Katie’s Preschool

Katie Howard

Khoward13@mail.csuchico.edu

(530)680-8827

Table of Contents

Section Page

Community Description 3

Program Description 4

Program Philosophy 5

Organizational Structure Chart 6

Classroom Diagram 7

Outside Classroom Diagram 8

Equipment Needs 9

Financial Plans 10

Job Descriptions 11-14

Staff Hiring 15-16

Staff Training 17-19

Operating Schedule 20-21

Health and Safety Guidelines 22-24

Family Involvement 25

Advertisement and Flyer 26

**Community Description**

Katie’s Preschool is located in Santa Barbara County, in Santa Barbara, California. In Santa Barbara 5.6% of the population is less than five years old. The average family size in Santa Barbara is 2.46 people. In relation to families within Santa Barbara, the median household income is $47,498. In Santa Barbara there are 13.4% of the people living below poverty level. Also, 36% of people over age five years old speak a language other than English at home. There are 52 licensed child care facilities in Santa Barbara, California according to the Community Care Licensing Division website. According to the NAEYC website there are seven accredited facilities in Santa Barbara, California. The weekly average child care rate is 161.47 and the average monthly child care rate in Santa Barbara County is 645.86. This Data was found using the Department of Education’s website, <http://www.cde.ca.gov/fg/aa/cd/ap/index.aspx>.

**Overall Program Description**

The name of my program is Katie’s Preschool. There will be one classroom and the targeted age group for Katie’s Preschool is ages 3 to 5 years old. Katie’s Preschool is equipped to serve 20 children on a full-time basis. The hours of operation are from 7:30am until 5:30pm. Katie’s Preschool will be open year round; with a week break during Thanksgiving, two weeks break for winter vacation and a one week spring break. There will be six staff members at Katie’s Preschool; a director, two head teachers, two assistant teachers and one administration assistant. Katie’s Preschool is an independent owner style program; the majority of the program will be supported by parent tuition. A small portion of the money will be fundraised.

**Program Philosophy**

Katie’s Preschool is designed to meet the developmental needs of young children ages 3 to 5. It provides experiences that enrich and enhance each child’s cognitive, language, social, emotional, physical and creative development. The children are learning through hands on experiences, interactions with peers and adults and through solitary play and group play. The children are given many opportunities to learn and explore the environment of the preschool, and given materials which will enrich their learning and creativity.

**Organizational Structure Chart**

Staff Salaries and Wages

Non- Paid Positions: Board of Directors

Salaried Employee:

Director- Annual Salary- $35,000 per year

Hourly Employees:

Head Teacher (1) - $13.00/hr, 40 hours per week, 48 weeks a year = 24,960

Head Teacher (2) - $12.00/hr, 40 hours per week, 48 weeks a year = 23,040

Teachers Assist. (2)- $9.00/hr, 30 hours per week, 48 weeks a year = 12,960

Admin. Assist. - $9.00/hr, 25 hours per week, 48 weeks a year = 10,800

Total Personnel Cost Per Year: $ 106,760

**Classroom Design**

 Katie’s Preschool has a complete inside space of 1150 square feet. There is a total of 45 square feet per child which is 900 square feet of classroom space. There is an additional 250 square feet which contains the kitchen, office, adult bathroom and child’s bathroom. The classroom area is split into a welcome area, lunch area, art center, library area, and dramatic play area. There are not actual walls to break up the spaces; spaces are broken up by shelves. The welcome area includes; children’s cubbies, parents sign in sheets and pictures of family members. The kitchen is next to the lunch area; where three tables are located. Activities can also be done at these tables, through out the day. The dramatic play area is located next to the welcome and lunch areas, there is also block set up in that area. The art center is also used as the writing center. The library area contains numerous books for children, and circle time is also located in the Library area. The bathroom is located centrally in the room.

Please see attached drawings titled 456\_Howard\_Insidedrawing1and 456\_Howard\_Insidedrawing2

**Outdoor Diagram**

 The outside of Katie’s Preschool contains 1500 square feet, which is 75 square feet per child. The outside area consists of a sandbox, grass area, bicycle tract, cement area, activity tables, and play structure. As an example; the activity tables can be used for sensory activities, a water center can be set up and other messy activities.

