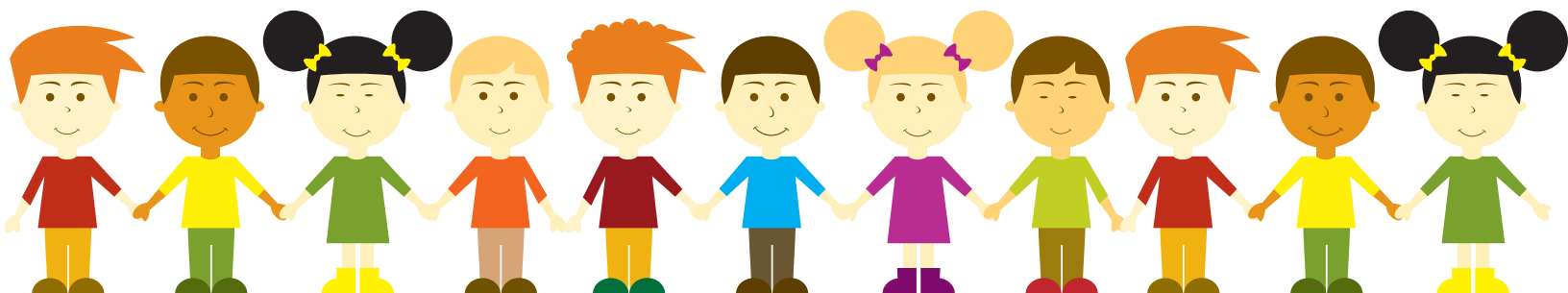


Playgroup

PARENT HANDBOOK 2008

Yellow Brick Building
215 N. Garmisch St.
Rooms 4 & 5
Aspen, CO 81611
970.920.4016



If I had my child to raise over again

If I had my child to raise all over again
I'd finger paint more, and point the finger less
I'd do less correcting and more connecting
I'd take my eyes off my watch and watch with my eyes
I would care to know less and know to care more
I'd take more hikes and fly more kites
I'd stop playing serious and seriously play
I'd run through more fields and gaze at more stars
I'd do more hugging and less tugging
I would be firm less often and affirm much more
I'd build self esteem first and the house later
I'd teach less about the love of power
And more about the power of love

Diane Loomans

PHILOSOPHY

Children learn through play. Playgroup is committed to offering a nurturing, safe and stimulating program. One devoted to discovery and enhancing self esteem. We blend nature and the amazing Aspen environment into a constructive playground for the children to foster their innate curiosity and sensitivity.

Our 2.5 and 3 years old (Preschool) Program is limited to 12-14 children daily with two teachers. We follow a thematic curriculum, introducing Spanish, days of the week, months, seasons, holidays and basic sign language. We follow a daily routine with a weekly curriculum posted. We encourage self help skills while allowing the children to succeed. Self esteem and kindness are key elements.

Our 4 and 5 years old (Pre-Kindergarten) Program is limited to 16-18 children daily with 2 teachers. We like to foster the child's self esteem and self help skills, while introducing him/her to a more academic curriculum. Specifically, pre-kindergarten readiness. We emphasis positive social interaction in a small group setting. We encourage independence and problem solving. Please ask Mare for a more detailed packet regarding curriculum.

Above all, we would like the children to experience a positive, fun, nurturing and safe environment for them to grow, as well as succeed.

HOURS OF OPERATION

Playgroup shall be open from 8:00 am to 4:00 pm Monday-Friday

OPEN DOOR POLICY

Playgroup has an open door policy. Parents are welcome to come to the classroom and/or field trips to observe.

Please ask Mare to schedule a time.

ENROLLMENT

Enrollment shall be open to any child, provided Playgroup can meet the needs of that child. Enrollment shall be granted without discrimination in regards to sex, race, color, creed, national origin or religion.

There will be a \$30.00 enrollment fee charged at the time of enrollment into the program. Parents are asked to define the days of the week their children will be attending at the time of enrollment. There will be a deposit of \$250.00 required at the time of enrollment. This deposit will be held and applied to the child's last two weeks of attendance. Parents enrolling their child shall follow the policies set by Playgroup. Including a two week notice for changing enrollment days or discontinuing enrollment.

Playgroup reserves the right to drop a member for reasons of non-cooperation, delinquency in payment of tuition, or the inability of a child or parent to adjust to the program.

HOLIDAYS

Playgroup will be closed Labor Day, Presidents Day, Martin Luther King Day and Memorial Day, the day before and after Thanksgiving, Winter Holiday Break, Spring Break and the 4th of July. Also, the first week of June and third week of August (to deep clean). No tuition will be charged.

TUITION

The daily fee to attend Playgroup is \$54.00. Parents will be billed on a quarterly basis. Mare is happy to arrange a payment plan, if needed. Posted Calendar days closed are not charged for.

