

Parent Handbook



H.No: 2-10-834, Teachers colony
Opp: District forest office, Subedari
Hanamkonda, Warangal

Telangana State, 506370

Director: 8179232380, 7396763043

Hours of Operation
Monday through Saturday 9:30-3:30 pm

Mission Statement

The mission of Crayons Castle Play School is to provide a nurturing environment, creating opportunities for each child (two to five years) in the local community, to grow intellectually, socially, and physically.

Philosophy Statement

The philosophy of Crayons Castle Play School is to provide a family atmosphere where each child learns that he/she is a unique and precious individual.

We want to help all children grow socially, intellectually, emotionally, and physically in a child-centered environment of warmth, friendliness, and genuine love. We believe that every child should be treated with respect and provided with a safe and secure nurturing environment where children are free to explore independently with guidance from the adults.

We follow a ratio of 1 adult to 10 children. We intentionally keep our adult to child ratio low in order that we may provide a high quality academic and developmentally appropriate environment for young children.

COURSES OFFERED

The children are divided into age groups according to their age in June.

Playgroup: Age 1 ^{1/2} +	LKG - Age 3+
Nursery: Age 2+	UKG - Age 4+

Curriculum Statement

1. Crayons Castle concepts are made clear and simple in each lesson. This curriculum also includes family activities to help the family grow together as they read, study, and apply today's World.
2. The children will also receive basic Play school instruction in alphabet and number recognition, reading readiness, math, science, language, fine and gross motor development, art, and socialization skills.
3. In addition, children will develop fine muscle skills by exploring and experimenting with different mediums, such as painting, drawing, writing, tracing, colouring, cutting, doing puzzles, and many other age-appropriate activities.
4. The main focus of learning is through play. Children are able to make their own choices throughout the day that will help them develop independence, self-discipline, and self-esteem.

Enrolment Procedure

1. Registration is first come, first serve. However, current students reenrolling for the next year will have preference only until June 1st.
2. The yearly **registration and supply fee** must accompany the student's registration paperwork.
3. Our program accepts students between the ages of 2 and 5 years old.
4. All children must be toilet trained.
5. Children are requested to dress appropriately for the weather and for indoor and outdoor activities.
6. There is no reduction in tuition for absent or missed days.

Disenrollment

Crayons Castle Play school has the right to disenroll a child for the following reasons:

1. Non-payment or excessive late payments or fees.
2. Not observing the rules as outlined in the parent handbook.
3. Physical and/or verbal abuse directed at staff or children by a parent or child.

Tuition Payments

Extended delay (more than 2 months) in fee payment may lead to cancellation of admission.

Tuition fee is non-refundable and non-transferable.

Late Pick Up

Parents or emergency contacts will be called if a child is not picked up after closing.

Notification Of Absence

Please call the school (#8179232380) or leave a message if your child will be absent, so that we are not concerned. Please notify the school if your child has a communicable disease (Sneezing or cold or Conjunctivitis or chicken pox or strep throat), so that other parents may be notified. The school has the right to request a doctor's note in order for a child to be admitted back into the school.

Ratios/Class Size

Crayons Castle Play school currently follows a ratio of 1 adult to 10 children. Intentionally keep our adult to child ratio low in order that we may provide a high quality academic and developmentally appropriate environment for young children.

Security

Crayons Castle Play School provides parents with numerous security measures.

When a person other than the normal pick-up person attempts to pick up a child, the director or teacher will check the registration form. We will check the person's ID to determine if the parent has given that person permission to pick-up their child. If not, the parent will be called. Please notify to the director of Crayons Castle if someone other than yourself will be picking up your child.

Website

We update our website (www.crayonscastle.com) and Facebook <https://www.facebook.com/crayonscastleplayschool2> regularly in order to keep you up-to-date on the happenings at festivals, birthdays, and special events in the school

Meal Service

Crayons Castle Play school does not provide meal service to the children. Children are required to bring their own snacks and lunches to school. Please send your child to school with a healthy and nutritious snacks and lunch. Please, don't send rice in place of snacks. Snacks should dry items.

Field Trips

We usually take 3 times a year for the field trips with in the Warangal and we will arrange guest speakers discuss topics with the children during the Play school class time.

Health Policies

We ask that you please do not bring your child to Crayons Castle Play School if they are sick. This helps your child to regain health more quickly, and helps to prevent the spread of illness to the other children and staff members.

The following are signs of possible illness and indicate that your child should not come to school:

1. A fever of 100 degrees or higher
2. Diarrhoea
3. Vomiting
4. Severe cough or sore throat
5. Unexplained skin rash
6. Conjunctivitis (Pink eye)
7. Runny nose with mucus

A staff member will call you if your child exhibits any of these symptoms while at school. You will need to make arrangements for your child to be picked up as soon as possible. If we cannot get in contact with a parent, the emergency contact person will be called. If your child needs to take a prescription medication, it must be labelled as being prescribed for the child and labelled with the prescribed dosage and handover to the Director.

