

Parent Preschool Handbook

We welcome you to the Champion School community. With your cooperation and your best wishes, we look forward to a safe, happy and an all around great school year.

Champion School is operated on a nondiscriminatory basis. Each child is respected as an individual without regard to race, color, religion, national origin or ancestry.

Drop-off

Students should be dropped off in the morning between 8:40am and 8:45am. Teachers will be at the front of the school till 8:45am to walk students to their classroom. After that, students should be dropped off at the Media Center. Please do not drop your child directly to the classroom. We encourage parents to drop off their child during the drop-off time; this helps the child become more independent by walking to his/her classroom with peers and makes the process of separation from parents faster and easier.

Pick-up

All students should be picked up during the allotted pick-up time. For half day students, pick-up time is 11:45AM – 11:50AM. For full day students, pick-up time is 3:00PM – 3:05PM. For extended care students, pick-up time ends at 6:00PM. Parents must pick-up students during the pick-up times. If parents are late, a late penalty fee of \$2 per minute will apply, without exceptions. We have learned through experience that this policy is effective in assuring that our teachers' effectiveness as well as the education and care of students still on campus.

Nap Bedding

Preschool students staying full-day will have a nap period in the afternoon. We ask that parents provide their child with the necessary bedding: flat sheet, blanket, and pillow. All these items need to be crib size; we cannot take oversized bedding because it has to fit in their cubby. All bedding should be labeled in the corner and be placed in an easily foldable bag (reusable grocery bags work best). Please make sure that the bedding is folded and placed in the bag with your child's name facing up to keep pick-up time efficient. All nap bedding will be returned to the parents at the end of the week or Thursday (for 2 days students). Parents wash the bedding and return it on Monday.

Lunch

Parents need to provide a lunch for their student if he/she is staying beyond 11:45AM. All lunch boxes and containers in the lunch box should be labeled with your child's name. All containers should be airtight as we do not want your child's lunch spilling into his/her lunch box. We ask that parents provide their child with any utensils he/she will need for the meal. Please provide a Ziploc bag or napkin for the teacher to wrap the utensils in, after lunch. This will help keep your child's lunch box clean and make less work for you later.

All lunch and/or snack items need to be nut-free. We have students at our school that are severely allergic to nuts and bringing nuts into our campus can be extremely dangerous to them.

Please send lunch that your child can eat by him-/herself -- finger food like sandwiches is recommended. Our teachers will not feed the kids. We at Champion would like to see our students grow to be independent.

Lunch is also provided by School Caterers, an independent contractor. You can sign up with them online and also pay them online. They will deliver the lunch here for your child.

Extra Clothes for Full Day Kids

Parents can bring an extra pair of clothes for their child, in case of accidents. Extra clothes should have the child's name on the tag and be placed in a Ziploc bag with the child's name on it as well.

Newsletter

At the beginning of each month, students will receive a newsletter. It is the parents' responsibility to read the newsletter every month. Students will only receive 1 copy of the newsletter; it is the parents' responsibility to replace the newsletter by borrowing from another parent in the class, if it is misplaced. All parties, programs, etc., are listed in the newsletter.

Respectful/Courteous

Please be respectful and courteous to all Champion School staff. We are just doing our job in promoting our mission.

Greeting Teachers and Staff

We request that all students greet all staff every morning. This is essential to teaching our students courteous behavior and good social skills. This also is an important first step in the journey to becoming confident and socially adept.

Behavior

We try redirection or positive reward system to deal with behavior issues. Sometimes we may give them a brief time out, especially in cases where redirection/talking/positive rewards has not worked. If none of these work, we will call a parent/teacher conference and we expect the parent to work and cooperate with us.

Questions Regarding Your Child

There will be two scheduled parent-teacher conferences during the school: one in the beginning of the year and one after the first semester progress reports are sent home. Sign-up sheets for these conferences will be available on the blue sign-in table. Please make sure you are signing up on the correct list; there will be different lists for each class. If a parent does not attend the parent-teacher conference for the scheduled time, we will

not reschedule another time/date, as the teachers are scheduled according to sign-ups and adding new times/dates is harmful to other students' learning, so please attend at the scheduled time. Dates for the conferences will also be listed in the monthly newsletter as well.

In addition, for 3 year olds and up, two progress report cards will be sent home, one at the end of January and one at the end of the academic year. Any time the child is above or below the norm we will let the parent know.

