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www.mountaintoplearning.com

January 22, 2018

Dear Parents:

Welcome to Mountaintop Learning! I am thrilled to have been chosen to be a part of your child's early education. We have so much to look forward to as we get ready for the 2018-2019 school year! I have enclosed a Registration Packet for you to fill out. Please return the completed packet to me as soon as possible.

- About Me Questionnaires
- Preschool/Parent Agreement
- Daily Schedule
- Calendar

Please don't hesitate to reach out if there is anything I can help you with in the meantime! I am very much looking forward to getting to know you and your family better as we embark on this preschool journey together.

Cheers!

Julie Glutz

CHILD's Name: _____ Nickname: _____

Date of Birth: _____ Age on September 1st: _____ Sex: M _____ F _____

Address: _____

MOTHER's Name: _____ Does this person live in the home with the child? Y / N

Home Phone # _____ Cell Phone # _____ Work Phone #: _____

Mom's email address: _____

FATHER's Name: _____ Does this person live in the home with the child? Y / N

Home Phone # _____ Cell Phone # _____ Work Phone #: _____

Dad's email address: _____

Marital Satus: Married _____ Divorced _____ Single _____

If your child is cared for by a Babysitter or another adult who is responsible for your child on preschool days, please indicate name and phone #: _____

EMERGENCY Contact Information

Name: _____ Phone: _____ Authorized to pick up child Y/N?

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List all the persons who have permission to pick up your child from preschool and their relationship to your child. Only those listed below will be allowed to take your child from the preschool, unless we have written notice from the parent to do otherwise.

Name: _____ Relationship: _____ Phone: _____

Is there anyone **NOT** authorized to pick up your child? If so, please provide the following:

Name _____ Relationship to Child _____

Other information to help us get to know your child better

Is your child comfortable separating from you, the parents? _____

Does your child have any pets? _____

Does your child have a favorite comfort item? _____

Favorite Family activities? _____

Does your child have any siblings? If yes, please list names and ages: _____

Please share any traditions, celebrations, and or cultural traditions you may have: _____

Does your child have any fears? _____

What are child's favorite foods? _____ Least favorite foods: _____

Are there any special food restrictions? If so, please describe: _____

Any known Allergies? _____

If yes, please specify any instructions to be followed in the event of an allergic reaction _____

Does your child have an Epi Pen? Y/N Asthma Y/N If yes, do they have an inhaler? Y/N

Do you have any concerns about your child's present behavior? _____

Is your child fully toilet trained? _____

Share with us some special things you want us to know about your child _____

Please share your preschool goals this year _____

Mountaintop Learning PRESCHOOL PARENT AGREEMENT

Full name of child: _____

This agreement is between _____ (Parents) and Mountaintop Learning concerning the child named above who is, or will be, attending the preschool.

FEES I agree to pay a non-refundable \$40.00 registration fee. I also agree to pay the \$120 tuition fee each month. Payment is due by the first Monday of each month. I understand that no refunds will be made for days my child is absent and no refunds will be made for holidays (vacation) or for snow/ice days.

If it becomes necessary to withdraw my child from the preschool, I agree to give one month's written notice to the teacher OR pay one month's fee in lieu of notice.

EMERGENCY POLICY: It is the policy of Mountaintop Learning to notify a parent when a child is ill or in need of medical attention. Should the occasion arise that a child requires immediate medical attention, due to illness or injury, and we are unable to contact the parents, an ambulance will be called.

I authorize the staff at the preschool to call an ambulance in the case of injury or illness of my child if we, the parents, cannot immediately be reached. I understand that if an ambulance is called for my child, I will be responsible for paying any ambulance fees associated with transportation.

I hereby give consent for my child, named above, to receive medical attention. I hereby grant permission for the staff at Mountaintop Learning Preschool to administer first Aid Procedures whenever deemed necessary.

POLICY ON ARRIVAL TO AND DEPARTURE FROM PRESCHOOL

I will refrain from sending my child to preschool if there is any question of illness; and agree to promptly notify the teacher of any communicable disease my child contracts.

When dropping off my child, I will sign my child in and I will make certain that a staff member is aware of my child's presence.

I am aware of the preschool's start and end time (9:30 a.m to 12:00 p.m.) and will be prompt at picking up my child at the end of class. * There will be a charge if child is not picked up within 15 minutes of class ending. * Preschool doors will not open until 9:15 a.m. for the start of preschool.

