



Columbia, MD
410-715-1795

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www.mcpka.com

2020-2021 Handbook & Policies

Miss Cheyenne's Pre-K Academy
Handbook and Policies:

Welcome to Miss Cheyenne's Pre-K Academy! I am so excited you have joined our pre-k family! If you have any questions about my handbook, my policies, or our classroom, please feel free to contact me!

Through my research and training while teaching for Howard County Public School System, earning my Bachelor's degree in Early Childhood Education, and my Master's degree in Curriculum and Instruction, I have developed my teaching philosophy.

I believe that each child is unique and requires individualized instruction that is tailored to their individual learning styles, academic goals, and needs. It is my belief through my experiences that these goals are best met in small settings. This starts with being in an environment that allows a child to feel secure, stimulated, and loved. This type of environment is where students can grow and mature physically, socially, emotionally, and intellectually in order to prepare them with the required school readiness skills for kindergarten and beyond.

Through a mixture of teacher-led, student-led, unstructured, and structured activities, children in my program will be exposed to a curriculum that provides growth in personal and social development, social studies, science, physical development and health education, the Arts, math*, and language arts*.

Cheyenne Mattu, M.Ed
Certified Teacher: Early Childhood Education (preschool-3rd grade) / ESOL
5226 Hayledge Court, Columbia, MD 21045
410-715-1795 (home/business)
301-728-9340 (cell phone)

*Aligned to Common Core State Standards

Please Note:

The purpose of the Miss Cheyenne's Pre-K Academy Handbook is to provide information about the policies and procedures under which our pre-k operates.

Please read this handbook thoroughly as it contains important information that pertains to the care of your child. If you have any questions or concerns about any policy or procedure, please discuss them with me before signing the Policy, Procedures, and Financial Agreement Contract. By signing the contract, you are agreeing to comply with the policies and procedures set forth in this handbook.

I am licensed by the State of Maryland (license #254171) and will follow all the regulations and will have yearly inspections through the State of Maryland. As the regulations for the state change, at times, I will need to revise my current policies, and possibly add new policies or procedures to this handbook. You will receive a written amendment at least two weeks prior to the change in policy or procedure becoming effective. If it is a state regulation that is changing – you will be notified of the change and those changes will be effective immediately. I retain the right to enforce the policies and procedures at will. Lack of enforcement on my part does not indicate that the policy and/or procedure is no longer in effect. I appreciate your consideration and understanding with this.

Cheyenne Mattu

Dates, Days, and Hours of Operation

August 31st, 2020-June 11th, 2021

Monday-Friday, 8:30am-4:00pm

Holidays, Non-School Days, and Days of Closure:

- August 31st, 2020 – First Day of School
- September 7th, 2020 – Labor Day, no school for students
- September 28th, 2020 – Yom Kippur, no school for students
- November 25th, 2020 – Conferences, no school for students
- November 26th-27th, 2020 - Thanksgiving Holiday, no school for students
- December 24th, 2020-January 1st, 2021 - Winter Break and New Year's, no school for students
- January 18th, 2021 – Martin Luther King Jr. Day, no school for students
- February 12th, 2021 - Conferences, no school for students
- February 15th, 2021 – Presidents' Day, no school for students
- April 2nd-9th - Spring Break, no school for students
- May 31st, 2021 - Memorial Day, no school for students
- June 11th, 2021 – Last Day of School

Miss Cheyenne's Pre-K Academy (MCPKA) will be closed on the dates noted above. You are required to continue to make full, regularly scheduled tuition payments for these dates if they occur on a weekday (Monday-Friday).

MCPKA can be delayed, closed early, or closed entirely for the day for the below reasons and you are required to continue to make full, regularly scheduled tuition payments:

- We follow all Howard County Public School System (HCPSS) delays, closings, and early dismissals due to inclement weather.
- We can be closed, closed early, or delayed due to inclement weather at the full discretion of Miss Cheyenne.
- We can be closed due to utility outages, unforeseeable natural events, or other emergencies out of the control of MCPKA at the full discretion of Miss Cheyenne.

