

Bozeman Children's Academy

Welcome to 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 absolute 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.

- ★ Provide the highest quality in academics.
- ★ Challenge and foster independence with all our learners.
- ★ Partner with parents to create the best learning experience for their individual learner.
- ★ Empower students in creative learning through play that is designed to produce collaborative/ critical thinkers that contain self-awareness, empathy, communication skills, and problem solving skills.

Founders/Owners

Brittany Flanigan – Bachelor of Science Elementary Education, Early Childhood Option.
Owner/co-founder and director of Bozeman Children's Academy established in 2010.

Karen Monforton – Bachelor of Science Business, Owner/co-founder of Bozeman Children's Academy established in 2010.

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 and toilet trained.

Our admission process requires the following:

1. A complete and signed application form.

2. An Emergency Contact and Parental Consent form.
3. A current immunization form.
4. A \$100 (non-refundable) application fee for first time families, a \$50 (non-refundable) application fee for returning families.
5. A \$125 material fee.
6. A signed tuition agreement.
7. A signed media agreement form.

*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. Tuition payments can be processed through our Brightwheel App. online or cash/check. There is a \$25.00 charge for returned checks. Tuition is considered delinquent if not paid by the 10th of each month and a \$25.00 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.**

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

Fees

1. A one-time \$100.00 application fee. This fee accompanies a completed application form and ensures your child's spot in the preschool. It is non-refundable. A \$50 yearly application fee will be assessed for returning families.
2. A yearly \$125.00 materials fee is due with the first month's tuition.
3. BCA closes promptly at 4:00 p.m. during the school year and 3:30 p.m. during summer camp. We will assess a \$35 late fee for children not picked up by our posted pick-up times.

Brightwheel Software App.

Bozeman Children's Academy uses the Brightwheel online software app. This app allows parents to digitally check-in/checkout their child, allows teachers and staff to communicate with parents and share information and pictures. Parents also have the option to pay tuition and fees online with this app.

Curriculum

At Bozeman Children's Academy we focus on using the Montana Early Learning Standards and standards based instruction in all subject areas.

Reading- We target the five major building blocks in reading. These include phonemic awareness, phonics, fluency, vocabulary, and comprehension. We use an array of different curriculum, curriculum supports, and teaching tactics to support best teaching practice in the classroom.

Writing- We focus on using the workshop model for writing. We use the stages of writing development to support instruction. This includes; drawing/scribbling or "pre-phonemic", letter-like forms and shapes or "Early phonemic", strings of random letters, invented/transitional spelling, and conventional writing and spelling.

Math- We set the stage for success in math by helping lay the foundation for problem-solving, logic, and even determination. A couple of the math skills we focus on are; number recognition, counting, one-to-one correspondence, sorting, comparing differences, graphing, and identifying patterns.

Enrichment Programs- We strive to create the most well rounded educational experience. In doing so, we implement vertical enrichment classes into our students' everyday learning. Enrichment classes including; Beginners Bistro (cooking class), Art expression, Writers Workshop, In Motion Athletics (gym class), Music Maestros (music class), Social Emotional Learning, Spanish, and Sign Language. Ask about our current specials today!

Curriculum Supports

We Can! Read Well Reading Program

Read Well is a comprehensive research- based reading and language arts solution that helps students build the critical skills needed to be successful readers and learners. Through a flexible approach of whole-class instruction, differentiated small group instructions and individual student practice, teachers have the flexibility they need to meet students at their skill levels and adapt instruction accordingly.

Handwriting Without Tears (four and five-year olds)

Developmentally appropriate, multisensory handwriting instruction for all learning styles.

We Can! Pre-Writing Program (three and four-year olds)

We Can! Suggests learning to draw using five pre-writing strokes. Pre-writing strokes provide strategies for learning how to form geometric shapes and objects and how to later print alphabetic letters and numerals.

Building Blocks Math

Much of our world can be better understood with mathematics. Preschool is a good time for children to become interested in counting, sorting, building shapes, finding patterns, measuring, and estimating. Quality preschool mathematics is not elementary arithmetic pushed onto younger children. Instead, it invites children to experience mathematics as they play in, describe, and think about their world. Building Blocks activities are carefully designed and sequenced to address each level of the learning trajectories in the following areas of mathematics:

Number: Counting, Comparing and ordering numbers, Recognizing numbers and subitizing (instantly recognizing), Composing (knowing combinations of) numbers, Adding and subtracting, and Multiplying and dividing.

Measuring: Patterning and early Algebra, Classifying and analyzing data.

Geometry: Recognizing geometric shapes, Composing geometric shapes, Comparing, geometric shapes, Spatial, sense and motions. As children successfully complete activities, they are presented with the challenge of the next developmental level.

