

Chatham School

PARENT HANDBOOK

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(Page 18 - Signature Page to be signed and returned)

CHATHAM PHILOSOPHY/PROGRAM

Our program is designed to provide the best environment possible to stimulate and meet the needs of young children for social, emotional, cognitive, and physical development. This goal is realized by providing good physical equipment, combined with the healthy social emotional experience derived from supervised group play and participation in creative activities. Our developmental curriculum is based on children's needs and on the understanding that they learn through active interaction with their environment. We provide a variety of materials and open-ended activities so that the child is able to initiate or select an activity that is so important in building a strong sense of self-esteem.

Our schools were built for children in mind. One is composed of three and the other is composed of 7 large well-designed sunny rooms for all activities. The outside area is divided into 3 sections with equipment that stresses large muscle activity to help develop physical skills. We are fortunate in having covered areas outdoors located in the back so we are able to go outside rain or shine. The children may choose activities including many varieties of painting, clay, block building, housekeeping, dramatic play, quiet corner for books and reading, natural science, cooking projects, sand and water play, gardening, carpentry, both inside and outside. There is a planned circle time with music and movement and story time each day in the morning and afternoon.

Since the schools were designed and built for our youngest of children, the environment is rich in child centered and developmentally appropriate experiences. We are a developmental school that meets the needs of every child at each step of their development from infants to first grade entry. Our goal is to have happy, well rounded children that want to come back and visit where their memories began.

Here at Chatham we strive to:

- Provide daily experiences that are warm, emotionally supportive, consistent, predictable, and safe.
- Provide ample opportunities for social interactions with children their own age.
- Provide opportunities for exploration and manipulative objects, learning materials, and toys, etc.
- Provide experiences and activities appropriate to the child's current level of development.
- Provide guidance and support toward self-control and sense of competence.
- Provide a wide variety of creative, open-ended activities placing an emphasis on play.
- Provide opportunities for large and small muscle activities indoors and outdoors.

- Provide support to families and partners in issues of child development and parenting issues.
- Allow children develop at their own pace without placing inappropriate expectations on their development. And
- Encourage creativity, problem solving and the joy of learning.

Through these experiences we provide the following areas develop:

Social-Emotional Development

- Interactions and Relationships with Adults
- Interactions and Relationships with Peers
- Identity of Self in Relation to Others
- Recognition of Ability
- Expression of Emotions
- Empathy
- Emotion Regulation
- Impulse Control
- Social Understanding

Cognitive Development

- Cause and Effect
- Spatial Relationships
- Problem Solving
- Imitation
- Memory
- Number Sense
- Classification
- Symbolic Play
- Attention Maintenance
- Understanding Personal Care Routines

Language Development

- Receptive Language
- Expressive Language
- Communication Skills & Knowledge
- Interest in Print

Motor & Perceptive Development

- Gross Motor
- Fine Motor
- Perceptual Development

INFANT / TODDLER PROGRAM

Our Infant / Toddler Program is play based and promotes the development of a loving, consistent, secure relationship between each child and their caregiver. Our goal is to provide a safe, loving, and healthy environment for our infants / toddlers as well as building the same positive, trusting relationship with their parents.

Each teacher is responsive to each child's needs, temperament, and natural daily schedule and changes that come with it. Each child has supportive opportunities to explore their environment and gain new experiences through frequent and stimulating interactions with their teacher and other children.

Our program emphasizes daily communication with parents and their child's teachers through daily reports and verbal conversations. This type of communication is essential to meeting the unique individual needs of each child. We also have formal meetings quarterly to review your child's needs in more depth. (Needs And Services Plan)

Our Infant/Toddler program consists of 2 rooms. The infant room consists of 8 infants, 0-14 months (approximately). Our toddler room consists of 12 children, 12-24 months (approximately). With a transition room of 12-14 children in the 2 year old room before going on to the preschool room. The student ratio in each room is 4:1. The amount of children in each room varies to the growth and maturation of each child.

The Toddler Program provides a warm, caring, and stimulating environment to support development of their social, physical, and emotional skills. Toddlers learn best through the setup and implementation of curriculum and how they interact with their environment. We strive to provide consistent, pleasurable, and rewarding interactions between the children and teachers so that children build trust and positive feeling in what they can accomplish. We provide a child-centered program with a wide range of materials and activities in centers around the classroom. Language is highly emphasized and is a building block toward formal education.

