



# Preschool P.A.L.S.

... Play And Learn through Song!

A Program of Maple Avenue Music Studio

199 West Maple Avenue, Myerstown

Director: Sharon Wenger

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## PRE-K PRO CLASSES FOR 2024-2025

**3-Day Format: Monday, Tuesday, Thursday**

**For Students Turning Age 4 by 8/31/24**

Two Options: AM Class... 9:00-11:15am • PM Class... 12:30-2:45pm

Tuition: \$150/month (10 Total Payments) • Class Runs September-mid-May

Max Class Size: 10 Students • Child/Teacher Ratio, 5:1

### SELF-HELP SKILL REQUIREMENTS FOR ALL STUDENTS

- fully potty trained
- use tissue & hand sanitizer
- cough & sneeze into elbow
- take off & put on shoes
- follows parents' directions the first time given

### GOALS FOR THE STUDENT

- separates easily from parents
- respects/responds to teacher's authority
- plays & works with a positive attitude
- demonstrates self-care skills
- counts to 10 or higher
- counts objects with 1-to-1 correspondence
- writes name with 1<sup>st</sup> letter uppercase only
- identifies uppercase letters
- identifies lowercase letters
- rhymes, counts syllables, hears beginning sounds
- shares with others
- uses materials carefully
- follows directions
- participates in group activities
- identifies numbers 1-10 in print
- spells name verbally
- knows 8 shapes
- handles a book appropriately
- can use scissors & glue without help
- knows some letter sounds

### STUDENT SUPPLY LIST

- Daily:
- ✓ full-sized backpack
  - ✓ optional water bottle (no juice, milk or other beverages permitted)
  - ✓ wear slip-on shoes... that the child can put on/take off unassisted
  - ✓ keep extra socks in backpack, as shoes are removed (no bare feet)
- First Day:
- ✓ hand sanitizer or foam soap refill (Mrs. Wenger will specify in summer)
  - ✓ 1 box tissues
  - ✓ 1 roll strong paper towels
  - ✓ 1 package baby wipes

*GENERIC BRAND SUPPLIES ARE COMPLETELY ACCEPTABLE!*

### IMPORTANT DATES

**Meet the Teacher Day: Tue, Aug. 27- AM Class Students**

**Wed, Aug. 28- PM Class Students**

**First Day of School: Tuesday, September 3**

Preschool PALS is not a licensed preschool, but rather a program of Maple Avenue Music studio. Input from local kindergarten teachers has shaped the learning goals of our programs so we can effectively prepare students for kindergarten. We use a blend of student-led and teacher-directed activities to nurture children in a Christ-centered environment.

# PROGRAM POLICY

- CALENDAR**
- We follow Elco's schedule (with a few exceptions) so families in the district are all on the same schedule.
  - Regular attendance is expected of students, barring normal cases of sickness, family trips, etc. Students who choose to attend infrequently may be replaced by a child from the wait-list.
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- TUITION**
- **PAYMENT IS BASED ON 10 TUITION PAYMENTS, even though school is only 9 months.** The first tuition payment is due with registration and compensates the preparations done in summer. The remaining balance is then paid monthly, September-May. Those who wish to pay the balance up front in September may do so, but regrettably no tuition discount can be made.
  - Tuition covers much more than just in-class time, including all behind the scenes work like planning & prep, as well as staff stipends, supplies, utilities, maintenance & upkeep. All payments are nonrefundable.
  - Enrollments holds a spot for your child that cannot be resold; payments cannot be adjusted for absences.
  - **LATE PAYMENT FEE:** \$15 in addition to the original payment amount.
  - **RETURNED CHECK FEE:** \$25 plus any bank fees charged to Mrs. Wenger.
  - **INCLEMENT WEATHER:** While we try to follow Elco's policies for inclement weather, we have no snow removal crew. For safety's sake, we may therefore cancel on days when Elco does still have class.
  - **PERSONAL DAYS:** Mrs. Wenger is allotted 3 days to be used in case of sickness, death in the family or other family emergency. If more than 3 classes are used and they cannot be made up, a compromised refund or credit of 50% per class will be issued.
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- HEALTH MEASURES**
- Preschool students excel at spreading germs. Therefore, please keep your child home if he/she has common cold symptoms such as runny or stuffy nose, coughing, sneezing, sore throat. Children should also stay home if they have the following: fever; chills; diarrhea; headache; loss of taste or smell nausea or vomiting; any unexplained rash; head lice; pink eye\*; ear infection\*; tiredness or lethargy.
  - \*PINK EYE & EAR INFECTION: Antibiotics must be taken for at least 24 hours before returning to class.
  - Students are given hand sanitizer upon arrival, and wash hands with soap and water after each toilet use.
  - If you choose to send your child to school sick, and germs pass to Mrs. Wenger or her family, school will cancel since we have no substitute teachers. Be considerate of others and keep your ill child at home.
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- POTTY TRAINING**
- Students must be toilet trained to attend preschool, but accidents may still happen. Our policies are:  
♦ pee accidents – child will be changed by a staff member ♦ poop accidents – child will be sent home.  
If frequent accidents occur, the child will be removed from class for 2 weeks to continue training at home.
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- DROP OFF**
- A 10-minute arrival window is granted; after 10 minutes of class time, arrival time ends & the door locks.
  - **NO STUDENT WILL BE ADMITTED EARLY; the "open" flag denotes the start of each class.**
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- CLASS TIME**
- Children must function independently within a class setting; we cannot teach special needs pupils.
  - Students may be removed from the program without refund for: parents' failure to follow program policy or make payments; theft or destruction of property; repeated disrespect, disobedience, or disruption.
  - Should an emergency arise, every effort will be made to reach the student's parents or emergency contacts. Parents agree to release Mrs. Wenger from liability and to assume any related costs of treatment.
  - Snack time does not occur at school; students should eat a healthy meal before class.
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- PICK UP**
- Parents are expected to return to school **before class ends** so dismissal can be immediate.
  - Late parents will be given a written warning, after which an overtime rate of \$5/minute may be charged.
  - If lateness becomes a habit, the child may be suspended from class or dismissed from the program.
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- PHONE INTERVIEW**
- New families are required to participate in a brief phone interview prior to registration. This helps to determine if the program is a good fit for the child in question.
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- CLASSROOM VISIT**
- Visits are no longer required for admission but can be scheduled for a \$25 fee. This amount is then deducted from registration. Mrs. Wenger will inform visitors of meeting guidelines.
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- 1 WEEK DEADLINE**
- Families have 1 week to return their completed registration form. The child's spot is forfeited once the 1-week deadline expires so Mrs. Wenger can report accurate class openings to other inquiring families.
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- AFTER JULY 1**
- Students who register after July 1 risk not having paperwork processed in time to attend the first week of school. To ensure attendance on the first day, a \$50 rush fee can be submitted.

## REGISTRATION OPENS JANUARY 1

Please request a registration form if interested. Items needed for registration:

- Digital Student Photo     Registration Form: 2 pg.     Registration Fee: 1 month's tuition