

Douglas County Parks and Recreation Department

ROOTS & WINGS

Preschool at Kahle Park

Family Handbook

And Facility Statement



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This Family Handbook/Facility Statement is provided to every paid and volunteer staff member, to each parent or guardian of a child enrolled in our program and to the Nevada Bureau of Child Care.

Welcome

Dear Families:

We are delighted to offer a part-time developmental preschool program at Kahle Park. We endeavor to create an environment in which young children respect themselves and others, while inviting young minds and bodies to think, create, explore, discover and wonder! Our goal is to inspire a lifelong love of learning.

Developmentally appropriate experiences in the following curriculum domains are offered daily: art, math, science, language, sensory and cognitive development, practical life, dramatic play, music and motor skill development.

If you have questions concerning anything that you observe, jot them down and the teachers or director will be very happy to talk with you. We are always open to new ideas and suggestions. We want to be the best preschool that we can be and we can only do this with your input. We are looking forward to a wonderful preschool year. Thank you for sharing your child with us.

Warmly,
Shelly Martinez
Shelly Martinez

Roots and Wings Daily Schedule

	<u>Morning Meeting</u>
9:00 – 9:15	Children Arrive: Hugs, sharing, songs
9:15 – 10:40	Free Choice Time: Small groups, jobs, interest centers and “help yourself to snack” time.
10:40	Clean Up Time
10:50	Academic Group Time
11:00	Outside/Active Play
11:45	Story Time
12:00	End of School Day

The exact timing may vary. This schedule gives us an idea of what we are most likely to be doing at a given time. The children are the “teachers' clocks”.

A Little About the History of Our Preschool

Douglas County has been operating a part time preschool since 1988. In the early years the Discovery Center preschool was housed in the extra room at the Zephyr Cove Library, two mornings a week. When Kahle Community Center was built in 1994, the preschool program was moved here. In 1998, Douglas County contracted the preschool program out as a private, for profit preschool. The county provided the building at a cost to a private contractor. In 2001, the contract agreement at Kahle ended. At the time, there continued to be a Discovery Center preschool in the valley that utilized the contract arrangement, making it necessary to change the name of the preschool at the lake.

The name Roots and Wings was chosen for the inspirational saying, “There are two lasting things we can give our children, one is roots and the other is wings.” We have a statue with these words inscribed on it at the entrance of the community center. The statue is particularly meaningful as it was a gift from the Rusk family celebrating the life of their infant son, Thomas, who died in 1996. The need for a new name for our preschool happened at the same time that the Rusk’s second son, Gabriel, was entering the program.

In 2002, a grant provided by the State of Nevada, shared the cost of building a children’s bathroom out of a closet in the preschool classroom.

In March of 2003, Roots and Wings applied for accreditation through the National Association of the Education of Young Children and received accreditation status through 2008. Roots and Wings went through the NAEYC reaccreditation process in 2008 and was reaccredited through April 2014. On October 5, 2012, Roots and Wings was surprised with an unannounced visit from the NAEYC representative from Washington DC. These visits occur at random and are used to ensure that accredited programs are maintaining a high standard of quality. Roots and Wings was validated with a score of 96%. After much thought and consideration Roots and Wings Stakeholders (program staff, families, administrators, volunteers, community members...) decided to go through the self-study process again and apply for NAEYC accreditation a third time. Roots and Wings effort was rewarded with a score of 99.5% and reaccreditation was granted through May 2019.

Roots and Wings is also involved in the State of Nevada Quality Improvement for Early Childhood Programs. Roots and Wings was the first preschool in the State of Nevada to earn the highest 5 Star Rating and is presently only one of a few programs statewide to earn this rating of excellence. Roots & Wings was reevaluated in the fall of this year (2017).and again earned the five star rating.

Roots and Wings currently offers a part time preschool program from 9am – 12pm during the school year. Families may choose to enroll their children 2, 3, 4 or 5 mornings per week. The cost is \$26.00 per morning with a \$100.00 registration fee for new students and a \$50.00 registration fee for returning students.

Program Philosophy and Mission Statement

Roots and Wings is an extraordinary community of learners devoted to cultivating curiosity, thoughtfulness, individuality and kindness. Here, synapsis spark, passions are provoked, nature and discovery are celebrated and love and respect are tangible. We believe that knowledge and play are the yin and yang of education.

