

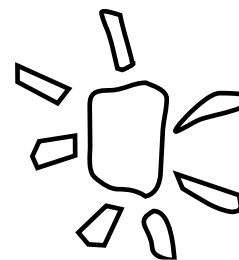
**Aiken
Village
Preschool**

Handbook
For Families, Visitors
and Volunteers

**MISSISSIPPI STATE
UNIVERSITY**

Early Childhood Institute

Aiken Village Preschool



Handbook

For Families, Visitors and Volunteers

Acknowledgments

Aiken Village Preschool is a program of the Mississippi State University (MSU) Early Childhood Institute, which is part of the MSU College of Education.

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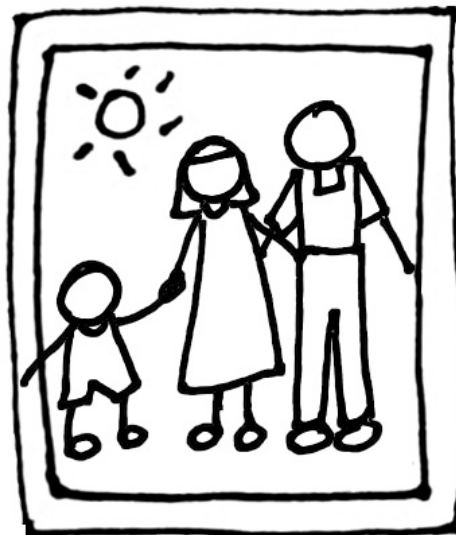
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Welcome to Aiken Village Preschool! Thank you for allowing us to spend our days with your children. We want our preschoolers to learn that school can be a wonderful and fun experience. By providing opportunities for the children to “experience” meaningful learning, we are setting the stage for future success.

Our staff is committed to working in partnership with you while providing a quality early childhood program for your child. Aiken Village Preschool encourages parents to become involved with their child’s preschool day. Various activities and events throughout the year provide opportunity for family support and participation.

We look forward to having your family as a part of our preschool and to an exciting and successful school year. As you familiarize yourself with the information in this handbook, please contact us with questions or concerns.



Contents

Introduction.....	6
Enrollment Eligibility.....	8
Contract, Tuition, and Fees.....	8
Calendar.....	10
Hours of Operation.....	10
Questions or Comments.....	10
Policies and Procedures	
Accidents and Emergencies.....	11
Arrival and Departure Procedures.....	12
Assessment.....	12
Birthdays.....	13
Child Abuse and Neglect.....	13
Child Health.....	13
Clothing.....	14
Communication.....	14
Conferences and Home Visits.....	15
Confidentiality.....	15
CPR and First Aid.....	15
Discipline	16
Emergency Information.....	17
Field Trips and Transportation.....	17
Food Allergies.....	18
Hand Washing.....	18
Inclement Weather.....	18
Insurance.....	18
Meals.....	18
Medication.....	19
Nutrition.....	19

Outdoor Play.....	19
Parent Information.....	19
Parent Involvement.....	20
Photography.....	20
Program Evaluation.....	20
Rest Time.....	21
Security.....	21
Show and Tell.....	21
Smoke -Free Environment.....	21
Sun Safety Practices.....	21
Teacher-Child Ratio.....	22
Transition.....	22
Typical Day.....	22
Daily Schedule for 3-Year-Olds.....	23
Daily Schedule for 4-Year-Olds.....	24

Introduction

Aiken Village Preschool is administered by the Early Childhood Institute in the Department of Curriculum and Instruction in the College of Education at Mississippi State University. The Preschool is located in the Aiken Village Complex. The Preschool offers full-day childcare services for 34 children 3 to 5 years of age.

Aiken Village Preschool is:

- Accredited by the National Academy of Early Childhood Programs (NAEYC)
- Licensed by the Mississippi State Department of Health
- A partner of the Institute of Community Services/Project Head Start (ICS/HS)
- Rated 5-Star of the Mississippi Child Care Quality Step System, the highest quality rating possible.

Our Mission

The mission of the preschool is to provide a high quality early childhood program in a safe, nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of families.