ARRIVAL AND PICK-UP POLICY

Children are encouraged to be at the classroom by 9:00, so that they can participate and benefit from the entire day. The child must be brought into the classroom by his/her parent, as well as picked up by his/her parent. If someone else is picking up your child, prior arrangements must be made with the teacher.

(There is a space on your registration form to designate such persons. Your child will only be released to the persons designated in writing). There will be a \$5.00 late fee charged for each 5 minutes after 4:00 pm.

FIELD TRIPS

Parents shall be notified of all field trips their child will be attending. The Daily Sign in sheet will have the planned field trip posted, which parents must sign. Field trips will be noted on the weekly posted calendars.

SNOW DAYS

Playgroup will follow the Aspen Public School System Policy for snow days. If the public school is closed, Playgroup will be closed. No tuition will be charged. Please listen to KSNO, KSPN and/or KUUR - we will alert the radio stations of closure early in the morning. You may also call the school district at 925-3760, ext 8 or check their website at aspenk12.net.

SICK DAYS

Parents are asked to notify Mare at 920-4016 by 8:30 a.m. if your child is ill and going to be absent. Children are allowed one sick day per quarter. All other sick days (that are paid for) may be used on a make-up basis. Sick days may not accrue.

MAKE-UP DAYS

If a child is ill (more than the allowed sick day policy) or absent, the parent shall pay for the days the child is enrolled. However, the child may use the days paid for as a make-up day at a later date. All make-up days are made on a space available basis. Please notify Mare and mark on our posted calendar - days your child will be missing and days your child would like a possible make-up.

CHILD ABUSE & NEGLECT

Every Child Care Facility is required by law to report any suspected instance of child abuse to the County Department of Social Services.

DISCIPLINE

Playgroup believes in positive guidance. A child is first addressed and redirected, if that does not work, the object or child is removed from the situation. No is reserved for safety and/or if the child is harming another child. Any parent wanting to discuss discipline policy or procedure is welcome to speak to Mare.

TRANSPORTATION

All transportation to and from scheduled field trips will be provided by the RFTA Bus System. Parents will be notified if any other transportation arrangements have been made.

SNACKS/LUNCH

Playgroup provides two nutritious snacks daily. Parents provide the child's lunch and beverage. Please bring a labeled drink cup daily. If your child has a food allergy, please let Mare and your teacher know.

BIRTHDAYS

We love to celebrate birthdays! They are celebrated during morning snack. You may bring a birthday cake, cupcakes, etc. Please join us for the celebration!

PERSONAL BELONGINGS

Children should not bring personal toys to Playgroup. They may get lost or broken and also may cause problems among the other children. Comfort items are permitted. Please place in the child's cubby. Teachers will give to the child as needed.

Please bring appropriate labeled clothing for your child, including appropriate footwear, sun hat and light jacket. We also ask that your child has sunscreen on, we will reapply during the course of the day.

During the winter months, please bring appropriate labeled winter clothing, snowsuit or coat and snow pants, boots, mittens or gloves and hat everyday!

PARENT INVOLVEMENT

Playgroup values communication and parent participation. Both are essential to operate a quality program. Any questions, comments or concerns should be addressed with Mare at your earliest convenience. We will observe the children in the Fall, written evaluations in January and April - followed by a formal conference in April also.

EMERGENCY PROCEDURES

If there is an emergency involving a child, the child will be taken to Aspen Valley Hospital and the parents will be notified immediately.

CHILD'S HEALTH

All children enrolled in Playgroup are required to have complete immunization records, including Diphtheria, Whooping Cough, Measles and Polio. They must also have a Tuberculin Test, depending on the age of the child. Any child not able to be immunized should have a statement from their physician on file. A certificate of good health, signed by a physician is required at the time of enrollment in Playgroup.

SICKNESS POLICY

Children must be well to attend Playgroup. For the sake of your child as well as the others. Children exhibiting the following symptoms are asked not to attend; signs of fever (one degree above normal), watering eyes, chronic coughs, chronic runny noses, chronic diarrhea or unexplained rashes. If a child comes to Playgroup presenting with any of the above symptoms, he/she will be asked to go home. If a child develops any of the above symptoms during the day, the child will be isolated immediately and the parents will be contacted. Children are asked not to attend Playgroup until they are symptom free as well as fever free 24-48 hours.

Parents are required to inform Mare about allergies, symptoms of, seizures, etc. Please fill out on the registration packet.

Whenever a child has been exposed to contagious disease, chicken pox, measles, hand-foot-mouth, pink eye, strep throat, head lice, ring worm, R.S.V, impetigo, parents are required to notify Mare.

If a child has been ill and has been cleared by a physician to return, and is still on medication, the medication must be brought in it's original container. Parents must fill out an Authorization Form, giving permission, specifying the amount and time to administer.

I'd like to thank you for respecting this policy. We work extremely hard to maintain a clean and healthy environment for your children!