

# Curtis Kindergarten & Preschool, 2014-2015

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## TO OUR PARENTS/GUARDIANS:

Your child's educational journey has just begun. Successful first steps encourage a positive attitude toward learning and help build the confidence and skills they will need to succeed. The Curtis Kindergarten & Preschool staff is honored that you have chosen us as a partner in guiding those first steps. We provide a structured curriculum enriched by an atmosphere of Christian values and lots of love. To ensure we fulfill our responsibility to you and your child, we have mapped a course based on the following principles:

- All children come to school ready to learn.
- Learning should be an enjoyable experience for children.
- A preschool program that incorporates academic goals with social preparation is essential:
  - To provide children with the fundamental skills and essential knowledge they need to become successful students in kindergarten, which includes skills such as reading, writing, mathematics, gross and fine motor skills,
  - In addition, help them become well adjusted, happy, and secure with their social life.
- It is our responsibility to serve our students, parents/guardians, and community in a courteous, safe, effective and efficient manner.
- School professionals should be given the opportunity to determine the individual needs of each child – social, emotional, physical, and intellectual – enabling them to make the most of all educational opportunities available in his/her school.
- Parents/guardians are the primary advocates for their children and as such, are an integral and essential part of the educational planning.
- Parent/guardian participation and consistent reinforcement of day-to-day activities – ensuring that their children are well rested, properly equipped for school, on time, prepared and ready to learn – is key to their learning success.

Thank you for reading this information and familiarizing yourself with our policies, procedures, and everyday life at Curtis Kindergarten & Preschool.

Our hope is that you will join with us in this course to help your child/children have a positive and rewarding experience this year and in all of the years ahead.

Welcome to Curtis Kindergarten & Preschool.

Thank you,

Ken and Amy Stamatis  
Owners

## ABOUT CURTIS KINDERGARTEN & PRESCHOOL

### Our Mission

Our mission is to cultivate a love of learning in a safe and constructive atmosphere.

### Our Commitment

The Curtis Kindergarten and Preschool will:

- Provide a safe, enriching and nurturing learning environment
- Foster interest and curiosity about school activities
- Promote the physical, social, emotional, language and cognitive development
- Create an informal, collaborative atmosphere where children learn to participate in group activities with peers
- Provide opportunities for self-initiated and directed play
- Support and encourage parents/guardians as they take on the responsibility of guiding their child's education
- Identify and address the specialized needs of each child we serve.

### Our Approach

**Curriculum management-**The Curtis Kindergarten & Preschool Instructional Coordinator, Director, and teaching staff continually assess and manages curriculum and developmental activities to address unique learning needs while maintaining group learning structure and achievement goals.

**Needs assessment-**Through observation, interaction and use of appropriate and accepted diagnostic tools (as necessary), parents/guardians, teachers and education-related professionals collaborate to establish current performance, identify needs and monitor progress.

**Parent/guardian involvement-** Recognizing that parents/guardians are our students' primary teachers and the most powerful influences in their development, the Curtis Kindergarten & Preschool staff strongly encourages you to act on your right and responsibility to be involved in your child's education and to be an integral part of that experience. We provide many participation opportunities and welcome visits to the school at anytime. *(Please see visitation policies for safety and security issues.)*

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## Our Staff

All Curtis Kindergarten & Preschool teachers have early childhood development backgrounds, have passed through background checks and meet all requirements mandated by the Department of Health & Human Services. They are required to fulfill a minimum of 20 hours of continuing education courses each year.

## Our Students

Ultimately our goal at Curtis Kindergarten & Preschool is to prepare your child as he/she begins their educational journey here that will eventually lead him/her into the kindergarten program and beyond as a successful lifelong learner. All curricula is developed with a child's interest in mind and implemented in the classroom using best practices found in research.

Listed below are the programs that are offered at Curtis Kindergarten & Preschool:

**Infants: 6 weeks to 18 months:** Exemplary care will be provided for your baby in our Nursery. Staff will strive to take excellent care of each child and encourage all developmental milestones as outlined in the Arkansas Ages and Stages. Please note that parents are required to provide all diapers, wipes, bottles, formula, and baby food.

