

Little Kids zone preschooL welcome packet



 Parent Packet

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**Welcome to Little Kids Zone Preschool!**

**Thank you for choosing Neighbors for kids, Little Kids Zone Preschool.**

**At Neighbors for Kids Little Kids Zone Preschool we offer a warm, safe, family-like environment to meet the developmental needs of children ages 3 to 5 through creative play, exploration, and cooperation. Our programs and curriculums are child centered and inquiry-based focusing on the child’s emotional, social, physical, and intellectual growth.  We encourage your child’s natural curiosity, love of learning, and cultivation of skills to help your child be successful when they start school and to lead a healthy and productive life.  We offer children learning experiences that are socially relevant, intellectually engaging, and personally meaningful through creative play, art, listening, story-telling, inquiry, observation, reflection, social interaction, and problem solving.  Our site is light and bright with classrooms, play areas, a gym, and kitchen facilities in Depoe Bay.  We foster the children’s connection to their environment through play and exploration of our nearby old-growth forests, local streams, and the Pacific Ocean.**

**Location & Contact information**

Neighbors For Kids is located on Hwy 101, in Depoe Bay, South of Shell Garage. 634 SE HWY 101, Depoe Bay, OR, 97367. For all Enquires please contact us at:

Tel No. 541-765-8990

Email: frontdesk.nfk@gmail.com

Fee

General cost

$40 full day - 8am-4pm (children are welcome to stay for our free after school program from 4pm-6pm)

$25 Half day- 8am-12pm or 12pm-4pm

Late Fees

Parents who arrive late (past time booked) to pick up their children will be charged a late fee of $5 for the first 10 minutes and $2 for every minute thereafter. These fees are to be paid at time of pick up. If late pick up beings a recurring issue you may be asked to change your booking times and pay rate accordingly.

Booking schedule

For all registered Preschool children, we have an online calendar for your booking convenience. No spot is confirmed until you receive a confirmation for your online booking. We recommend you book a month in advance, your spot will be held, tuition is charged for all scheduled days, whether your child attends or not.

Please see financial agreement for more details.

**Illnesses & Emergency**

Children should be kept at home if they show any of the following symptoms and should not return to Preschool until they have been symptom free for a full 24 hours:

* Temperature over 100 degrees
* Any undiagnosed rash
* Diarrhea
* Vomiting
* Yellow nasal discharge
* Discharge from eyes or ears

**Procedures**

If a child becomes ill during the day

and is unable to participate in

activities, the parent/guardian

will be notified. If a child is hurt,

a member of staff will apply first aid

 immediately and the parent will

be notified.

If an incident requires immediate

medical attention, the front desk

will attempt to contact

parent/guardian as stated in

**Pick up and Drop off**

All Children must be picked up and dropped off between 8am-6pm during the school year (except non-school days) and by 5:30pm during non-school days, spring break & summer break.

All children must be picked up by parent/guardian or emergency contacts. If you need to have someone else added to the authorized to pick up list for your child please do, no later then 12pm on the day of change. We must have full name and contact number in writing.

registration forms. In the event that

 any parent/guardians cannot be

reached, the emergency contact

person/people will be called.

The director will call your

child’s listed doctor and/or local

emergency unit for treatment.

 A staff member will accompany

child to doctor or hospital and

stay until the parent/guardian

 arrives.

Inclement Weather Policy

If Lincoln County schools are closed due weather then we will also be closed. We will notify parents as soon as possible via our Facebook page

**Classroom Guideline**

**Classroom Rules**

Through out the day children will be reminded of the rules, which will be posted in their classroom. These rules will include things like “walking feet”, “inside voices”, “gentle hands”. All rules are expressed in a positivity way and simple for children to understand.

**Potty-Training**

All children must be potty trained. We understand that each child may need time to adjust to teachers and bathroom facilities. Please share with your child’s teacher any concerns you have about you child being able to use the bathroom, so we may create a plan to help your child transition quickly and easily.

**Preschool Day to Day**

School Calendar

Our Preschool is open throughout the year

Monday to Friday. We are closed for

Thanksgiving (Thursday and Friday)

July 4th

 25th December - 1st January

 **What to Bring**

**What to wear**

Please send our child in weather appropriate clothing. Children must wear **closed toe shoes** (preferably sneakers), as they will be physically active. They will need a coat for cold weather, as we try to get outside daily.

Please label your child’s coat, belongings and backpack with their names.

**Backpack and extra clothes**

Please send your child with a backpack big enough for any art work & their go home folders.

Please send in an extra change of clothes & underwear in a labeled Ziploc bag (no matter their age) for accidents/spills. In most cases, these will remain stored inside your child’s backpack.

**Outside Food**

Please do not let your child bring food from home or elsewhere. We provide all meals and snacks for all children that a nutritious and healthy. If your child has special dietary needs please let us know and our chef will work you to meet your child’s need or requirements.

**Go Home Folder**

Each Child will have their own Go Home Folder these will be given to your child to bring home new information, reminders, permission forms and Monthly newsletter

So please check your child’s backpack regularly.

**Newsletter**

Each month we will send home a newsletter to keep you in the know. This will give you information for important reminders, upcoming dates to remember and a brief piece on the months themes and activities planned for your child.