CHATHAM SCHOOL ENROLLMENT REQUIREMENTS

In order to be eligible for Chatham School your child must be cute!

To enroll your child at Chatham School you need to provide the director with the following forms completed and signed:

1. \$80.00 registration fee
2. Registration form & schedule desired
3. Admission agreement
4. Consent for Treatment
5. Physician's Report (which goes to the doctor's office)
6. Pre-admission Health History
7. Emergency Information
8. Blue Card-Emergency Information
9. Authorization & Consent Form (walking & photo)
10. State Rights Form
11. Additional Emergency Form
12. Notification of Parent's Rights
13. Personal Rights
14. Handbook Signature Page

Infant / Toddler only additional forms

1. Infant/Toddler Needs and Services Plan (Quarterly)
2. Toddler Toilet Training Plan
3. Immunization Records Updated continuously

Immunization Records Must Include The Following:

- 4 – DTP (diphtheria, tetanus, pertussis)
- 3 – Polio
- 1 – MMR (measles, mumps, rubella)
- 4 – HIB (meningitis)
- 3 – Hepatitis B
- 1 – Varicella (chicken pox)
- 1 – TB test if evidence of risk

A signed physician's report with evidence of immunization filled out or attached

FIRST DAY OF SCHOOL-What do I bring?

Your child needs the following at Chatham School (clearly labeled with name/food and bottles also dated)

1. Formula or breast milk prepared in bottles clearly marked with name and date.
2. Once your child drinks regular milk we will provide.
3. Baby Food/Special Meals. Please label all containers with name and date. We will save leftovers so that you can see amount they ate, if a lot was not eaten. Otherwise we will throw out at the end of the day.
4. Bring two complete changes of clothing and replace as it is used or the weather changes and we need other clothing.
5. We provide bedding and blankets.
6. Transition objects can be brought to school for your child's comfort. Please label with your child's name.

Needs and Services Plan (infant/toddlers only)

Infants' and toddlers' needs change rapidly. You will be asked to update these changes quarterly with your child's teacher. A form will be provided and gone over with you and the teacher formally.

FOOD Restrictions or allergies

Please inform the school, in writing, of any food restrictions and allergies. We do not provide infants with food for this reason. We want the parent to be in control of anything the child eats. With this information we can ensure your child is served food that is safe for him/her.

PLEASE DO NOT SEND CANDY OR GUM TO SCHOOL!

DO NOT LEAVE MEDICINE OR VITAMINS IN YOUR CHILD'S BACKPACK, POCKET, OR HANDS. PLEASE GIVE PRODUCT TO THE TEACHER AND FILL OUT AN AUTHORIZATION FORM AND PLACE IN THE OFFICE FOR PROPER DISTRIBUTION.

PROGRAM INFORMATION

Chatham School is open from 7:30 a.m. to 6:00 p.m. Monday through Friday. Since we have an all day program, days and times may be selected as needed, according to availability.

Our programs serve children 3 months to 6 years old (with some after school kindergarten care). 3 months to kindergarten at Redwood Campus & 2 years to 1st grade entry at the 39th Ave site. We accept children from all races, national origins, and religious background. They may attend school two, three, four, or five days a week.

Some children adjust to preschool quickly, others need more time. The parent should plan to visit the school with their child a few times before enrollment. An orientation meeting will be held for parents preceding school. There will be a planned face-to-face visit with a child's parent/guardian and Chatham School director prior to enrollment of your child. The purpose of this meeting is to discuss the needs of your child and the scope of this program. During your child's first week(s) in school, the parent should plan to stay as needed, in order to help the child adjust to the new environment. The combined judgments of the teachers and the parents will determine how long this period should be for each child.

POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE

Parents are asked to bring their child to their classroom every day and remain with him/her until a teacher has taken responsibility. California State Law requires that you sign your child in and out of school each day using your full signature and times of the day. There will be a \$50.00 charge for not doing this. It is critical if there is an emergency.