**Toddlers: 18 months to 36 months:** Staff in this area will encourage early learning as outlined by the Arkansas Ages and Stages Developmental Outline. Staff will also work with children to encourage and complete potty training so that they are able to move on to the Preschool Program.

**Preschool: 3 year olds:** *Note: Children are eligible if they are three years old and completely potty trained (no pull ups – no exceptions).* The preschool program is designed with teachers who work to focus on preparing your child for the next level of curriculum at Curtis Kindergarten & Preschool. This includes introduction of the alphabet, numbers, writing your child's name, social and emotional development, and learning to care for themselves.

**Pre-Kindergarten: 4 through 5 years:** The pre-kindergarten program is designed to prepare children in social skills, character development, mathematics, and reading and writing. With reading and writing, the program focuses on oral language, phonological awareness, letter knowledge, and print knowledge. The program is overall designed with schedules and activities that will make the transition into kindergarten an easy one for your child.

**Kindergarten: 5 years:** *Note: Children should be five before September 1st. Exceptions may be made to this based upon the discretion of the Director and Instructional Coordinator.*

The kindergarten program is offered for students who want to continue their experience with Curtis Kindergarten & Preschool. The transition between Pre-K and Kindergarten is a smooth and easy one. With smaller class sizes, the ability for small group instruction is made easier. Skills covered in kindergarten include character development, social skills, mathematics, writing workshop, guided reading groups, and inclusion of science through non-fiction literature and various hands-on science experiments. There is an emphasis placed on developing reading skills through phonics lessons and sight word practice. When leaving kindergarten your child will be ready to enter into first grade with confidence.

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**After School: 5-8 years:** *Note: We do not accept after school children beyond 8 years of age.*

The afterschool program is designated for children ages 5-8 who attend another school during the day. Afterschool care starts at 2:30 PM and is available until 6:00 PM. Curtis Kindergarten & Preschool does not provide transportation. All children attending the program will need to have their own means of transportation arranged for them. Children involved in the afterschool program are given an afternoon snack upon arrival and given the opportunity for free-play

**Summer Session: 6 weeks through 8 years:** The summer program is designed to help improve skills that your child may need to work on to better prepare them for the next school year. However, the summer program is more relaxed and each child is given ample amount of play and free choice activities to provide each child a structured, but more relaxed summer experience.

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## ENROLLMENT

To enroll your child at Curtis Kindergarten & Preschool, complete the registration forms (available at the school or online at [www.curtiskindergarten.com](http://www.curtiskindergarten.com)) and submit them to the Director. Spaces are limited and students are accepted on a first come, first serve basis. Early registration is encouraged. Your child may be placed on a waiting list. It is encouraged to place your child on the waiting list as soon as you make Curtis Kindergarten & Preschool your choice for your child's education. If classes are full upon registration, your child will be put on a waiting list and we will notify you as soon as a space is available. Upon registering, you must pay the registration fee to hold your child's spot in their assigned class (see payment policies for fee information). After enrollment is confirmed, the following documents must be submitted before your child can start school:

- Immunization Records
- Custody or Guardianship records (if applicable)

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## TUITION PAYMENT AND ASSESSMENT POLICY

### Fees and rates

Current tuition information is available at the school or online at [curtiskindergarten.com](http://curtiskindergarten.com)

### Payment

- Tuition payment is required by the Friday of the week before your child is to attend. (Example: The tuition for August 20<sup>th</sup>-24<sup>th</sup> is due by Friday, August 17<sup>th</sup> and no later than Monday August 20<sup>th</sup>). Advance payments for the month or entire school year are also accepted.
- All payments not turned in by the Monday of the current week will be charged a \$5 late fee per week that the tuition is not turned in.
- Tuition fees are based on the number of days specified in the enrollment agreement.
- Payment may be made by cash or check. **(Returned checks will be assessed a \$25 fee.)**

### Assessment

#### Absentees

There are no tuition deductions for missed days. The weekly rate remains the same.

