

GREAT FUTURES START **HERE.**

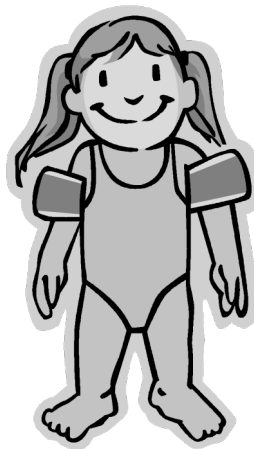


**BOYS & GIRLS CLUB
OF GREATER SALEM**

PRESCHOOL HANDBOOK

**PRE-KINDERGARTEN
EXTENDED DAY
BEFORE SCHOOL CARE**

“THE SCHOOL WITH A POOL”



3 Geremonty Drive
Salem, NH 03079
(603) 898-7709 X33
jmcgrath@salembgc.org



The Boys & Girls Club of Greater Salem preschool is a non-profit preschool serving children 3.9 to 5 years of age.

The preschool is licensed by the State of New Hampshire Department of Health and Welfare. The license is posted on the school bulletin board.

PHILOSOPHY

Our school philosophy emphasizes the “whole” child. Our programs are designed to address your child’s total development. One of our primary goals is to foster in your child a positive attitude toward school and learning. The program experiences will help each child express and become aware of his/her feelings, awaken curiosity and develop self-confidence.

CHARACTERISTICS

1. Blocks of “structured choice” time
2. Use of incidental learning/teachable moments
3. Use of active listening techniques
4. Use of active learning techniques
5. Less concentration on outcomes (right or wrong answers)
6. Teacher’s comments less evaluative, more focus on process (process over product)
7. Emphasis on individual development

OBJECTIVES

1. Learning to interact and cooperate with other children
2. Developing inner controls in accordance with appropriate behaviors
3. Developing a sense of self-esteem and confidence
4. Refining perceptual – motor coordination
5. Learning about the wider environment

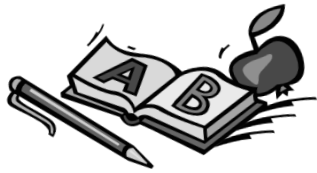
SICK POLICIES

We offer the following definitive policies which we feel are essential to the operation of a successful program and welfare of our children. We appreciate your help in following these policies throughout your child's enrollment.

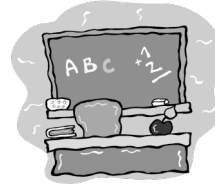
1. An annual physical examination for each child is required *before* your child begins preschool.
2. Children should not be brought into preschool if they are sick. For the sake of themselves, other children and the staff members, any child exhibiting any of the following symptoms should be kept at home:
 - a) Temperature of 100 degrees or higher
 - b) Persistent vomiting or diarrhea
 - c) Rash
 - d) Non-clear runny nose
 - e) Severe cold
 - f) Contagious eye infections (conjunctivitis)
 - g) Contagious skin infections
 - h) Other extraordinary complaints of not feeling well.
 - i) Children should be free of these symptoms for 24 hours, without aid of medication, before returning to school
3. Parents should exercise every caution and keep their child at home should other unusual symptoms occur.
4. If the child has a contagious condition, he/she should be kept at home and his/her condition should be reported to the school. Strep throat, viral infections, measles, mumps, chicken pox, conjunctivitis, head lice, etc. are among those conditions that need to be reported.

If your child is not well enough to participate in the daily activities (including swimming), they are not well enough to be at the preschool.

5. Each child is given a quick visual health check to determine if he/she is able to be at school. If the Director or teacher feels that the child is ill, or your child becomes ill during the day, the child is isolated from the other children and parents are asked to pick up the child immediately.
6. All allergies need to be reported and recorded by your child's teacher.



CLASSES



PRE-KINDERGARTEN

All children must be 3.9 years old by September 30th to enter this program. More emphasis is given to developing motor skills, language arts, and science and math activities. A **30 MINUTE "SWIM LESSON" IS INCLUDED EVERY WEEK IN THIS PROGRAM.**

BEFORE SCHOOL CARE

Club preschool students are also offered before school care 5 mornings a week Monday-Friday from 7:00AM-8:30AM.

EXTENDED DAY

Our focus is to reinforce the concepts that the children are learning in their classrooms in a less structured environment using language arts (including books and videos), art, music, and dramatic play. This program is offered daily from 3:00 to 6:00 pm.

CHILDREN MUST BE DROPPED OFF IN THE CLASSROOM AND MUST ARRIVE WITHIN FIFTEEN MINUTES OF THE START TIME. CHILDREN MUST ALSO BE PICKED UP PROMPTLY AT THE END OF CLASS OR WILL BE SUBJECT TO A LATE FEE. IN CASE OF EMERGENCY PLEASE CALL.

We employ one teacher and one aide per class. Each class has a maximum of 16 children for a teacher/child ratio of 1:8. This low ratio allows us to give your child the individual attention he/she deserves.