To meet our mission, we support the following principles:

- Knowledge of child development is applied to the program through developmentally appropriate practices.
- Developmental appropriateness takes into consideration age appropriateness and individual appropriateness.
- The program is tailored to meet the needs of individual children as they grow through similar stages of development, but at different rates and in different styles.
- The program environment is prepared so that children can develop as total persons in active and interactive ways.
- Learning activities and materials are relevant to the lives of young children.
- Multicultural and nonsexist experiences and materials are an integral part of the program.

Our Philosophy

Aiken Village Preschool offers a philosophy that is child oriented. Through play, children “learn by doing.” An environment is provided in which children can develop a “joy” for learning making them eager to learn and responsive to the learning setting. Our play environment provides opportunities for discovery, learning through concrete experiences, imaginative free play, observation, imitation, and peer and adult interaction. The child’s positive development is encouraged across a wide range of domains while building self-confidence, independence, and self-discipline.

Our Curriculum

Our curriculum is based on developmental research, which in an enriched environment takes advantage of the child’s endless capacity to learn. The curriculum consists of units of study that are meaningful to children. Learning centers, classroom activities, and teacher interaction reinforce the objectives of each unit. Using the *Creative Curriculum* and the *All About Preschool* as a foundation, our program curriculum complies with the Mississippi Pre-K curriculum and Head Start Child Outcome Framework. Our program is strengthened by our relationship with Mississippi State University. As part of the university community, our preschool classes have access to numerous places of interest throughout the campus as well as enrichment opportunities including performing and visual arts, musical performances, museum exhibits, and local artist. The University shuttle system provides transportation for our children, making field trips an integral part of our curriculum. ICS Head Start provides transportation for field trips in the Starkville community.

Our Staff

Research shows that the most important component of quality child care is the staff. AVP staff members hold B.S. degrees in early childhood, child development, or related fields. Staff members are committed to providing age-appropriate experiences in an accepting, warm environment. Our low child-to-adult ratio enhances the learning environment while providing opportunity for individualized curriculum and teaching. The director and staff participate annually in 25 hours of staff development, which can include local, state, and national workshops and programs.

Enrollment Eligibility

Aiken Village Preschool offers classes for children 3 to 5 years of age. Children eligible for Aiken Village Preschool enrollment must be:

- 3 years old on or before September 1 of the current school year
- Pre-kindergarten
- Potty trained

To apply parents must:

1. Complete a *Waiting List Application*.
2. Upon availability of space, complete an *AVP Enrollment Application* and *Contract/Complete a Head Start Application*.
3. Provide a copy of your child's birth certificate.
4. Provide a copy of your child's #121 Mississippi State Department of Health immunization form (available through the local health department or your child's physician).

Contract, Tuition, and Fees

Contract

Parents are required to sign a *Contract for Enrollment* which becomes a binding contract between the parent(s) and Mississippi State University regarding payment of fees. The contract is for the period beginning August 1 and ending July 31 of the following year, or if entered into after the beginning of that time period, for the remainder of that period.

Cancellation of the Contract

- A. The contract for preschool services may be cancelled by the parent or guardian if written notification is received by the preschool two weeks prior to withdrawal of the child. However, in the event that a child is withdrawn from the preschool during a given semester, the parent or guardian will be responsible for the tuition payments for the balance of that semester. If the departing child can be immediately replaced by another child on a waiting list, the parent or guardian will be responsible for payment only through the month of withdrawal.
- B. The University may cancel the contract if the parent or guardian fails to meet the full contract terms and conditions, if there are violations of policies or regulations as detailed in the Aiken Village Preschool

Handbook or in the ICS/Head Start Parent Partnerships Policies and Procedures Handbook.

- C. Aiken Village Preschool reserves the right to discontinue services immediately to any child or family who ceases to benefit from the services of the program. If reasonable, a two-week notice of dismissal will be given by the Preschool to the parent(s).

Tuition

- ✓ Tuition for the program is \$395 each month.
- ✓ Tuition is charged monthly to the parent's account at MSU.
- ✓ Payment is due before the 10th of each month.
- ✓ An additional 1.5% late charge is assessed on any unpaid balance due to the University.
- ✓ The University reserves the right to modify tuition or fees without notice.
- ✓ In the event a child begins preschool in the middle of a month, a pro-rated amount may be charged. Partial payments will be based on a 20 service day month.
- ✓ Monthly tuition is due to insure a child's place in the preschool regardless of absence or MSU holidays.
- ✓ The CCAMPIS grant allows MSU students or their spouses on a Pell Grant to receive up to a \$200 credit per month on their child's tuition.