As always, our interest and concern is the well-being of each child that attends Curtis Kindergarten & Preschool. In order to ensure that your child receives the quality education that is provided, we ask that the number of absences be limited. Each class starts promptly at 8:00 AM and we ask that no child should arrive later than 5 minutes before their class begins.

#### Schedule change or withdrawal from school

A two-week notice is required to change the number of days agreed upon or to withdrawal from the school. In the event that notice is not given, current tuition rates will be charged and two-week payment will be expected, even if the child is not in attendance.

#### Vacation time:

Curtis Kindergarten & Preschool will be closed Christmas week (see school calendar for dates) so that our employees may spend the holidays with their families. There will be no tuition charged for that week.

If your child is enrolled full-time year round you may choose a vacation week during the spring semester or summer session. **(Note: This vacation week option is not available to *summer session only students or school year only students.*)** A vacation week must be taken in five consecutive days. The director should be notified in advance of the vacation week to ensure tuition is waived.

#### Holidays:

When school is closed for National Holidays (Labor Day, Thanksgiving, New Year's Day, Memorial Day, 4<sup>th</sup> of July, etc.), the weekly tuition rate remains the same.

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### **Inclement Weather (Snow/Ice Days) :**

If the school is closed due to inclement weather we will follow the same schedule of Searcy Public Schools. Searcy Public Schools will be posted on the following channels: KWCK 99.9, KARK channel 4, or KATV channel 7. In this instance we will also try our best to put Curtis Kindergarten and Preschool on these websites to help you. **The tuition will stay the same as if we were still open for any inclement weather days.**

## BEHAVIOR MANAGEMENT

### Our standard practice

Learning acceptable behavior in the classroom and other social settings is vital to the success of every child. The Curtis Kindergarten & Preschool staff uses positive reinforcement techniques, including prevention, redirection and praise, to help children develop self-control, self-reliance, and to respond positively to both peers and adults. These techniques include:

- Reward desired behavior with praise
- Provide consistent and persistent responses to appropriate or inappropriate behaviors
- Redirect to appropriate behaviors
- Model appropriate behaviors
- Provide consistent coaching through activity transition to promote security and continuity
- Keep behavior rules simple and meaningful

### Next steps

If a student is consistently not responding to positive reinforcement techniques, the child's teacher will meet with the parent/guardian to determine a course of action and will work with them to monitor progress. In the very rare instance that the situation is not improved, we will request that the student be withdrawn from the Curtis Kindergarten & Preschool program.

*\*Note: All parents/guardians must sign our behavior management policy during the application process. This is kept in the student's file. Parents may obtain a copy of this document through the school office.*

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## OPERATING PROCEDURES

### Hours of operation

Curtis Kindergarten & Preschool is open from 6:15 AM to 6:00 PM year round.

### Drop off and pick up

- A parent/guardian designated adult must remain with the child until they are officially delivered to the care of a Curtis Kindergarten & Preschool staff member. No child may be left alone or unattended on school property.
- Upon drop off and pick up, all children must be signed in/out with a staff member (see sign in and sign out policies).
- Children must be in their classroom NO LATER THAN 8:30 AM. *If a child shows up after this time, they may not be allowed to attend school that day.* Each class has a very specific daily routine, and having children show up at various times in the morning and even occasionally into the afternoon greatly upsets this routine as well as lunch preparation. Exceptions may be made on an individual basis, otherwise this policy will be strictly enforced. Please see the director to discuss any exception requests other than the occasional doctor appointment or special circumstance that does not occur on a regular basis.
- No child shall be picked up after 6 PM. In the case they are, the parent will be charged \$5 per minute of late pick up. This Late Pickup Fee is due before the child is admitted back to school.
- Curtis Kindergarten & Preschool does not provide transportation to or from school.