As a parent, if you have a concern about your child please email (not call) the school office and we will be happy to set up a conference with the teacher. We request that you not interrupt pick up and drop off teachers/principal, email the office instead. We ask that parents either email the school to schedule an appointment to discuss their child's progress.

You may briefly visit the child's classroom but you must check in at the office.

Email Turn Around Time

The target turn-around time for response to your important emails is 24 hours. We however can not respond to messages when the school is closed over the weekend or holidays.

Office Hours

Office hours are from 9:00am to 12:00 pm and 1:00pm to 4:00pm. Please do not arrive before or after those hours to address any questions or concerns to the office.

Birthday Parties

We welcome parents to celebrate their child's birthday at school. We ask that parents email (not call) the school at least two week prior to the celebration date. We cannot take verbal requests for birthday parties. Parents, can bring in any treats they wish (just no nuts). Typically, most parents bring cupcakes and goody-bags for the students in the class. Cupcakes work best since it is easier to hand out to students. Please bring enough food or goodies for 24 students. Due to privacy reasons, we cannot provide parents with a class list of names or contact information for those students; please utilize school parties and functions to get to know other parents/students to obtain their contact information.

School Parties

There will be a sign up sheet on the blue table, a couple of weeks prior to the party. Please sign up to bring treats for the parties. Some parties are only for students and some are open to parents as well. If your child has a dietary restriction/allergy, as long as you are not present at the party, we will ensure that your child follows his/her restricted diet. When you arrive at the party, it becomes your responsibility to ensure that the student follows his/her restricted diet. Your active contribution and participation leads to your child's happiness in school.

No Nut Policy

Given that we have students who have severe nut allergies, we do not allow any kind of nuts at school. This includes no nuts in your child's lunch (including no mixing peanut paste in some sauce). No nuts as treats for birthday or school parties.

Clothes

Please send your child in kid friendly clothes. Something they can run in, something you don't mind if they drop paint on it. Clothes worn should be the kind that the child can wear by him/herself. Example: No shoes with laces unless the child can tie the lace by him/herself. If you send caps or mittens or hair clips or jewelry, the school is not responsible for it. For the child's safety, please make sure that he/she is wearing tennis shoes -- sandals, flip-flops, or crocs, are not the best shoes for children to run in and often lead to injuries during playtime.

Tuition

Tuition is broken up into 10 equal payments.

The amount of each payment is listed above. The first payment is due on May 25th, the second payment by June 25th and the subsequent payments are due by the first of every month starting on Aug 25th. Tuition payments and the book use fee are non-refundable. If you withdraw any time between April 1st and the end of the school year, you forfeit this tuition and the spot for the rest of the year. If tuition is late, a \$20 fee will be charged per day for every late day. If a student is picked up after the scheduled departure time, they will be charged \$2.00 for every minute late

Withdrawal

A full tuition payment is due for the last month, including a partial month, that child attends the school. Parent(s) /Guardian(s) who wish to withdraw their child must give at least one month notice in writing (on or before the 1st of the last month that child attends school or June 1st for a new school year) before the actual withdrawal date. Otherwise, the Parent(s) / Guardian(s) will be required to pay an additional month's tuition. For a new school year, you must submit a withdrawal notice by April 1st to avoid responsibility for the May and June tuition payments. The application fee, enrollment fee, the book use fee and the tuition payments already made are non refundable regardless of the reason or timing of the student's withdrawal or termination. No refunds will be given for absence from school regardless of the reason or timing. When parents withdraw, they also forfeit the spot for the rest of the school year.

Termination

Champion School can suspend or terminate a student for violation of Champion's policies and procedures, poor academic performance, failing to make tuition payments on time and severe misbehavior. Champion School has the right to terminate any student's enrollment at any time for any reason, if Champion School decides it is in the best interest of the school and/or the student. No refund of tuition will be given if a child is terminated from the school.

Change in Program

Any program changes you wish to make will not be automatically approved. Program changes are determined by availability of space in that particular program. If you wish to

make a program change (i.e. enroll in extended care, change from 2 day to 3 day, etc.), you need to email the school and request this change. If we can accommodate your request, the school will notify you of any additional payments or paper work that need to be submitted.

Tutoring/Baby-Sitting

Parents cannot hire our teachers for any reason, whether it is for tutoring or baby-sitting. This is not permissible for their own kids or their friends kids even if they do not attend Champion School.

We request that everybody follows the school rules and together we can make it a happy, safe and a good learning environment for our kids.