I am aware of, and agree to, the Preschool's policy that the staff will not allow my child to leave with anyone other than a parent or authorized individual listed on the registration form. If someone other than a designated person is to pick up my child, I will let the staff know ahead of time, in writing.

I agree to keep the Preschool up-to-date with emergency contact persons, authorized persons and numbers where they can be reached.

PHOTO RELEASE:

Mountaintop Learning has my permission to use photographs of my child with or without my name for such purposes as publicity, illustration, advertising, and Web content.

GENERAL

** I will ensure that my child is FULLY toilet trained and not wearing diapers, or pull ups.

I agree to inform the teacher of any changes at home which may affect my child’s behavior.

I understand that the Preschool Teacher has overall responsibility of the program, discipline, teaching methods and health and safety measures.

I give consent for my child to attend scheduled field trips with the preschool. I understand that the preschool teacher will provide advance notice of field trips and forms will be provided for each field trip. I understand that it is my responsibility to transport my own child (or make other arrangements for my child to be transported) on any field trip that may be arranged.

BEHAVIOR POLICY

Behavior is managed to ensure an enjoyable and safe experience for all. In order to achieve this, we ask that you begin by letting your child know our expectations for their behavior at Mountaintop Learning.

Please review with your child the following rules:

1. Children will follow directions given by Mountaintop Learning staff.
2. Children will treat other children and staff with respect; profanity, bullying, name-calling, or other hurtful verbal behavior will not be tolerated.
3. Children will keep their hands and feet to themselves; acts of physical aggression towards staff or participants will not be tolerated.

In the event of disruptive behavior, a child may be removed from the group. If the disruptive behavior continues, the parent/guardian will be called and asked to pick their child up as soon as possible; or make arrangement with a caretaker to pick the child up from care within an hour. At Mountaintop Learning, we have a zero tolerance for any acts of violence. If your child causes bodily harm, jeopardizes the safety of themselves, others or the environment (this includes running away from the group on outings) or is physically violent in any way, you will be called and asked to remove him/her from your child’s program within an hour on that day. Depending on the severity of the event or the frequency of the event, your child’s enrollment may be terminated until a suitable solution can be made to prevent the violent offense/pattern of behavior.

PARENT/GUARDIAN’S NAME: _____ (Print Name) Date: _____

_____ (Signature)

Daily Schedule

9:30 am – 12:30 pm Monday's, Wednesday's & Friday's

- **9:30-9:40 Gathering activities-** May include puzzles, play doh, lacing beads, practice writing name, math games, and more
- **9:45-10:25 Circle/Rug time-** During circle time, we will review our calendar, practice counting, discuss the weather, introduce our theme of the day, share and tell, read a book, sing and play with musical instruments, work on name recognition, and practice social cues
- **10:30-11:00 Table Time-** We will reinforce the concepts we learned during Circle time at the table through art, crafts, games, and sensory exploration. We will practice fine motor skills, reading skills, and listening skills. 4-5 year old's will practice handwriting and will be introduced to sight words.
- **11:00-11:20 Recess-** While the weather cooperates, recess will be held outside in the fully fenced back yard. When it gets too cold to play outside, preschoolers will have inside recess.
- **11:25-11:45 Snacks-**Snacks will be provided by Mountaintop Learning. We will wash hands, practice table manners, teach responsibility for cleaning up our spot, and cleaning up our messes.
- **11:45-12:20 Stations and clean up-** Preschoolers will have the opportunity to rotate to different learning stations, which include: dramatic/role play, construction and building, sensory bin, art, handwriting, library & listening station, and more.
- **12:20-12:30 Stories, songs and preparation for pickup.** Preschoolers will practice getting backpacks prepared, coats on, and be ready for parents or caregivers to arrive.

2018-2019 Calendar

September	M	T	W	Th	F
Open House				30	
First Day!		4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

October	M	T	W	Th	F
	1	2	3	4	5
	6	7	8	9	10
	12	13	14	15	16
Fall Break	19	20	21	22	23
	29	30	31		

November	M	T	W	Th	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
Thanksgiving	19	20	21	22	23
	27	28	29	30	

December	M	T	W	Th	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
Christmas Break	24	25	26	27	28
	31				

January	M	T	W	Th	F
Christmas Break		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

February	M	T	W	Th	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	

Red numbers indicate no school

2018-2019 Calendar Continued

March	M	T	W	Th	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

April	M	T	W	Th	F
Spring break	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

May	M	T	W	Th	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
Preschool Graduation	20	21	22	23	24