



Highland

DAY SCHOOL

Parent's Day Out

2012-2013



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.

Director: Michelle Betts

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HIGHLAND DAY SCHOOL POLICIES

2012-2013

SCHOOL YEAR

Our PDO is in session for ten months. We begin on Tuesday, August 7. It is understood that a child who is admitted to the Day School is to be enrolled for the entire school year.

HOLIDAYS AND SPECIAL DATES

We follow the Shelby County School Calendar.

July 31	Meet the Teacher Night, 7:00 - 8:00 p.m.
August 7	First Day of Classes
TBA	Fall Break
November 21 - 23	Thanksgiving Break
TBA	Christmas Break
January 21	Martin Luther King, Jr. Day
February 18	President's Day
TBA	Spring Break
April 6	Good Friday

ADMISSION AGE REQUIREMENTS

- Children will be placed in classes based on their age September 30th of the current school year.
- A child entering the two year old class must be two by September 30th of the current school year.
- A child entering the three year old class must be three by September 30th 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 September 30th of the current school year.

SCHOOL HOURS

PDO meets from 9:00 a.m. - 2:00 p.m. on school days. Children may not arrive before 8:55 a.m. or stay beyond 2:10 p.m. There will be a \$5 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 a.m. - 9:00 AM, and the afternoon session from 2:10 - 3:00 p.m. The charge for this service is *\$4 per session.* Extended Care is based on number enrolled. You will be notified if Extended Care is cancelled. Arrangements for Extended Care should be made with the director 24 hours in advance.

SCHOOL DAYS

Toddlers (12-24 mos)	Tuesday, Thursday 9:00-2:00 Tuesday, Wednesday, Thursday 9:00-2:00
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 & SUPPLY FEE

A one-time non-refundable fee of \$75 per year/per child for preschool children. Acceptance of this registration fee assures your child(ren) a place in our program.

TUITION

Pricing	PDO Yearly Fee (9a - 2p)	PDO Monthly Fee (9a - 2p)	After Care
2 Day Program	\$1650/school year	\$165/month	\$4/hour
3 Day Program	\$2400/school year	\$240/month	\$4/hour

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. Tuition for the Fall/Spring Session is figured as a yearly sum based on the number of days in session. Tuition for the school year session may be paid in one lump sum or in ten (August - May) equal monthly installments regardless of holidays or school closings. If you choose to pay monthly, payment is due 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. After the 10th of the month, please add a \$15 late fee to your payment. If tuition is not paid by the third week of the month, you may not leave your child until you have paid

your monthly fee and the accrued late charges, unless prior arrangements have been made. Tuition is due regardless of days missed due to illness or vacation. We can not offer make-up days.

Tuition for the Summer Session is not included in the yearly tuition amount, and operates separately on a weekly basis. You have two options of payment:

- You may register for the whole summer and pay tuition in one lump sum for June and July. Tuition is due the first week of June, regardless of days missed due to illness or vacation.
- You may register for specific weeks ahead of time that you want your child to attend and pay tuition for those weeks only. Tuition will be due the first week of the month regardless of days missed due to illness or vacation. We can not offer make-up days.

Highland Day School does not pro-rate any tuition fees. All fees are nonrefundable and due regardless of days missed due to illness, closings, vacations, etc. Your tuition reserves your child's spot in our program. 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.

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

Car line will take place in the coned section of the parking lot on the West side of the building 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 a.m. - 9:15 a.m. each morning. **Please honor our teacher preparation time by not entering the building before 8:55 a.m.** 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 a.m., 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 and indicating the time of arrival.* For security purposes the doors will lock at 9:30.

Please make sure you are in the building before this time, unless prior arrangements are made with the director.

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. ***If someone arrives to pick-up your child and he/she does not have proper identification, we cannot allow your child to leave with them.***

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. If your child has a fever of 100.4 or higher, we will 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!

VISION SCREENINGS

We will provide this service. This service is optional. Vision screenings will be provided for 2, 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 pick up your child at once.

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. Comfort toys - bears, blankets, and so forth, may be brought if needed. Please make sure that 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 allergic reactions to certain foods, please remind your teacher.

LUNCHES

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. We asked that you do not send items that take longer than a minute and a half to heat. Also, please be mindful of the type of lunchables that you are sending. Pizza lunchables, while very fun, are difficult for preschool children to manage on their own at lunch time. 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.

POTTY TRAINING

We will be glad to partner with you in the potty training process when your child is able to understand, able to do what is asked, and able to communicate the need to use the bathroom. We ask that you refrain from sending your child in a pull-up until your child is actively potty training at home and at school.

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.

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





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