

S.P.I.C.E.
Higgins Family Child Care Home #32-5403314
STUDENT/PARENT HANDBOOK
2010-2011

(School Program Involving Creative Exploration)

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S.P.I.C.E. was created in 1994 as a summer program to provide meaningful educational and recreational experiences for children in grades Prekindergarten through sixth. By popular demand and my intense desire to provide developmentally appropriate learning experiences in a multiage setting, S.P.I.C.E. also operates during the school year.

THE S.P.I.C.E. PHILOSOPHY OF EDUCATION

The quote, "Childhood should be a journey, not a race" truly exemplifies one of the underlying philosophies of S.P.I.C.E. Students should be able to be immersed in a meaningful curriculum tailored, not only to their needs, but also to their desires. All kids are "at risk" if their needs are not met at the appropriate time and they all need an interactive language environment. They should have a continuous progress program and have performance-based assessments made by themselves, their parents, and their teachers. Kids like positive feedback (praise and rewards) AND appreciation related to the content of their interest and effort. Their concerns have to be treated with respect. Teachers need to be active listeners and sensitive to what's going on inside each child's mind. A good teacher doesn't need to be talking; we need children to be talking and thinking!

Program goals include developing a positive self-image, promoting individual creativity, encouraging social, emotional, intellectual, and physical growth, encouraging resourcefulness, and developing self motivation and self discipline. Each student, parent, and I must accept the responsibility for achieving these goals through a partnership in learning.

S.P.I.C.E. emphasizes early literacy skills with exposure through talking, playing, reading, writing, and learning phonics. The rich learning environment may include a Writing area, I.T.L. Phonics, Special Interest area, Math Land, an Artist's Corner, library, Science Center, Construction area, and Homemaking area.

The S.P.I.C.E. curriculum (Reading, writing, math, spelling, science, art, and social sciences) will be integrated in thematic units. Each week we concentrate on a certain theme, letter, number, color, etc. The ABCs are taught in the order our phonics program (ITL) goes, which is based on letter formation and concentrates on the phonetic sound of the letter. The children will be immersed in all areas of curriculum with thematic applications of the sound of the week. These themes are listed in the calendar available at the beginning of each school year.

FINANCIAL CONSIDERATIONS

Fees:

Rates are reviewed each year and are noted on the registration form. Fees are due on the first day of each and every month and include facility use, utilities, and most art materials. An additional materials fee for workbooks may be required. If payment is not received by the 5th of each month and prior arrangements for delay of payment have not been made, the student will not be allowed to attend school until the deficiency has been remedied. The entire monthly fee, which guarantees your student's space in Spice School, must be paid in full regardless of absences or vacations.

Extra fees may be charged for field trips, special projects or celebrations, etc. and are usually optional. The Spice families provide snacks on a weekly rotational basis.

Withdrawal/Termination/Trial Policy:

Both the student/family and Spice will enjoy a two-week trial period after enrollment, whereby either party can cancel enrollment without notice and any unused tuition will be refunded. A parent may withdraw his/her student at any time without cause or reason. The monthly tuition will not be refunded. If, at any time, a student or parent impedes the effectiveness of the staff or deliverance of a quality program, and cannot be remedied as determined solely by the teacher, Spice School may terminate a student's enrollment, without cause or reason, upon two weeks' written notice. In such case, any unused tuition will be refunded.

Late Pick-up:

Parents will be assessed \$1.00 per minute if pick-up is not made within five minutes after the close of the school day.

Hours

8:30 a.m. – 11:45 a.m. – Mon.-Wednesday.

SCHEDULE

8:30 a.m. - 8:40 a.m. - Table Toppers -There will be an activity table set up with books or things to do until we're mostly together. Please tell your child that the activity table is where we go when we first arrive at school. Our Opening time at the black chair always starts with a song - tell your child that he/she is to put away whatever he/she is doing when they hear the song begin and go sit in front of the black chair.

8:40 a.m. - 9:00 a.m.- Opening (Songs, calendar, news, etc.)

9:00 a.m.-9:10 a.m. - Movement, etc.

9:10 a.m. - 9:25 a.m. - Shared reading

9:25 a.m.- 9:50 - Instructional block of time

9:50 a.m.- 10:10 a.m. - Recess, snack, and share

10:10 a.m.-10:35 a.m. - Instructional block of time

10:35 a.m. - 11:05 a.m. - Free Play

11:05 a.m. - 11:25 a.m. - Instructional block of time

11:25 a.m. - 11:35 a.m - Closing

11:35 - 11:45 a.m. - Dismissal. Please wait for your child outside the school at the green gate. Each child will be dismissed as I see you.

