



# **CHAT / Tiny Tykes Preschool Program Parent Handbook 2017 - 2018**

**Preschool Location  
1920 Fairmount Ave.  
Richmond, VA 23223  
804-644-4530**

**Administration Office  
3015 N Street  
Richmond, VA 23223**

## Introduction

**Tiny Tykes Preschool** program is one of the four main programmatic areas of CHAT (Church Hill Activities and Tutoring). In as much, it follows and adheres to all the philosophies and tenets of CHAT.

### **CHAT's Mission:**

We equip and serve the youth of Church Hill and equip them with the heart, head, and hands to make transformative life decisions.

Please visit <http://www.chatrichmond.org/mission/> for a more in-depth explanation of CHAT's mission, values, and beliefs.

### **CHAT Employee Manual:**

It is also important to read the entire CHAT Employee Manual to understand CHAT-wide policies and procedures, some of which will be referenced in this manual.

### **Tiny Tykes Mission:**

Tiny Tykes is a preschool program for the East End that is committed to fostering a love of learning through a gospel-centered, creative, community-focused education.

### **The CHAT Vision at Tiny Tykes:**

**CHRIST-CENTERED:** Tiny Tykes is a unique and loving environment for children to experience a developmentally appropriate classroom atmosphere within a Christ centered community. We are a family of believers who want to share their love of Christ with children and their families. We extend our program to all children of the neighborhood, regardless of socio-economic, cultural or ethnic background, providing equal opportunity for all children to learn in a Christian community.

**EDUCATION:** We will educate in a loving and caring environment, just as you would find in a home. By exposing the children to this environment during the critical early childhood years when children's brains form the most, we open doors to education that may otherwise stay closed. Tiny Tykes children will experience daily learning about God's world as well as learning traditional preschool curriculum standards. Tiny Tykes strives to provide a place of learning through play that prepares the child for a lifetime of learning. In doing so, we are actively and prayerfully seeking God's help in rebuilding our community, one child at a time.

**COMMUNITY:** In seeking to develop a love of learning in all our children, we also reach out to all families in an effort to keep the sense of community strong. Parents are given opportunities to participate in many activities throughout the year, including field trips, classroom parties, providing snacks and planning gatherings. We strive to provide a parent/family wide event at least once a month at Tiny Tykes.

## **Tiny Tykes' Philosophy of Education**

The family has the primary role in the development of children. We seek to enhance this role by welcoming family involvement in the Tiny Tykes Preschool program. Our environment is safe, nurturing, warm, and encouraging and children are viewed as competent and strong individuals created in God's image. Our program enables age appropriate problem solving, wise choice making, and developmentally appropriate experiences.

It is our belief that children learn through play, concrete experiences, and active exploration. Thus we do not focus on drills, rote memorization or worksheets. Children work in a center based classroom with exposure to many opportunities. We also encourage our teachers to work individually with the children on various skills, but we do not push for mastery. Preschool is designed to expose and experience social and educational interactions that prepare the child for Kindergarten.

We use the Creative Curriculum as a guide when planning classroom instruction and activities. In addition to the Creative Curriculum, Tiny Tykes follows a schedule of different themes to use in the classroom throughout the year. Themes last from 1-3 weeks and give teachers a framework for planning their instruction while still providing the opportunity to be creative and flexible in their instructional choices. (See **Curriculum Theme Guide**).

### **Goals**

All Tiny Tykes activities integrate learning that meets the spiritual, emotional, intellectual, and physical needs of the children. Our educational goals include the development of:

- an awareness of God's love and grace
- strong basic language and literacy skills
- communication skills with peers and adults
- social skills including empathy, sharing, cooperation, and generosity
- cognitive problem solving
- creative expression
- large and fine motor skills
- parent participation and involvement
- after school programming that educates and provides care for working families

### **Staff**

We believe that learning never ends. Our staff participate in continuing education workshops, training, and childhood education classes throughout the school year through CHAT or other education venues. Additionally, all staff are required to be First Aid and CPR trained and must obtain background checks, as determined by our licensing requirements. Lead Teachers are required to have a Bachelor's Degree, or equivalent experience and Assistants are required to have prior experience with preschool age children.

