



**Parents
Handbook
2011-2012**

Dear Parents,

Welcome to Sprouts Preschool at FBC Hurst. I am so excited to have your child learning and growing with us! Sprouts teachers and I will strive to provide the guidance your child needs.

A child develops mentally, physically, spiritually, socially, and emotionally. Your child will grow in these areas by using age-appropriate hands on activities and learning centers.

This handbook was prepared for you to better know our policies and goals for this year. It will help us work together to help your child have a successful year. Please feel free to contact me if you have any questions or if I can assist you in any way.

Blessed to serve you,

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Sprouts Preschool Assistant Director
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School Calendar

Opening Date: September 7, 2011

Closing Date: May 16, 2012

We will use the HEB ISD School calendar for holidays and closings.

Our Philosophy

Our philosophy at Sprouts Preschool believes in providing each child with different learning centers including arts and crafts, books, blocks, puzzles, nature, music, bible stories, and bible verses. The Wee Learn curriculum promotes the development of the whole child. In addition to the Wee Learn Curriculum, the 3 and 4 year old classes will be using the Core Knowledge Curriculum. We strive to provide children with a greater awareness and understanding of the way God created them by incorporating Bible stories into our daily activities along with tangible learning opportunities.

Policies

Age of child- Sprouts Preschool enrolls children 6 months to 5 years.

Health and Safety-Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a rash) may not attend. If your child becomes ill during the course of the day you will be called to pick up your child. We want all of our students and teachers to stay well all year!

Our staff may only give your child prescription medications. If your child is allergic to something be sure to include that on the registration form.

Sprouts policy is two teachers in the room at all times.

Arrival and Departure-Parents will sign children in and out and note if someone else will be picking up. Please inform a staff member when dropping off a child or picking them up.

Authorized Pick-up-Your child will only be released to persons listed on enrollment form.

Food-Please pack your child a lunch and a drink. Snacks will be provided by the preschool or a parent volunteer. If your child is allergic to something be sure to include that on the enrollment form.

Clothes-Please pack diapers and wipes if your child needs them. Keep a change of clothes in your child's bag.

Discipline and Rewards-The staff will use redirection and time-out as a form of discipline.

Toys-Please do not bring toys from home; however, something to nap with is acceptable.

Outdoor play-Each class will have recess everyday, weather permitting, please dress your child appropriately.

Dismissal of a Child-The program reserves the right to dismiss any child if, he/she is unable to participate in group experiences or if fees have not been paid.

Fees-Monthly tuition is **\$175.00** for 2 days a week and **\$115.00** for one day a week. This is due at the first of each month.

A late charge of **\$10.00** will be added if fees are past the 10th of each month.

One day a week is not offered for our 3's and 4's classes.

\$20.00 off for siblings (first child is \$175.00 and each additional sibling is \$155.00 per month.)

Sprouts does not prorate for holidays, professional development, or any missed days from your child.

If the fees are two weeks past due then the child will be dismissed from the program.

Picking up a child after **2:05 p.m.** will result in a late fee of **\$1.00** per minute.

Registration fee is **\$75.00** per year. (Non-refundable)

Supply fee is **\$50.00** per semester. (First supply fee non-refundable)

Withdrawal-Two weeks notice in writing is required for withdrawal.

Parent Agreement

I, _____, whose child
_____ is enrolled in the
2011-2012 school year of the *Sprouts*
Preschool, have received a copy of the
Parent's Handbook. I have read and
understand the policies and guidelines as
described in the Handbook, and I agree to
abide by them.

Signature of Parent/Guardian

Date