### Sign in and out

- The parties who will be dropping off and picking up your child must provide their full legal signature (no initials or nicknames) on the sign in sheet each day. A picture I.D. is required if they are not the child's parent/guardian. Only parties listed on the emergency release form will be permitted to leave with your child. *(Note: This is one of the most important legal requirements of our licensing regulations and is strictly enforced for everyone's protection).*
- In case of emergency, if you would like someone other than one of the individuals listed on your child's emergency card to pick your child up, you must have the phone authorization form filled out and on file in the school office. There are **no exceptions** if this form is not on file.

### Visitation – Open Door Policy

Parents/guardians are welcome to visit the school at any time. For the safety and security of all school personnel and students, all visitors must sign in before going to their child's classroom. As an added safety policy, if you need to visit the school and your child is not present please call the director and make an appointment. Come to the school office and the director will escort you wherever you need to go.

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### Residence change/Personal information

Please inform the school of any change in residence, mailing address, telephone numbers or change in family situations. We ask that up to date information be consistently on file with the school office.

### Inclement weather/crisis

- In case of inclement weather, monitor TV and radio announcements for school cancellation. If the Searcy Public School cancels school or school is closed, NO classes will be held that day.
- If classes/school is cancelled in the middle of the day, we will call each parent and the parent must pick the child up immediately.
- Evacuation plans are in place and drills are conducted monthly for fire, tornado or other possible crisis events to ensure the safety of all children. In the event of a crisis, each child's parent/guardian will be contacted.
- A copy of the Emergency Management plan is available for review through the school office.

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## MEDICAL

### Illness

If your child has run a fever in the last 24 hours or, experienced vomiting/diarrhea during the night please keep them at home. **Your child must be fever free for 24 hours before returning to school.**

The following precautions and/or procedures will be followed for any children suspected of having a communicable disease:

- A staff member will immediately notify the parent/guardian, or other approved contact of the child's condition when they have been observed with signs or symptoms of an illness.
- A child with any sign of illness or disease will be immediately isolated and made comfortable until discharge to his/her parent/guardian, or other approved contact. Any bedding/furniture used by the child will be disinfected before it comes into contact with another individual. The staff will follow all procedures for dealing with communicable diseases.

Common symptoms requiring pick up or absence:

- Fever: A body temperature of 101 degrees Fahrenheit or greater (Infants – 100 degrees Fahrenheit or greater)
- Diarrhea: three (3) or more watery stools in a 24 hour period.
- Vomiting: Vomiting on two (2) or more occasions within the past 24 hour period.
- Rash: Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
- Sore Throat: if associated with fever or swollen glands in the neck
- Severe Coughing: Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
- Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
- Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of nits
- Multiple Sores inside mouth with drooling: unless health care provider determines the condition is non-infectious
- Ring Worm: a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider
- Impetigo: return 24 hours after treatment is initiated

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## Administration of medication

If possible, please give medication to your child before they come to school. In the event that they do need to take medication during the school day, procedures are as follows:

- All medication, prescription or over the counter, will be administered only with the written orders. The Director may contact the prescribing physician if necessary.
- Medication must be in the pharmacy package (with dosage/administration information). Any medicine not properly labeled will not be administered.
- The appropriate school medication authorization form must be completed and signed by the parents/guardians.
- Should any changes occur regarding the administration of this medication to the child, a revised statement regarding dosage/administration must be submitted to the Director immediately.

## Emergency Treatment

Parents/guardians are required to complete an emergency medical form for each child. In case of an accident or emergency, this form will be used to notify the designated contacts. Please be advised that those listed as alternative contacts must be available for the call during school hours. To ensure the best possible care for your child, please provide contacts that are in the immediate area and can respond quickly to an emergency situation.

If none of the emergency contacts can be reached, the school will abide by the directions in the form or call emergency medical services as the situation dictates.

## Accident/Unusual incident reporting

In case of any accident (emergency and non-emergency) or other incident deemed "unusual," a report will be completed by the teacher or other staff member describing the incident. Parents/guardians will be notified of the incident. Any completed incident or accident reports will be signed by parents/guardians and placed in the child's school file.