If possible, notice of these delays and closures will be made via e-mail, text message, and/or phone call at least 1-hour prior to arrival/pick-up time.

Days, Hours of Attendance, and Rates

(2020-2021)

<u>Part-Time</u> (2 per week) Hours: 8:30am-4:00pm Cost: \$440 per month <ul style="list-style-type: none">• Tuesday and Thursday
<u>Part-Time</u> (3 days per week) Hours: 8:30am-4:00pm Cost: \$660 per month <ul style="list-style-type: none">• Monday, Wednesday, and Friday
<u>Full-Time</u> (4-5 days per week) Hours: 8:30am-4:00pm Cost: \$1,000 per month <ul style="list-style-type: none">• Monday, Tuesday, Wednesday, Thursday, <u>and</u> Friday

Personal/Sick Leave, Substitute Care, and Volunteers

Miss Cheyenne will have 3 (three) paid personal/sick days during the school year (August 31st, 2020-June 11th, 2021). If Miss Cheyenne is temporarily unable to provide services due to illness, injury of self, a family member, loved one, or death of family member or loved one, Miss Cheyenne will use her best efforts to provide parents with reasonable and advance notice. In the event that Miss Cheyenne is summoned to attend jury duty, tuition will still be required as scheduled. Jury duty will not count towards the 3 paid personal/sick days. With the exception of jury duty, if Miss Cheyenne is required to take any additional personal/sick days, you are not financially responsible for the day(s) in question. The next tuition payment will be prorated to refund the cost of the day(s) missed.

Notice of volunteer activities will be announced in advance on the bulletin board, weekly newsletter, and/or via email. Anyone who volunteers on a regular basis must have required background checks and fingerprinting clearance as required by state licensing regulations. Other children are not permitted to accompany a parent/adult who is volunteering in the classroom. MCPKA will not assist in payment and cannot be held responsible for costs incurred in order to meet state licensing regulations in order to volunteer at MCPKA. Anyone with felony convictions, sex offender convictions, and/or open investigations into any criminal activities will be prohibited to work or volunteer at MCPKA.

Arrival/Departure Policies and Procedures

Upon arrival, please enter through the front door without knocking or ringing the doorbell. The door will be unlocked during scheduled arrival/departure times.

Once inside, your child is expected to remove their shoes. Anyone entering the classroom should also remove their shoes prior to entry. This helps keep our classroom carpeting clean. Children are expected to put away their belongings independently in the cubby area (shoes, coat, backpack, lunch, etc.).

The parent, guardian, or adult dropping the child off must sign their child in on the sign-in sheet located outside of the classroom.

At this time, your child is ready to start their day and you should be ready to leave. It is normal for some children to have difficulty separating from parents when being dropped off or not wanting to leave when it is time to go home. Please be very brief (no more than 5 minutes) during these transition times. A smile, a cheerful "good-bye" and kiss/hug, is all that is needed. In my experience, children are nearly always ready to get started with their table time activity as soon as their parent is gone. Having additional parents in the classroom cause disruption to the start of our school day for your child and other children.

Because late arrivals cause disruption to the school day, children are expected to be on time and arrive no later than 9:00am.

To avoid disruptions during rest time, early dismissals will not be allowed between the hours of 12:30pm-2:00pm. Children needing to leave early for the day must be picked up prior to 12:30pm, or after 2:00pm.

All children must be signed out prior to departing and will only be released to those that are authorized by you in writing. Please be sure to keep your child's authorized pick-up sheet to date by informing Miss Cheyenne in writing of any changes. Any person unfamiliar to Miss Cheyenne will be asked to show photo ID when picking up your child. Miss Cheyenne's Pre-K Academy CANNOT release your child to anyone under the age of 18. Parents/guardians should call MCPKA if they know if they will be late picking up their child. Late pick-ups will be subject to a late fee due immediately.

