



# Preschool Packet

POLICIES, SCHEDULE & CALENDAR



# PRESCHOOL POLICIES

## Preschool Package Details

- Preschool packages are available to members only.
- All preschool packages are based on a 4 WEEK period. You can start preschool any day of the month. The package you choose determines how many days of preschool you have per 4 week period. Please let us know which days of the week your child will attend.
  - 2 days a week = 8 days of preschool within your 4 weeks
  - 3 days a week = 12 days of preschool within your 4 weeks
  - 5 days a week = 20 days of preschool within your 4 weeks
- We offer flexibility in choosing the days of the week your child attends preschool, provided they are within the 4-week package starting from their first day. Attendance must always fall within one of our designated time blocks (8am-12pm, 8am-1pm, 9am-12pm, 9am-1pm, 8am-3pm, 9am-3pm).
- If your child misses a day of preschool and you wish to schedule a makeup day, please notify us at least 24 hours in advance. Additionally, please inform us of the intended makeup day so that we can prepare the necessary materials and adjust staffing accordingly.
- Make-up days must be scheduled within your monthly package. If you have a 5-day per week preschool plan, we will extend the plan by one additional week to accommodate make-up days. These days must be used during our preschool hours (8am - 3pm) and cannot be split across multiple days.

## Preschool Hours & Late Pickup

- Preschool hours are 8am-3pm.
- Preschool packages include:
  - 8am-12pm, 8am-1pm, 8am-3pm
  - 9am-12pm, 9am-1pm, 9am-3pm
- We provide a 10-minute grace period (free of charge) before or after scheduled preschool hours. Any time exceeding this grace period will be billed at our standard hourly rate.

## Food Policies: Lunch & Snack

- We provide a complimentary snack at 10:30am. For children with packages past 12:00pm, lunch is included.
- As per DHEC, external food items are not permitted within our center. For details on any exceptions, please consult our website and handbook.

## Items to Bring

- Children are required to wear socks in the center. Socks can be purchased for \$3.00.
- Please bring a sippy cup and/or water bottle (preferably labeled with your child's name).
- Please bring extra diapers and wipes and/or change of clothes depending on whether or not your child is potty trained. Diaper charge: \$1/diaper.

# DAILY SCHEDULE

### 8-9 AM – ARRIVE & THRIVE

- Individualized hands on learning
- Montessori trays and introduction to new work
- Morning stretches and socialization

### 9-9:45 AM – CENTER CREATIVITY

- Centers and discovery table
- Independent stations and puzzles
- Working trays and activity exploring

### 9:45-10:15 AM – PLAYSET & MOVEMENT

- Center cleanup
- Morning stretches, movement and dance

### 10:15-10:30 AM – MORNING SNACK

- Wash hands
- Community snack

### 10:30-11 AM – GROUP GATHERING

- Morning circle time
- Weekly theme discussion
- Sing songs and weather
- Letter of the week
- Group learning

### 11-11:45AM – ARTIST EXPRESSION

- Arts and craft activity
- Arts based products and exploration process
- Sensory exploration
- Working trays and activity exploring

### 11:45-12 PM – EXERCISE AWAY & 1st DISMISSAL

- Center cleanup
- Kids yoga, dancing and playset

### 12-12:30 PM – LUNCH BUNCH

- Wash hands
- Community lunch

### 12:30-1 PM – DEPART WITH A BIG HEART

- Reflection time
- Relaxing reading circle and imagination stations
- 2nd dismissal

### 1-3 PM – AFTERNOON ENRICHMENT

- Mini Makers & Sensory Exploration
- Independent exploration and small group instruction

# PRESCHOOL CALENDAR

## August - September

Theme: Building Our Community

Character trait: Curiosity and wonder

August 18-22: All About Me

August 25-29: Manners and Sharing

September 1-5: Friendship and Kindness [9/1 Labor Day; KG Closed]

September 8-12: 5 Senses

September 15-19: Community Helpers

September 22-26: Eric Carle

## October

Theme: Falling Into Fall

Character trait: Courage

September 29-October 3: Emotions/Feelings

October 6-10: Seasons

October 13-17: Creepy Critters/Nocturnal Animals

October 20-24: Fall/Harvest

October 27-31: Pumpkins [10/31 Halloween Party]

## November

Theme: Cultivating Gratitude

Character trait: Gratefulness

November 3-7: On the Farm [11/4 Election Day; KG Open]

November 10-14: Weather

November 17-21: Feathers, Friends, & Folk Tales

November 24-28: Thanksgiving [11/27-11/28 KG Closed for Thanksgiving]

# PRESCHOOL CALENDAR

## December

Theme: Around the World

Character trait: Generosity

December 1-5: The Water Cycle

December 8-12: Holidays Around the World

December 15-19: Holidays Around the World

December 22-26: Winter Camp [12/24-12/26 KG Closed]

December 29-January 2: Ringing in the New Year [1/1 NYE; KG Closed]

## January

Theme: Winter

Character trait: Peacefulness

January 5-9: Winter

January 12-16: Hibernation

January 19-23: Arctic Animals [1/19 MLK Day; KG Open]

January 26-30: Nutrition

## February

Theme: Heart Centered

Character trait: Kindness

February 2-6: Health

February 9-13: Transportation [2/14 Valentine's Day Party]

February 16-20: Fairy Tales [2/16 President's Day; KG Open]

February 23-27: Fairy Tales

# PRESCHOOL CALENDAR

## March

Theme: Rhythm and Rhyming

Character trait: Patience

March 2-6: Dr. Seuss

March 9-13: Ocean Animals

March 16-20: Music and Rhythm [3/17 St. Patrick's Day]

March 23-27: Spring

## April

Theme: Spring and Earth

Character trait: Independence

March 30-April 3: Seeds --> Plants

April 6-10: Spring Break Camp

April 13-17: Caterpillars --> Butterflies

April 20-24: Earth Day/Recycling [4/22 Earth Day]

April 27-May 1: Insects

## May - June

Theme: Above and Beyond

Character trait: Helpfulness

May 4-8: Rainforest; [5/10 Mother's Day]

May 11-15: Outer Space

May 18-22: STEAM

May 25-29: Summer [5/25 Memorial Day; KG Closed]