Clothing

Children's clothing should be comfortable. So that they can run, dance, climb, and play both inside and outside. Please make sure that your child wears clothing that is appropriate for the weather. Children need to keep a change of clothing at school, in a zip-loc bag, labelled with their name. Parents need to replace the clothing if it has been used, if the child has outgrown it, and when the seasons change.

Outside Time

Your child will have 15-30 minutes of daily outdoor play during the Play school class time, weather permitting. Exercise, fresh air, and play will be part of your child's daily routine.

Homework

Reading and Writing daily together is one of the most important things that parents can do to support a child's literacy development.

Minor Accidents

When your child has a minor injury, a QUALIFIED staff member will provide appropriate **FIRST AID** and the parent will be notified with an Accident Report, a telephone call, or in person. A staff member with current first aid is on duty at all times. Please realize that when there is a group of children together, minor accidents are likely to occur. The staff members will guide and monitor the children to the best of their abilities.

Daily Schedule

09:30 - 09:45	Arrival & Greetings
09:45 - 10:30	Circle Time Activities, Exercise, and Prayer
10:30 - 11:00	Snacks
11:00 - 11:30	Reading, Art Activity, and Fine Motor Skills
11:30 - 12:30	Video lectures
12:30 - 01:30	Personal Care, Transition to Lunch
01:30 - 02:00	Nap
02:00 - 02:30	Large Motor Skills
02.30 - 03.00	Writing practise
03:00 - 03:30	Outdoor Play and Prepare for Dismissal

Parent Involvement

Classroom Communication

Parents are required to read and sign in their daily planner and act accordingly. Please let your child's teacher know any problems or situations that your child is having. All communication between the Director, Teacher and Parent is confidential.

Parent/Teacher Interaction

Parent/teacher interaction will be held two times (Oct and Feb) during the school year. Your child's academic and social progress will be assessed prior to the interaction and a progress report will be presented and explained to the parents during your child's scheduled parent/teacher interaction. Of course, parents can speak to their child's teacher at any time throughout the year. We have an open door policy at Crayons Castle Play School.

Volunteering

There are many ways for parents to help at Crayons Castle Play School. Some ideas are helping with working with individual children, and helping the teacher with various activities. Please let us know if you have any special talents that you would like to share with the children.

Birthdays

For your child's birthday, you are welcome to bring a treat to share with the other children.

Birthdays are very special in the lives of young children. It is also a way to teach the concepts of time and growth in your child. You may have your child's birthday party at school during school hours - between 10:00 to 10:30am.

Discuss the party plans with the Director and your child's teacher ahead of time. The parties could consist of birthday cake (Maximum of 1 kg), plates, biscuits, gifts and/or chocolates to share every child, balloons, decorations, and music, etc.

Our Teachers will assist in making your child's party a fun event.

Confidentiality

All information regarding the children and their families is confidential. The staff members will not discuss information about individual children with other parents.

All meetings between the parents and the Director and the teaching staff remain confidential. We do not release or discuss specific information with others unless it is necessary to serve the customer.

Child Guidance and Discipline

Crayons Castle Play school believes it is important to set limits and to be firm and consistent. Classroom rules will be discussed on a daily basis. Children will participate in creating these classroom rules and they will be involved in reinforcing the rules in their classroom. Discipline should not be designed to control children, but to help children control themselves.

This type of self-discipline and self-control enables the children to make choices and accept responsibility for their choices. Our Play school staff will adhere to all disciplinary requirements.

The discipline methods used at Crayons Castle Play School are as follows: early intervention, redirection, removing the child from the problem area, or asking a child to sit with the teacher and take a moment to relax. We do not use any kind of physical punishment.

If a child is disrupting the class, the child will sit with an adult until they can regain control of their behaviour. Parents will be notified when continual disruptive behaviour occurs. Ongoing efforts will be made to work with the

parents and the children. However, if unacceptable behaviour persists and continually disrupts the class, the parents may be asked to withdraw the child.

In addition, if a child continually hurting other children and/or staff members (verbally and/or physically), the parents will be asked to withdraw the child.

Important points to be noted

1. Snacks means snacks (Please don't send rice in place of snacks)
2. Please send Napkin Compulsorily
3. Please send One extra dress plus one extra underwear
4. Students should wear ID card
5. Students should wear uniform on Monday and Thursday
6. Please read the Daily planner daily and act accordingly
7. Please read the Parents handbook and follow the rules for your child bright future
8. If you have any suggestion give a call to 8179232380 or discuss with the director

The safety of the children is the number one priority.

Director

Crayons castle play school