Please make departure as quick as possible (no more than 5 minutes), even if other students are still present in the classroom. Having additional parents and children in the classroom for extended periods of time cause disruption and is not permitted. If you need to speak with me, about your child's day or progress, please let me know.

If there is a legal custody agreement in place, Miss Cheyenne must have a copy of the court order recognizing the parent or guardian who has legal custody of the child, as well as visitation schedules. Without this, I must release the child to either parent or guardian.

Open Door Policy and Visitors

You are welcome to come anytime during regular school hours. However, we ask that there are not visits during rest time as it is disruptive for all children. Any parent or guardian that regularly visits the classroom (example: one day or more a week for longer than 15-minutes) must have required background checks and fingerprinting clearance per licensing regulations (see "Substitute Care and Volunteers" for more information). For safety reasons, doors remain locked during school hours, but please notify Miss Cheyenne and you will be let in. Other children are not permitted to accompany an adult visiting the classroom. If the parent, guardian, or visiting adult causes disruption to the normal school day for their child or other children in the classroom, the parent or guardian will be asked to leave.

MCPKA may have visitors from Howard County Public School System, Department of Social Services, or similar organizations in charge of assessing or servicing child development and individual needs. These visits will be per request of a MCPKA parent for their child. For the protection of privacy for the student receiving assessments and/or services, you will not be

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notified of these visits. However, for safety of all students in care, all visitors of this kind will have appropriate background and fingerprinting checks and will not be left unattended with other MCPKA students.

Parent/Guardian Relations

It is important for us to work as a team to ensure your child's success in school. If you ever have any questions or concerns, or other important information that you believe I should know, please don't hesitate to contact me either by phone or email. In addition to verbal communication and your child's portfolio, your child will receive quarterly report cards to let you know how your child is progressing academically. There will also be optional conferences twice a year. Please feel free to contact Miss Cheyenne with any questions or concerns you have about your child's progress.

Tuition Policy, Payments, Procedures, and Fees

There is a non-refundable \$100 registration fee per student to enroll at Miss Cheyenne's Pre-K Academy. Registration is based on the availability when all required documents are returned to Miss Cheyenne. This means registration is on a first come, first serve basis. Therefore, it is crucial to return all requested items as soon as possible to avoid losing your placement. The following are required before enrollment at MCPKA:

- Emergency Contact Form
- Medication Authorization form (if applicable)
- Maryland Immunization Certification Form
- Health Inventory (to be completed by doctor/physician)
- Consent Form
- Health Insurance Information Form
- Enrollment Fee (equal to two weeks tuition)
- Registration Fee
- Completed and signed contract. Policies and procedures reviewed.
- First tuition payment

Tuition is due monthly or bi-weekly and is to be paid via check (made payable to Cheyenne Mattu). The total tuition cost is divided over a period of 10 months (September-June). This is so tuition payments are equal. Just as tuition is not increased for months with more weeks, it is not reduced for months with less weeks or dates of closure.

Payments are due in advance on the below listed due dates. If a tuition due date falls on a weekend, payment will still be required. It is the responsibility of the parent/guardian to pay on time and remember the tuition due dates.

There will be a \$30 late fee for failure to pay by 9:00am on a tuition due date. At the discretion of Miss Cheyenne, an additional \$30 per week of non-payment will be required. Additionally, students will be denied attendance to school until account is made current (including late fees). Tuition is due regardless of attendance.