Fees

Delinquent Fees

The Preschool reserves the right to discontinue services to any family who becomes delinquent in payment of tuition. In the event that the tuition account becomes two (2) months delinquent, the child may be withdrawn from the Preschool program. Upon payment of fees, the child's name will be placed on the Preschool waiting list until enrollment space is available.

Supply Fees

A \$50 per semester supply fee is charged.

Late Fees

A \$1 per minute late fee will be charged to the parent's account for late pick-up. Excessive tardiness will result in a \$5 per minute late fee. Late fees are charged to the parents MSU account.

Calendar

Aiken Village Preschool is open throughout the calendar year. Closures include any officially declared closure or holiday, holiday periods based on the University's academic calendar, and staff professional days as notified in advance by the director. Parents should refer to the MSU website www.msstate.edu for the calendar for each year.

Twenty-five hours of professional development are required for each staff member per year. Our facility will close for 3 days of intense training. Parents will be provided with advance notice.

Hours of Operation

Aiken Village Preschool is open Monday through Friday from 7:30 A.M. to 5:30 P.M. If a child is absent, parents are asked to notify the preschool of plans or other pertinent information.

Questions or Comments

One of the most important aspects of teaching young children is communication among parents and staff. The AVP staff encourages parents to share questions or concerns about their child at any time. We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. The classroom environment does not lend itself to discussion of sensitive matters. Efforts will be made to schedule needed conferences within a 24-hour period. Conferences may be scheduled by calling the AVP office.

Aiken Village Preschool is licensed by the Mississippi Department of Health. The local Health Department representative is Paulette Elliot (662- 323-7313). The Child Care Facility Complaint Hot Line is 1-866-489-8734.

Questions or comments concerning Aiken Village Preschool policies or procedures should be addressed to the preschool director or staff.

Director: Carol Jones
AVP 662-325-3909
Home 662-323-0768

Policies and Procedures

Accidents and Emergencies

Accidents

Aiken Village Preschool staff maintains Basic First Aid and CPR Certification. First Aid procedures are followed when caring for an injured child. Parents are notified by phone for serious injuries and in writing for minor injuries. Written accident reports will be completed by the preschool staff when first aid is required. One copy of the report will be placed in the child's cubby for the parent and one copy in the child's file.

Emergency Information

Parents are asked to advise the Preschool staff of changes of address, phone number, emergency information, class schedule, or any family information that might affect the child's well-being while at preschool.

Emergency Medical Care

In case of accident or emergency concerning a child, the director or director's designee will promptly take such measures as are, in her judgment, in the best interest of the child. A staff member with a valid first aid certificate shall treat a child with a physical injury. In the case of a serious injury, parents will be contacted to transport the child to a medical facility. Parents will be notified using the emergency information provided on the *AVP Enrollment Application*. If the parent(s) cannot be located or the injury requires emergency medical treatment, AVP staff will obtain needed emergency services by calling 911. It is the parent's responsibility to make sure emergency information is provided as requested and kept current throughout the school year.

Emergency Evacuation

Emergency drills are held monthly. In the event of an emergency, which would require evacuation of the preschool, children will be evacuated by whatever transportation means are available to a designated safe area. Parents will be notified of the emergency situation and the location and condition of their child as means of communication permit. The emergency relocation site is:

Humphrey Coliseum/ Collegeview Street/ MSU Campus (662-325-4201)

For more information, click on "Emergencies" at the bottom of the www.msstate.edu web page.

Arrival and Departure Procedures

- Upon arrival, parents are to sign their child in and record the arrival time on the attendance sheet kept by the front door.
- Parents are requested to notify the teacher of the child's arrival and communicate any special needs for the day.
- Upon pick up, parents are to sign their child out and record the departure time.
- It is the parent's responsibility to protect children from traffic and other hazards during arrival and departure. AVP is not responsible for any accidents or mishaps during these times.
- Children will be released only to a parent or other persons designated on the *Emergency Information Form*. Parents must provide permission in writing for any additional pick-up designees.
- Consideration will be given to unusual circumstances that delay a parent in picking up a child by closing. However, unexcused tardiness will result in a \$1 per minute late fee. Excessive tardiness will result in a \$5 per minute late fee. Late fees will be charged to the parents account.

