



Bozeman
Children's Academy

Bozeman Children's Academy

Welcome to the 2015-2016 school year at Bozeman Children's Academy. We are a preschool created to prepare your child for his/her kindergarten experience. Our goal is that your child leaves our preschool with the tools needed to be successful in their own educational journey.

Bozeman Children's Academy combines academics with social interaction to give each child a rounded learning opportunity. We are dedicated to ensuring that your child has the very best early childhood experience possible. We want to thank you for entrusting us with that privilege and responsibility.

Goals

The goal of Bozeman Children's Academy is to introduce and assist children in learning about themselves and the world around them in order to prepare them for Kindergarten.

- ~ Develop early language and reading and writing skills.
- ~ Learn through play.
- ~ Build social and relationship skills.
- ~ Develop basic math, science, and art understanding.

Staff

Brittany Flanigan ~ Bachelor of Science Elementary Education, Early Childhood Option ~ Owner/co-founder and director of Bozeman Children's Academy.

Karen Monforton ~ Emily Dickinson School Paraprofessional 3 Years
~ Hyalite Elementary School Resource Paraprofessional 1 Year ~ Co-founder and preschool teacher at BCA for 5 years.

Deana Taylen ~ Emily Dickinson School Paraprofessional, Special Education 3 years
~ Hyalite Elementary School Paraprofessional, Special Education, 4 years ~ 3 and 4
year old teacher at BCA for 3 years.

Kaydee Banik ~ Bachelor of Science Elementary Education ~ 4 and 5 year old
teacher at BCA for 2 years.

Emma Mahan ~ Bachelor of Science Early Childhood Education and Child Services.
Emma completed her MSU practicum with us Spring of 2014 and is starting her
second year as a 4 and 5 year old teacher at BCA.

Age Requirements

3-6 years

Admissions and Enrollment

Bozeman Children's Academy offers a preschool program for children ages 3-6. To
be accepted into our program your child must be 3 years of age by September 1st
and toilet trained.

Our admission process requires the following:

1. A complete and signed application form.
2. A \$50 (non-refundable) application fee.
3. A current immunization form.
4. A signed tuition agreement.
5. An Emergency Contact and Parental Consent form.
6. A \$60 material fee

We require that all admission requirements be completed before the child's first day of school. No child will be admitted without current immunizations records.

~ Every effort will be made to avoid terminating a child's enrollment at Bozeman Children's Academy. However, we reserve the right to terminate enrollment if the child or parents are not a fit for our school.

Tuition

Tuition amounts are divided into equal monthly installments regardless of the number of days in the month. Our tuition is based on a nine-month rate and is broken into monthly installments. Each installment is due on the first of each month, September through May. We accept checks, cash, or money orders. No credit cards. There is a \$20.00 charge for returned checks. Tuition is considered delinquent if not paid by the 10th of each month and a \$10.00 late fee will be applied. Delinquent tuition may result in your child being denied further enrollment in our school.

***Bozeman Children's Academy is a private preschool, therefore, we are unable to deduct or make up any tuition payments for any amount of absent hours due to sickness, vacations, or holidays.**

****Makeup days will be offered to children who have been absent due to sickness or family emergency only. We do not makeup missed days due to vacations. Make-ups will be scheduled when space is available and on a case-by-case basis.**

Fees

1. A one-time \$50.00 application fee. This fee accompanies a completed application form and ensures your child's spot in the preschool. It is non-refundable.

2. A one time \$60.00 materials fee is due with the first month's tuition.

*A thirty day written notice is required if you choose to withdraw your child from the preschool.

Kindergarten Readiness and Academics ~ We encourage each child to grow in these areas:

Reading/Writing

Read Well Pre-K Reading Program

Letter recognition

Writing

Sounds - Phonics

Basic Sight Words

Write first and last name

Retelling story elements

Expressing ideas through pictures and words

Basic beginning writing through journaling with pictures and words

Writer's workshop with Kelly Boswell

Math

Counting

Number recognition

Shape identification

Sorting by various attributes: color, shape, size

Same and Different

Representing and comparing whole numbers

More, Less, Same

Time: Day and Night

Science

Observe weather during each season

Explore color mixing

Explore the world with the five senses

Investigate animals, the homes they live in, and food they eat

Arts

Fine Motor Skills Development

Explore a variety of art materials

Explore a variety of art processes: painting, drawing, markers, colored pencils, chalk, and clay

Social Development

Learning to make choices

Listening and following directions

Practice using manners: please, thank you, excuse me, table manners

Respect for classmates and our school

Communicate his/her needs

Sharing

Trying new activities

Practice problem solving skills in social situation

Personal self-help skills

Taking care of personal needs:

Toileting

Dressing self, snapping, zipping, buttoning

Wiping nose

Unpacking/packing own lunch

Fine Motor

Cutting

Holding a writing utensil correctly

Using puzzles - problem solving

Daily Schedule (3 and 4 year olds)

8:30-9:00 ~ Opening Free Play and Socialization/Drop-Off Time

9:00-9:20 ~ Circle/Calendar Time

9:20-10:00 ~ Work Period/Stations

10:00-10:15 ~ Snack

10:15-10:30 ~ Outside Time

10:30-11:00 ~ Story/Group Lesson

11:00-11:30 ~ Stations/Free Choice

11:30-12:30 ~ Lunch/Outside Time/Pickup

12:30-12:50 ~ Pickup Time

Daily Schedule (4 and 5 year olds)

8:10-9:00 ~ Opening Free Play and Socialization/Drop-Off Time

9:00-9:20 ~ Circle/Calendar Time

9:20-10:00 ~ Work Period/Stations

10:00-10:15 ~ Snack

10:15-10:30 ~ Outside Time

10:30-11:00 ~ Story/Group Lesson

11:00-11:30 ~ Stations/Free Choice

11:30-12:00 ~ Lunch

12:00-12:30 ~ Outside Time/Pickup Time

*Due to the potential for congestion in the parking lot, we appreciate punctuality with drop off and pickup times.