Please see attached outside drawings titled 456\_Howard\_Outsidedrawing1 and 456\_Howard\_Outsidedrawing2

**Equipment Needs**

 Please see attached spreadsheet titled 456\_Howard\_Equipment

**Financial Plans**

The annual operational budget is run almost entirely with the tuition provided by the families who are attending Katie’s Preschool. Less than one percent of the income will come from fundraising. The total annual income for Katie’s Preschool is $194,000; $192,500 is from tuition and $1,500 is from various fundraisers. Tuition to attend Katie’s Preschool is $875 monthly; this is for a full-day program 7:30am until 5:30pm. There are 20 children attending Katie’s Preschool when it is at full capacity. The total amount of expenses within the budget is $176,936. There is an annual surplus of $17,064 after the total amount of expenses are taken out, the $17,064 will be put into a savings account for a rainy day fund for Katie’s Preschool. Katie’s Preschool is run on a 48 week, 11 month schedule per year.

Please see attached budget form titled 456\_Howard\_NewBudget

The parent fee schedule is given to the parents monthly; this is to remind them of their monthly fees before the 1st of each month. Katie’s Preschool offers a full-time program for young children; this is five days a week from 7:30am until 5:30pm. The program costs $875 a month. In order to insure that the parent’s fees are paid within a reasonable amount of time, there will be an added $75 late fee to any tuition paid after the 5th of the month. Annually parents will pay $9,625, weekly this will amount to $218.75, daily it is broken down to $43.75 and hourly the tuition is approximately $4.86 if the children are at Katie’s Preschool for the full nine hours daily.

 Please see attached financial form titled 456\_Howard\_ParentFeeSched

Please see attached financial form titled 456\_Howard\_SalarySchedandWageRates

**Job Description**

**Director Description**

**The Position:** Candidates must be comfortable working in a cooperative and synergetic preschool that promotes learning through inquiry, collaboration and play, parent education and involvement. Additionally, candidates who place a strong emphasis on continuing education for teachers are preferred. Our ideal candidate will be an experienced educator who is passionate about early childhood education, and who has strong leadership, organizational and business administration skills.

**Responsibilities:** The Executive Director’s responsibilities include:
-Developing and cultivating the overall quality of the educational programs

-Overseeing the financial health of the program, including managing budgets and financial records, writing proposals, and fundraising

-Managing the school’s teachers and staff, including supporting staff development communicating with parents, staff and community members, including holding monthly educational meetings for parents

      - Working with the Board of Directors to develop long range plans

  - Working with the Board President to manage the business of the Board

- Running the day to day operations of the school

**Traits and Characteristics:**

·   Organized and must have excellent written and oral communication skills

·   Must possess excellent relationship building skills and collaborate effectively with site supervisors, teachers, parents and community members

· Knowledge of early childhood education program measurements and outcomes

·   Skilled at team building

**Job Description Continued**

· Ability to set and meet deadlines

· Dependable, conscientious, and detail oriented

**Position Requirements:**  Our ideal candidate will have a Master’s degree in child development, early childhood education, psychology, social work or related field and a minimum of three years of teaching experience in a licensed child development facility with at least two of those years in a supervising capacity.

**Rating scale for director:**

1. Does the director promote growth within the program?

Strongly agree agree neutral Disagree Strongly Disagree

2) Does the director have the ability to set and meet deadlines efficiently?

Strongly agree agree neutral Disagree Strongly Disagree

3) Does the director oversee the financial health of the program efficiently this includes, maintaining the budget and financial records?
Strongly agree agree neutral Disagree Strongly Disagree

4) Does the director maintain a healthy working relationship with the board of directors and board president? Including other employees in the program.

Strongly agree agree neutral Disagree Strongly Disagree

5) Is the director able to professionally manage the program’s teaching staff? Including program and staff support, communicate with families and community members.

Strongly agree agree neutral Disagree Strongly Disagree

**Head Teacher Description**

## Duties: A head teacher at Katie’s Preschool creates and employs curricula that is developmentally appropriate and meets the needs of children from diverse backgrounds. The head teacher is responsible for participating with a team on a daily basis in planning curricula and adding the necessary parental contribution. The head teacher creates and maintains

## Job Description Continued

## [relationships](http://www.ehow.com/about_6684314_head-start-teacher-job-description.html) with every child and family and assesses their needs. She evaluates the progress on an on-going basis and implements the necessary modifications. Job Duties Include: Supervision of children between the ages of eight weeks and five years; planning implementation and supervision of curriculum projects.

## Education:

* A head teacher at Katie’s Preschool requires having at least 24 ECE units.
* A head teacher at Katie’s Preschool requires having a master teachers permit.
* Required to have CPR and first aid certification.