# Parent Involvement at Tiny Tykes Preschool

At TT we value our parents and encourage them to help out in the classroom as well as attend our monthly parent/family activities. Additionally, there are a number of opportunities for families to help in the school and in the classroom. You will be given a sign-up sheet at Orientation to help us delegate these opportunities.

## **Parent Responsibilities**

There are several ways in which you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's bag.
- Check your child's bag daily for papers and projects. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly and replace by the next school day.
- No smoking on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.

## **Snacks and Meals**

We ask that all families help to provide snack for all the children in a classroom for the entire week. We will give each family assigned weeks throughout the school year to provide snack. ***All parents are required to participate in this.*** If you are unable to provide a weekly snack, we ask that you contribute by purchasing a large box of goldfish crackers. Below is a list of suggested foods to bring for the snack. We ask that all snacks be nutritious.

**Please Note:** We are a **NUT FREE SCHOOL**. Please do not send in any nut products (peanut butter, peanut butter chips, peanuts etc.) due to allergies in the classrooms.

**Snack suggestions:** (all snack items must be made in a peanut free facility in addition to being peanut free)

- Large tub of goldfish
- Crackers
- Cheerios
- Grapes, apples, oranges
- Raisins / Craisins
- Cheese sticks

**Please do not send:**

- Fruit gummies
- Applesauce (the kind in the squeeze tube is FINE)
- Tube yogurt

- Chips
- Anything that needs a spoon to eat
- Cookies, candy or other sweets

Please do not allow your child to bring any gum or candy to school.

Waterbottles will be provided for each child so we ask that drinks NOT be included in snacks. Water will be available in each classroom to the children throughout the day.

### **Room Parents**

Every Class at TT has a room parent. Room parents are responsible for helping plan and implement the variety of parties and special events the class may have throughout the school year. These items include the Halloween party, the Thanksgiving Feast, Christmas party, Valentine's Day Party, Easter Celebration and the End of Year Celebration in individual classrooms, as well as any other items listed on the School Calendar. This will require you to call other parents and arrange for specific items to be brought to the school for the parties etc., to take place.

Sign up sheets for parents willing to help you in this effort are provided at the beginning of the school year at Orientation. You can use these as a guide for planning the events along with your child's teacher. Feel free as a Room Parent to call all the parents in the child's class to arrange for this to take place. If you were unable to attend orientation and would like to sign up, please let the Director know and we will make the opportunities available to you!

Room Parents may also be contacted for other items that would be helpful in the school or classroom throughout the year by either the Director or the teacher. Your time and efforts are valued and we are grateful for the help!

### **Volunteer Opportunities**

Volunteers are welcome at TT! We ask all regularly attending volunteers to pass a background check before beginning their volunteer time with us. Volunteers are needed for one on one/small group work with students, assistance with parties and gatherings, making playdough, providing snacks, being mystery readers and a number of other administrative tasks. Additionally, classrooms are always in need of volunteers interested in helping out regularly with hands on activities.

### **Birthdays**

We love birthdays at TT! You are welcome to join us in the classroom on your child's birthday or the closest school day before it occurs. We ask that parents who are interested in celebrating their child's birthday in the class provide cupcakes or cookies for the whole class to share, as well as any paper products/utensils that may be needed. Please do not bring candy, cake, drinks or party favors to distribute to the children. Please contact the teacher ahead of time to arrange this.

### **Play Dough**

We LOVE play dough at Tiny Tykes! We love it SO much that we need volunteers from every classroom to make play dough for us on a monthly basis. Please sign up to do this on Orientation Night in your child's classroom. Please use the following recipe when making it as we have found that it works best for our purposes.

**Playdough Recipe:**

*(makes about 2.5 cups)*

1 1/2 cups of **flour**

3/4 cups of **salt**

1 1/2 cups **water**

1 TB **vegetable oil**

1/2 TB **cream of tartar**

**\*food coloring** - use the liquid kind

Mix all of the ingredients into a saucepan. Add the food coloring to your liking. - Children can help with this step

**Adults only:** Set your stove top to medium-low (about a 2.5 on a glass top stove). Stand by the pan and stir occasionally. When the batter look is gone and the ingredients start staying together when you stir (5-8 minutes), remove the pan from the heat. Lay out some wax paper and scoop play dough onto the wax paper. You can usually start kneading right away, but make sure that you check the dough for heat - you don't want to burn yourself! Once the dough has been kneaded into a nice texture, place in an airtight container or zip lock.