Afternoon Schedule

1:00-1:30 ~ Rest and Read

1:30-2:30 ~ Discovery Stations

2:30-3:30 ~ Snack and Recess

Attendance/Absences

Bozeman Children's Academy Preschool follows the Bozeman School District calendar. All holidays will be observed in accordance with this school year calendar unless otherwise stated.

Regular attendance at Bozeman Children's Academy is very important for your child to become comfortable with a regular and consistent schedule. However, for the health and well being of your child and others at school, keep your child at home if any illness is suspected.

We require children with the following symptoms to remain at home:

1. Fever over 100 degrees
2. Diarrhea
3. Bad colds: discolored nasal discharge, persistent cough
4. Vomiting, stomach flu
5. Ear infections or discharge from the ear
6. Eye discharge
7. Skin rashes
8. Head lice

If your child becomes sick during school hours, parents will be notified immediately. We ask that a parent or authorized caregivers pick the child up within

one hour.

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Medication Policy

We must have written authorization from a parent to administer prescription medication to a child at school. Medication must be in the original container with specific instructions and dosage information from a doctor. A medication authorization form with your doctor's signature must be completed before medications will be administered. We will record the times and dosage given at school. We can apply sunscreen and administer over the counter medications, with a signed consent form from parents.

Injuries and Emergencies

All staff at Bozeman Children's Academy is trained in first aid and CPR. Our policy is to assess each situation and then treat minor injuries (scrapes, bruises, bumps) on site. If we feel a non-life threatening injury needs more extensive medical treatment, the parent/guardian will be notified.

In the event of a potentially life threatening injury or sudden illness, **911 and/or poison control center** will be immediately notified. Parents /guardians will then be contacted.

In the event that BCA has to evacuate the school, we will relocate to the Northern Lights Barn located next door to BCA at 83 Rowland Road and parents will then be notified.

Behavior Management Policy

Bozeman Children's Academy follows Lee Canter's Assertive Discipline Model. Through this model students will have set limits, know behavioral expectations, have positive recognition, consequences, support, and learn how to choose responsible behavior. Bozeman Children's Academy enforces two set rules, be safe and be kind. These rules are clearly and firmly communicated to students and reinforced with appropriate action. If a rule is broken, students will be given a warning with the chance to correct the behavior. If a second warning is given, the child will be removed to the "able" table. When the child is "able" to return to regular classroom instruction and demonstrate appropriate behavior they may.

As Bozeman Children's Academy has established consequences when students choose not to follow rules, we also believe in positive recognition for students who choose to follow classroom rules. Each student will have a chart that they can fill with marks for following classroom rules. When a chart is full the student will receive a trip to the treasure box. We feel that positive recognition motivates students to choose appropriate behavior and it's the meaningful attention a student receives for behaving according to our expectations.

Assertive Discipline allows Bozeman Children's Academy to create a classroom environment in which we are able to teach and students are able to learn. It is our personal belief that one must first have control of their classroom before any learning can take place. At Bozeman Children's Academy students learn how to choose appropriate and responsible behavior. Our goal is to have each student in control of his/her own behavior.

Clothing

Your child will participate in a variety of experiences designed to enhance his/her social, emotional, physical and intellectual development. These experiences include activities such as painting, pasting, and outdoor play.

~ Dress your child in comfortable play clothes.

~ Send your child in appropriate clothing for the weather.

~ Send your child in sturdy shoes with non-slip soles.

Meals/Snack/Nutrition

Children are responsible to bring their own lunch each day. In order to plan a nutritious lunch for your child, try to include the following:

Protein (egg, dairy, soy, fish)

Fruit

Vegetable

Grain (bread, pasta, rice, etc.)

A drink

***We strongly suggest keeping sugary foods (candy, chocolates, sodas) to the bare minimum.**

****We observed that children with 3 to 4 choices in their lunch had the most success with eating a healthy lunch.**

***** We encourage each child to bring his/her own water bottle (please label). They are allowed to drink from it throughout the morning.**

"Potty" Policy

All children must be completely toilet trained.

Personal Belongings

We request that all personal items remain at home. Misunderstandings and lost/broken toys can be very upsetting to your child.

Saying Good-Bye

When leaving your child at school, it is helpful to direct him/her to an activity in the room or to a teacher. When it is time to leave, give him/her a clear goodbye. The teachers will take over, engage your child and start developing a relationship of trust and comfort. Many children have difficulty separating and feel anxious about their new environment. The separation may have the same effect on you! It is important to have a positive attitude to convey the expectation that your child will have a wonderful time at preschool

Forms and Fees Needed Before your Child's First Day

- 1. A complete and signed application form.
- 2. A \$50 (non-refundable) application fee/\$60 material fee.
- 3. A current immunization form.
- 4. A signed tuition agreement.
- 5. An Emergency Contact and Parental Consent form.
- 6. New Student Questionnaire

Parent Agreement Form

I/We have read the Bozeman Children's Academy Handbook. I/We the parents/guardians of _____ understand the policies and procedures of this handbook.

I/we commit to uphold these policies and procedures.

Parent Name (PLEASE PRINT)

Signature

Date