National Association for the Education of Young Children

We are extremely proud to be a National Association for the Education of Young Children Accredited Pre School. We were the first preschool in Douglas County to achieve this goal and now share this distinction with Trinity Lutheran Child Care Center and Kindergarten in Gardnerville. Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self study, invited external professional review to verify compliance with the criteria for High Quality Early Childhood programs and have been found to be in substantial compliance with the criteria. The criteria can be found on NAEYC's website at www.naeyc.org/accreditation.

Our original accreditation was good for five years and expired in December 2008. We successfully completed the reaccreditation process in 2008 and again in April, 2014, with an overall score of 99.5%. Our current reaccreditation is valid through April, 2019.

Our paramount responsibility is to provide a safe, healthy, nurturing and responsive setting for children. We are committed to supporting child development, respecting individual differences and helping children to live and work cooperatively. We promote self-awareness, competence, self worth and resiliency. In addition, our goal is to inspire a lifelong love of learning!

Teacher to Child Ratio

We have a mixed age group of children, typically consisting of 18 children ranging in age from 2 ½ through 5 years of age. We have a teacher to child ratio of one teacher to six children. We also utilize family and community volunteers. This group size and teaching staff to child ratio exceeds licensing standards and is in keeping with best practices to facilitate adult child interaction and constructive activity among children. Our teaching staff-child ratios within group size are maintained during all hours of operation including indoor and outdoor times, as well as field trips.

Silver State Stars Nevada (QRIS)

Silver State Stars Quality Rating and Improvement System (QRIS) is a program open to all child care centers in Nevada. The QRIS is a systematic approach to improve and assess the level of quality in child care centers. The QRIS is a tool for families seeking high quality child care that fits their needs and the needs of their children. Roots and Wings was awarded a five star rating in June 2014. In May 2016, and in October of 2017, we were the first preschool in the state of Nevada to earn the 5 star rating. A five star rating is the highest rating and indicates that a program far exceeds high quality standards.

Messages and Announcements

Announcements will be posted on the bulletin board by the sign-in sheet, placed in cubbies or inserted in our monthly newsletters. We are fortunate to have a telephone in our room; the number is (775) 586-7271 (EXT 1972). If you would like to call a teacher or your child during the morning to relay a message, please feel free to do so. If you need to have an in depth conversation with a teacher, please call before or after school, so that we can give the children the attention that they deserve during the school time. We will also have a confidential family communication form available for families to share news or request a conference or phone call. Additionally there is a white board above the children's sign in area where families and teachers can post messages. Thank you.

Arrival and Pick Up

Class hours are from 9:00 a.m. – 12:00 p.m. at Kahle Community Center

If you know that you are going to be late for pick-up, please notify the school immediately so that we can reassure your child. There is a late charge of \$1.00 for every minute past 12:05 p.m. If saving 10 minutes means risking an accident, please drive safely and plan differently next time. Because the school has no provisions for care after 12:00 p.m., consistent lateness will be a cause for dismissal.

Policy/Procedure for use of Kahle Community Center

In an effort to promote relationships among families in a safe environment, Roots & Wings families are invited to chat and play together in the indoor playground or gym area up to thirty minutes before (8:30-9am)and/or after pre school (12:00-12:30). We offer this as a courtesy since the hallway area leading to the preschool is not conducive to lingering because of the close proximity to the doors leading to the parking lot. If you plan on meeting with another family or playing in the indoor playground for more than 30 minutes, please plan on using your Kahle pass, if you have one, or paying for a day pass. Please take care to tidy up the area when you are finished with it. Thank you.

Problem Solving Procedures

If you have any questions concerning your child or classroom procedures, please let us know and we can talk about it or a conference can be arranged. If something is upsetting you regarding our program, please let us know. Your feelings and concerns are very important to us. Small problems can turn into big problems if they are allowed to fester or there is no opportunity for communication or change.

In the event that a conversation with the teacher does not bring forth an acceptable plan of action, a meeting with the teacher, family and director will be arranged. If there are still concerns, a Recreation Supervisor will be included in the plan to best meet the needs of everyone involved.

We work very hard towards establishing partnerships with families, and do not anticipate major difficulties or differences, however when an occasional concern does arise, it is helpful to have a plan of action

Reports of Child Abuse or Neglect

As mandated by law, when our staff suspects that child abuse or neglect is occurring with any of our students, we will immediately report this to Child Protective Services. Our staff attends a formal training on Child Abuse and Neglect within 90 days of employment.