## **General School Information**

**School Hours:** 9:00 a.m. -12:00 p.m., Monday - Friday  
*Students may arrive starting at 8:50am*

### **Available Classes:**

- Tiny Tots 2.5 - 3 yrs. Old – M/W/F Class & T/TH Class
- Tiny Tillers 3 - 4 yrs. Old – M/W/F Class & T/TH Class
- Tiny Tumblers (Pre-K) 4 - 5 yrs. Old – Monday-Friday Class only

### **Drop Off and Pick Up:**

Please make every effort to have your child at school on time in the morning. If they miss the first 30 minutes of school, they have missed the most important part of the day.

A **late fee** will be assessed if a child is picked up after 12:15. **The late fee will be \$10.00 for each 15 minutes that a child is not picked up.**

### **School Closures/Inclement Weather Policy**

In the event of severe weather, TT may close. Announcements of school closures can be found in an email or text sent to you. In general, *if Richmond City Schools are closed for bad weather, TT will also be closed.*

If there is a two hour delay in Richmond City Schools, TT will be CLOSED. If there is a one hour delay in Richmond City Schools, TT will also have a one hour delay and open at 10:00 a.m.

In the case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

### **Tiny Tykes Preschool Transportation Policy:**

Tiny Tykes Preschool is happy to offer transportation to any student that resides in the Church Hill community. Due to the overwhelming response from individuals asking to utilize this service, we have had to implement requirements that will be utilized in determining whether your child is eligible to receive CHAT provided transportation. In order to be eligible to receive transportation via a CHAT issued bus or van you must:

- 1.) Live within the boundaries of Church Hill, Virginia.
- 2.) Unable to provide transportation to our location via your own vehicle.

### **Bus Pick Up and Drop Offs:**

Children will be picked up and dropped off at the address given. For both pick-up and drop-off, the driver will loudly beep the horn twice. During pick-up, the driver will wait approximately 2-3 minutes for the child to come out and then drive away.

For drop-off, an approved guardian will be required to be present in order for the child to be released. **An approved guardian is an individual whose name and information has been given to the school (in advance), and has signed permission to receive the child.** The bus helper will walk the child to the door and knock if an approved guardian does not come to the bus after the beep. If an approved guardian does not come to the door, the bus driver/helper will call.

In the event that an approved guardian is not present to receive the child, the child will be taken back to the school and will be charged appropriately. The parent will be required to pick them up as soon as possible. Should future incidents of this nature occur, the child will no longer be eligible to receive transportation services.

### **Early Morning Drop-Off**

In the event that you need to drop off your child early, you must notify the director at least one day in advance. The earliest available drop off time is 8:30. The option of early drop-off is intended to be used infrequently, when irregular circumstances arise. **If a family frequently uses early drop-off or drops off without prior notice, they may be charged a fee of \$10 per day.**

### **Illnesses**

We would like to avoid the spread of illness as best we can. If a child becomes ill at Tiny Tykes Preschool Program, the director or teacher will immediately notify the parents to come pick up the child. The child will be kept separated from the group until taken home.

Children will not be permitted at school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel.

**Please do not return child to school until they have been fever free for 24 hours.**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. The staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, trained staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

### **Dress Code/Clothing**

We ask that parents provide a *complete* change of clothes for their children. These clothes should be clearly labeled with the child's name and stored in a clear Ziploc bag. Do not send in summer clothing. It is better to send in fall/winter clothing. Accidents can happen even with older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground or in the classroom. If an item of clothing is used during the day, a note will be sent home so the parent can replace it the next school day. We will send the clothing home in the winter to have more weather appropriate items available.