Please bring your child no earlier than 5 minutes before their contracted start time and pick him/her promptly up at the end of their contracted hours. A late fee will be charged for any hours over.

We close at 6:00 p.m. You will be charged \$1 per minute payable to the closing teacher at the time of pick-up or by the next day.

AUTHORIZED PICK UP

Chatham **will not** release children to anyone, other than his/her parents, without authorization in writing from parents. Adults that are listed on enrollment forms to pick up children will need to show picture ID, until known to staff. Please contact administration to add/drop people from your list.

ABSENCES

If your child will be absent for any reason, please call the school. Tuition must still be paid in full regardless of a child's missed attendance. No credit/reduction in fees will be given because of illness, holiday, or vacation.

MEDICATION

A written approval and instructions from a physician must be provided for each prescription medication in order for it to be administered to a child at Chatham. All medications must be given to a staff member in its original bottle with these instructions. A medication form will be provided for you to fill out before medication is given. You may not leave any medication in child's locker or backpack.

Non-prescription medication will not be administered without approval or instructions from the child's physician in writing.

Documentation of prescription and non-prescription medication will be maintained in children's file. Medication that has expired, not in original container, or instructions conflicting with product label will not be given unless accompanied with doctor's orders.

ALLERGIES

Children that have food related allergies would be given a substitution. It is necessary to keep records current of new allergies or allergies that no longer exist, including non-food related allergies.

HEALTH

It must be remembered that absence is to be expected in this age group, due to higher incidence of communicable diseases and upper respiratory infections in the preschool years. It is important that sick children not come to school. If your child appears to be coming down with something please keep him/her home. This is the period when the infection is the most contagious. Children with colds, flu, or diarrhea should stay home. Children who have a fever should not return until the fever has been normal for 24 hours. A child may return to school with a slight cough or runny nose at the discretion of administration or with a written note from the doctor. A note from your doctor must be obtained before a child can attend school with skin eruptions or with eyes that are inflamed or watery. A child may not return to school unless he/she is well enough to participate in all phases of the program including outdoor play. With these stringent rules, parents can feel confident that their child's health is being given the best possible protection.

SAFETY/FIRE/DISASTER/EARTHQUAKE

Our most important goal is to provide the best and safest environment for all the children. All the equipment and materials are routinely checked for safety. Equipment and materials in need of repair will be repaired or discarded. Fire/Earthquake drills are conducted quarterly. If we are required to relocate in an emergency we will meet at each other's site or 39th Ave to Redwood Heights School next door and Redwood Campus will meet up at Carl B. Munch School on Campus Dr.

The school building has been remodeled to far surpass city codes for resisting earthquake damage. We have the necessary first aid, water, and food supplies in case of an emergency. All windows are either made of laminated safety glass or covered with plastic film. Please be sure to keep emergency information current in your child's records. All staff are trained yearly in First Aid and CPR techniques.

MEDICAL EMERGENCIES

First aid will be administered by the staff for minor scrapes and bruises. When further treatment is necessary we will make every effort to contact the parents, then others on your child's emergency card will be called to care for your child. If we feel that it is necessary we will consult your doctor indicated on the emergency form.

If urgent medical or dental treatment is necessary, the child will be transported to the proper medical facility by a staff member. In case of a medical or dental emergency the staff member will call (9-1-1). If transportation is necessary a staff member will remain with the child along with the child's records. Parents will be contacted and advised where to meet their child and staff member, usually Kaiser or Children's Hospital, both in Oakland. Parents will be financially responsible for services incurred due to the judgment of the Chatham staff.

If parents adhere to a religious faith that practiced healing by prayer or other means, a signed statement requesting no medical care be given, and acceptance of full responsibility for the child's health must be on file.

DISCIPLINE

The goal of discipline is to help children develop inner controls so that they can interact with others in a positive manner, while feeling good about themselves.

We have 3 basic approaches to discipline:

1. Whenever possible verbal messages are stated in positive terms.
2. When children are having difficulty they are redirected.
3. If a child has lost control, and is unable to regain control on their own, we will remove the child from the situation. During this time, a child is with an adult and is allowed to choose what they would like to do until they are ready to return to what they were doing.