Assessment

Formal assessment of children includes the following:

- Developmental & Sensory Screening (Battelle)
- Behavioral Screening (Disruptive Behavior Checklist)
- Health Screenings (within 45 days of Head Start beginning date)
- Three Formative Assessments (Creative Curriculum)
- Four Parent Conferences
- Portfolio

Beginning screenings are used to determine the need for additional screening and needs for referral for professional assessment and services.

Formative assessments are used as a basis for parent conferences. Assessment tools are adapted to respect diversity. When using the *Creative Curriculum Assessment*, efforts are made to eliminate or adapt questions or directions that could be misunderstood or interpreted by children with limited English proficiency.

Informal assessments

Assessment is integrated into the course of each day. Ongoing observation of group behaviors and individual development is used by the teaching staff to

adapt classroom environment, develop teaching themes, and focus on individual needs of children.

Individual portfolios are used to collect examples of children's work to be used to assess and document developmental progress.

Birthdays

Birthdays are a special time for young children. Parents are welcome to send birthday snacks to preschool on their child's birthday. Birthdays may be celebrated during afternoon snack time, 2:30-3:00 P.M. Food should be limited to a simple snack such as a cupcake or cookie, ice cream, or fruit. **Snacks must be purchased rather than homemade.** No gifts or favors please. Please make party arrangements with the lead teacher in advance.

Birthday invitations to home parties may be placed in the cubbies if all children in the classroom are invited.

Child Abuse and Neglect

Employees of Aiken Village Preschool having reasonable cause to suspect that a child is neglected or abused are required by law to report the suspected neglect or abuse to the Mississippi Department of Human Services.

Child Health

One of the most difficult decisions for the childcare staff is determining when to send a child home from daily activities due to illness. A primary goal is to provide a healthy environment by controlling the spread of disease in order to provide the best care, while being sensitive to family needs.

Exclusion Criteria include the following:

- Fever of 100 degrees or above
- Diarrhea
- Vomiting
- Body rash with a fever
- Sore throat with fever
- Severe coughing(whooping sound after coughing)
- Eye discharge

When caring for children in a group setting staff members need to take these precautions in order to protect the health and well-being of all children. Please notify the preschool office if your child contracts a contagious disease so that

parents may be notified of their child's exposure. **Upon returning to school following illness, children should be symptom-free for 24 hours without preventative medication (Tylenol, Imodium A-D, etc.).**

AVP staff members use the following Health Department guidelines:

12-2 Child Health (Mississippi Department of Health (MSDH))

- A. A child who is suspected of having a serious contagious condition shall be isolated and returned to the parent as soon as possible.
- B. A child having a serious contagious condition shall not be allowed to return to the childcare facility until he/she has been certified by a physician to be no longer contagious.
- C. Parents of all children shall be notified of a contagious illness in the childcare facility as soon as possible.

Communicable Diseases/Conditions and Return to Childcare Guidelines
APPENDIX – I Mississippi Department of Health (Parents will be provided with this information on a case by case basis).

Children well enough to attend school will be considered well enough to participate in outdoor activities unless a doctor's excuse is provided.

Clothing

Children play outside daily. Comfortable clothing should be worn to preschool appropriate to seasonal weather. A complete change of clothing for each child is needed. Clothing items should be labeled with the child's name, placed in a zip lock bag, stored in the child's cubby, and changed seasonally. Due to play safety flip flops are discouraged.

Communication

Ongoing communication is the key to quality family-school relationships. Written program communication includes:

- Monthly program news letters
- Monthly classroom calendars
- Weekly classroom newsletters
- Daily notes
- Notes concerning special events or concerns

Bulletin boards are located in classrooms with parent information. Lesson plans and menus are posted weekly. A parenting resource corner is located in each

classroom. Parenting books for check out are located in the 4-year-olds' classroom. If you would like additional information on a parenting subject, please ask and we will try to locate items for you.

