



# Preschool Program

## K2/K3/K4

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Welcome to Deeper Root Academy Preschool! Thank you for considering Deeper Root Academy as your child's preschool. Our main focus is to prepare your child for Kindergarten and beyond while engaging in wonderful learning experiences.

Throughout our 12-month program, we strive to offer a quality, nurturing, and a productive learning environment for your preschooler. Your child will have the opportunity to learn and play with his/her peers in a variety of different ways. Various activities, both teacher-led and student initiated, will allow for your child to grow into an independent learner.

Our curriculum is based on different themes or units. We will spend time teaching them early literacy skills, reading and math concepts along with science, social studies, and biblical principles. Our approach will allow us to spend a great deal of time on different projects, reading, and play related to their growth and development. When appropriate, special activities will be incorporated into our day (special snacks, visitors, activities etc...).

We are looking forward to working with you and your child during the upcoming school year! Communication between school and home is extremely important to each child's success so we encourage you to contact us at any time if you have any concerns regarding your child and utilize our daily communication binders and technology.

We know that choosing a preschool for your child is a very important decision for the entire family. We have additional information available on our website, [www.deeperrootacademy.org](http://www.deeperrootacademy.org) to further assist you in your decision. We look forward to hearing from you and hopefully working with you and your child this upcoming school year!

To ensure this is the most successful and productive school year, Deeper Root Academy follows certain rules, regulations, and policies. These policies are for the safety of your child, other children in the program, as well as the teachers.



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### Deeper Root Academy Preschool Policies

#### **Schedule, Hours & Tuition:**

Deeper Root Academy Preschool offers full day preschool – 12 month program from August through July. Our school day begins at 8:30 am and ends at 3:15 pm. We offer before and after preschool care from 7:00am to 8:30am and after school from 3:15pm to 6:00pm at no additional cost as this wrap around care is included in the annual tuition of \$6,960. The tuition rate includes 48 weeks of instruction with two built-in school closures considered. There are two additional vacation weeks available during the Winter and Spring Breaks. If you choose not to take these weeks as vacation, you will be credited a weekly rate of \$145.00 for each week. Please see school calendar for specific dates.

#### **Payment:**

We have several payment options available. You must enroll in our auto draft payment plan and select the option of paying annually, semi-annually or monthly. This policy is further detailed once you set up you parent account with our tuition management company (FACTS). If two or more children from the same family are enrolled in Deeper Root Academy Preschool during the same year and you are in need of financial assistance, you may choose to apply for a scholarship (Also managed through FACTS).

A 10% discount is offered for families who pay their tuition annually and 5% if paid semi-annually.

Activity fees are due by August 1<sup>st</sup> each year and must be paid in full (\$170.00)

#### **Drop-off:**

Mornings can be a very busy time for both students and parents. Each morning, as students arrive, they will be greeted by the designated preschool teacher and remain with this teacher until they are released to their individual classroom to prepare for breakfast. They will participate in free indoor playtime. This allows children to begin the school day and prepare for upcoming activities while all students arrive to school.



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### **Pick-Up:**

Pick-up time is also a very busy time! For the safety of all children, it is necessary that at least one teacher is aware of who each child is leaving the school with. Our policy requires that only previously approved people may pick up a child. If for some reason, your child needs to be picked up by someone that is not listed on your approved pick-up list, we will need a note in writing. In emergency cases, we can accept a phone call. We know that this may be an inconvenience to you at times, but the safety of all children is our priority. During school hours, both the front (main entrance) and back door will be locked for the safety of all children. Please use the bell located at the main entrance for admittance into the building. We will unlock the door at 3:15pm for dismissal. If you need to pick up your child earlier than 3:15pm, please let one of the teachers know or write a note to be sent to school so we are aware of this.

### **Toys:**

Our Preschool Classrooms are well equipped with age appropriate toys for all students to play with throughout the day. We ask that students do not bring toys from home. If a child does bring a toy to school, it will be left in his/her backpack for the day. Please know that Deeper Root Academy Preschool is not responsible for lost or broken toys brought to school.

### **Fire Drills:**

Orange County law requires that we complete monthly fire drills. Fire drills may occur at any point during the day. Because of this, students must always keep their shoes on.

### **Shelter in Place:**

Shelter in Place is a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Generally, Shelter in Place means simply staying indoors. Some situations that might require sheltering in place are severe weather conditions, extreme temperatures, or a public disturbance. During this drill or actual emergency, students will be engaged in safe and quiet activities.



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### **Outside Play:**

We will play outside in designated play areas twice each day, including during the winter. In cases of extreme weather (thunderstorms, heavy rain/freezing temperatures) we will have our playtime inside. Since we will be going out during winter months, each child must have proper clothing with them. These items include jackets and hats.

### **Clothing:**

We ask that you send a complete extra set of clothing to school. We will keep each child's clothing labeled with his/her name at school in a storage box or backpack. In the event a child needs to use the extra clothes, we will send the clothing home and ask that you replace whatever the item was. Uniforms are Mandatory! Please see the uniform guide online for purchase information.

### **Breakfast/Lunch/Snack:**

Both breakfast and lunch are provided as a part of our program. Snacks will be provided by parents and a snack calendar will be provided by the classroom teacher. Please inform the school of any allergies that your child has since we may have to notify other parents of food restrictions (such as peanut butter). All preschoolers will have breakfast at 8:30 a.m., lunch at 11:15 a.m., and an afternoon snack.

### **Nap / Rest:**

The designated nap / rest time occurs after lunch and lasts for approximately 1 ½ hours. Students rest on individual mats that are included in the cost of attendance each year. You may bring in a fitted sheet and/or blanket for comfort.



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### **Illness:**

If your child is mildly ill, suffering from a cold, ear infection, or any other illness that does not pose a threat to any other student at school, they may still attend school. Mildly ill children are able to participate in regular activities with minor accommodations such as more quiet time or special foods to eat. In the event a child becomes ill during school hours, the parent/guardian will be notified by the school. If the child is vomiting or showing signs of infection, rash, diarrhea, or a persistent fever the parent/guardian will be asked to pick the child up from school. The child must remain out of school until his/her symptoms clear and are fever free without medication for at least 24 hours. If your child develops a contagious illness (such as pink eye, flu, strep throat etc.) please notify the school so that we can send a memo home to parents that their child has been exposed to the illness.

### **Attendance:**

Please inform us when your child doesn't attend school.

Deeper Root Academy Preschool follows the Orange County School District calendar for all legal/federal holidays and bad weather days.

### **Important Registration Information:**

Our registration forms, medical statement of child in childcare (must be completed yearly), and Registration paperwork must be completed before admission to Deeper Root Academy Preschool.

We hope that making our policies clear will help make our year a safe, fun and productive one! As the year progresses, we may notice reoccurring issues or problems and will notify parents/guardians as they happen. If you have any questions, concerns, or comments at any point during the year, please contact us. We are looking forward to being part of your child's educational journey!