Wednesday is called Wonderful Wednesday Fun Day. Children go right to Free Play when they arrive, rather than Table Toppers.

PARENT/GUARDIAN RESPONSIBILITIES

1. Transportation to and from S.P.I.C.E. Please be respectful of the speed limit in the subdivision, and of the safety of our neighbors. Please park outside the gate unless you are working in the classroom. Please bring your child in, get him/her settled, and sign in. Respect the learning of others - please keep voices quiet. Direct your child to the activity table in the kitchen.

2. Deliver and pick up your child on time. Children will be brought to the green gate at the close of school. They will stand in line until asked, "Who do you see?". If the parent is standing at the gate, the child will be dismissed. SLOW driving is appreciated!

3. Spice families appreciate confidentiality in issues regarding each child's social, emotional, and educational status. We all will work hard to make this one of our gifts to the Spice setting.

4. Please contact the teacher with any individual concerns, suggestions, or questions, which require clarification.

5. Appropriate clothing (marked clearly with your student's name). An extra pair of socks or slippers may be left at school.

6. Transportation for field trips.

7. Class snacks -each family brings snack for the week on a rotating basis.

8. Classroom volunteer work: instructional, library, reading buddies, etc.

9. Participate in the monthly classroom clean-up.

10. Proof of immunizations. Proof of current immunizations required by law is required of each student entering the S.P.I.C.E. program. A copy of the child's birth certificate, completed emergency form, release of liability, and a current health history must also be on file prior to your child's first day of school.

If your child has not been to Spice before, or visited the school, it would be nice to call and make arrangements to drop by and meet us, check out the school, etc. prior to the first day.

CLASSROOM VOLUNTEERS

Much of each child's success at learning is made possible by the generous donation of time in the classroom given by parents, grandparents, and friends. Adults in the classroom enable the students to participate in more hands-on activities in smaller learning groups. Volunteerism is a win-win situation for everyone and is very much appreciated! Procedures to remember when volunteering are:

1. Make a commitment to be a regularly scheduled classroom volunteer.
2. Find a replacement if you will be unable to participate.
3. Be on time.
4. Leave younger siblings in someone else's care while you spend time with your Spice student.
5. Make any suggestions you feel might enhance the program.

It is helpful to avoid chatting with teachers or other parents during school time. The children enjoy you becoming involved with them in the classroom or play yard!

Parent volunteers are often asked to record attendance, assist in learning centers, staple papers for cubbies, do prep. work for upcoming activities, set up snack, and wipe tables/sweep floors.

Special volunteer positions needed are: librarian, monthly calendar, celebrations and special events coordination, field trip coordinator, and community service organizer.

Reading Buddies - The kids really shine for Reading Buddies! This person can be you, a neighbor, relative, Senior citizen, grandparent, etc. who can volunteer to come in and read to our children. Reading Buddies schedule to be arranged.

Stations: Special Learning centers may be set up from time to time. We need volunteers to "man" the stations on these days.

CLASSROOM PROCEDURES

Indoor Rules:

1. "Inside voices" are used. All communication will be made in a friendly, cooperative, and positive tone with appropriate language used. Use of the hands or feet on or towards another person in an unfriendly manner will not be tolerated.

2. Students will walk, unless movement activities suggest other forms of movement. Students will be asked to "go back and walk" if walking is forgotten.

3. Bathroom use: Only one child may be in the bathroom at a time. Students may go to the bathroom, as necessary. Occasionally a student may be asked to wait momentarily until a direction or activity is completed. The door is closed, but not locked. Others waiting in line must knock and wait until the "coast is clear". All bathroom users must flush the toilet and wash their hands using soap.

4. Clean-up: A "clean-up" tape will be played at the end of free time. All children will help clean the classroom whether they participated in an activity or not. All chairs must be pushed in at all times to keep our room safe. Children should be encouraged to put away one activity before going on to another.

5. No gum or candy is allowed at school.

6. Children may remove their shoes, but must keep on socks or slippers.

7. If a child needs to borrow from our "extra clothing" box, please launder the piece and return it the next day. It would be nice to have an extra pair of socks or slippers left at school in case we get wet feet or we just want to relax. If your little one is likely to have an "accident" (potty training is a prerequisite to entry to Spice), an extra pair of bottoms is nice.