## Medical Care Plan (added 02/26/2014)

Curtis Kindergarten & Preschool must maintain as part of a child's record, an Individual Medical Care Plan (IMCP) for each child with a chronic medical condition which has been diagnosed by a licensed health care provider. An IMCP ensures that a child with a chronic medical condition receives health care services he or she may need while attending the program.

Curtis Kindergarten & Preschool's Director must develop an IMCP in collaboration with the parents/guardians, program educators and the child's licensed health care practitioner, who must authorize the IMCP.

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The IMCP must include the following:

- \* a description of the chronic condition which has been diagnosed by a licensed health care practitioner
- \* a description of the symptoms of the condition
- \* an outline of any medical treatment that may be necessary while the child is in care
- \* a description of the potential side effects of the treatment
- \* an outline of the potential consequences to the child's health if the treatment is not administered

The child's teacher must have successfully completed training relative to a child's IMCP. This training must be given by the child's health care practitioner or, with the child's health care practitioner's written consent, by the child's parent. The training must specifically address the child's medical condition, medication and other treatment needs. Some examples of an IMCP would include children with asthmatic conditions, allergic reactions, ADHD, or diabetic conditions. IMCP's are not required for children without chronic conditions needing oral or topical medications.

In the event of an unanticipated, non-life-threatening condition requiring treatment (as specified in the IMCP) a staff member must make a reasonable attempt to contact the parents/guardians prior to administering the unanticipated medication or beginning the unanticipated treatment. If parent/guardians cannot be reached immediately, they should be notified as soon as possible after the medication or treatment has been administered to the child.

The teacher must ensure that they document the administration of all medications and medical treatments in the child's medication/treatment log.

Written parental and licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner and must be renewed annually, or when the child's condition changes, for administration of medication and/or treatment to continue.

### **Additional information regarding Individual Medical Care Plans:**

A copy of the IMCP must be maintained in the child's file. It is recommended that a copy of the IMCP also be located in the classroom.

There must be one person trained in the implementation of a child's IMCP whenever the child is in the care of the program.

Confidentiality will be maintained at all times regarding any child's medical condition or treatment.

### **Additional medication requirements to consider:**

Emergency medication such as Epipens must be immediately available for use. For example, Epipens must be brought with children for outdoor play or walks.

Training by a licensed health care practitioner for the specific administration of an Epipen is highly recommended but not required.

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### **Educational Care Plan** (added 02/27/2014)

Curtis Kindergarten & Preschool will facilitate in providing a space for any speech-language pathology services or physical and occupational therapy for any student enrolled in our program who has been tested and recommended for these services. Curtis Kindergarten & Preschool will also provide adequate space for parent/therapist/teacher meetings related to the enrolled child. Teachers will work together with therapists in order to meet the educational needs of any enrolled child requiring these services. A copy of the reports will be maintained as part of a child's record.

Confidentiality will be maintained at all times regarding any child's medical condition or treatment.

## FIELD TRIPS

### Notification and consent

On very special occasions, the school staff will plan a field trip for our students. Field trip permission slips, including the date, purpose of trip, times of departure from and return to the school, and name, street address & telephone number will be sent home well in advance of the planned excursion.

**Every student must have a written permission slip from his or her parent/guardian to participate.**

### Excursion management

A written field trip plan will be maintained on the facility including the name of each participating child, staff member, chaperones, and the license plate number of any motor vehicle used on the trip. Attendance will be taken before departing the school, upon arrival at the destination, each hour during the excursion, upon return departure and arrival at the school. Every child will carry identification with the school's name, address and telephone number.

### Opt out

If you do not consent to let your child participate or a student does not return with a written permission slip, they will remain at the school and participate with one of the other classes. Because these events are very rare and are carefully chosen with maximum learning experience and safety in mind, we encourage every student to participate.

## OUTSIDE PLAY

It is a licensing requirement that, weather permitting, children must play outside daily. The staff will exercise their best judgment in weather conditions for outside play. Please ensure your child is dressed appropriately.