AQUATICS

Swimming is an integral part of the preschool curriculum. Every child is expected to swim during his/her scheduled time. If your child attends school, then he/she will be expected to go swimming. It is essential for you as parents to reinforce the importance of learning how to swim and offer encouragement and support.

Pre-k aquatic program is geared toward acclimating the child to the aquatic environment. It is known that children who feel comfortable in the water are much more teachable than apprehensive or frightened children. Therefore, the purpose of this program is to aid the child in feeling comfortable in the water so that they can be more easily taught to swim.

PRE-K SWIM LESSONS

Characteristics

1. Each session is 30 minutes.
2. 8 to 1 ratio, with two groups divided according to ability/experience
3. Children learn stroke development by wearing flotation devices
4. Shallow water skills without flotation device

Objectives

1. Proper pool etiquette
2. Respect for the water and other swimmers
3. Become water adjusted and comfortable
4. Water survival techniques
5. Gain confidence through knowledge of swim skills
6. Exercise and endurance
7. Control and coordination of the whole body
8. To swim in deep water without a flotation device

Curriculum

1. Front crawl with rotary breathing
2. Treading water
3. Breaststroke
4. Basic water safety
5. Front crawl with rotary breathing
6. Breaststroke
7. Butterfly with breathing
8. Elementary backstrokes
9. Back crawl
10. Back and front floats
11. Underwater swimming



CURRICULUM

Activities include language arts, math, science, art, music, dramatic play, swimming, fitness, cooking, structured choice time and field trips.

The following skills will be incorporated into these activities:

1. Classification
2. Seeing likenesses & differences
3. Color recognition
4. Eye-hand coordination
5. Visual Memory
6. Visual Sequencing
7. Sequential Memory
8. Counting Skills
9. Muscle Coordination
10. Letter/number recognition/formation
11. Sound-symbol associations
12. Size discrimination
13. Group cooperation
14. Decision making
15. Problem solving
16. Following directions



Monthly newsletters and activity schedules will be sent home and also posted. Activities will be planned on a combination of theme approach and children's interests.

DISCIPLINE

Our approach to discipline is one that teaches self-control and self-guidance. Limits are set on behavior that might hurt a child/teacher, damage property, or infringe upon the rights of another.

Verbal redirection and reasoning are used to help a child change undesirable behavior.

Basically, limits are set, children are told why, and alternative behaviors or activities are stated.



ATTENDANCE

Regular attendance is expected if we are to provide your child with a quality education and social experience. If your child is ill, or you elect not to send him/her to school, please call the office to inform us.

SCHOOL CALENDAR

The preschool follows the schedule of the Salem School District. However, there will be additional days off and an earlier dismissal at the end of the school year. A school calendar is included with your packet.

SNOW DAYS

During the winter months, Channel 9 News, Class Dojo or the club Facebook will all have updated cancellations. Our schedule follows the Salem School District's. Delayed openings (called by Salem School District) will mean that there is no before school care and all classes will begin at 8:30. Due to summer scheduling conflicts, we may not make up snow days at the end of the school year.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our programs may be taken from time to time and may appear on bulletin boards, in magazines, newspapers, brochures or other publicity materials.

COMMUNICATION

Parents are informed of the activities of the preschool through monthly newsletters, calendars and weekly bulletins which include monthly unit topics, class activities, field trips and suggestions for parents. Progress reports are sent home three times during the year. Parents may request a conference at any time if there is a special concern.

We look forward to maintaining open and honest communication between the Director, staff, parents and students. Please address any concerns to your child's teacher. If she is unable to answer your questions, she will direct you to the appropriate staff member.

VISITORS

Parents are encouraged to visit the preschool at any time. Because of scheduled field trips and special activities, advance notice is suggested. If the teachers are not free to talk to you, please understand that the children come first during class time; the teachers will be happy to talk to you after the children are dismissed. Our Open Door Policy invites parents to share special interests or talents with the children or just observe your child's activities.

MEDICAL EMERGENCIES

In the event of a medical emergency or accident, we shall contact the parent and the doctor of the child. If it is impossible to reach either and emergency treatment is required, the child will be taken to an emergency hospital. Parents will be expected to sign an agreement authorizing the school to contact your family physician and to take whatever emergency medical measures are necessary.

FOODS/DRINKS

Due to the increase and severity of peanut allergies in children we are a peanut free school.

DRESS

Children are encouraged to wear play clothes and sneakers. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothing. Please avoid clothing with complicated zippers, snaps, etc. that make it difficult for children when using the bathroom. Children must bring in an extra set of clothing which will remain at school. If wet or dirty clothes are sent home, please return a clean set the next day. **The child's name should be placed on all clothing and belongings. If an article is lost, check our lost and found. The Club cannot be held responsible for lost or stolen items.**

WITHDRAWALS

Notice of intent to withdraw your child from a program should be made to the Director at least four (4) weeks in advance. Parents remain responsible for the tuition for this four-week period.

OTHER

The State of New Hampshire requires that all members of our institution be on the lookout for, and report to the State, all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

