**KinderPrep Preschool**

**Parent Information**

KinderPrep Preschool is a non-denominational program located at 1621 Shindig Lane and is offered as a service to the community of Missoula. We are a privately-owned and operated preschool; therefore we celebrate and enjoy numerous holidays and seasonal celebrations. KinderPrep Preschool admits students of any race, color, nationality, and ethnic origin into the administration of its education policies, admission policies, and other school administered programs.

**STATEMENT OF PHILOSOPHY:** First and foremost, KinderPrep Preschool is a school. We do *not* provide any daycare services at our facility. KinderPrep Preschool strives to be an educational center which supplements the home and increases the child’s social and educational development. The everyday atmosphere at KinderPrep is one in which every child feels accepted, where mistakes are ok and part of the learning process, and where competition is minimized. We believe that children are natural learners and will learn with the guidance of a professional, caring instructor. Our goals are to challenge their minds, broaden their social awareness, strengthen their faith, encourage cooperative play, and appreciate their individual uniqueness. Our goal is to make your child a confident student ready for their kindergarten year.

**SESSIONS:** Class for the Monday through Friday Kinder-Ready Class begins at 8:30 a.m. and concludes at 12:00 p.m. The other classes begin at 9:00 a.m. and conclude at 11:20 a.m. (3’s) and 11:40 a.m. (4’s). Please do not bring your child to school more than 5 minutes early as the teacher uses this time to prepare for the day’s activities. The doors will be locked five minutes after class is to begin or after all the children have arrived. If you come late or need to take your child early, please knock loudly or text your child’s teacher and we will unlock the door for you. It is important that your child is picked up on time as the classes all have a schedule to maintain. Please bring your child into the classroom when you drop off your child and come into the playground when picking them up. The teacher **will not** release a child until she has visual contact with the person specified to pick up the child.

**CONTACT NUMBER:** Lorrie Juden: 406-239-6999

**REGISTRATION FEE:** When applying for preschool, please enclose a $25.00 non-refundable registration fee along with the first month’s tuition. Only one fee is required for families registering more than one child. Application, registration fee, and tuition must be turned in to guarantee your child’s enrollment in the class.

**CLASS OFFERINGS and TUITION:** These fees are based on the fixed yearly expenses of the school and are as follows:

3-Year-Old Morning Class: $145 a month *(Tuesday and Thursday);* taught by Alison Thorne. Child must be 3 by October 2020 and potty-trained and out of pull-ups.

4-Year-Old Morning Class: $180 a month *(Monday, Wednesday, Friday)* September through December; $220 a month *(Monday through Thursday)* January through May; taught by Jennifer Iverson. Child must be 4 by October 2020 and fully potty-trained and out of pull-ups.

KinderReady (age 4/5) Morning Class: $285 a month *(Monday through Friday)*; taught by Lorrie Juden. Child must be 5 by January 2021 and fully potty-trained and out of pull-ups.

There is a one-time $25.00 supply fee for each child due at our orientation meeting in September. Tuition payments are due the 1st of each month. **Checks should be made out to KinderPrep Preschool**. If you pay by cash, please retain your receipts for proof of payment. There is a $10.00 late fee if payments are *not* received by the 15th of the month. A $25.00 fee will be charged to you on all returned checks. If a difficulty arises, please call to make different payment arrangements because we do not want to lose you! You may call Darryl Juden at (406) 360-8993 for all financial matters. Failure to comply with this policy will result in the cancellation of your child’s enrollment. Full payment is required for each month the child is registered. You may pay for multiple months or the whole nine months if you would like. Tuition is *not* refunded or pro-rated for absences such as illness, holidays, or vacations. If your child will be absent, please notify your child’s teacher. If your child withdraws from preschool anytime during the year, please try to provide two weeks’ notice.

**TERMINATION OF ENROLLMENT:** Each preschool teacher reserves the right to cancel any child’s enrollment on the basis of consistent disruptive behavior that is deemed detrimental to the well-being of the class.

**COMMUNICABLE DISESASES/IMMUNIZATIONS**: We assume if your child is at school they are healthy enough to participate in all activities both inside and outside. If your child (or anyone in your family) has been sick in the last 24 hours (coughing, fever, vomiting, diarrhea, etc.) please keep them home. Please do not mask symptoms with Tylenol, Motrin, etc. and send them anyway. Teachers reserve the right to check temperatures upon arrival. If your child is or becomes ill, you will be called to take them home. ***Please submit a current copy of your child’s immunization record with your application. Montana state law requires proof of current childhood immunizations.***

**RIDES:** A list of children’s names, addresses, and phone numbers will be handed out at the beginning of the school year*. (If you prefer not to be listed, please let us know.)* Car-pooling makes drop-off and pick-up easier. The teacher must be informed in writing if your child is riding with someone other than those listed on the list of people your child can leave with.

**DRESS:** Preschool is an active, fun place so clothing suitable for play is recommended. During the winter months, please dress your child warm enough to play outside. KinderPrep requires that children attending the preschool are completely potty-trained. We ask that you provide a change of clothes so that should an accident occur, there will be a quick and discreet change. Please bring the clothes in a zip lock bag labeled with the child’s name on the first day of school.

**SNACKS:** Each month the teacher will send home a snack schedule with your child. On the day of your child’s snack day, you will provide a healthy, store-bought snack for each child in the class. Their snack day is also their show and tell day. They may bring one special item to show the class. Milk and water will be provided by the preschool. If your child has a food allergy, we will let all the parents know so they can plan snacks appropriately.

**BIRTHDAYS:** Every attempt will be made to assign your child to bring snacks the week of their birthday. They may bring a yummy snack of their choice on that day (this is one exception to the healthy, store-bought rule). If you would like to pass out birthday party invitations at school, please include one for each child in class.

**BACKPACK**: Please send a full-size backpack with your child every day (the small toddler size is too small for what we need.) Please be sure to check the backpack each day to see what is in it.