

Outside the Lines Preschool and Daycare Parent Handbook 2019-2020



Table of Contents

Title	Page Number
Contact Information	3
Hours of Operation	3
Mission Statement	3
Personal Philosophy	4
Programs Offered	5
Rates and Payment	6
Enrollment/Disenrollment Procedures	6
Two Week Trial Period	7
Holiday Closings/ Calendar	7
Arrival/Departure and Sign in	8
Absences	8
Substitutes	8
Meals	9
Illness	9
Behavior Expectations	10-11
Parent/Teacher Communication	11
Classroom Procedures	11
Supplies	12
Birthdays and Parties	12
Curriculum and Activities	13

Contact Information

Mrs. Kara Muir

Address: 57 N 930 W Orem, UT 84057

Phone Number: 719-406-0383 (call or text)

Email: outsidethelinespreschool@gmail.com

Class Assistant: Alayna Brooks

Website: outsidethelinespreschool.com

Find us on Facebook and Instagram, too!

Hours of Operation

Monday – Friday

8:00 AM–5:30 PM

Mission Statement

Our mission at Outside the Lines Preschool is to provide high-quality, compassionate, affordable preschool and childcare for families in our community. Our cozy home environment and engaging curriculum help children feel comfortable, safe, and happy while they are learning.

Personal Philosophy

At the beginning of my college career, I began volunteering at a preschool for children with autism. I was impressed by the program and loved being around the students so much that I eventually got a position as a classroom aide. This firsthand experience is what inspired me to become a teacher. For seven years, I taught students with autism from 1st–3rd grade. I love being an educator, and I value each and every student that I have the privilege of teaching. I started Outside the Lines Preschool and Daycare to offer high-quality and affordable preschool and child care for families. I know firsthand how difficult it can be to find quality child care, and I hope to be a great option for those in need. My passion is teaching children, so I wanted to incorporate that in a quality preschool program as well. I look forward to getting to know your family better, and working together with you to ensure that your child receives a fun and educational experience in a happy and calm environment. Most of all, I look forward to having a fun and exciting school year and learning together.

Programs Offered

Preschool Only

We offer a Monday, Wednesday, Friday morning preschool class that runs from the beginning of September until May. Classes are held from 9:00-11:30 each day. Cost is \$115/month.

We also offer a Tuesday, Thursday morning preschool class that runs from the beginning of September until May. Classes are held from 9:00-11:30. Cost is \$90/month.

Part-time Daycare

Outside the Lines offers limited part-time daycare spots for children age 2 years and older. If the child attends during the morning preschool class time, the preschool is included at no extra charge. Rates and times will be discussed on an individual basis.

Full-time Daycare

Outside the Lines offers limited full-time daycare spots for children age 2 years and older. If the child attends during the morning preschool class time, the preschool is included at no extra charge. Cost is \$500/month.

Rates and Payment

Program	Cost
M, W, F Preschool class	\$115/month
T, TH Preschool class	\$90/month
Full-time daycare (5+ hours)	\$500/month
Part-time daycare	Determined on an individual basis

Tuition is due by the 1st of each month. An invoice will be given by the 25th of each month with payment details. Cash, check, or Venmo are accepted. Late payments may incur a \$5/day late fee.

Enrollment/Disenrollment Procedures

If you are interested in one of the programs offered by Outside the Lines Preschool, you can fill out the pre-registration form on the website (www.outsidethelinespreschool.com). That gives the teacher your contact information and she will reach out to you to give you more details.

To reserve a spot, you will need to fill out an admission form and contract electronically or in person. We will also need a copy of your child's vaccination records. Once those forms are complete, your child is enrolled.

We require two weeks written notice if your child will no longer be attending the program. This gives us time to ensure all of their materials are returned and to fill the opening.

For your information, we do have a pet on the premises. We have one cat who does come inside. The students may have minimal contact with the cat during the day.

Two Week Trial Period

All new students will have a two week trial period. During this time, the teacher and/or parents will decide whether the program is a good fit for the child. At any time during this two week period, the contact can be cancelled with no need for prior notice from either party. Payment will be expected for the days that are used for care during that time.

Holiday Closings/ Calendar

We try to follow the local school district calendar as closely as possible. Although we do not foresee any closures other than holidays, in the case of an extreme emergency if no substitute can be found, it may be necessary to close. A monthly calendar and newsletter will be sent home via email, and the google calendar can also be found on our website (www.outsidethelinespreschool.com). If you know ahead of time that you will need care on one of these holidays, please talk to us in advance to see if we can make arrangements. Thank you!

The following are the holidays we anticipate being closed this year:

September 3rd – Labor Day

October 18th–19st – Fall Break

November 21st–23rd – Thanksgiving Break

December 20th–January 2nd – Christmas Break

January 21st – Martin Luther King Day

February 18th – President's Day

April 2nd – 5th – Spring Break

May 27th – Memorial Day

Arrival/Departure and Sign in

Please park either in the driveway or at the curb next to our home to drop off and pick up your child. Please make sure you do not block any of the neighbor's driveways.

Daycare parents can enter and exit through the side carport door and head downstairs. Please help your child hang up their belongings and sign them in.

When you pick them up, please make sure they have all of their belongings and ensure you sign them out. This sign in and out procedure helps me keep all of the students safe and accounted for, and helps me track attendance.

Parents of preschool only students are welcome to accompany your child inside to the classroom. If you feel your child is comfortable enough to come inside on their own, you are welcome to stay in your car and just ensure they get the carport door open. I will always be waiting downstairs to greet them at 9:00AM.