**Skills:** A head teacher at Katie’s Preschool must have a solid understanding of development throughout early childhood and knowledge of how to facilitate learning. To qualify the candidate must be knowledgeable of the [foundations](http://www.ehow.com/about_6684314_head-start-teacher-job-description.html), practices and goals of Katie’s Preschool. A new staff member must be able to work effectively with other staff members and parents and caregivers. Also, be able to relate to a diverse group of preschool children and instill trust and motivation. A head teacher at Katie’s Preschool must also have the ability to meet the academic and emotional needs of all students and must appreciate cultural differences and respond to individual learning styles.

**Rating scale for head teacher:**

1. Is the teacher able to effectively manage and supervise a classroom of children ranging from 3 to 5 years of age?

Strongly agree agree neutral Disagree Strongly Disagree

2) Is the teacher able to effectively plan and implement curriculum for 20 children 3 to 5 years old?

Strongly agree agree neutral Disagree Strongly Disagree

3) Does the teacher effectively communicate with families?

**Job Description Continued**

Strongly agree agree neutral Disagree Strongly Disagree

4) Does the teacher promote and enforce a safe and healthy environment at preschool?

Strongly agree agree neutral Disagree Strongly Disagree

5) Does the teacher willingly attend and participate in staff meetings and training sessions?

Strongly agree agree neutral Disagree Strongly Disagree

 Katie’s Preschool offers other positions such as assistant teachers and an administration position to aid in the help of the director in the office. In order to qualify for the assistant teacher position, the person must have at least 12 ECE units and hold an assistant teachers permit. The administration assistant position also requires at least 9 ECE units and is required to hold an assistant permit. This is because the administration assistant may be asked at time to help out within the preschool classroom. Everyone working in Katie’s Preschool must be finger printed and be tested for TB before starting work. The employees at Katie’s Preschool are also required to have their first aid and CPR certification.

**Staff Hiring**

**Interview Questions**

1. What past experience do you have of working with children?
2. What are your strengths when working with children? Weaknesses?
3. What is your educational background?
4. Have you had any additional training in the field of child development?
5. Why are you interested in this position?
6. How can you benefit the program at Katie’s Preschool?
7. Imagine that I am a disgruntled parent, what would you do if I complained to you about the behavior of another child within the setting?
8. How might you deal with challenging behavior of children in the classroom?
9. How would you handle conflicts between children within the classroom?
10. How would you describe your ability to work with a team of people?
11. In what ways do you feel children learn?
12. What is your work history? Explain in detail please.

In the preschool, there is a 3 and a 1/2 year old boy who is highly intelligent, he knows the alphabet, all his shapes, colors, animals and he even taught himself the alphabet in sign language. While his cognitive abilities are strong, his social and emotional abilities are lacking in development. He rarely associates with other children within the class and does not give eye contact when talking to another person. He generally repeats words and sentences. At times he lashes out and targets certain children within the class by, hitting and pulling hair. It seems as if he lashes out when he is overwhelmed in a situation; such as everyone being at circle time. How

**Staff Hiring Continued**

might you deal with this situation in the classroom with the child, the child’s parents and other staff members?

A few children within the class speak languages other than English as their first language. Their home language is primarily not English, and you as a teacher only know English and a very limited amount of Spanish. At times it may be difficult to communicate with these children, and you begin to feel bad about the poor language communication skills. How might you as a teacher find ways to engage these children within the class other than communicating in English with them?

**Staff Training**

January- CPR The CPR training session will be geared towards each of the employees having a refresher on CPR, and making sure that everyone’s credentials for CPR are current. It will be an on-site training session with a certified nurse.

February- Inside Safety The employee’s will watch an instructional video on how to keep the inside of the classroom a safe place. Also, as a group we will brainstorm ways that we can keep the inside of Katie’s Preschool safer. Then employees will fix areas of the inside environment they feel are not safe.

March- - First Aid The first aid lecture will be to refresh the employee’s memory. A Red Cross specialist will come and review first aid, also employees will able to receive or renew their first aid certificate.

April- Outside Safety The employee’s will watch an instructional video on the safety of the outside environment of the program. The employees will then brainstorm ways that we as employees can create a safer outside environment for the children. Then the employees will fix areas of the outside environment they feel are not safe.

May- Nutrition A dietitian will come into the classroom and provide the employee’s with nutrition tips for young children. The dietitian will also help the program with ways to improve the nutrition of the children within the program. The dietitian will also talk about the benefits of having a garden within the programs premises.

June- Child Abuse The employees will watch an instructional video on child abuse. I will introduce to them to the mandated reporter training website, where they will be instructed to take the online training program. They will have to complete and pass the test at the end of the online training session. The training session includes; what abuse is, who is a mandated reporter, how to

**Staff Training**

report abuse, how to recognize abuse, and what will happen to a mandated reporter that does not report the suspected abuse.