Authorization to Pick Up Child

Children will only be released to the Person(s) Authorized by the family to pick up a child from school. We must have written or verbal permission directly from parent or guardian for changes in this respect. If the preschool staff is not familiar with the authorized person picking up your child, we will ask to see a photo I.D.

Sign In Procedures

A teacher will be present to greet and say goodbye to every child at the beginning and end of each day. Should a teacher not be in the hallway when your child arrives at school, please walk them into the classroom to make sure that they are not walking into an empty classroom.

We have two (2) sign in sheets. One is for the adults to sign the children in and out each day. We use the sign in sheet for attendance as well as a safety procedure in case of emergency. The other sign in sheet is for the children to sign themselves in. This gives them an opportunity to practice writing in a way that is meaningful to them. Please allow your child to write their own name on the children's sign in sheet.

Toys from Home

Children are welcome to bring in one item for sharing every day if they wish. We have sharing at the very beginning of the day. The children bring the item to be shared in with them and sit down for morning meeting time. After each child shares, their item is placed in the share basket for safe keeping. Sharing is a natural way to connect home to school, to encourage expressive language and a positive self-concept. Your child will have the opportunity to share almost every day; they do not need to bring in an object from home. Children can share something that happened to them, something they are thinking about or even their hands. If it is important to them it is important to us.

Please limit your child to one sharing item a day and encourage your child to keep valuables and items that are close to their hearts at home. With so many little hands and bodies it is not unusual for things to get broken or lost.

Birthdays

We celebrate birthdays at school. At this time cupcakes are welcome, preferably mini cupcakes to prevent waste and to promote awareness of healthy serving sizes.

Preschool Pets

Preschool pets enrich our program. We follow Nevada State Licensing requirements with regards to health and safety regulations. If your family would like to pet sit over the weekend or holiday period, please sign up for a date on the pet sitting calendar, located on the bulletin board in the hallway.

First Aid and C.P.R.

Our staff is trained and certified in First Aid, C.P.R., Signs and Symptoms of Illness and Blood Borne Pathogens.

Nutrition

Parents are asked to bring snacks for the class about once a month. A snack calendar will be sent home for each month notifying families of their child's snack day. If you know that you will be out of town on your child's assigned day, you are welcome to trade days with another family.

If your child is sick and won't be at school on his/her snack day please do not make a special trip to school just to deliver snack. We always have extra food at the school for such occasions.

Suggested snacks are fruits, vegetables, whole grains, yogurt, cheese, crackers, etc. Please send in snacks that are nutritious and wholesome. Snack is available to the children throughout the morning. When they are hungry they may help themselves to something to eat, as long as they wash their hands first and sit down at our snack table.

With the possibility of choking accidents in mind, please do not send in the following foods for snacks: hot dogs, whole grapes, popcorn, raw peas, hard pretzels, raw carrots or meat larger than can be swallowed whole. Thank you.

Some snack combination suggestions: string cheese with whole grain crackers and apples, mini whole grain muffins with yogurt and melon, rice cakes with apple sauce and milk, graham crackers with cream cheese and apple juice, mini sandwiches on whole grain bread and raisins, cereal with bananas and milk, mini bagels with cream cheese and broccoli.

*** With the increase of children exhibiting severe allergic reactions to nut and nut products, Roots and Wings has adopted a "nut free" environment. Thank you for helping to create a safe place for all children by not sending in foods that contain nuts for snacks.**

Sunscreen and Medication

Please apply sunscreen to your child before they come to school. We are not authorized to administer sunscreen or repellants at school. Since the children are at

preschool for three hour increments it has not been necessary for teachers to administer medication to children while at preschool.

In the event that an individual situation arises and there is a need to administer medication, we will adhere to state licensing and NAEYC procedures and provide the family, teachers and physicians involved with a written plan.

Family Involvement

You are welcome to come and observe anytime. We ask that you become as involved in the classroom activities as you feel comfortable doing so. When you are in the classroom we ask you to please remember that great care has been taken to make our environment truly child centered. Small gestures like kneeling down when talking with a child, taking grown up conversations into the hallway and using a calm and friendly tone when talking with the children all help to add to our “child centered” environment.

Relationships between families and teachers are very important. When you wish to discuss anything regarding your child, please speak with his/her teacher. Conferences are scheduled routinely in the fall and spring. If you would like an additional conference, please call the preschool or use the family communications form and a conference will be arranged.

