences in a mostly child group situation vs. a mostly adult situation
- ☺ developing and expanding their language abilities
- ☺ having creative art experiences
- ☺ having cooperative play experiences
- ☺ learning to share the adults’ attention
- ☺ learning social skills needed to play games and make friends
- ☺ building with materials that may not be available at home
- ☺ using “messy” art materials in a space provided for experimentation
- ☺ trying on different personalities with different clothing
- ☺ becoming independent
- ☺ comparing and contrasting different experiences
- ☺ learning from others while broadening their horizons

Highland Day School  
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