Kindergarten Readiness Targeted Goals

Reading/Writing

- Basic phonics and phonemic awareness
- Letter and sound recognition
- Writing letters
- Writing names
- Basic sight word recognition
- Retelling story elements
- Expressing ideas through pictures and words
- Basic writing through journaling
- Identifying key components of a book: author, Illustrator, title, cover page,

Math

- Counting
- Number recognition
- Shape identification
- Sorting by various attributes: color, shape, size
- Comparing/same and different
- Representing and comparing whole numbers
- More, less, same

- Time: day and night

Science

- Observe weather during each season
- Color and light expression
- Explore the world with the five senses
- Animal and plant life cycles
- Animals habitats and patterns of living

Arts

- Fine motor skills development; cutting, pasting, molding, constructing
- Exploring a variety of art mediums with different materials
- Drawing and understanding proportion
- Understanding color and tone
- Mastering pencil control and brush strokes

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 situations

Self Sufficiency Skills

Taking care of personal needs:

- Toileting
- Dressing self, snapping, zipping, buttoning
- Wiping nose
- Unpacking/packing own lunch

Fine Motor

- Cutting/pasting
- Holding a writing utensil correctly
- Stacking, building, fastening
- Tracing, coloring, painting.

BCA Daily Schedule

Big Sky Program (Early Drop Off)

*Must be enrolled in this program

7:45-8:30 Drop off/Breakfast/Socialization/Play

AM Schedule

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

12:30-12:45 Pickup Time

PM Preschool

1:00-1:20 Opening Free Play/Socialization/Drop off

1:20-1:40 Circle/Calendar Time

1:40-2:10 Specials

2:10-2:30 Recess

2:30-2:50 Snack time

2:50-3:30 Stations/Story/Group Lesson

3:30-4:00 Free Choice

3:45-4:00 Pickup Time

Discovery Schedule

12:45-1:10 Theme Based Video and Read Aloud

1:10-1:15 Transition to Stations

1:15-2:10 Stations

2:10-2:15 Backpacks packed-up and in the front

2:15-2:55 Outside

2:55 Transition inside/Bathroom/Wash hands

2:55-3:15 Snack

3:15-3:30 Pick up time

Moonlight Program (Late Stay)

*Must be enrolled in this program/BCA closes promptly at 4pm

3:45-4:00 Socialization/Play/Pick up

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 wellbeing of your child and others at school, keep your child at home if any illness is suspected.

Sick Child Policy

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

1. Fever over 100.4 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.

*Bozeman Children's Academy asks that your child be symptom - free without medication for 24 hours before they return to 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.

Medication Policy


We must have written authorization from a parent to administer prescription and nonprescription 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.

Montana Vaccine Requirements for Child Care Attendance:

To see what vaccines are required for your child to attend Bozeman Children’s Academy, please look at the following chart.

MONTANA VACCINE REQUIREMENTS FOR CHILD CARE ATTENDANCE

To see which vaccines are required, find the child’s age and look only at that row going across to find the vaccines and number of doses required.

	DTaP (Diphtheria, Tetanus, Pertussis)	Hepatitis B as of 06/01/2018	Hib (Haemophilus influenza type B)	Polio	PCV (Pneumococcal Conjugate) as of 06/01/2018	MMR (Measles, Mumps, Rubella)	Varicella (chickenpox)
By 3 Months	1 dose	1 dose	1 dose	1 dose	1 dose		
By 5 Months	2 doses	2 doses	2 doses	2 doses	2 doses		
By 7 Months	3 doses	2 doses	2 or 3 doses ¹	2 doses	3 doses		
By 16 Months	3 doses	2 doses	3 or 4 doses ¹	2 doses	4 doses ¹	1 dose ⁴	1 dose ⁴ as of 06/01/2018
By 19 Months	4 doses	3 doses	3 or 4 doses ¹	3 doses	4 doses ¹	1 dose ⁴	1 dose ⁴
By 6 Years	4 doses ²	3 doses	Not required after 5 years of age	3 doses ²	Not required after 5 years of age	2 doses	2 doses
By 12 Years	1 dose Tdap ³	3 doses		3 doses ²		2 doses	2 doses

¹Varies depending on vaccine type used, age started, or the Advisory Committee on Immunization Practice (ACIP) Catch-up schedule.

²One dose must be given on or after the 4th birthday.

³A child 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap or Td vaccine to become current per the ACIP Schedule.

⁴First dose must be given on or after the 1st birthday.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations.

April 2018

Injuries and Emergencies

All staff at Bozeman Children’s Academy are 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 1(800)222-1222** will be immediately notified. Parents/ guardians will then be contacted.

If BCA must evacuate the school, we will relocate to Yellowstone Theological Institute at 83 Rowland Road, Bozeman MT. 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 a thinking chair. When the child is ready 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 is 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/day.

"Potty" Policy

All children must be completely toilet trained.

Cellphones and other Electronic Equipment

Student cellphones and other electronic devices must be turned off during school hours. If brought to school, they are to be kept in backpacks or cubbies. Bozeman Children's Academy is not responsible for lost or broken devices.

Personal Belongings

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

Morning Drop Off:

After you have signed your child in at the front desk, 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. An Emergency Contact and Parental Consent form
3. A current immunization form.
4. A signed tuition agreement.
5. A \$100 (non-refundable) application fee/\$125 material fee.
6. Getting to Know..... Form.
7. A Media Agreement Form.

Hours of Operation

September - May
Monday - Friday
7:45 a.m. - 4:00 p.m.

Summer Camp
June - August
Monday-Thursday
8:30 a.m. - 3:30 p.m

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