Conferences and Home Visits

Two parent conferences and two home visits are offered annually. Conferences and visits include programmatic information, child progress, and evaluation results. Child evaluations address the areas of:

- | | |
|--------------------------------|------------------------------|
| 1) Social skills and behaviors | 2) School environment skills |
| 3) Self-help skills | 4) Motor skills |
| 5) Cognitive skills | |

Additional conferences may be scheduled by calling the AVP office.

Confidentiality

Children's records are considered confidential. Children's records are available to the director, teachers, Head Start staff, and parents. Confidentiality forms must be signed when accessing a child's folder. Assessments of children's development and progress are placed in the Head Start file. All assessments are shared with parents. Copies of the *Creative Curriculum* assessment are given to parents at the parent conferences. Copies of additional assessments are available upon request.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) guidelines, children's school records are kept in a locked file and released only to designated parties and parents. Child and family information is also computerized with access by password only. Additional access to file must be approved by the parent with a written permission form. Legal requests for children's records will be handled by the MSU Legal Services.

CPR and First Aid

AVP staff holds current training certificates in CPR and First Aid. Fully supplied first-aid kits are readily available and maintained for each classroom and for outdoor play.

Discipline

Discipline practices are designed to encourage appropriate child behavior. Positive guidance techniques are used providing a foundation for appropriate social interaction, positive self-esteem, and successful academic performance. Parents are provided with a copy of the classroom rules each school year at the first parent meeting.

Intervention includes:

- Discussing the misbehavior with the child.
- Encouraging the child to think of alternative ways to behave.
- Suggesting alternative behavior, if needed.

If the behavior persists:

- The child is redirected to another center to play with an explanation of why they cannot remain in the current play area.
- Continued misbehavior results in loss of play time from a specific play area.

In the event that a discipline-related behavior cannot be resolved by the preschool staff, parents will be contacted. A conference to develop a behavioral management plan will be scheduled, if needed.

Mental health consultants are available to each Head Start site on a monthly basis during the nine month school year. Professionals are available to work with parents and staff in planning for children with atypical behaviors and/or social and emotional needs.

The Preschool reserves the right to discontinue services to any child who ceases to benefit from the services of the program. In addition, the Preschool reserves the right to discontinue services to any child who harms others if attempts of intervention by preschool staff and conferences with the child's parents do not resolve the situation.

XIV. Discipline and Guidance (Reference: MSDH)

14-1 Prohibited Behavior

The following behaviors are prohibited by anyone (i.e., parent, caregiver, or child) in all childcare settings:

- A. Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain;
- B. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities;

- C. Abusive or profane language;
- D. Any form of public or private humiliation, including threats of physical punishment;
- E. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating (out of view of a caregiver), or corrupting a child;
- F. Use of any food product or medication in any manner or for any purpose other than that for which it was intended;
- G. Inappropriate disciplinary behavior including, but is not limited to, putting soap or pepper in a child's mouth; or
- H. Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.

14-2 Restraint of a Child

Children shall not be physically restrained except as necessary to ensure their own safety or that of others and then for only as long as is necessary for control of the situation. Children shall not be given medicines or drugs that will affect their behavior except as prescribed by a licensed physician and with specific written instructions from the licensed physician for use of the medicines or drugs.

14-3 Children Shall Not Discipline Other Children

Children shall neither be allowed nor be instructed to discipline other children.

Emergency Information

Emergency information sheets are printed for each child using the emergency information provided upon enrollment. If there is a change in information, please notify the AVP office. Parents will be asked to review and update information each semester.

Field Trips and Transportation

Our preschool classes enjoy field trips on campus and throughout the Starkville area. Parents will be notified in advance of a field trip and be asked to sign a permission form. Transportation will be provided by the MSU shuttle service or a Head Start bus. Parents are invited to join us on our field trips. Extra hands are always appreciated – no invitation required.

Just a note: When attending a field trip, please consider how your presence affects your child. Talk with your child's teacher if you have concerns.

Food Allergies

Food allergies must be documented by the child's physician. A medical plan and emergency contacts must be provided in case of an allergic reaction. For safety purposes allergies will be posted in the child's classroom.