8. Spice toys should stay at school. If your child brings home a toy, etc. from Spice, please have it returned the next day.

9. Children may not interrupt the learning of others. They need to sit quietly at "black chair" or table time and, if they cannot, may be removed from the group until such time as they have control of their voice or body.

10. Students will stand in an orderly line to go outside.

Outdoor Rules:

1. The same high expectations for speaking kindly to one another, as well as use of the body in a friendly manner, will be held in outside play.

2. Children need to stay in the back yard, within the sight of adults and teacher. Boundaries must be learned and adhered to.

3. There will be no jumping from or sitting on the top of the play equipment.

4. No play equipment may be used as sticks, guns, swords, etc. No play or real guns, knives, or any device considered to be a weapon of any kind may be brought to school at any time.

5. All children will help clean up the play yard at the close of outside play.

6. Students will line up outside the classroom door and wait for an adult or teacher to dismiss the line.

FOR YOUR INFORMATION ITEMS

Snacks:

Students sign up to be the Snack King or Queen for a one-week period on a rotational basis. The snack should represent an aspect of the week's theme, letter, or number, etc. Parents are asked to write the name of the snack on paper so the child can "read" it. The Snack royalty will stand at the beginning of snack and give a reason "why the snack got to come". Snacks do not have to be anything elaborate - just nutritious!

1. Children will wash their hands before snack.
2. Each patron of the "Spice Café" must wait until the snack person explains the snack and gives permission for us to begin.
3. We encourage tasting of every food.
4. Allergies to foodstuffs must be noted on the medical information form and will be posted in the kitchen area. The child's parent will provide special diet requirements.
5. Diners raise their hand (their "flag") to signal when they wish seconds or refills.
6. We wait patiently at the table until everyone has finished eating.
7. Spice Café rules apply both indoors and outdoors.

Share:

A share schedule is posted noting which day the child will be sharing (send only 1 share item). The share item needs to depict an aspect of the week's theme and the sharer will get to tell, "Why it got to come". Share time is usually during snack.

Field Trips:

May be scheduled and will be optional. Parents will be required to attend field trips in order for their child to go unless they can find an "adoptive" parent to assume the responsibility. There may be an additional cost for special trips/admissions. A permission slip must be completed prior to the field trip for your child to be able to attend such trips. All volunteer drivers must present evidence of liability insurance

for any vehicle, a valid driver's license, and a clear driving record before transporting students. Parents must provide their own car seat, weight and age appropriate, for their child.

Book Orders:

Ordering books is totally optional. It is nice when you give your child an opportunity to do a job around the house to earn money for a book. Books also make great gifts for Birthdays, etc. Book orders go out monthly. Checks are made payable to Connie.

Homework:

Homework is assigned to all students on a "do when possible" basis and needs to be completed and returned. Sometimes we send a "family homework" project to do together. Homework goes in the homework basket by the share box. Please have your student put his own homework in the basket, his library folder in the library, his own reading record in the tub, etc. - it builds responsibility!

Assessments:

Traditional "report cards" will not be issued. Authentic assessment tools, including child/parent/teacher portfolios and child/parent/teacher conferences, as needed, will be used to map your child's progress.

Birthdays and Holidays:

Spice kids and parents are "party animals"! The first Wednesday of school we will celebrate the Birthdays which fell over the summer months. It is nice if the Birthday person can give a Birthday book to the class with his/her name, picture, and date written inside. Birthdays will be celebrated at school - let me know if you want to do some sort of a party. We won't have gifts from each other, but the class will give a Birthday pencil, etc. to the Birthday person. Halloween, Thanksgiving, Christmas, Valentine's, St. Patrick's, and Easter parties are held, as well as recognition for many other holidays. If a child is unable to participate in a particular holiday, please inform the school. The parent may choose whether or not to be involved and may keep the child home that day. If your family has a particular celebration you would like to see included, please put a note in the message basket.

Donations:

Trucks, play equipment, riding toys, books, occupation hats (chef, nurse, army, etc.), purses, jewelry, etc. are always welcome and appreciated at Spice!

Visitors:

The program is open to registered children. Parents are welcome and encouraged to attend at any time.

HEALTH AND SAFETY

The number one rule at Spice School is, "Be safe, have fun!". Safety is a top priority and suggestions that will enhance or improve our safety record are appreciated!

1. Children will be supervised during all activities.
2. All classroom volunteers are encouraged to become certified in CPR and First Aid.