If there are changes in your child’s home life or situations that arise with your child that you think the school should be aware of, please inform a teacher so that we can better anticipate the needs of your child and help them adjust.

It is our sincere intent and practice to ensure that all families, regardless of family structure, socioeconomic, racial, religious and cultural backgrounds, gender, abilities or preferred language, are included in all aspects of our program including volunteer opportunities. These opportunities take into consideration family interests and skills combined with the need of our program. If you would like to share an interest, skill, cultural or family tradition, we welcome your involvement. Please talk with a teacher about logistics, such as time frame, materials needed, group size and scheduling. Thank you.

Curriculum Information

Our curriculum follows NAEYC Accreditation standards for Curriculum Standards. We use the Ages and Stages Assessment Guide, our knowledge of child development, the philosophies of Maria Montessori, Creative Curriculum, Emergent Curriculum, the Nevada Pre K Standards and project work to meet these standards. We provide experiences and an environment that is intentional and consistent with our goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language and cognitive.

With the first family letter of the school year, you will be provided with 2 copies of the NAEYC Accreditation Criteria for Curriculum Standards, so that you are aware of and can share in the responsibility of planning a daily schedule that maximizes children’s acquisition of desired knowledge and skills through the effective use of time and materials. We provide opportunities for children to learn through play and structured activities, individually and in groups, according to their developmental needs and interest.

We welcome your input and ideas regarding curriculum, activities, program environment and teaching methods and actively use the information to adapt our program accordingly. We are intent on fostering strong reciprocal relationships with families.

What to Wear

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Many toileting accidents can be prevented if children can easily manage their clothing themselves. Think of the art material and other hands on activities and provide clothing that is easily washable.

Art and sensory experiments are very important to a child's growth and development. At preschool we are trying to eliminate the word "messy" in association with these experiences because of its somewhat negative connotation.

Creative experiences often occur spontaneously and we have found that when children are interrupted to put on smocks, we are interrupting their creative energy flow which often results in the children not wanting to continue with their intended experience. Fortunately children are washable and play clothes such as t-shirts, sweatshirts and jeans are pretty forgiving in the laundry. Please provide clothing that is sturdy as the children will be on the playground, and playing in the woods as well.

Clothing for Outdoor Play

Please send clothing with your child with respect to current or predicted weather. When dressing your child, or providing gear, think of how you would feel playing outdoors in rainy, snowy, sunny, windy and/or muddy conditions..

We do go outside most every day. With proper clothing, we can adapt to, explore, play and enjoy our time outdoors.

Suggested weather gear for RAIN includes: hooded rain jacket or rain jacket with separate rain hat, rain pants or one piece rain suit, and rain boots. Umbrellas are fun for a short time, but are too cumbersome for spontaneous and physical play

Suggested gear for SNOW includes: snow suit or snow jacket and snow pants, winter hat, waterproof mittens and snow boots.

The sun can be very bright in all types of weather and many children seem more comfortable outdoors with eye protection such as sunglasses or goggles.

Our Tahoe environment offers many glorious opportunities for exploration. Experiences with weather, dirt, mud, sap, fresh air, rocks, trees, water, bark, etc...are necessary for optimum health and brain development.

Please label all of your child's clothing including hats, boots and gloves. This greatly helps teachers and families to keep track of each child's clothing and belongings. Should your child accidentally go home with another child's belongings, please call the school at (775) 586-7271 to let us know of its whereabouts and plan on returning it the next time your child comes to school.

Snow Days

In the event that preschool is cancelled due to a "snow day" you will be credited the fee towards your payment for the following month. If you have already paid for that month a credit will be posted to your account.

When calling a snow day, the director's consideration is for the safety of the children, families and teachers traveling to and from school. Other considerations involve the availability of the teachers (if they are able to get to school), the recommendations of our two local school districts and the readiness of our building.

Snow Days (cont.)

If you are unsure as to whether it is a snow day, you may call Kahle Community Center beginning at 7:a.m. at (775) 586-7271. We also try to notify families by email, text and/or Facebook by 8:15am.

In the event of blizzard like conditions, you can safely assume that school has been cancelled for the day as we always error on the side of safety

Positive Guidance

Our teachers work to prevent challenging or disruptive behavior through environment design, schedules that meet the needs and abilities of children, effective transitions and engaging activities.