Tuition Due Dates:

<u>Month</u>	<u>Monthly Payments</u> (2020-2021)	<u>Month</u>	<u>Bi-Weekly Payments</u> (2020-2021)
September	8/31/20	September	8/31/20 and 9/15/20
October	10/1/20	October	10/1/20 and 10/15/20

November	11/1/20	November	11/1/20 and 11/15/20
December	12/1/20	December	12/1/20 and 12/15/20
January	1/1/20	January	1/1/20 and 1/15/21
February	2/1/21	February	2/1/21 and 2/15/21
March	3/1/21	March	3/1/21 and 3/15/21
April	4/1/21	April	4/1/21 and 4/15/21
May	5/1/21	May	5/1/21 and 5/15/21
June	6/1/21	June	6/1/21

Enrollment Deposits

In addition to the registration fee, parents/guardians shall pay a deposit equal to one week's tuition by June 15th, 2020 and July 6th, 2020 for returning families, and due immediately for new families. A second deposit equal to one week's tuition is due by June 15th, 2020. If a parent enrolls on or after June 15th, both enrollment deposits will be due immediately. The enrollment deposits are held to secure your child's spot in the program and are applied and credited to the last two weeks of tuition. All fees and deposits are non-refundable, and non-transferable. Deposits must be paid via check (made payable to Cheyenne Mattu).

Overtime Fee

Punctuality is extremely important. We are closed at 4:00pm or by agreed upon pick-up time listed in "Policy, Procedure, and Financial Agreement Contract". Even if other students are still present in the classroom, it is expected that students are picked up on time. An overtime fee of \$2.00 per minute (or any portion thereof) will be charged to any child who is not picked up by the contracted pick-up time, including inclement weather/emergency closings. If the child is not picked up by 4:30pm, or 30-minutes following contracted pick-up time, the parent or guardian agrees to pay additional overtime fees of \$30. Overtime payment is due on the same day the service is rendered and is to be paid via check (made payable to Cheyenne Mattu). Overtime fees must be paid in order for the child to return to school. If the child is not picked up by 4:30pm, or 30-minutes following contracted pick-up time, and parents or emergency contacts cannot be reached, MCPKA is obligated to contact authorities. Children will be provided with food and activities until they are picked up. After 3 late pick-ups, overtime fees will be increased to \$5 per minute (or any portion thereof). If lateness occurs more than three times, the child's enrollment status may be terminated at the full discretion of Miss Cheyenne.

Collection Fee

If any payment obligation is not paid when due and parent/guardian refuses to fulfill their payment obligation, the account will be turned to collection, including pay costs of attorney fees for MCPKA, whether or not a lawsuit is started as part of the collection process. Additionally, the parent/guardian is responsible for all court costs and lost wages for MCPKA.

Program Activities

MCPKA will provide daily activities, toys, and materials appropriate for each child's age in order to facilitate the child's physical, intellectual, social, and emotional development. Please review our daily schedule and weekly newsletters on our website for more information.

Inclusion Policy Statement

MCPKA welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support full access and participation of each and every child. Each child is unique, and we strive to work with families and other professionals involved with the child to provide the support every child needs to reach their full potential. If your child has an Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP), please provide this with your enrollment forms.

Curriculum and Assessment

Our curriculum includes language arts, math, personal and social development, social studies, science, physical development and health, and the arts. For math and language arts, we will follow the Common Core State Standards for preschool and prekindergarten. Through our curriculum, our students are developing skills and knowledge for their physical, social, emotional, and intellectual development. More information on our curriculum is located on our website (www.mcpka.com/our-curriculum).

Children will be assessed informally on a daily basis, and more formally on a quarterly basis. Quarterly assessments track how your child is progressing and will be reflected in your child's report card.

Toys and Other Objects from Home

Unless requested by Miss Cheyenne, a child may not bring toys or other items from home. MCPKA cannot be held liable for lost or broken belongings brought from home.

Rest Time

During rest times, children be encouraged to sleep. No snacks or drinks will be allowed during this time. MCPKA will provide sleeping mats for all students. Parents/Guardians are responsible for supplying resting materials: blanket and a pillow. Please do not send oversized pillows and/or blankets. All sleeping materials should be brought home at the end of each week, washed, and returned the following week.