Drop off/Pick up:

Each child will be released to the parent or persons designated on the Release Form. Any deviations from those persons authorized on the form must be in writing, and, should be prearranged so both the child and the school knows of the change.

Child Abuse Reporting:

All providers, administrators, and teachers are mandated reporters of child abuse (physical, sexual, and emotional) and are required to contact Child Protective Services, if abuse is suspected.

Emergencies:

Your completed emergency form will be on file at S.P.I.C.E. In the event of an emergency, S.P.I.C.E. leaders will try to contact the parents, then those persons listed as emergency resources on the student's emergency form. Please provide us with any medical information that we need to be aware of. Please complete an emergency permission form at Seneca Hospital.

Students may not attend school if they have a fever or are showing signs of a communicable disease. A child must have been on antibiotics for at least 24 hours and have no fever before returning to school. Parents should expect a telephone call from the teacher to pick up their child for the following clinical signs of illness: fever, vomiting, diarrhea, impetigo, mouth sores, strep throat, listlessness, red or runny eyes, head lice, and undiagnosed tummy or head ache. Every attempt will be made to notify families if their child has been exposed at school to a contagious disease.

In the event that I become ill and cannot perform teaching duties, I will make every effort to provide a suitable replacement. If I cannot secure a suitable replacement, each Spice family will be

notified and will have to make other arrangements for their child for that day.

Medications:

Medications may be administered by the child's parent only, or with the written permission of that parent. The medication must be in the original container labeled with the child's first and last name, current date, expiration date, and specific instructions for giving, storing, and disposing of the medication, accompanied with a note from the child's doctor. If a child is ill, the student should not be at school.

Accident Reports:

Any time a child has an accident requiring any kind of treatment - even just washing - it needs to be noted on the ACCIDENT FORM by the First Aid kit, with a copy put into the child's cubbie. If an emergency has occurred, the Emergency form in the child's folder will be pulled and the parent or designated adult will be contacted. If such persons cannot be reached, the child will be seen at the emergency room at Seneca Hospital.

DISCIPLINE POLICIES

Program policies:

Appropriate conduct and positive communication skills are expected and necessary of any S.P.I.C.E. student. Oftentimes we will ask the group, "What could ____ do about that?", or "____ has a problem. How can we help?". We also try to empower each student to ask to be treated with kindness and respect. Disruption of another student's safe and positive learning environment or his/her opportunity to learn will not be tolerated. All students are held accountable for their attitudes towards each other, adults, and the teacher. Under NO circumstances will a child be hit, spanked, shaken, or otherwise handled. Discipline will be administered and maintained in a positive manner that is child-centered and will contribute to the child's positive development. Staff will share information about the child's progress and behavior with parents on an on-going basis. We plan to have an enjoyable experience with all students. However, behavior that is consistently disruptive, harmful, or causes property damage will result in the following disciplinary actions:

Ongoing:

The behavior will be discussed with the child.

First major occurrence:

A time-out will be assigned/parent will be telephoned.

Second major occurrence:

A conference will be scheduled with the child, parent, and staff. A plan will be devised to encourage behavior modification.

Third major occurrence:

At the director's discretion, this may result in the student's suspension or dismissal from the program and no refund will be issued.

COMMUNICATION

Announcements, sign-ups, etc.:

Please put monthly calendars, newsletters, updates, etc. in a special place and refer to them often. Check the school's front door daily for important announcements.

Cubbies:

If you want to put invitations, blurbs about an event, etc. in the children's cubbies, please run it past me first. If you receive something in the cubbie that you don't want to participate in, just throw it away. Clean out your child's cubbie every morning when you drop him/her off.

Absences:

If your child will be absent from S.P.I.C.E., please call the office at 258-2547 before 8:15 a.m.

Calling Teacher:

Feel free for you or your child to call me anytime regarding any matter (confusion on homework, problems at school or home, loss of a tooth, etc.). We are here for you and your child.

Policy changes:

The Director reserves the right to change any written or unwritten Spice policy, including fee increases, with a thirty day written notice to the Spice parents.

**Thank you for choosing
S.P.I.C.E.
as a partner in your child's education!**

**PLEASE RETURN THIS PACKET, WHEN COMPLETED, TO
SPICE SCHOOL**

Parent Agreement

I have received, read, and reviewed the Spice School Student/Parent Handbook, 2010-2011, and understand the policies and procedures included therein. I agree to abide by the same.

SIGNATURE OF MOTHER

SIGNATURE OF FATHER

DATE

DATE