Children should wear play clothes to school that can get dirty. The children will participate in messy activities such as coloring, painting, water/mud play, etc. Children should also wear closed toe shoes to school if possible. **Please no sandals, crocs, or flip-flops, as they are safety hazards.**

Additionally, please have your child send in a change of shoes if they wear rain boots to school. They often come off throughout the day and it will help from disrupting the classroom flow. Children should be appropriately dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for daily outdoor play. **Please label all items.**

### **Outdoor Play**

Outdoor play is a regular part of the daily routine at Tiny Tykes Preschool. Children should be prepared to play outside some part of *every day*. We provide varied, safe outdoor activities as well as playground play each day. Children should be dressed appropriately for the weather. If you wish for your child to use sunscreen, please put it on before they arrive at school. We are not permitted to apply sunscreen to the children.

## **Special Programs**

The children attending TT will perform several programs for their families during the year. There will be a Thanksgiving Feast program and a Graduation/End of Year Celebration Program. There will also be a Happy Birthday Jesus Party before winter break and a Easter Party before spring break. All family members and special friends are invited to share in these wonderful celebrations. There will be additional parties and celebrations in your child's classroom throughout the year, as noted on the calendar. If your child does not attend on the day of the celebration, we will allow you to send them in for that day. Siblings are welcome at all celebrations unless otherwise noted.

## **Field Trip Policy**

We will ask that every parent takes the time to attend a field trip with their children if possible. It is a special time for the families to come together and experience the joy of our school community. Information will be sent out throughout the year about field trips.

Parents will be required to sign permission slips for their children to attend a field trip regardless of their own attendance. Some field trips we will ask that siblings do not attend. This is on a trip by trip basis. Some field trips will have a minimum cost associated with them. This is also on a trip by trip basis. Scholarships to attend these trips are available.

## **Bathroom Policy**

Bathrooms are provided in the hallway of the school. The following is the bathroom procedure used by preschool staff:

- Preschool children will be accompanied by a teacher/assistant when they need help to use the bathroom. If a child does not need help, the teacher should stand outside the stall and wait.
- Teachers should not send the child to the bathroom alone or with another non-preschool employee or person.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to take care of bathroom needs him/herself.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant will assist the child in changing their clothes in the lavatory. The teacher/assistant will put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing will be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.

## **Potty Training**

We begin working on potty training when parents indicate their child's readiness. At that time, we ask that parents send their children to school in pull-ups which makes it easier to assist them. Our goal is for each child to recognize and ask to go to the restroom independently. We will ask and encourage each child to try to use the bathroom often during the day. No child will be forced to sit on the potty nor will any child be singled out for not being potty trained. Accidents do happen and are part of the training process and we are prepared to clean up if something should happen.

Please keep three full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues, it is alright to back off from the process for a while. We will assist you in any way possible during this time.

## **Personal Toys**

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home unless requested by the teacher (share day, etc.). TT staff cannot be responsible for lost or broken personal toys.

## Discipline and Guidance at Tiny Tykes

Since we understand that each child is loved by God, made in His image, and redeemed for His service, TT views guidance and discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting learning environment for our students, with plenty of opportunities for the child to choose what he/she would like to do. A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.

Preschool teachers use **indirect guidance** techniques such as these:

- We give advance warnings: “You have five more minutes to play before it’s time to clean up.”
- We give choices: “You may paint with the other children or you may read a book in a quiet corner.”
- We have a regular routine: “We always wash our hands before lunch. After lunch is a story time.”
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use **direct** guidance techniques:

- We use affirmatives: “We use walking feet indoors” rather than “Don’t run!” or “Use your words to tell us you’re angry” rather than “Don’t hit!”
- We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

At Tiny Tykes, the goal of guidance and discipline is education and redirecting children. If a child is unable to demonstrate self-controlling behavior, a brief time-out will result for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to “re-group” and not as punishment. Parents will be notified if a child goes to time-out. A child may be taken to the Director if time-out within the classroom is not effective. The parent will also be notified if this occurs.

If a child is consistently unable to gain control over a period of time and requires more individual attention than can be given within child-to-staff ratios, we will contact a parent. If the problem continues, the child may have to take a leave of absence from the program temporarily for safety’s sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services.