Our teachers help individual children learn socially appropriate behavior by providing guidance that is consistent with the child's level of development.

Our teachers manage behavior and implement classroom rules and expectations in a manner that is consistent and predictable.

Our teacher's responses to challenging, unpredictable or unusual behavior are informed by their knowledge of children's home and classroom life.

Our teachers notice patterns in children's challenging behavior to provide thoughtful, consistent and individual responses.

Our teachers create a climate of mutual respect for children by being interested in their ideas, experiences and products.

Our teachers address challenging behavior by assessing the function of the child's behavior, convening families and professionals to develop individualized plans to address behavior and using positive behavior support strategies.

Children are provided opportunities to influence what happens in the classroom through participation in decision making about issues concerning classroom behavior, plans and activities.

It is our philosophy to enhance a child's behavior through positive guidance, redirection of the child's behavior and setting of clear-cut limits on behavior. Our staff will not for any reason:

- A. Inflict physical punishment, in any manner of form, upon any child
- B. Verbally abuse or threaten a child
- C. Make derogatory remarks about a child or is/her family
- D. Threaten a child with the loss of love or any person
- E. Threaten a child with punishment by a deity
- F. Subject a child to any form of punishment which pertains to food or rest or restricts the use of the toilet or other bathroom fixtures
- G. Subject a child to any form of punishment by other children

Family consent to allow any person within the facility to punish contrary to the provisions of this section is void.

Guidance used in this preschool will be consistent with supportive, positive action and may include: holding a child's arm to prevent hitting; bodily picking up a child and removing him/her from the group and sitting with the child until he/she is ready to play without hitting, informing the child in a simple, positive manner what behavior is expected while they are at our preschool; supporting and recognizing a child who behaves in the expected manner and directing a child to a new activity when appropriate. We do not use the phrase "time out" at Roots & Wings. Thank you.

Building Maintenance and Safety Procedures

Our classroom and building is inspected daily by program staff to protect children and adults from hazards, including electrical shocks, burns or scalding, slipping, tripping or falling. Our program staff inspects our indoor and outdoor areas daily to ensure that our walls, floors, furnishings and equipment are kept in good repair and are safe with no sharp edges, splinters, protruding or rusty nails or missing parts. We also inspect our indoor and outdoor areas daily to make sure they are free from glass, trash, sharp or hazardous items, cigarette butts, visible soil and are in clean condition.

Our program takes every precaution to maintain a building and environment that is free from harmful animals, insects, pests and poisonous plants. In the event that the occasional bear is observed outside while we are inside, we will not go outside that morning. Should we be outside we will go inside the building when it is deemed safe by the director or lead teacher. If it is not safe we will stay where we are or go as a group to the closest, safe, indoor location, such as the outdoor restrooms or the county building in the lower parking lot.

Should our inspection find unsatisfactory conditions, we will immediately take steps to correct the matter or we will close off the area for use until it is determined safe to be used by the director or lead teacher and when necessary, our Park Ranger or Building Specialist.

Fire Safety and Emergency Procedures

Our preschool has fire and disaster drills on a monthly basis and meets all standards for fire safety, which are licensed by the state Fire Marshall. A daily sign in sheet for children includes the first and last names of staff and children and the times of arrival and departure. It is very important that children are signed in and out each day. In the event of an emergency, we rely on the sign in sheet for attendance.

In the case of a fire or emergency inside the building, we will execute Action Leave Building. We will evacuate according to the safest route under the circumstances. The lead teacher will be responsible for bringing the sign in sheet and making sure all the children are safe and accounted for. In the case that the emergency presented is outside or in another area of the building, we will stay in our room until it is safe to move elsewhere.

children) is to practice hiding quietly inside the closets in our room in the shortest time possible, in case there is an intruder in the building.

Lollipop Hide and Seek Drill

Several times a year we play a special game of hide and seek at Roots & Wings. It is called Lollipop Hide & Seek. The purpose of this game (unbeknownst to the children) is to practice hiding quietly inside the closets in our room in the shortest time possible, in case there is an intruder in the building

Family and Teacher Conferences, Communications and Assessment

We routinely hold family and teacher conferences in the fall and spring of each year. At the conferences we will review the Ages and Stages Development Assessment Screening that you, will have received and completed at the beginning of the year, developmental checklists and assessments completed by your child's teacher in a developmentally appropriate and stress free manner, and written observations.