Our policy is to stay inside on days when the heat index is above 95 degrees Fahrenheit or when it is below 32 degrees Fahrenheit.(updated 02/09/2015)

The school is not staffed to make exceptions and keep students inside during these play periods. If your child is not feeling well enough to play outside, please keep them at home.

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## APPEARANCE AND ATTIRE

School program activities include pasting, painting, coloring, and lots of play outside year round. Students should wear clothing that will allow them to participate freely in these activities and accommodate for the weather of the day. In the winter, children must have appropriate outdoor clothing including boots, winter outerwear, (hats, gloves, etc.). All clothing must be labeled with your child's name. Clothing with vulgar or inappropriate wording, print and or pictures is NEVER allowed at Curtis Kindergarten & Preschool by staff, students, parents or guardians.

Hair should be clean and well kept as to allow for maximum health of students and staff. No irregular colors or hair styles are allowed during the official school year except for temporary applications for special holidays and or programs. Hair for boys should be cut over eyebrows, ears and collar of shirt to allow for optimum visual and auditory opportunities.

### Extra clothes

Every student must have an extra set of clothes in a clearly labeled plastic bag to help them out in the event of emergency spills etc. Soiled clothes will be returned in the plastic bag at the end of the day.

### Sunscreen

Because outdoor play is an integral part of your child's day, we strongly advise application of sunscreen in the morning before they arrive at school.

## NUTRITION

### School Lunch Program:

Curtis Kindergarten & Preschool serves a healthy hot lunch each school day. (See Lunch Menu for more detail.) If your child has food allergies, please notify the staff. Children with special food requirements must provide their own lunch, and will be required to sit away from the rest of their class when eating.

### Snacks

Students also receive snacks each day (morning and afternoon)

### Birthdays and Celebrations:

On special occasions, birthdays and scheduled holiday parties parents/guardians and staff often provide treats.

\*If you wish to bring snacks for your child's birthday, please notify their teacher in advance.

\* If your child has dietary issues and cannot participate in special snacks, please notify the staff.

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## CURRICULUM

Curtis Kindergarten & Preschool is a Christian based private school which provides a daily bible lesson/reading in every class. Age appropriate curriculum is used for each age enrolled at our school. We stay updated with the requirements to enter kindergarten and strive to set the children up for success when they move on to elementary school.

**Infants:** 20 minutes per day with the older babies singing bible songs and learning about Jesus.

**Toddlers (ELC):** Adventures for Toddlers, a curriculum for children from eighteen to thirty-six Months was developed through a contract with the Division of Child Care and Early Childhood Education. Experiences within the toddler topics are based on the Arkansas Framework for Infant and Toddler Care Developmental Strands and address each of the Benchmarks.

**Preschool Building:** Adventures in Learning, a comprehensive curriculum for children from three to five, was developed by the Division of Child Care and Early Childhood Education. The curriculum features 40 topics of study in nine focus areas. Each topic is introduced with familiar children's books and has a strong language and literacy emphasis.

**Pre-K (Big Building):** The Arkansas Early Childhood Education Framework Handbook for Three and Four Year Old Children is used which provides the benchmarks that preschool children need to master before entering Kindergarten. Each week will have a theme in order to integrate lessons and to promote continuity across the school. These themes allow the teachers to incorporate science and history into the classrooms.

**Kindergarten:** The Kindergarten program follows the Arkansas State Frameworks and you can find more information at the following website: <http://www.arkansased.org/divisions/learning-services/curriculum-and-instruction/frameworks>

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### **CURTIS KINDERGARTEN & PRESCHOOL PARENT/STUDENT CONTRACT:**

If you have read this handbook, please sign the contract below. This page must be kept in your child's permanent file.

I, \_\_\_\_\_ have read and understand the Curtis Kindergarten & Preschool Handbook. I agree to abide by the Tuition payment policy and pay my tuition on time. I agree to abide by the Open Door Policy set out in this handbook. I agree to give a two week notice if or when I want to change my child's schedule or withdraw my child from enrollment at Curtis Kindergarten & Preschool. I agree to pay for two weeks tuition if this notice is not given before withdrawing my child.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_