## Tuition and Fees

Tiny Tykes tuition is designed to be affordable and accessible to all families. We offer scholarship applications to every family when they apply. Scholarships are given based on family income, family size, and based on an income sliding scale.

### Tuition Rates:

**Please note:** Tuition prices listed do not include scholarships. Any applicants can apply for a scholarship or financial assistance to attend the preschool. Applications are available online, at Tiny Tykes or at the CHAT offices.

**A \$50 registration fee** is required EVERY YEAR upon acceptance to the program in order to secure your child's spot. This is a non-refundable deposit, but will be applied toward your total tuition. Only one fee is required per family. **This fee is required of all parents, regardless of financial assistance eligibility.**

**A \$10 application fee** is required of every new applicant to Tiny Tykes when the application is submitted. This is in addition to the deposit described above, is non-refundable, and will be applied toward your total tuition. **This fee is required of all parents, regardless of financial assistance eligibility.**

**Classes :** All Classes meet 9 a.m. – 12 p.m.

- **2 ½ Year Old – 3 Year Old** (must be 2 ½ by September 30, 2017)
  - **2 Day** (T/TH) \$1400 per year/\$467 every three months/\$156 per month over nine months
  - **3 Day** (M,W, F) \$1850 per year/ \$617 every three months/ \$206 per month
  - **5 Day** (M-F with T/Th lessons repeated) \$2700 per year/ \$900 every three months/ \$300 per month
- **3 Year Old -4 Year Old**
  - **2 Day** (T/TH) \$1400 per year/\$467 every three months/\$156 per month over nine months
  - **3 Day** (M,W, F) \$1850 per year/ \$617 every three months/ \$206 per month
  - **5 Day** (M-F with T/Th lessons repeated) \$2700 per year/ \$900 every three months/ \$300 per month

- **4 Year Old – 5 Yr Old Pre K** (should be eligible for Kindergarten in Fall 2018)
  - **5 Day** (M-F) \$2700 per year/ \$900 every three months/ \$300 per month

All tuition is payable in equal monthly installments, every three months or in full.

**Since the tuition contract is a legally binding document, once it has been signed, the family is responsible for payment of tuition.**

### **Scholarship Policy:**

Tiny Tykes and CHAT understand that the expense of enrolling your child in a preschool program may be a strain on a family's budget, and helping eligible families reduce their cost through scholarships is a key part of our program. We also keep our tuition as low as possible, while striving to provide a quality preschool experience. Each family that applies for a scholarship is carefully and prayerfully considered. We strive to help all families with this expense so that we may help your child get a head start on learning.

### **All families are subject to the minimum tuition fees of:**

\$50.00 per family per year

\$10 per child when first enrolled

These fees are regardless of scholarship eligibility.

Our process is as follows:

**1. APPLICATION:** Upon request, we will provide the scholarship application to parents of prospective or registered students. This form is also online. *Tax forms and documents requested below must be submitted with the application to confirm eligibility.* Applicants must submit their information by mail or in person:

**Tiny Tykes Preschool**  
**1920 Fairmount Avenue**  
**Richmond, VA 23223**

**2. NOTIFICATION:** The director will review all applications, and will notify all applicants of their decisions within 2-4 weeks of receiving it.

**3. AGREEMENT:** Applicants who are approved for a full or partial scholarship will receive a scholarship agreement outlining both the school and family expectations for tuition payment and fulfillment of school policies, at which time they may accept or reject the scholarship. The agreement must be signed and returned to Tiny Tykes upon receipt.

### **Refund Policy:**

CHAT will not refund tuition that has been paid for the time the child has been there. If a family has extenuating circumstances that cause the child to withdraw from the school, refunds will be determined on a case by case basis.

## **A Final Word**

Thank you for choosing CHAT and Tiny Tykes Preschool! We are so glad you and your children are here! We promise to care for and love your child as though he/she were our own. We promise to offer a positive learning environment for your child. It is a privilege to come alongside your family to help you raise your child. If you have any questions or concerns, please contact the Preschool Director.

### **Director Contact Information:**

Rebecca Granger

[rebecca.granger@chatrichmond.org](mailto:rebecca.granger@chatrichmond.org)

804-644-4530