- A. If these procedures prove ineffective, a conference will be called by the teacher and the child's parent. A plan of action will be developed, literature, and/or referrals will be given to help the parent.
- B. If the previous steps are proving ineffective you will be expected to come and pick your child up from Chatham and not return until the next day.
- C. If all resolutions are exhausted, the last step would be to ask you to remove your child from this program and find a better fit for your child.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by a staff member while at school.

DISMISSAL FROM SCHOOL

Chatham reserves the right to dismiss a child and parent at any time immediately and without prior notice. Reasons may include the following:

CHILD

- Excessive aggressive/disruptive behavior
- Mismatch regarding child's needs
- Developmentally too young
- Need of a smaller group setting

CHILD due to PARENT BEHAVIOR

- Exhibition of negative disruptive behavior
- Non-compliance or disagreement with school policies
- Non-payment of tuition on a timely basis
- Repeated late pick-up of his/her child

We are open to suggestions and are willing to listen to your point of view. Please comply with all school policies.

GENERAL INFORMATION

DRESS

Easily washed play clothes are appropriate for your child's day. A set a clothes specifically for messy projects is a great idea. Materials such as glue, paint, shaving cream, sand, mud, etc. are used. We provide a smock for your child to wear but stains may still get on clothing. ***Our paints are soap based***. A complete set of clothing should be left at school. Please replace immediately if used. Please label all clothing with child's name so it can be returned to your child's locker.

SHOE POLICY

Children are allowed to take their shoes off during play inside only. Shoes must be worn outside unless children are participating in a teacher directed activity. Appropriate cold/rainy season shoes: rubber boots, closed toe/heel shoes, hiking boots, and tennis shoes. Appropriate warm season shoes: sandal type shoes with heel straps, water shoes, and tennis shoes.

CUBBIES

Each child is provided with a cubby and a hook for jackets or sweaters. Please provide a photo of your child to be placed on his/he cubby box for easy recognition.

PARENT/TEACHER CONFERENCE

You are welcome to make an appointment with your child's teacher at any time during the year. A conference sign-up sheet will be posted twice a year. The conferences are scheduled at 15 minutes intervals. Parents unable to attend a conference may schedule a phone conference with his/her teacher during their shift hours.

HOLIDAY/SCHOOL CALENDAR-

We close for all the Federal holidays. We follow the Oakland School District holiday schedule. These are handed out at the beginning of the school year. (Sept.)

SCHOOL BREAKS

To avoid teacher burnout. Chatham is closed for approximately four weeks a year. 2 weeks Dec/Jan, 1 week in the Spring, and 1 week at the end of August (teacher prep).

BOOK ORDERS

Our school participates in the Scholastic Book Clubs. You will receive book order forms every two months. If you choose to place an order make out one check to Scholastic Book Clubs and place the order with a check in our school tuition box. The school earns bonus points through your orders allowing us to purchase additional books for our library. You can order a book from our wish list and donate it to our library, also.

BIRTHDAYS

We do honor birthdays for those that celebrate this day once a month for all the birthdays in each month. A crown and a special book are given to each child by his/her teachers. Parents may bring nutritious treats to share with their child's peers. Please arrange this with your child's teacher.

BELIEFS

We respect your beliefs. If your child does not celebrate certain holidays, we will accommodate your child during celebration times.

OUT OF SCHOOL EXPERIENCES

Information you wish to share about experiences that take place outside of your child's school environment is confidential. Such information is helpful in providing a supportive atmosphere for your child.

COMMUNICATION

To ensure all information is delivered properly, we use a parent-staff communication binder located at the sign-in/out counters. Please do not relay information to the staff verbally, instead we ask that parents use this binder to assure us that all information has reached all of the staff and director. Confidential information should be written and given to director in an envelope on her desk and in person.

What types of information would the staff and administration like to see entered?
Examples would be:

- The child did not sleep well that night
- Company is expected to arrive and the child is overly excited
- The parent working from home, different phone number for the day to reach
- The Family is moving to a new house
- The parent is at home with a new baby

- The child didn't seem to have an appetite. Please check how the child is eating.

All of these changes-which may be subtle to the adults-may have a direct impact on the child, which may display in unusual behavior. We will have responses to your questions in the same binder or with a phone call.