Hand Washing

Hand washing is part of the daily routine for both children and staff. **We ask parents to assist us by washing your child's hands upon arrival and at departure.** Hand washing procedures are posted at all sinks. Hands are washed throughout the day after handling bodily fluids, before meals and snacks, after playing in water that is shared by two or more people, re-entry from the playground and after messy activities.

Inclement Weather

Closure for inclement weather will be announced by Mississippi State University.

Insurance

Aiken Village Preschool does not provide accident insurance. Coverage for accidents occurring during the Head Start hour of 8:30 A.M. to 2:30 P.M. will be covered by an ICS/Head Start provider.

Meals

Children are provided breakfast (9:00 A.M.), lunch (11:30 A.M.), and an afternoon snack (2:25 P.M.). Parents of children arriving at preschool after breakfast will need to call the preschool for their child to be included in the 9:00 A.M. lunch count. Nutritious meals are served which meet the USDA Child and Adult Care Food Program Guidelines. Menus are posted in each classroom and copies sent home monthly. Meals are served family style. Accommodations for children with special dietary needs or children with food allergies are made on an individual basis and require a written request and instructions. Milk allergies must be documented with a doctor's note.

Snacks may be provided by parents on special occasions such as a child's birthday; however, they must meet minimum nutritional standards. Food items must be purchased rather than homemade. Please schedule with your child's teacher when bringing food items to school.

Medication

Only prescription medication will be administered at the preschool. Medication brought to the center must be checked-in and stored properly in a locked medication box. Medication authorization forms are to be filled out daily by parents. **As a safeguard, the medication must be brought to the center by the parent in its original package which displays the physician's instructions for dosage and storage information.** A doctor's note must be provided explaining any limitations in the child's activities or diet due to medication. Medication is never to be left in a child's cubby.

Nutrition

Daily meals are provided and served family style. Adults sit with the children at meal times. Meal schedules are:

- Breakfast 9:00 A.M.
- Lunch 11:30 A.M.
- Snack 2:25 P.M.

Head Start policy requires that every child present be served at meal and snack time. If your child will be arriving at meal time, even though he or she may have eaten before arrival, Head Start policy requires that we verbally offer him or her food service.

Snacks provided by parents on special occasions are welcomed but must be "store bought" rather than homemade. Foods in individual serving size are preferred. Please make arrangements with your child's teacher before bringing food items to school. Gum and candy are not to be brought to school.

Outdoor Play

Fresh air, sunshine, and exercise are good for children. AVP children play outdoors unless the temperature is under 32 degrees or over 100 degrees.

Parent Information

Regular communication is encouraged between families and staff. Means of communication include Aiken Village Preschool Handbook, ICS Head Start Handbook, preschool web site, scheduled parent meetings, and parent conferences. Parents will receive written communication through "AVP Daily News" cards, weekly classroom newsletters, and monthly AVP newsletters.

Written information will be placed in your child's cubby and/or at the sign-in area. Please check these two locations daily.

A parent bulletin board is located in each classroom. In addition, a parent resource area is located in the 4-year-olds' classroom with some duplication of materials in the 3-year-olds' classroom.

Language translation services for conferences or for interpretation of key documents are available through ICS Head Start. Please contact the office if you would like to have these services provided.

Parent Involvement

Aiken Village Preschool offers parents opportunities to become actively involved in their child's preschool day to build a strong bond between home and school. Parents may visit at any time during the program's regular scheduled hours of operation. Parents and grandparents are invited to come and play, join a child for lunch, read a book to a group, or share a special talent or interest. At our fall orientation, parents are provided a survey to list talents and interest. We invite parents to share their special interests or talents with their child's classroom throughout the school year. Arrangements may be made with the staff or director for these types of activities. All visitors and volunteers are asked to sign in.

Photography

Parents are asked to sign a *Photography Permission Form* upon enrollment. Any photographing of a child is prohibited without parental consent. Photographs are taken throughout the school year by AVP and University staff.

Once each year, the Preschool will contract with an outside photographer to take individual and group portraits. Parents will be notified in advance of the date and details of this event.

Program Evaluation

Families are invited to participate in our annual program evaluation each May. Data and comments are compiled and used to make program improvements.