Property Damage Policy

Accidents and wear and tear happen; however, intentional breaking of toys or being extra rough with toys, equipment, furnishings, furniture or destruction to property, including, but not limited to: banging into and marring walls, windows, doors, or furniture is prohibited. No drawing, marking on, chewing on, painting on, coloring on, or scratching or carving on furniture or equipment. Damage to property will be charged to the parent/guardian at cost to replace or repair the damaged item.

If a child causes plumbing issues by clogging up a toilet or sink that requires plumbing services, parents will have to reimburse Miss Cheyenne for plumbing services, including parts and labor.

Throwing of objects of any kind inside of the home is not permitted. Balls and other throwing toys/objects are to be outdoors only.

Termination Policy

When a parent or guardian decides to terminate care for any reason, the parent or guardian shall provide at least four (4) weeks advance written notice to MCPKA. Until proper

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notice is provided, the parent or guardian is held accountable for payment of all tuition and fees (including late fees if applicable) for the school year. Upon a parent or guardian-initiated termination, there will be no tuition reimbursements for the days (if any) remaining for the present week in which termination occurred. In addition, the parent/guardian shall pay regularly scheduled fees for the four (4) weeks following the termination regardless of student attendance.

The contract may be terminated without any notice by MCPKA for the following, but is not limited to:

- If the parent/guardian does not abide by the contract rules and policies or if the child is not adjusting or a good fit for the school.
- A child's behavior is destructive, uncontrollable, violent, disruptive, or threatening to the other children or adults.
- A parent or guardian's behavior is threatening or abusive to other children or adults.
- Tuition and fees are 5 days or more delinquent.
- Repeated contract violations by the parent or legal guardian.

All terminations can be made effective immediately at the sole discretion of Miss Cheyenne. Upon termination, parents understand that there will be no tuition reimbursements for days (if any) remaining for the present week in which termination occurred. Additionally, parents understand that their enrollment fee will be forfeited. To avoid unfortunate situations from occurring, parents or legal guardians are responsible for reading the entire contract and should inquire for a detailed explanation if any rules or regulations are not clear to understanding prior to enrolling their child. Termination for any of these reasons would be a last resort if parents/guardians and MCPKA are unable to resolve the issue together. Upon termination, it is the parent's responsibility to find alternate childcare.

Birthday/Holiday Celebrations

We celebrate the children's birthdays, and many of the holidays. Parents are free to donate supplies or special treats to celebrate a child's birthday, holidays, or special celebrations. Parents agree to inform MCPKA if their child cannot participate in birthdays or celebrations. Children not participating in birthdays or holiday celebrations will need to stay home for the day as MCPKA cannot make alternative arrangements for students not participating. No tuition reimbursements will be made for students not attending school due to inability to participate in birthdays and/or celebrations.

Meals, Snacks, Food Allergies and Special Dietary Needs

Meals are to be provided by parent/guardian. All student lunches must be already prepared to eat. There will be a refrigerator to put their lunches in if necessary. MCPKA will provide milk or water. Both morning and afternoon snacks and drinks will be provided by Miss Cheyenne. All snacks and drinks are included in your tuition.

If a child has food allergies, a doctor's note must be provided stating exactly the type of allergy the child has, the severity of the allergy, and the instruction for treatment should the child come in contact with it or have an allergic reaction. Children with allergies must bring their own snacks and meals and they must be already prepared to eat. No tuition reimbursements will be made to children not receiving MCPKA supplied snacks/drinks.

Miss Cheyenne must be alerted of any dietary needs or allergies that your child has. MCPKA does not provide alternative snacks/drinks for students with special dietary needs. Children who are unable to eat snacks provided by MCPKA must bring all meals, snacks, and drinks from home and these snacks and meals must already be prepared to eat. No tuition reimbursements will be made to children not receiving MCPKA supplied snacks/drinks.

Transportation Policy

With the exception of an emergency situation, MCPKA will not transport children.