FINGERNAIL POLICY

To avoid accidental scratching, please cut your child's nails short and free of debris before they arrive at school.

SUNSCREEN POLICY

It is the parent's responsibility to apply sunscreen in the morning. We will apply sunscreen on your child every afternoon during the hot season. We will have a form for authorization each year for you to sign.

OUCHIE REPORTS / ILLNESS REPORTS

"Ouchie" Reports are given to parents when a teacher sees a child injures him/herself and child cries or the child tells the teacher that he/she has been hurt. It is not always apparent that they have been hurt (there is no crying, the child is playing usually, etc.), please remind your child to let the teacher know if he/she is hurt or upset about something.

PICTURES

Taking pictures is part of our curriculum. At times we will have visitors from our community, including but not limited to Fire Fighters, Law Enforcement Officer, Girl Scouts, Nurse, etc. Please inform us in writing if you wish that your child not be photographed during these visits or during the course of our regular day.

PICTURE DAY

A photographer will take a class and individual picture once a year. A memo will be posted of dates and times. The purchase of these photos is optional.

FOOD PROVISIONS

All infant food will be provided by the parent. This includes breast milk, formula, baby food, and juice. A mid-morning snack, lunch, and an afternoon snack are offered daily. Children with food allergies or special needs (vegetarian) etc. will be asked to provide the protein. The lunch menu is sent out monthly and posted

on the front bulletin board. If you choose to provide your child with a lunch or snack, we request that it is of nutritional value.

PHONE ROSTER

A phone roster is available to parents. It is an ideal resource for setting up play dates, birthday invitations, and parent support. If you choose not to participate your personal information will not be given out, except mandatory to community care licensing.

THINGS FROM HOME

Chatham has a yearly theme calendar. We welcome theme related material that you and your child would like to share on alternating Wednesday and Thursdays (SHARE DAY). Please check these theme papers monthly for share items from home to promote pre-public speaking skills. Otherwise we do not want excess toys that can be lost or broken. This upsets children more than having to leave them in the car.

PARENT COMMUNICATION MAIL BOXES/ART FOLDERS

A mail box with your child's name on it has been set up for you to pick up current information from your child's teacher, the administration, or from other parents via letters, notes, flyers, ect. Please check daily, or at least weekly. All children's art will be filed in these folders daily.

NEW INFORMATION

Please submit any new information to the school administration as soon as possible. This information can include the following: Home address, phone, work number, cell phone, pager, e-mail, medical coverage, or any other pertinent information.

EMPLOYMENT POLICIES

WHAT WE EXPECT FROM CHATHAM SCHOOL TEACHERS

- ❖ Fair and equal treatment to all children and families-no favoritism
- ❖ Nurturing, patient, and loving attitude toward children
- ❖ Honest, loyal, committed to Chatham School standards and the community
- ❖ Adheres all school policies and guidelines
- ❖ Helps Chatham Families adhere to those guidelines set forth in the Parent Handbook
- ❖ Adheres to safety procedures set by Chatham School, and guidelines set by Community Care Licensing
- ❖ Relays information about children, seen from observations, to the administration and other staff members
- ❖ Team Player-performs productively with co-workers for the benefit of the children and participate in Team Building activities

TEACHER APPRECIATION:

If you would like to be a room parent to acknowledge teachers birthdays, teacher appreciation week, and winter holidays please let us know. Gifts for the whole group collectively for gift certificates, staff lunch, snacks would be better served.

PARENTS HIRING TEACHERS

Hiring teachers for your personal needs such as nanny service, or pick up and dropping off of your child is generally discouraged due to possible incidents of gossiping and breach of confidentiality. If you wish to hire a Chatham teacher for your personal service, please talk to the Administration prior to the arrangement.

REGISTRATION AND TUITION

REGISTRATION FEE

There is a yearly, non-refundable registration fee of \$80.00 per child at the time of enrollment. In the event enrollment begins mid-session, the fee is not prorated.

