

Miss Fran's Early Learning Center Information and Practices

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- Days of Operation:** Monday – Friday, 7:30am – 6:00pm, year round. We close for major holidays.
* See calendar in packet
- Registration Fee:** There is a one-time non-refundable registration fee of \$60 per child. This fee is due at time of registration.
- Fees:** Payments are due every other Friday; cash, money order or check. * See fee schedule in packet.
- Late pick up:** A \$5.00 late fee will be charged for the first 1-5 minutes of lateness, starting at 12:30pm and 6:00pm. Each additional minute is \$1 per minute. Please be on time!
- Necessities:** Every Monday, please send in a backpack with: two covers (ex: crib sheet, blankets), a small pillow and a change of clothes to keep at school. Every Friday we will send home the backpack with your child's work folder and covers for washing. Please return backpack to school on Mondays. Children must bring a lunch daily. Please label lunch box/bag with child's name. Children will need a folder for their work; VPK children will need two folders.
- Monthly Calendar:** At the beginning of each month we send home a monthly calendar with weekly/monthly themes, dates for show & tell, book orders and other activities/events. Please hang the calendar somewhere so that you and your child can look at it daily.
- Show & Tell:** Show & Tell days are stated on the monthly calendar. This is the only day that students are allowed to bring toys to school.
- Pizza Day:** Every Friday is pizza day. The cost is \$3.00 cash and includes a drink and a side. Money must be turned in by 9:30am each Friday.
- Sign in/Sign out:** You must sign your child in and out of school every day. Please bring your ID for the first few weeks until all teachers can recognize authorized persons for pick up. You **MUST** sign in and out with your FULL NAME and LEGIBLE SIGNATURE. **NO** initials please!

Assertive Discipline:

Miss Fran's Early Learning Center uses the Assertive Discipline system. This system teaches two basic concepts: Certain behaviors are undesirable and should be avoided and other behaviors are desirable and should be repeated.

The system consists of class and school rules, consequences and positive reinforcement. All classroom and school rules are posted in each classroom. Teachers review and discuss with children the rules, consequences and rewards on a daily basis.

Classroom/School Rules examples:

- Be nice, kind and friendly to others
- Respect yourself and others
- Keep your hands, feet and mouth to yourself
- Listen to all teachers/staff
- Follow directions
- Walk in a line
- Raise your hand and wait to be called on

Warnings and time out are given as consequences, with time out minutes determined by the child's age (one minute per year of age).

This chart is per day:

- 1st time rule broken = warning
- 2nd time rule broken = time out
- 3rd time rule broken = time out, note home to parents
- 4th time rule broken = time out in Miss Fran's Office and discussion with Miss Fran. Teacher/Miss Fran will speak to parents at end of day.
- Repetitive rules broken or severe situation = child will be sent to Miss Fran's Office and the parent will be called.

Positive Reinforcement

Verbal praise

Stickers/Stamps

King & Queen Award (with 10 awards child can pick from prize box)

Positive notes home