Field Trips/In-House Programs

Field trips and/or in-house programs are part of our curriculum. We visit locations such as: the farm, library, conservancy, aquarium, nature center, zoo, etc. In-house programs include: Jump Bunch, Echoes of Nature, Tumble Bus, Zumbini, etc. Miss Cheyenne will not drive students to field trips. For field trips, each student must have a parent, family member, or guardian as their chaperone in order to attend a field trip. Additional fees for chaperones may apply. Students without a chaperone will be unable to attend the field trip and must stay home from school for the day. Students not attending a field trip, including those without permission slips and payment (if applicable) must remain at home for the day. There are no tuition or fee reimbursements for students not attending a field trip.

For part-time students, some field trips/in-house programs may be scheduled on a different day than your child's regularly scheduled school days. If your child does not attend school on the day of a field trip and you wish for your child to participate, you and your child are welcome to join us.

Screen Time Policy

Watching regular television shows are restricted at MCPKA. However, some part of our learning activities involve educational videos, movies, or tablet apps. Any special "movie" day will be communicated ahead of time on our weekly newsletter and prior to the day of the movie.

Smoking Policy

MCPKA is a smoke-free home and property. Smoking is forbidden indoors or outdoors of MCPKA property.

Pet Policy

Miss Cheyenne's Pre-K Academy is a pet-friendly home. We have two dogs and are both up-to-date on shots and medications. With the exception of emergencies, both dogs are kept in another area of the home during the school day.

Health and Emergency Medical Care

Safety of your child is our primary concern; Miss Cheyenne is both CPR and First Aid certified and will maintain certification as required. In the event of a medical emergency regarding your child, 911 will be called. We will then notify you. You are financially responsible for all costs in regard to your child acquired by medical care.

It is unavoidable that children will incur scratches and scrapes while playing. These minor injuries will be treated by MCPKA with antiseptic and a bandage. MCPKA will inform the parent/guardian of any injury and the treatment provided.

Immunizations

Your child's immunizations MUST be completely up to date before coming to school. There are no exceptions to this rule. When children receive immunizations, a copy must be provided to Miss Cheyenne to update their file.

Potty-Trained Policy

All students must be fully potty-trained in order to attend Miss Cheyenne's Pre-K Academy. Fully potty-trained is defined by as children being able to go through the entire day without wetting or soiling themselves and not needing a pull-up at any time during the day (excluding rest time). The fully potty-trained child is also completely independent for knowing when to go to the bathroom and does not need assistance inside the bathroom such as getting on or off the toilet, pulling pants up or down, redressing and wiping. If your child is determined by the Miss Cheyenne to not be full potty-trained, then the Miss Cheyenne has the right to change enrollment status.

Hygiene and Daily Attire

All children should be arriving to school bathed and clean. Clothes should be appropriate for the time of day and the weather. No pajamas unless otherwise stated on our weekly newsletter. The children will be playing outside every day, please make sure they have appropriate footwear (closed shoes) to prevent injury on the playground.

Required Materials for School

Parents/guardians are responsible for sending the following items for their child:

- Daily packed lunch
- Water bottle (spill-safe lid)
- Change of clothes (this includes seasonally appropriate: shirt, pants, underwear, socks, and shoes)
- Rest time materials (this includes: small blanket and pillow)

Regulated Childcare

Childcare in the state of Maryland is regulated by the Maryland State Department of Education, Office of Childcare (OCC), Licensing Branch. The Licensing Branch is responsible for issuing childcare licenses and registrations to childcare facilities that meet the standards; inspecting childcare facilities annually; providing technical assistance to providers; investigating complaints against facilities; investigating complaints against un-licensed childcare facilities and taking action when needed. COMAR regulations can be found at: earlychildhood.marylandpublicschools.org/childcareproviders/office-child-care

Sick Policy

Please do not bring your child to the school if he/she is sick. Please email Miss Cheyenne by 7:30 AM if your child is not coming that day. **A doctor's note will be required to show that your child has been cleared to be around the other children if a contagious type of sickness has occurred. Your child will not be allowed to attend school until an approved doctors note is provided.** You will be called to pick up your child if he/she is too ill to be in school. Your child can return to school after being at home for a minimum of 24hrs AND when he or she is no longer contagious (usually 24 hours after the symptoms are completely gone and/or 24-48 hours after antibiotics have begun depending on the illness). For example, if your child is

picked up between 8:30am-4:00pm on Monday, he/she cannot return until at least Wednesday. No mid-day arrivals will be allowed.