Rest Time

Rest time is from 12:30 P.M. to 2:20 P.M. Cots are provided. Children are not required to sleep, but must rest and remain quiet for other classmates to sleep. Each child will need a small sleep mat with his or her name. Sleep mats may be purchased from the preschool. They have a top and bottom cover and attached pillow.

Security

Security cameras are located in both classrooms. The monitor is located in the director's office. Classroom observations are ongoing. Recordings are for a two-week period.

Show and Tell

Children will have a special Show and Tell day to bring and share personal items. Show and Tell will be during group time. Following group time, items will be placed in the child's cubby. We ask that personal toys, books, etc. be left at home other than for Show and Tell. It is difficult for small children to share personal items in a school environment. They may also become lost or broken in our classroom setting.

Smoke-Free Environment

Aiken Village Preschool is a smoke free environment. According to MSU policy, smoking is not allowed within 25 feet of the entrance. Thank you for protecting the health of our children and staff.

Sun Safety Practices

Aiken Village Preschool practices sun safety. During summer months children play outdoors during the early morning hours and late afternoon hours. Parents are asked to apply sun screen on their children before arrival and provide sun screen for teachers to apply before afternoon play. Permission forms must be signed for afternoon sun screen application. Insect repellent may also be applied using the same policy.

Teacher-Child Ratio

Our classroom for 4-year-olds has an enrollment of 20 children with a 1:10 teacher-child ratio maintained. The enrollment for the classroom for 3-year-olds is 14 with a 1:7 teacher-child ratio maintained. Staff for both classrooms include: a lead teacher, an assistant teacher and additional student workers.

Transition

Transition plans are in place for children moving from the classroom for 3-year-olds to the classroom for 4-year-olds and for children transiting from preschool to kindergarten. Transition usually begins in May and ends in August. Parents will be notified in advance regarding transition activities and procedures.

Typical Day

Daily schedules include indoor and outdoor activities. Schedules are adjusted during summer months to include sun safe practice and during the school year to accommodate special activities and weather.

Our day begins with learning centers which include activities that are age appropriate while providing opportunity for exploration of science, language, literacy, math, music, dramatic play, art, and music. Group times include thematic activities, letter bags, and show and tell and are scheduled twice daily. Meals are served family style and include breakfast at 9:00 A.M., lunch at 11:30 A.M., and snack at 2:25 P.M. Rest time is from 12:30 P.M. until 2:20 P.M.. Children are encouraged to rest while listening to quiet music. There are 2 hours of outdoor play daily, weather permitting.

Daily Schedule for 3-Year-Olds		
Beginning Time	Ending Time	Activity
7:30	8:45	Arrival/Greeting/Learning centers Individualized instruction
8:35	8:45	Clean-up/Hand washing
8:45	9:00	Group Time/books related to thematic unit Hand washing/Bathroom
9:00	9:30	Breakfast /Brushing teeth
9:15	9:55	Learning Centers/Individualized instruction
9:55	10:40	Outdoor play
11:15	11:30	Group Time/books related to thematic unit Hand washing/Bathroom
11:30	12:00	Lunch
12:00	12:20	Toileting/Hand washing/Brushing teeth
12:20	2:20	Naptime
2:20	2:40	Snack/Put away cots
2:30	3:55	Learning Centers Individualized instruction
3:55	4:10	Group Time/books related to thematic unit Extension activities
4:15	5:30	Outdoor play



Daily Schedule for 4-year-Olds		
Beginning Time	Ending Time	Activity
7:30	8:55	Arrival/Greeting/Learning centers Individualized instruction
8:55	9:00	Clean-up/Hand washing
9:00	9:30	Breakfast/Brushing teeth
9:30	10:20	Learning centers Individualized instruction
10:20	10:40	Group Time/books related to thematic unit Extension activities
10:40	11:20	Outdoor play
11:20	11:30	Hand washing/Extension activity
11:30	12:00	Lunch
12:00	12:20	Toileting/Hand washing/Brushing teeth
12:20	2:20	Naptime
2:20	2:35	Put away cots/Snack
2:35	3:45	Learning centers Individualized instruction
3:50	4:10	Group Time/books related to thematic unit Extension activities
4:10	5:30	Outdoor play
5:20	5:30	Departure