July- Working with Children with Challenging Behaviors A behaviorist will come to Katie’s Preschool to give a presentation, on the best ways to help a child with challenging behavior. The behaviorist will also give tips on how to help the other children in the classroom; as well as words that other children within the classroom can use with children with challenging behavior.

August- Children and Poverty A person from the Jesus Center will come and give a presentation of families living in poverty within our city. The person from the Jesus Center will be able to give tips to the employees of Katie’s Preschool on dealing with children who are living in poverty. The Jesus Center employee will also provide resources that Katie’s Preschool can provide to families within our program.

September- Group Activities This training day will be lead by the director of Katie’s Preschool. It will focus on teaching employees new activities they can do with the students. Whether it is curriculum activities or physical activities. Other employees are also welcome to share their ideas on new activities that can be done within the program.

October- Working with CPS A CPS worker will come and do a presentation for the employees of Katie’s Preschool. The CPS worker will discuss the process they go through with a child and their family. They will also inform the employees what behaviors they may see in a child when dealing with CPS situations; such as a child being stressed out or lashing out with behavior.

November- Working with Children with Disabilities A therapist will come in and present to the employees about children with disabilities. The therapist will teach employees how they can help children with disabilities but still keep them mainstreamed within the classroom.

**Staff Training**

December- Parent-Teacher Conferences Parent-teacher conferences will be schedule with parents in Katie’s Preschool. The parents will get an updated progress report on their children and how they are performing in school. A completed DRDP will be presented to each parent, regarding his or her child.

\*This staff training handout will be double sided when given to the staff. It will appear on a single page instead of two pages. Also, it will be single spaced instead of double spaced.

**Operating Schedule**

The daily schedule for Katie’s Preschool is set by a routine, whether it is a regular day or a “weather” day. The only part changed if it is raining or snowing would be that the outside free play is now inside free play. Activities will still be set up, and they still will be able to choose which they would like to participate in. The children will also have the choice of dramatic play, the writing center, the library, block area etc. The schedule has a mix of child-initiated activities and teacher initiated activities through out the day.

7:30am to 8:15 am – Welcome Time

-Parents encouraged having children at Preschool by 8:15am

8:15am- Morning Circle Time

-Morning circle time will consist of the welcome song, an activity and a discussion of activities planned for the day

8:45am- Breakfast

9:15am- Outside Free Play

-It will be free play, however; there will be activities set up outside which children can choose to join in.

10:30am- Structured Activity Time

-Children will be involved in a certain activity; whether it is painting, writing center, group games etc.

11:15am- Mid-Day Circle Time

-The mid-day circle time will mainly be the teacher reading a book and getting the children winded down and ready for lunch.

11:30am- Lunch

**Operating Schedule Continued**

12:00pm- Nap Time

1:00pm- Activity Time

-Quiet inside activities will be provided for children because some children may still be sleeping. These activities include; writing center, art center, reading etc.

2:00pm- Free Choice Play

-The outside area will be open for Children, as well as outside activities set up like in the morning. The inside will also be open for children.

3:00pm- Snack Time

3:30pm- Afternoon Circle Time

-Afternoon circle time will consist of a song or two, a book and discussing the upcoming activity which is planned.

4:00pm- Structured Activity Time

-After circle time, children will be involved in a certain activity; whether it is painting, writing center, group games etc.

5:00- 5:30- Parents Pick Up

**Health and Safety Guidelines**

**Weekly Menu**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast | Cereal &appleswith milk | Oatmeal &bananas with milk | Bagels with cream cheeseand milk | Cereal &orangeswith milk | Oatmeal &appleswith milk |
| MorningSnack | Yogurt &granolawith apple juice | String cheese& oranges with milk | Crackers and cheese with milk | Celery with peanut butter & raisins with apple juice | Yogurt & granola with grapes and milk |
| Lunch | Spaghettigreen beans& cornwith Milk | PB& Jsandwiches& applesauce and carrotswith milk | Chickenrice & broccoliwith milk | Ground beef with Spanish rice & beans with milk | Grilled cheese sandwiches & pears and peas with milk |
| AfternoonSnack | Crackers and cheese with water | Celery with peanut butter and grape juice | Yogurt & granola with cranberry juice | Crackers and peanut butter with milk | String cheese & bananas with water |

**Health Forms for Children**

1) **ACCIDENT / INJURY REPORT**

**\*Accidents causing injury to a child which result in the child being hospitalized, requiring ambulance transport or intervention, or**

**physician treatment must be reported to the appropriate local office of the department within 24 hours. A notation of all injuries must be made in the child’s medical record.**

Facility Name:

Name of Injured Child:

Birth Date:

Date of Accident / Injury: Time of Injury:

Location of Accident / Injury:

Describe incident: (what was the child doing at the time he/she was injured, condition of premises, what happened)

Type of injury and body part injured:

Witnesses to the accident / injury:

Name:

What first aid action was taken?