Your child's records are kept confidential in the director's office and will only be reviewed by program staff to develop curriculum and/or to further help them understand your child and by NAEYC and or Licensing Officials for documentation records unless we receive your written permission to share the information with another entity such as the Lake Tahoe Unified School District or Douglas County School District.

Assessments Support Children's Learning

The results of the assessments are used to develop future learning opportunities for your child. All teaching staff who will be assessing children will have received training in the form of workshops, college course work or in-service training from the director.

Conferences are an opportunity for families, teaching staff and relevant specialists (when applicable) to share information, provide results from home and school assessments and observations and to collaborate and communicate in regards to each child's progress, accomplishments, challenges in the classroom and at home, as well as to plan learning activities.

It is extremely important to us as teaching professionals to communicate with your family about assessment information and your child in a way that is sensitive to family values, culture, identity and home language. Please let us know if there is anything we can do to support you in the collaborative process. If you are aware of an assessment method that will better meet the needs of your child, we are eager to explore this option.

In addition to the twice yearly formal conferences, families and teachers have daily opportunities to informally chat with each other.

Allergies

When staff, children or families have allergic reactions to items such as dust mites or components of furnishings, cleaning materials or supplies, we will take every precaution to remove the cause of the allergic reaction according to the recommendation of the Douglas County Public Health Nurse.

In the event that there are high levels of air pollution such as from a forest fire or other pollutant, as a precaution, we will limit or eliminate outdoor and physical activity as deemed necessary by the director or lead teacher.

Smoking Policy

Our facility and outdoor play areas are entirely smoke free. No smoking is permitted in the presence of children.

Illness or Special Health Circumstances

If your child is sick, please keep him/her home. This practice will help keep everyone healthier. If your child has a mild cold and feels well enough to come to school, they are welcome to come.

When a child comes to school feeling well but during school time complains of not feeling well or is observed to be out of sorts, the family will be called. A teacher will comfort the child until an adult family member arrives.

In case of acute illness or accident, as determined by the teacher, 911 will be called.

The Americans with Disabilities Act requires that we make reasonable accommodations for children with disabilities and chronic illness. We consider each case individually and comply with the requirements of ADA.

If your child has or is experiencing any of the following symptoms, please keep them home.

A. If they have thrown up or had diarrhea within 24 hours

B. If they run a fever

C. They just don't look or feel themselves

D. Congested cough, nasal discharge, making it hard to breath or to focus on play.

Children with allergies may exhibit these symptoms. A doctor's visit will help clarify between a cold, infection or allergies.

Field Trips

We take periodic field trips at Roots and Wings Preschool. Field trips provide children with the opportunity to learn about the community in which they live. It also provides them with the opportunity to learn about physical characteristics of their local environment as a foundation for learning geography.

All field trips are scheduled in advance and are on the monthly calendars. We are fortunate to have county vans to provide transportation when necessary, though we typically have families meet us and pick up their child/children directly from the field trip site. In the event that we do take vans, families are responsible for proper placement of car seats in the van.

Family volunteers are always welcome at preschool, and are especially welcome on field trips. If your child does not normally attend preschool on the scheduled field trip day, they are welcome to meet us at the field trip location accompanied by a responsible adult.

Financial Arrangements

Tuition is \$26.00 per day through June 2019. Preschool operates Monday through Friday from 9:00 a.m. to 12:00 p.m. Depending on availability families may register their children to attend from two to five days per week.

Our school depends upon each month's tuition to pay for its current expenses. Tuition is due on or before the last Monday that school is in session each month for the

following month. A reminder notice will be placed in your child's folder when payment has not been received on or before tuition day.

Please pay for monthly tuition at the front desk at Kahle Community Center. When calculating the amount that you owe, please count the total number of days that your child is registered to attend for the month and multiply by \$25.00. Our preschool operates within a strict budget and counts on every dollar for teacher salaries, materials and operating expenses. With this in mind, families are responsible for paying tuition even when a child is absent from school.

A \$25.00 administrative fee will be added to your monthly tuition when tuition is not paid by the monthly due date. Tuition is typically due on or before the last Monday of the current month for the following month. If the last Monday of the current month falls on a day that Kahle Community Center is closed, tuition is due the following day, Tuesday.