FORMS

All required forms must be completed and on file with a current immunization record and physicians report before children can attend Chatham. Families that adhere to a religious faith that practices healing by prayer or other spiritual means are not required to have a physicians report, provided a signed statement indicating full responsibility for the child's health, refusal to obtain a medical exam of the child, and a request for no medical care is file

TUITION

Tuition is due and payable the first day of the month. Payments are considered late after the 10th of each month. A late fee of \$15.00 will be assessed unless special arrangements have been made with the administration. Tuition 30 days past due voids the contract. A \$25.00 charge will apply for all returned checks. If a second returned check occurs, remaining tuition will be accepted by cash or money order only. We reserve the right to terminate for non-payment of tuition at anytime. Parents will be given a statement for tuition payments each month. **Please save these statements for your taxes.** A 10% discount is given to the second child for families with more than one child attending Chatham.

REFUND

When terminating enrollment, a one month written notice is necessary. Parents are obligated to pay the full month prior to leaving. A refund will be given if there is credit remaining.

TUITION & SCHEDULE INFO 2010-2011

- There is a yearly, non-refundable registration fee of \$80.00
- School hours are 7:30 AM – 6:00 PM
- All fees are per month

PRESCHOOL: 2 yrs. to 5 yrs.

(Both Campuses)

Five Days	\$960.00 / month
Four Days	\$806.00 / month
Three Days	\$646.50 / month
Two Days	\$491.00 / month

INFANT TODDLER: 0 – 24 months

(Redwood Campus Only)

Five Days	\$1350.00 / month
Four Days	\$1120.00 / month
Three Days	\$907.00 / month
Two Days	\$700.00 / month

KINDERGARTEN EXTENDED CARE

(39th Ave. Campus Only)

3:00pm-6:00pm / Wed. 1:30pm-6:00pm

Five Days	\$393.25 / month
Four Days	\$321.75 / month (No Wed. \$286.00)
Three Days	\$250.25 / month
Two Days	\$143.00 / month

*Fees subject to change yearly.

SCHEDULE 2010-2011 SCHOOL YEAR

School opens	Monday, August 30, 2010
Holidays – school closed	
Labor Day	Monday, Sept. 6, 2010
Veterans' Day	Thursday, Nov. 11, 2010
Thanksgiving Weekend	Thurs.-Fri., Nov. 25-26, 2010
Winter Recess	Dec. 20 – 31, 2010
School resumes	Mon. Jan 3, 2011
Martin L. King Jr. Day	Monday, Jan. 17, 2011
President's Day	Monday, Feb. 21, 2011
SPRING RECESS	APR. 18 - 22, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Teacher Prep Week	Mon. Aug.22 – Fri. Aug. 26, 2011
New School Year Begins	Aug. 29, 2011

PARENT SIGNATURE PAGE

I have read the Chatham Parent Handbook. In viewing the school policies, procedures, and general information, I acknowledge full understanding and agree to abide by the rules and regulations of your program.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

Child's Name: _____

Child's Name: _____

Chatham's Monthly Themes

September: Off to School/Me, Myself, and I, self portrait / Families, Grandparent's Day/ Friends/ Color-red, shapes-square, apples & circle, letters-A/B, numbers-1/2

October: Where I Live/Community Helpers /Fire Prevention/Halloween Start a can food & clothing drive for the community (Oct 15-Nov 15) Color-orange/black, shapes-triangle/pumpkin, letters-C/D, numbers-3/4

November: Signs of fall /Fall Harvest/ Giving & Being Thankful/Native American ADOPT A FAMILY FOR THE HOLIDAYS Color-brown-people colors, shapes-leaf/diamond, letters-E/F, numbers 5/6

December: Winter Celebrations of many countries Color-green, shapes-star/tree, letters-G/H, numbers 7/8

January: New Years Celebration/Signs of winter /Healthy Eating & Lifestyles / Body Parts & Body Works /Our 5 Senses/Asian American Color-white, shapes-snowflake/octagon, letters-I/J, numbers-9/10

February: Chinese New Year/Love For Our Family, Pets, School, Animals /Earth Ground Hog Day/Valentine's Day/President's Day-Laws/African American Color-pink, shapes-heart/oval, letters-K/L, numbers-11/12

March: Signs of Spring/All types of Baby Animals-artic, rainforest, zoo, jungle, farm, desert, pets/Temperature-Weather/ **St. Patrick's Day** Color-yellow, shapes-shamrock/rain drop, letters-M/N, numbers-13/14

