



Parent Handbook

Purpose:

Ready Set Learn Preschool is a full-day preschool for children that are 3 years old (by September 1st). We are a preschool not a daycare. Our mission is to create an exceptional learning environment focused on kindergarten readiness. In order to ensure that the needs of all the children are being met, we cap the class size at 16 each year. We also differentiate our instruction and offer multiple ways to learn.

We are fortunate to have three large classrooms with many centers, including technology, art, table games, blocks, a sensory sand table, a classroom library, and more. Each day the students participate in circle time, reading centers, math centers, science, music and movement, snack, outdoor play, lunch, and story time. We believe that every child deserves to be valued, loved, and to have a ton of fun while learning.

Administration:

Ready Set Learn Preschool is owned and operated by Melissa Fawcett, M.Ed. Melissa had been an elementary school teacher for 10 years in the Pittsfield Public School System before opening Ready Set Learn Preschool in 2015. If you have any questions regarding your child or their progress please contact Melissa at melissa.fawcett54@gmail.com or call 413-344-9991

If you have any concerns with the program or your child you may always contact the Department of Early Education and Care (EEC) at 413-788-8401.

Calendar:

Ready Set Learn Preschool will run on the public school calendar. During all school holidays and vacations Ready Set Learn Preschool will also be closed. On the half days however, we will remain open for a full-day. Attached you will find a copy of the school calendar.

Fees:

Ready Set Learn Preschool is a full-day program. The costs for the program are as follows:

Registration: A deposit of \$100 is required to reserve your child's spot in the classroom.

Tuition: Tuition costs vary depending on how many days per week you enroll.

5 days per week - \$225.00

4 days per week - \$180.00

3 days per week - \$135.00

Extended Day - If you need your child to stay late, from 3:00 - 4:30, an extra \$5 will be added for each day your child stays late. Aftercare is billed separately each week.

Payment: We will accept cash, checks, or any debit/credit card. Payment will be due on Friday in advance for the following week. We prefer parents set up an autopay method with the office. Forms are available to set up payment from a checking account or a credit/debit card.

Late Payment: a fee of \$25.00 will be charged if you are more than 3 days late to pay your invoice.

Late to pick up fee: We close at 4:30, if you pick up after 4:30 you will be charged a \$25 fee.

Field Trips: We will take field trips as often as we can, there may possibly be an additional fee for busing or admission.

Program Materials: included in your tuition cost.

Closed Days: We do close for Monday holidays, school vacation weeks, and holidays.

Here are a list of days that we are closed: These days you will still be charged for if it is your child's scheduled day to come to school.

Labor Day	9/6/2021
Columbus Day	10/11/2021
Veteran's Day	11/11/2021
Thanksgiving Recess	11/24/2021 - 11/26/2021
Holiday Recess	12/20/2021 - 12/31/2022
Martin Luther King Jr Day	1/17/2022
Winter Recess	2/14/2022 - 2/18/2022
Good Friday	4/15/2022
Spring Recess	4/18/2022 - 4/22/2022
Memorial Day	5/30/2022

Enrollment Procedure:

Enrollment into the program is simple: All you need to do is complete the required paperwork, give your deposit, and provide us the medical forms that are needed. Each family has a 30 day probationary period.

Parent Visitation and Communication:

You may visit the program at any time during the school day. Please be sure to sign in to the visitor's book outside the office when you arrive. If you have any concerns with the program or your child please do not hesitate to call or email me at: 413-344-9991 or melissa.fawcett54@gmail.com. You will be able to see what we are working on daily on our Facebook page: <https://www.facebook.com/readyssetlearnpreschool>. Please let me know if you would not like your child's image on the website, I would like to respect your privacy.

Children's Records:

Prior to your child's first day of school you will need to fill out the enrollment packet that you received. This packet needs to be returned along with:

- A complete physical within one year prior to admission
- Immunization records
- Your child's IEP (if applicable)

Progress Reports:

There are several times a year that we will assess the children in order to best meet their needs educationally. We will schedule conferences with you to discuss your child's progress in school.

Child Guidance:

Your child will be learning in a positive and safe environment. We will use a variety of positive behavior supports in order to ensure that children learn social, communication, and emotional regulation. We utilize teaching strategies that are used to encourage appropriate behaviors as well as to prevent challenging ones. On the first day of school the children and I will establish community rules that will be used to keep us safe. After the rules are established we will use positive reinforcement to ensure that all children begin to naturally follow the rules. We will never scold, yell at, or belittle a child.

Toilet Training:

All children need to be potty trained to start the program. Toilet trained means that your child can use the bathroom independently with minimal assistance. The teachers will help children as needed. If your child has more than 2 accidents in a week you will be asked to keep them home for a week to work on toilet training. We do not have changing tables in our facility so we cannot support frequent accidents.

Plan for Referral Services:

If by chance your child may need services that Ready Set Learn Preschool cannot provide, you will be called to a meeting to discuss your child's needs. If it is determined that your child needs other services in order to be successful, Ready Set Learn Preschool will assist your family in obtaining these services. We will assist you in connecting with the correct resources as well as arranging a meeting with them to discuss your child's needs.

Special Education Office - 413-499-9515
Early Childhood Coordinator - 413-488-9804
Brien Center - 413-499-0412

Termination or Suspension:

There are only a few reasons that a child may be terminated or suspended from the program. One would be if a child is physically aggressive towards other children at the preschool and the other would be for non-payment. If either situation needs to be addressed the following steps will be taken.

1. You will be called to a meeting to discuss possible solutions to the problem, you will be given documentation of the days/times of the problem.
2. We will make a plan of action (an intervention plan or plan for payment) as well as set a date for a follow-up meeting
3. At the follow up meeting we will discuss the progress, if necessary we may make a new intervention plan.
4. Termination of a student will be limited to those that are not making progress and continue to be unsafe, as well as, failure to pay tuition.

Mandated Reporting:

Educators are mandated by law (M.G.L. c119, 51A) to make a report to the Department of Children and Families (DCF) if they have cause to believe that a child is suffering from abuse and/or neglect. If a report needs to be made to DCF the parent will be notified of all allegations of abuse neglect involving their child while in the care of the program.

Medication Administration:

EEC has regulations requiring educators to have a policy regarding administration of medication to children in care. You will receive the guidelines that all programs must follow along with this handbook.

Sick Children:

We will care care for mildly ill children in the program, however, you will need to keep your child home due to illness. If your child has a fever, diarrhea or vomiting, if they are possibly contagious, a cold with excessive cough or runny nose with colored discharge, flu, or lice, they should remain home. Your child may return to school 24 hours AFTER symptoms of illness end. If a child shows signs of illness during the day I will notify you immediately. Please pick up your child with-in an hour. You will be charged for days that your child stays home sick.

Transportation:

I will not be transporting your child in my vehicle at all, unless it is an emergency. If we have a field trip I will hire a bus company to take us to the location of the trip.

Emergency Plan:

The EEC requires all programs to have an extensive emergency plan. You will receive the plan for Ready Set Learn Preschool along with the parent handbook.