If you have extenuating circumstances and these rates present a hardship, please speak with the director of the preschool. We are fortunate to have a partnership with Choices for Children in California and the Children's Cabinet in Nevada. These agencies are often able to provide financial assistance for preschool, based on need.

Payment Due Dates 2018-2019

- (T) August 27, 2018 – September Tuition Due**
- (M) September 24, 2018 – October Tuition Due**
- (M) October 29, 2018 – November Tuition Due**
- (M) November 26, 2018 – December Tuition Due**
- (T) December 14 2018 – January Tuition Due**
- (M) January 28 2019 – February Tuition Due**
- (M) February 25, 2019 – March Tuition Due**
- (M) March 25, 2019 – April Tuition Due**
- (M) April 29, 2019 – May & June Tuition Due**

Payment Terms and Withdrawal from Preschool

Each child is enrolled for the entire year or if enrolled mid year for the remainder of the year. In the event of withdrawal from preschool, four weeks notice or four weeks tuition will be due at the time of withdrawal. . For example: Your family is moving in two weeks. You gave Roots and Wings two weeks' notice. You will be responsible for paying for the two weeks that your child attends and an additional 2 weeks totaling 4 weeks' notice.

Childcare Outside of Preschool

In an effort to establish reciprocal professional relationships and in accordance with Douglas County Protocol, Roots & Wings teachers, Interns and Volunteers may not provide childcare for current Roots & Wings Families.

Roots and Wings 2018-2019 Family Calendar

- (T) 8/14/18 – Popsicles in the Park – 3pm-4:30pm (Please turn in all paperwork at this time if you haven't already. Thank You)
- (M) 8/27/18 – September Tuition Due
- (W) 9/5/18 - Back to school night 7-8:30pm (adults only please)
- (M) 9/10/18 Welcome Day 10am -12pm
- (T) 9/11/18 - Welcome Day 10am -12pm
- (W) 9/12/18 - First Day of Pre School
- (S) 9/23/18 – Back to School Family Pot Luck- 4pm-6pm
- (M) 9/24/18 - October Tuition Due
- (M) 10/15/18 - Fall Family Conferences Begin
- (F) 10/26/18 - Nevada Day (School Closed)
- (M) 10/29/18 - November Tuition Due
- (W) 10/31/18 - Halloween Party (families invited at 11am for Trunk or Treat)
- (TH) 11/1/18 - Halloween Party (families invited at 11am for Trunk or Treat)
- (M) 11/12/18 - Veteran's Day Holiday (No School)
- (T) 11/13/18 - Adult Coffee Klatch 9am
- (M) 11/19/18 – (F) 11/23/17 - Thanksgiving Recess (School Closed)
- (M) 11/26/18 - December Tuition Due
- (T) 11/27/18 - Family Education Meeting 7pm - 8:30pm
- (S) 12/8/18 - Family Potluck 4-6pm
- (M) 12/24/18 – January Tuition Due
- (M) 12/24/18 – (F) 1/4/19 - Holiday Break (School Closed)
- (M) 1/7/19 - School resumes for New Year
- (W) 1/16/19- Adult Coffee Klatch 9am
- (M) 1/21/19 - Martin Luther King Jr. Day (School Closed)
- (M) 1/28/19 - February Tuition Due
- (W) 2/13/19 - Royal Valentines Party - Families invited at 11am
- (TH) 2/14/19 - Royal Valentines Party - Families invited at 11am
- (M) 2/18/19 - Friday 2/22/19 Winter Break (School Closed)
- (M) 2/25/19 - March Tuition Due
- (F) 3/15/19 - Family Night Potluck 5 pm-7pm
- (M) 3/25/19 –April Tuition Due
- (TH) 4/11/19 Adult Coffee Klatch 9am
- (T) 4/16/19 Family Meeting/ Adult Ed 7-8:30pm
- (F) 4/19/19 –Egg Hunt at Kahle Community Center - 11am -Pre School Closed
- (M) 4/22/19 – (F) 04/26/19 - Spring Break (School Closed)
- (M) 4/29/19 - May & June Tuition Due
- (M) 5/13/19 - Spring Family Conferences Begin
- (M) 5/13/19 –Adult Coffee Klatch 9am
- (M) 5/27/19 - Memorial Day Holiday (School Closed)
- (F) 6/7/19 - Last Day of School
- (F) 6/7/19 - End of Year Family Pot Luck Celebration 5pm -7pm