April: April Fools/ Earth Awareness-Earth Day / Easter/Passover/ Recycle Color-blue, shapes-cylinder/rectangle, letters-O/P, numbers-15/16

May: Mexican American/Insects & Bugs/Luau/Flowers/ Teacher Appreciation Week Color-purple, shapes- flower/hexagon, letters-Q/R, numbers-17/18

June: Dinosaurs, Bones & Rocks /Volcanoes/Graduation/Signs of Summer Color-RAINBOW, shapes- small/medium/large, letters-S/T, numbers-19/20

July: 4th of July/Water Play, At The Beach /Around The Campfire / Vacations /space Color-pastel/neon, shapes-seashell & Rocket Ship, letters-U/V/W Transportation All Summer

August: Under the Sea/Chatham Fair/Car Wash/Saying Hello/Good-Bye to friends

Colors-learn new colors and names, shapes-vacation signs, letters-X/Y/Z

CLASSROOM DAILY SCHEDULE (REDWOOD CAMPUS)

0-12 MONTH INFANTS-ARE ON THEIR OWN SCHEDULE

1/2 YEAR OLD DAILY SCHEDULE

- Schedule much like the 2 year olds-napping maybe earlier and/or longer

2/3 YEAR OLD DAILY SCHEDULE

- 7:30 – 8:30 Table Toy Activities
- 8:30 – Diapering & Toileting
- 8:50 – Clean-up/Hygiene/Snack
- 9:20 – Floor & Table Activities/Art
- 10:00 – Circle Time
- 10:15 – Diapering & Toileting
- 10:30 – Outside Play
- 11:30 – Stories/Songs & hygiene/diapering
- 11:45 - Lunch
- 12:30 - 2:30 – Naptime
- 2:30 – Hygiene & diapering/Snack
- 3:00 – Outside Play
- 4:30 – Inside play/hygiene & diapering
- 5:15 – snack
- 5:30 – storytime/floor activities/table toys
- 6:00 – Program Ends/Extended Care

3-5 YEAR OLD DAILY SCHEDULE

- 7:30 – 8:45 Extended Care-Free Play
- 8:45 – Outside Play
- 9:30 – Outside hygiene/snack
- 10:15 – Classroom Circle
- 10:30 – Curriculum-Small Groups through Learning Centers-Art, Blocks, Circle Room- (music & movement, puppets, stories), Science, Puzzles, Manipulatives, Games, Drama, Sensory, Books, Tapes
- 11:30 – Outside Play
- 12:00 – Hygiene/Lunch
- 12:30 – Story Time
- 1:00 – 1:30 – 2:00 til 3:00 Rest & Relaxation-Nappers/Non-Nappers
- 1:30 – Quiet Learning for Non-Nappers through centers
- 3:15 – Hygiene/Snack
- 3:30 – 5:00/5:30 Small group inside(Spanish class rotation)/outside play
- 5:30 – Story time/Evening Snack
- 6:00 – Program ends

CLASSROOM DAILY SCHEDULE (39TH AVE CAMPUS)

2/3 YEAR OLD DAILY SCHEDULE

- 7:30 – 8:45 Extended Care-Free Play
- 8:45 – Program begins. Outside Play to include the following: Art/Dramatic Play/Physical Activities/Socialization/Science/and Manipulative Activities
- 10:05 – Clean-up Outside – Organizing toys
- 10:15 – Hygiene/Snack
- 10:30 – Curriculum Small Group Rotation through the **A**-Art, **B**- Block/Circle Time, **C**-Cognitive Rooms
- Learning Centers: Science, Puzzles, Manipulatives, Games, Block Building, Dramatic Play, Sensory, Books, Tapes (open play)
- 11:55 – Clean-Up/Hygiene
- 12:00 – Lunch/Hygiene/Story time/Music & Movement
- 12:30 – Outside Play
- 1:00-3:00 – Rest & Relaxation & Outside Play once awake
- 3:00-3:30 – Hygiene/Snack
- 3:45 – Program Ends/Extended Care

