

S.N.A.C.S. Preschool

Development Grant Program Handbook



S. N. A. C. S. Preschool
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Welcome to the SNACS Preschool!

SNACS Preschool is a subsidiary of Sierra Nevada Academy Charter School serving grades K-8. Our mission is to provide young children with a developmentally appropriate program promoting academic, physical, social, and emotional growth through play.

Why Play? Young children learn and develop their understanding of the world through play. Children learn and develop a multitude of skills through play in the areas of: literacy and language development; mathematical, logical and scientific thinking; social and emotional relationships; music; art studio; theatrical arts; and in physical fitness.

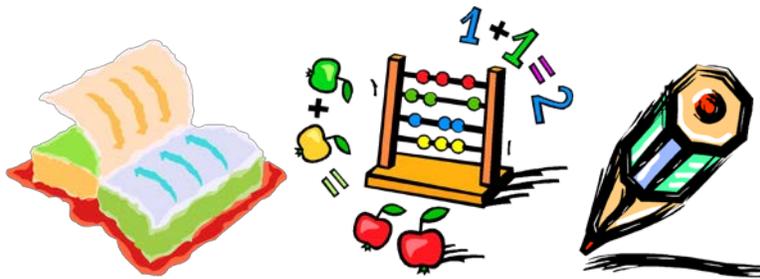
Curriculum is designed to provide developmentally appropriate activities in which young children learn. Using the Reggio Emilia approach, children explore their "hundred languages" through making choices. As a result, children learn early childhood academic skills as well as independence and develop social skills.

SNACS Preschool staff work together, with parents as our partners, to provide young children with a positive school experience in a warm and supportive environment that incorporates the whole child. Our goals for all children attending SNACS Preschool is to foster and develop a love of learning, an awareness and knowledge of the world in which they live and to help them to make decisions about their relationships in the world.

SNACS Preschool is a licensed program accredited through the National Association for the Education of Young Children (NAEYC). Being accredited through NAEYC is the Gold Stamp of Approval on the program and practices. SNACS Preschool staff has worked to ensure all 400 criteria in 10 categories were implemented in the program. The 10 areas examined include: Relationships, Curriculum, Teaching, Assessments, Health, Teachers, Families, Community, Environment, and Leadership. We believe our program establishes a solid foundation for successful transition into the primary grades.

SNACS Preschool is excited to be awarded the Nevada Ready Preschool Development Grant Program, a federally and state funded high-quality preschool grant opportunity. The grant will provide funding for preschool children to attend a free 5 hour per day preschool program that will run in conjunction with the traditional school year. The preschool was chosen by the Nevada Public Charter School Authority (NPCSA) as one of two charter school sites in the state and the only Northern Nevada charter site to offer the program. The preschool will provide a developmentally appropriate kindergarten readiness program. The preschool will continue to provide tuition-based full-day preschool and an extended-day program for those families enrolled in the Nevada Ready Program. SNACS Preschool accepts Children's Cabinet and other subsidy programs. Both programs will run simultaneously to ensure access to high-quality program for all children. Children in the program will be eligible to attend Sierra Nevada Academy Charter School for kindergarten. The program faculty will be working toward being rated in the Nevada Quality Rating and Improvement System. The program currently offers 20 spots and may increase in the future.

Thanks for allowing us the opportunity to work with you and your child. We are proud of our preschool and expect you to be too!



Required Documentation

Upon completion of the *SNACS Preschool Development Grant Program 2016-2017* application.

Please provide:

1. Proof of Income
2. Updated Immunizations
3. Original Birth Certificate
4. Well Check (30 days)
5. Valid Parent I.D.

Staff will verify the previous items and make copies for the centers records.

Center Philosophy

We at SNACS Preschool believe in the development of the whole child. Young children learn and develop their understanding of the world through play. Children learn and develop a multitude of skills through play in the areas of: literacy and language development; mathematical logical and scientific thinking; social and emotional relationships; music; art studio; theatrical arts; and in physical fitness.

Our goals for young children

- feel important and honored.
- be competent and confident in their abilities.
- be self-directed in a constructive, creative manner.
- learn cooperation with children and adults.
- develop self-control and a sense of right and wrong.
- develop a love for learning and the ability to know how to learn.
- reach their full potential in emotional, intellectual, physical and social development.
- be successful in future educational experiences.

Curriculum

Curriculum is designed to provide developmentally appropriate activities where young children learn. Using the Reggio Emilia approach, children explore their "hundred languages" through making choices. As a result, children learn early childhood academic skills as well as independence, and develop social skills. In addition, we offer specialized time to explore theatre, art studio, music, physical fitness and social skills.

SNACS Preschool staff work together, with parents as our partners, to provide young children with a positive school experience in a warm and supportive environment that incorporates the whole child. Our goals for all children attending SNACS preschool is to foster and develop a love of learning, an awareness and knowledge of the world in which they live and to help them to make decisions about their relationships in the world.