Your child cannot come to school with a fever of 100° or higher and must be fever-free for a minimum of 48-hours before returning. That means fever-free without the aid of a fever reducing medicine. Giving your child Tylenol to reduce the fever before arriving to school is unacceptable. This puts other children and your child's teacher at risk of becoming ill. If the child has a fever of 100° or higher, you will be called to pick up your child. Sick children must be picked up within 1-hour of notification. If your child is not picked up after 1-hour, you will be charged \$2 per minute until you pick up your child.

Reasons why a child cannot come school:

- Fever of 100° or higher
- Cold with the thick green/yellow nasal discharge
- Productive cough with green/yellow discharge
- Persistent phlegmy cough
- Croup
- Strep Throat
- Gastroenteritis (Stomach Flu)
- Persistent diarrhea (even if a reaction to antibiotics)
- Vomiting
- Ringworm
- Chicken Pox
- Hand Foot Mouth Disease
- Mumps
- Impetigo
- Pink Eye
- Head Lice
- Scabies

No children are allowed to attend school after receiving shots. Children must remain at home for 24-hours following receiving a shot. No children will be permitted to come to school mid-day. For example, if your child receives shots on Monday, they cannot return to school until Wednesday. It is recommended that children receive shots on Fridays so that they do not miss any days of school.

Students with the flu must remain at home for a minimum of 3-5 days and must be at least 48-hours fever free (without the aid of fever-reducing medicine) before returning to school.

These are just "examples" of contagious illnesses of when your child needs to stay out school. Each individual case is different and may require more or less time out of school. If you feel that your child is sick with a contagious illness, please verify with a doctor that your child is clear to come to school before bringing him/her to school. This is for the protection of your child, all other students present and your child's teacher.

A doctor's note will show that your child is cleared by a doctor, but you must abide by Miss Cheyenne's Pre-K Academy's sick policies first, regarding when a child can or cannot come to school. It is our hope to keep the school as germ-free and sick-free as possible. Once ONE child comes to the school sick, he or she is exposing everyone to that illness. If a child continually comes to school sick and the parents do not abide by our sick policies, then your child can be terminated at the discretion Miss Cheyenne. Additionally, if your child cannot participate in normal activities due to feeling fatigue, continuous crying, exaggerated coughing, sneezing, or a continuous running nose, your child must remain at home. If in school, you will be asked to pick up your child at the full discretion of Miss Cheyenne.

Discipline Policy

Miss Cheyenne will not use any form of physical punishment, including spanking. Students will not be singled out, be ridiculed, threatened or harmed. This includes not using harsh, demeaning or abusive language. Miss Cheyenne will use the following disciplinary techniques as necessary:

- Giving Choices
- Problem Solving
- Natural and Logical Consequences
- Ignoring
- Redirecting
- Think Time

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. Miss Cheyenne will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children. Limits may be set at times in order to keep children from losing control or causing harm to themselves or others. Thinking time is only one way to handle a situation and allows the child to regain control of his/her actions and feelings. Time away from the group will not exceed the following schedule. A timer will be used.

- 1 minute per year of age (ex: 4-year-old will receive 4 minutes)

Positive ways to channel children's emotions and handling misbehavior include:

- Redirect negative behavior to an acceptable activity by gently encouraging the child to change activities.
- Ignore the behavior.
- Help children understand consequences to behavior.
- Limit choices.
- Praising a nearby student for their desired behavior.