4/5 YEAR OLD DAILY SCHEDULE

- 7:30 – 8:45 Extended Care-Free Play
- 8:45 – Program begins: Curriculum Small Group Rotation through the **A**-Art, **B**- Block/Circle Time, **C**-Cognitive Rooms Learning Centers: Science, Puzzles, Manipulative, Games, Block Building, Dramatic Play, Sensory, Books, Tapes (open play)
- 10:00 – Clean-Up/Hygiene/Snack
- 10:15 – Story Time/Music & Movement
- 10:30 – Outside Play to include the following: Art/Dramatic Play/Physical Activities/Socialization/Science/and Manipulative Activities
- 11:30 – Clean-Up Yard - Outside Ending Circle
- 12:00 – Hygiene/Lunch
- 12:30 – Inside Play
- 1:00 – 1:30 – 2:00 til 3:00 Rest & Relaxation
- 1:00 – Outdoor Activities for Non-Resters
- 2:00 – Indoor Activities
- 3:00-3:30 – Clean-Up/Hygiene/Snack
- 3:45 Program Ends/Extended Care

“JUST PLAYING”

WHEN I'M BUILDING IN THE BLOCK ROOM,
PLEASE DON'T SAY I'M "JUST PLAYING".
FOR, YOU SEE, I'M LEARNING AS I PLAY;
ABOUT BALANCE AND SHAPES.

WHEN I'M GETTING ALL DRESSED UP,
SETTING THE TABLE, CARING FOR THE BABIES, DON'T GET THE IDEA I'M "JUST
PLAYING".
I MAY BE A MOTHER OR A FATHER SOMEDAY.

WHEN YOU SEE ME UP TO MY ELBOWS IN PAINT,
OR STANDING AT AN EASEL, OR MOLDING AND SHAPING CLAY, PLEASE DON'T LET ME
HEAR YOU SAY, "HE IS JUST PLAYING".
FOR, YOU SEE, I'M LEARNING AS I PLAY;
I'M EXPRESSING MYSELF AND BEING CREATIVE.
I MAY BE AN ARTIST OR AN INVENTOR SOMEDAY.

WHEN YOU SEE ME SITTING IN A CHAIR "READING" TO AN IMAGINARY AUDIENCE,
PLEASE DON'T LAUGH AND THINK I'M "JUST PLAYING". FOR, YOU SEE, I'M LEARNING
AS I PLAY; I MAY BE A TEACHER SOMEDAY.

WHEN YOU SEE ME COMBING THE BUSHES FOR BUGS, OR PACKING MY POCKETS
WITH CHOICE THINGS I FIND, DON'T PASS IT OFF AS "JUST PLAYING". FOR YOU SEE,
I'M LEARNING AS I PLAY; I MAY BE A SCIENTIST SOMEDAY.

WHEN YOU SEE ME ENGROSSED IN A PUZZLE OF SOME "PLAYTHING" AT MY SCHOOL,
PLEASE DON'T FEEL THE TIME IS WASTED IN "PLAY".
FOR, YOU SEE, I'M LEARNING AS I PLAY;
I'M LEARNING TO SOLVE PROBLEMS AND CONCENTRATE. I MAY BE IN BUSINESS
SOMEDAY.

WHEN YOU SEE ME COOKING OR TASTING FOODS, PLEASE DON'T THINK THAT
BECAUSE I ENJOY IT, IT IS "JUST PLAY". I'M LEARNING TO FOLLOW DIRECTIONS AND
SEE DIFFERENCES. I MAY BE CHEF SOMEDAY.

WHEN YOU SEE ME LEARNING TO SKIP, HOP, RUN, AND MOVE MY BODY, PLEASE
DON'T SAY I'M "JUST PLAYING". FOR, YOU SEE, I'M LEARNING AS I PLAY; I'M
LEARNING HOW MY BODY WORKS. I MAY BE A DOCTOR, NURSE, OR ATHLETE
SOMEDAY.

WHEN YOU ASK ME WHAT I'VE DONE AT SCHOOL TODAY, AND I SAY, "JUST PLAYED".
PLEASE DON'T MISUNDERSTAND ME. FOR, YOU SEE, I'M LEARNING TO PLAY; I'M
LEARNING TO ENJOY AND BE SUCCESSFUL IN MY WORK. I'M PREPARED FOR
TOMORROW. TODAY, I'M A CHILD AND MY WORK IS PLAY.