Assessment Policy and Procedures

Assessments are defined as the process of observing, recording and otherwise documenting what children do and how they do it as a basis for a variety of educational decisions that affect the child and the program. Assessment provides tools to support children's learning.

Assessment is done both summative and formative. Family home language, culture and experience is always considered. Individual child ability and disability is always considered. All formal assessment results will be maintained per the Privacy Policy.

Summative

- Star Renaissance- an early literacy assessment completed 3 times per year.
- Brigance Screenings- a preschool and kindergarten readiness screening completed at the beginning and end of the school year.

Formative

- Classroom-level curriculum-based assessments both formal and informal.

Personal Learning Plans or PLP's are completed for each student progressively throughout the school year. This tool is used for teachers to track student progress and share the progress with administration and parents.

SNACS Preschool creates and progressively maintains student portfolios throughout the school year. These portfolios help ensure teachers and parents to track the progress of each individual student. Portfolios and Assessments will be shared with parents during Parent Teacher Conferences preformed 3 times per year. Please see the attached calendar for these dates.

Assessment Results Privacy Policy

All assessment results are used to enhance the program and to address the needs of individual students. These results will be utilized and shared between SNACS Preschool staff as a means of problem solving and brainstorming ways to better serve the children in our program.

Confidentiality will be maintained as per our Statement of Confidentiality; however, within the Center it is both appropriate and necessary to share information so we can better meet the needs of the children. Assessment results may also be shared, upon consent from parents, with identified professionals for referral.

Parents are welcomed and encouraged to view their child's individual results, ask questions and contribute to all the assessment processes.

Hours of operation

The Development Grant Program will run from 8:00 am - 1:00 pm. Arrival will be from 7:45 am - 8:00 am and dismissal from 1:00 pm - 1:15 pm. Arrival and dismissal will be from the Preschool playground. A valid ID will be necessary for pick up, no student is to be released to those not on the pick-up list. We will not accept "call-ins" for pick up. If a Student needs to stay at the Preschool outside of these hours, they will be included in the pre-paid program through SNACS Preschool.

SNACS Preschool is open Monday through Friday from 6:30 a.m. to 6 p.m. Grant Students can be admitted into the program upon registration and payment. A late fee of \$1 per minute will be charged for late pick-ups past 6:00 pm, no exceptions and payable at the time of pick-up.

Charges for the Development grant program before/after care:

6:30am-8:00am.....	\$15 per week
1:00pm-3:00pm.....	\$25 per week
3:00pm-6:00pm.....	\$60 per week

These prices are subject to change.

Holidays and Breaks

Please see the attached calendar for dates on holidays and school breaks. The Grant program follows the Sierra Nevada Academy Charter School calendar.

Parent Expectations

1. Parents are expected to participate in parent engagements nights. Staff will be holding engagements nights where parents can meet the teachers and parents can participate in the education of students in multiple ways. Engagement nights can be found on the calendar.
2. Parents are expected to volunteer in the student's classroom. We expect each family to donate 30 hours per school year in some capacity to SNACS Preschool. Those who choose not to volunteer are asked to donate \$150 in lieu of volunteerism hours (\$5 per hour for 30 hours).
3. Parents are expected to have students on time for school. Being that we have a limited amount of time, it is important to be at school no later than 8:00 am. If students are continuously late, we are at liberty to drop the current student from the SNACS Preschool Development Grant Program.

Volunteering and Parent Participation

We would like parents to have many opportunities to become involved at the center. In order to give families the opportunity to participate in our program any member of the family can become involved. Parents will be required to read and sign the Parent Statement of Confidentiality when performing in-class "Parent Hours" to insure confidentiality. Our parent involvement activities are meant to be fun and informative. Parents are required to participate in a minimum of 30 hours per year. There are a variety of ways for parents to participate. Here are some examples:

- Workdays- clean up, painting and maintenance of the school.
- Fundraisers- Open House, Harvest Festival, Spring Fling, Farm day, Etc.
- At home projects- repairing books, cutting out art activities, making flannel stories, etc.
- Attending Parent Engagement Nights provided by the center.

Please check with the Head Teacher in your child's classroom. The Preschool office will track how many hours you have accumulated. There will be a "Parent Hours" sign in sheet in the volunteer binder. Each parent or representative will need to sign a Statement of Confidentiality and complete the Volunteer requirements *before* spending any time in the classrooms. Thank you for your support in advance!

Absence Policy

Recognizing that being a student at SNACS Preschool is a choice made by parents and students, and recognizing the attendance policy is vital to each of SNACS Preschool Students' ability to achieve academic growth at their fullest potential, the following attendance policy is set forth:

- When a student is absent, the legal parent/guardian must call or send a note to the preschool to excuse the absence.
- Excessive absences without documentation may be subject to be dropped from the Development Grant Program as we have a waitlist for other students.

