

# The Learning Tree @ ASOMA—A Preschool Alternative

ASOMA's Kindergarten Readiness Program



## A Handbook of Policies, Procedures & Guidelines

### **Transportation:**

Parents (or approved adults) are responsible for bringing their children to school, and picking them up on time. ASOMA teachers and staff are not responsible for children after program hours.

Program Hours: 9:00AM-11:30AM

Drop-off: between 8:45-9:00AM

Pick-Up: 11:30AM

### **Parking:**

Parking is available behind the building, or in the public lot next door (Carter Park). You may enter the building through the front or back door. The handicapped ramp begins on the front south side of the building and leads to the back door.

### **Arrival:**

All students should be dropped off at the bottom of the indoor staircase, or may be escorted upstairs during the first week of the program. The teacher will wait for all students on the staircase landing. After the first week of the program, it is highly discouraged for parents to escort their children upstairs. Part of the program's goals is to encourage independence, including how to hang their coats and backpacks, etc.

During boot season, there will be a designated place for boots on the main floor before escorting your child upstairs.

### **Dismissal:**

Dismissal is at the same place as the drop-off: at the bottom of the staircase. The teacher will be on the landing dismissing the children one by one as she sees a familiar face. If the pick-up person will be different than the drop-off person, please inform the teacher of this in the morning. The pick-up person will have to show the teacher their ID until the teacher gets to remember their face.

**Weather:**

If the Greece Central School District closes due to inclement weather, our program will be canceled for the day as well. Alerts will be made via email. Phone calls will not be made; please check your email on file during inclement weather. If you have not received an email, that means we will still be teaching. Refunds are not given for days closed due to bad weather conditions.

**Substitute Teachers:**

In the case of the teacher being unable to attend a session, a substitute teacher will be provided. Rest assured that any substitute requested is a current teacher at ASOMA, and has gone through the rigorous interview process and background assessment that your current teacher has.

**Parent Teacher Conferences:**

Conferences are held in November. Sign-ups for conferences will be announced. Extra conferences may be requested throughout the year by emailing [sarah@ariasschool.com](mailto:sarah@ariasschool.com).

**Health:**

If your child is ill, please keep them home. Do not send your child in if your child has a temperature of over 98.6, if they are vomiting or have diarrhea. Children must be fever free (98.6 or below), not vomiting, and no diarrhea for at least 24 hours before bringing them in to ASOMA. If there are signs/symptoms of any other contagious condition (rashes, lice, etc.) please keep your child home. If a child feels ill while at ASOMA or displays any type of contagious condition, the parent will be called right away to pick them up.

*To report an absence please email [sarah@ariasschool.com](mailto:sarah@ariasschool.com).*

**Allergies:**

Please notify us of any allergies. No snacks with ingredients that can potentially harm a child will be allowed.

**Snacks:**

Each child's parent will be responsible to sign up for 4 consecutive weeks of snack. It must be prepackaged and nut-free. If a student in the program has an additional allergy it will be announced. A list of approved snacks will be provided. To opt out of being responsible for snacks a \$30 fee applies.

*Drinks are not provided. Please pack your child a spill-proof water bottle or sippy cup each day.*

**Birthday Treats:**

We love to celebrate life! Please do bring in birthday treats, or now more common are birthday grab-bags. If bringing in a treat, be sure to follow by our allergy guidelines. Half-birthdays are always welcome to be celebrated for our summer birthday children! It is encouraged that the birthday child's parent volunteers that day. During quiet time, the birthday child will have the option of taking a private lesson with the teacher on any instrument (if there is a parent volunteer present).

**Potty Training:**

All children are required to be potty trained by the time they enter the program. Our staff is not allowed to help in the bathroom. Exceptions can be made if a parent will be present in the building at all times. If there is a “potty problem” that our staff is unable to tend to, a parent will be called immediately.

**Clothing:**

We encourage our students to express themselves! As long as clothing is comfortable and allowed to be messy (we will have a lot of messy fun!) it is acceptable. Closed-toe shoes are preferred to keep those piggies safe. Always keep an extra set of clothing (including socks and underwear) in a zip-lock bag in their backpacks, labeled with their names.

**Supplies:** (see supply checklist)

**Photos:**

Photos of the students may be taken during learning times and used for marketing purposes on our websites and/or social medias. If parents are not comfortable with this, please discuss your wishes with the teacher.

**Backpacks:**

Full-size backpacks are preferred. They need to be large enough to carry regular sized folders and large crafts. They will be needed every day, along with their PC Folders (Parent Communication Folders) which will be handed out at Orientation.

**Discipline/Behavior:**

For these young ages, we as teachers understand that part of our goals each year is to teach proper and appropriate behavior towards peers and adults. We will utilize a 3-part warning system. If we witness negative behavior, the teacher will give a warning. If the behavior happens a 2<sup>nd</sup> time, the student will go to a “cool-down spot.” If the behavior happens a 3<sup>rd</sup> time, the parent will be called to pick up the student.

All students at these young ages need gentle reminders of rules (ex. no talking, personal space, etc.). The warnings mentioned above do not pertain to these types of behaviors, rather to more significant disruptions that affect other students or the function of the program.

Any harmful behaviors will not be tolerated, and may result in immediate removal from the program. Harm to another is never ok; ASOMA is a safe place for all. 