Absences

If your child is ill, please do not bring them to preschool or daycare. Parents are usually great at telling if their child is really too sick to be at school. Use your best judgement, but please remember that your child is too sick to come if they have any of the following: vomiting in the last 24 hours, diarrhea in the last 24 hours, fever, rash, red or oozing eyes, a deep wet cough.

Please just give the teacher a call or text if your child is ill and will not be attending that day. If you know ahead of time that your child will be absent for a vacation or doctor's appointment, please let me know so I can plan accordingly.

Substitutes

In the case of an emergency, I may need to call a substitute. Miss Alayna will always be my first go-to substitute. My husband Ryan may also possibly step in to help if there was an emergency that required me to be away. Both Alayna and Ryan have passed FBI background checks and fingerprinting.

Meals

Preschool children are provided a morning snack free of charge. Daycare children are provided a morning snack, lunch, and an afternoon snack free of charge. Menus will be posted in the classroom and can also be emailed upon request. If your child has allergies or other dietary concerns, please let me know and we can make the necessary accommodations.

Illness

If your child is ill, please do not bring them to preschool or daycare. Parents are usually great at telling if their child is really too sick to be at school. Use your best judgement, but please remember that your child is too sick to come if they have any of the following:

- Fever of 101 degrees or higher
- Wheezing or deep, wet cough
- Constant running nose with yellow or green discharge
- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Red or oozing eyes
- Severe rash

If you are not sure about bringing your child, feel free to text or call me and ask. Please help us keep everyone healthy this year.

Behavior Expectations

Our classroom will have 4 rules:

1. We take care of ourselves.
2. We take care of each other.
3. We take care of our school.
4. We take care of our world.

These rules will be posted in our classroom. In order to teach these expectations to students, I will use pictures, videos, role plays, and games so that they understand what each expectation means. We will review these rules every day during morning meeting and continue to practice them and review them all year long.

This classroom operates on a positive reinforcement and guidance system. The behavior management system I use is called green and red choices. We will have two posters, one with green choices (green as in go) and one with red choices (red as in stop). When a child chooses to participate in a green behavior we will reinforce with lots of verbal praise. If a child chooses to participate in a red behavior, I will say "Oops! That was a red behavior. What can we do to fix it?" Any correction will involve lots of modeling, think alouds, and redirection.

I will provide MANY opportunities for children to practice making good choices. I will use a variety of prompts and reminders (verbal, visual, and physical cues), model good behavior, use loads of verbal praise, and role play using puppets.

Our classroom also has a safe spot. This is an area of the room that any child can go to if they are feeling overwhelmed or upset. It is away from the other students and will include some sensory and calm down activities for them to do until they are ready to return to the group. Although I may suggest a child visit that area if I can see they are very upset, they will never be forced to go there.

If at any time you have a question about my classroom behavior policies, please ask me! I aim to have a very open and transparent classroom, so never be afraid to ask me questions.

Parent/Teacher Communication

I believe that communication with you, as a parent, is vital for your child's success in our classroom and daycare environment. In order to ensure clear and frequent communication, I will employ several methods. I will be emailing monthly newsletters and calendars that will include details on what we are learning that week. I will also gladly answer any emails, phone calls, or texts after school hours.

Classroom Procedures

Our classroom has several proactive procedures in place to ensure that it runs smoothly and that our students and staff are safe. They will be taught at the beginning of the year and reviewed during the school year often. These procedures include:

- A structured schedule so that the students and staff know what to expect during the day.
- Set signals in order to prepare students for transitions.
- We follow routines for arrivals and departures, lunch, and recess.
- Practice drills for fires, earthquakes, and lockdowns.

Supplies

Your child will need the following supplies:

- A full change of clothes (shirt, pants, socks, underwear) in the event of a toileting accident or in case they get really messy with paint or other supplies. I will keep these at school until the end of the year.
- Any diapers or wipes if they are not toilet trained. These will stay in the child's backpack.
- A backpack or bag to hold their supplies.
- Snow gear when it gets cold. We will try to spend a little time outside even in the winter.
- A family picture.
- Donations of other supplies are gladly accepted. We especially need glue sticks, paper, markers, tissues, hand sanitizer, Lysol wipes, and art supplies. If there is something specific I need from home for a project, I will let you know ahead of time.

Birthdays and Parties

We will celebrate every child's birthday during the school year. Any summer birthdays will be celebrated in May. Please feel free to supply treats for the class if you would like. We will also have a little "party" for the birthday child that day and make sure they feel extra special.

We will have special parties for some of the holidays. These will include special art projects or center activities and snacks. I generally like to keep things simple, but still have some extra fun on those days.

Curriculum and Activities

The preschool class curriculum will be based on Utah's Early Childhood Core Standards which are available to view at:

<https://www.schools.utah.gov/curr/preschool>.

This will include instruction in literacy, mathematics, science, social studies, social/emotional, physical health and safety, and creative arts. I am also passionate about STEAM education and will be incorporating a variety of engineering activities into the curriculum.

Much of our curriculum will be accessed through play. I believe that for young children, play is the best way to learn. We will use imaginative play and hands on activities to teach the curriculum with our weekly themes.

Thank you!

Thank you so much for joining us this year at Outside the Lines Preschool and Daycare. I am so excited to get to know you and your child this year, and I can't wait to learn and play together. As always, feel free to call or text me if you have any questions at all.