Meals and Nutrition

Early Morning Snack is served at school around 8:30. Breakfast items may include; pancakes, muffins, english muffins, bagels, oranges, apples, and milk. It is advised that students also eat breakfast at home to be truly prepared for the learning day.

Mid-Morning Snack may also be provided by the facility but it is advised to bring snack as well. Snack includes; various crackers, yogurt, string cheese, celery, cucumbers and juices.

Lunch is not provided by the facility at this time. Please provide your child with a nutritious meal and additional snacks. Please notify your child's teacher of any known allergies in writing and on the Emergency Contact Information form.

Communication

Life Cubby is a great communication tool we will use every day in the classroom. Life cubby has attendance, notes, boo-boo reports, pictures, lesson plans, and email blasts that will help with day to day communication between parents and teachers. Life cubby is an app that you can download on your phone to get notifications about your child's day. The email and phone number you provide is the way we will connect you to your individual child. Parents should sign students in and out every day on the parent communications iPad.

Blackboard Connect is used as a school wide home communication system via phone calls, texts and emails. These notifications will be sent to update parents on events, announcements, and emergencies. Please make sure your information is up-to-date with the preschool as well as the front office.

Class Dojo is a class point system to keep students on track throughout the day. Students get very excited about earning points in the classroom. Class Dojo is an app that you can download on your phone to track your child's progress throughout the day. The email and phone number you provide is the way we will connect you to your individual child.

Phone calls: We have a school phone in the classroom where we can be reached at any time, however if it is not an emergency, please make phone calls outside of our 8:00am-1:00pm window. Teachers are available to meet before or after school but we will start class right at 8:00am each day.

Emergency Contact Information:

Child's name: _____ DOB: _____ Current age: _____

Allergies: _____

Address: _____ City/state: _____ Zip: _____

Guardian #1: _____ Wk #: _____ Hm #: _____ Cell #: _____

Address: _____ City/state: _____ Zip: _____

Guardian #2: _____ Wk #: _____ Hm #: _____ Cell #: _____

Address: _____ City/state: _____ Zip: _____

Names of Other Individuals to be contacted in case of an emergency:

Name: _____ Relationship to Child: _____ Phone: _____

Address: _____ City/Zip _____

Name: _____ Relationship to Child: _____ Phone: _____

Address: _____ City/Zip _____

Name: _____ Relationship to Child: _____ Phone: _____

Address: _____ City/Zip _____

Physician to be called in an Emergency:

Name: _____ Phone: _____

Address: _____ City/Zip: _____

Hospital to be called in an Emergency:

Name: _____ Phone: _____

Address: _____ City/Zip: _____

Medical Release: When I/We cannot be located after reasonable efforts under the circumstances, the principal (or his/her designee) is authorized under NRS 129.040, but not required, to seek medical care for the above named student, in case of serious illness, accident, or other emergency requiring immediate hospitalization, medical attention, or surgery. I/We also agree to be responsible for all medical costs incurred on the student's behalf.

Parent/Guardian Signature

Date

Permission Form

I hereby give permission for SNACS Preschool to include my child _____ in the following activities: (Child's Name)

Please Note: SNACS Preschool is a training school and many of the following activities are a requirement either for Accreditation purposes or for practicum.

- Pictures taken of my child to be used for educational purposes, teacher training, observation documentation for child portfolios, accreditation evidence of curriculum for classroom and child portfolios, publications and promotional events, and other school uses. My child's full name will be used only with permission.
- Distribution of my address, email address, and/or phone number to other parents of a child enrolled in the school. (Addresses will not be given out for any commercial purposes.)
- Observations of my child may be conducted by college students and other observers as approved by the Director. I understand that only my child's first name and information such as age, number of siblings, and other non-identifying information will be provided to observers.
- Examination of my child's enrollment and health information by representatives of Nevada State Licensing, Health and other state or local agencies having a legitimate need to examine such records.

Parent/Guardian Signature

Date

SNACS Preschool
Family Traditions Survey

We would like to invite you to share your time and talents. Please fill out the short survey below and tell us how you may be able to contribute to your child's and the center's experiences and enrichment.

Guardian 1: Name _____

What is your occupation?

Do you speak another language at home other than English? If yes what is it?

What are some of your hobbies or special interests?

Do you have any special skills that you would like to share with us?

Are there any special events or cultural experiences in your life or community that you want us to be aware of or that you would like to share with your child's class?

What activities do you most like to share with your child?

How do you feel about attending parent education meetings and other center events?

Guardian 2: Name _____

What is your occupation?

Do you speak another language at home other than English? If yes what is it?

What are some of your hobbies or special interests?

Do you have any special skills that you would like to share with us?

Are there any special events or cultural experiences in your life or community that you want us to be aware of or that you would like to share with your child's class?

What activities do you most like to share with your child?

How do you feel about attending parent education meetings and other center events?