Date first aid provided: Time first aid provided:

Name of staff person who administered first aid:

Where was the child taken after the accident?

How was the child transported? Who transported the child?

What, if any, medical treatment was administered?

**Health and Safety Guidelines**

Method of parent notification:

Date of parent notification: Time of parent notification:

**PARENT SIGNATURE DATE**

**DIRECTOR / STAFF SIGNATURE DATE**

2) **Medication Log**

**PLEASE PRINT**

Child’s Name:

Medication:

Prescription:

Non-Prescription:

Refrigeration Required: YES NO

If Prescription, Prescriber’s Name:

Telephone:

Dosage Amount:

Time to Administer: a.m. p.m. times/day

Dates for Administration:

Special instructions i.e., symptoms signaling need for administration, medication indications, reasons to hold medication, contraindications:

**I give permission to administer medication to my child as stated above.**

**Parent Signature: Date:**

3) **Allergy Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has serious life-threatening allergies to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Life threatening reactions may include

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_My child has exercise induced asthma. Please watch his/her breathing.

\_\_\_\_\_My child has asthma which may prohibit exercise when he/she is ill.

\_\_\_\_\_My child can not eat the following; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a reaction requires emergency treatments, follow the plan of action below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ medicine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dose for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_every \_\_\_\_\_\_\_\_\_\_\_hours as needed for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ medicine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dose for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_every \_\_\_\_\_\_\_\_\_\_\_hours as needed for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If they can not breathe **call 911** immediately. Our phone numbers in case of emergency;

Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closest Hospital \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our county/parish is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our primary physician for non-emergency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other contacts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Home number is ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our insurance carrier is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_policy # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health and Safety Guidelines**

4) **Medical Release Form**



5) **Pediatric Health Statement**

**Infant/Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXAMINATION:**

**Known Health Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Allergies (specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immunizations Current: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Restrictions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and find no unusual health risks to him/her**

**or to other children in the day care setting.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(PLEASE PRINT – Provider’s Name)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature)**

**Family Involvement**

Katie’s preschool is dedicated in establishing positive relationships with family members and creating a positive learning environment for families and children. Parents will be encouraged to become involved in the program whether that is; volunteering in the classroom, helping to plan fundraisers, donating materials etc. Families are welcome to share their ideas, opinions, concerns and recommendations. Katie’s Preschool is focused on creating a partnership between staff and families.

A newsletter will be sent out monthly to families. The newsletter will contain numerous subjects such as; upcoming birthdays, upcoming events for the month ahead and a review of the outcome of events from the previous month. Events at the preschool can range from fundraisers, field trips, activities which happened at school. Having a monthly newsletter will keep parents involved and interested in the program. Another way Katie’s Preschool is supporting families is through having regularly scheduled family days. This will include but not limited to family conferences, family work days, family field trips, and family pizza nights. Family conferences are a good tool to get parents opinions, ideas, recommendations and any concerns they may have with their children or the program. Family work days are a great way to get families involved in the preschool, and keep them feeling a part of the team. Family work days can include; light yard work, light maintenance and painting of the building, hanging new artwork in the class etc. Family field trips are a great way for family members to feel connected to the program, a field trip such as going to the pumpkin patch together. Family pizza nights are a fun and easy way to fundraise for the program while doing it as a large group. These items are aimed at creating and promoting a partnership between staff members and family members.

**Advertisement and Flyer**

**Advertisement for Craigslist**

Katie’s Preschool is open from 7:30am to 5:30pm and serves families with children 3 to 5 years of age. This is a full-time program, with the capacity to serve 20 children. The children at Katie’s Preschool learn through hands on experiences, interactions with peers and adults and through solitary play and group play. The children are given many opportunities to learn and explore the environment of the preschool, and given materials which will enrich their learning and creativity. You are ensured a safe environment for your children, while they are at Katie’s Preschool. All employees that work for Katie’s preschool are finger printed, have CPR and first aid training and are tested for TB. Your children are in the best hands possible while at Katie’s Preschool!

Please see attached form 456\_Howard\_Brochure