

## Dear Families,

Welcome to Young Star Bilingual Preschool, a place where your child can learn and grow with a joyful heart! We recognize that we have a tremendous responsibility, because our children are our greatest life treasures. With parents' love and a sincere heart, we wish to help each child develop a happy mind and a healthy body!

Below are our school's basic rules and guidelines:

### Age

2 ½ and above

### Programs

<b>Half day:</b> 8:45am – 2:15pm	<b>Full day:</b> 8:45am – 5:30pm
Monday to Friday	

**\*Please bring your own lunch from home.** Please use glass container to box your lunch if you bring the cold lunch. We will steam it with the rice cooker (大同電鍋).

### Tuition

Tuition payments for each month are due on the 1st of the month. There is a one-month deposit at the time of registration, which will be applied to the child's account as credit for February of the following year. A one-month notice is required for termination of enrollment. There will be a \$30 fee for any bounced checks.

### Absence

Please notify the teachers as soon as possible if your child will be absent for any reason. There will be no refunds/makeups for any absences.

## School Calendar

Our school year starts in September and ends in May. Summer programs start from June and end in August. Specific dates will be sent out to parents at the beginning of the school year in our monthly newsletter.

## Newsletter

A monthly newsletter will be emailed all the parents during the first week of each month. Each month will have several different themes, which can be viewed here.

## Arrival and Departure

Please try your best to be on time when picking up and dropping of your children, so that our classes can run as smoothly as possible.

Arrivals: Please drop your child off before **9:15am!** The morning table activities time is important for teachers to work with your child individually. At that time, they are developing their fine motor skills, learning alphabets and phonics, and concept of numbers.

Departures: All children should be picked up during the allotted pick up time. The pick-up time is **2:00pm** for half day children. The full day pick-up time is **6pm**.

*Children are eager to see their parents and share the excitement of the day, please pick up your children on time.*

## Cases When a Child May Not Attend School

### Fever:

Children will be sent home if their temperature is **100.0** or higher and must stay home the next day for observation. Children must be **free of fever** (any temperature above 98.6 degrees) for **at least 24 hours without the use of fever reducing medication**. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.

### Diarrhea:

Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be **free from diarrhea for 24 hours with at least 1 regular bowel movement**. If your child has one or more loose bowel movements on their first day back they will again be sent home.

**Vomiting:**

Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with **no vomiting for at least 24 hours.**

**Persistent Hacking Cough:**

Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.

**Antibiotic Timeline:**

A child must be on antibiotics for at least 24 hours before returning to school.

**Conjunctivitis (pink eye):**

Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is.

If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.

If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.

If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.

**Behavior**

I will utilize positively reinforcing techniques for discipline and guidance so that children will be provided a loving, happy, and safe environment. I have implemented a reward system that encourages good behavior in the classroom.

If a child exhibits harmful behavior, I will first honor the positive intent and impulse behind the behavior, and tell the children the misbehavior is not allowed. I will give the children information about the consequences of their actions and what they should do differently next

time. If no improvement shows, the children will be removed from the group and sit on the “thinking chair”. At the end of the day, I’ll talk to the child’s parents to agree on a set of rules and reinforcement from the parents and the teachers so that they are consistent both at school and at home. This consistency is very important to establish and reinforce boundaries for the child to grow and develop in a healthy way.

We love to see our children to grow in kindness, honesty, respect and consideration for others.

## **Extra Clothes**

Accidents happen sometimes, so parents can bring an extra pair of clothes for their child. Extra clothes should have the child’s name on the tag and be placed in a Ziploc bag with the child’s name on it as well.

## **Nap time**

For children staying full-day, we will have a nap time in the afternoon. We ask that parents provide their child with pillow and blanket. There will be cots provided for the children.

## **Birthday**

Birthdays are a special occasions for your little ones and worthy of celebration. Please notify us in advance if parents wish to send in simple refreshments for their child to share with the whole class or we can also make cupcakes as a class. We also invite the birthday child to bring a favorite book from home to be read to the class.

## **Communication**

We are on the same team and we all want what is best for your children, so it is crucial that the parents and teachers can openly and effectively communicate. I invite you to come to me at any time to address any concerns regarding your child that you may have. Conferences can be scheduled as needed at any point throughout the year.

Please don’t hesitate to text or email me if you have any concerns.

[youngstar4kids@gmail.com](mailto:youngstar4kids@gmail.com)