



## Program Navigation Guide

### Class Schedules for the 2024/2025 School Year

3/4's Class options (must be 3 by Sept 1 and potty trained) –  
Monday/Wednesday/Friday 9-11:50am or  
Tuesday/Thursday 9-11:50am

Pre-K Class options (must be 4 by Sept 1 and potty trained)-

Monday/Tuesday/Wednesday/Thursday/Friday 9-11:50am or  
Monday/Tuesday/Wednesday/Thursday/Friday 12-2:50pm or  
Monday/Tuesday/Thursday/Friday 12-2:50pm

Our first day of classes will be Wednesday, September 4 and Thursday, September 5, 2024.

### Drop Off

Students are to arrive no more than 5 minutes before class time. Upon arrival, parents and students are asked to wait outside of the building until a teacher comes out to escort your child inside. Drop off will occur at the outside doors (labelled ENTER) closest to the preschool room. Please have your student use the restroom at home before you come to school. Students will be escorted to and from all activities throughout the day, including individual restroom trips.

## **Pick Up**

Parents are asked to wait outside of the doors marked exit (closest to the gym) for their student. A teacher will escort them outside to you. Students are to be picked up immediately at the end of class. Only people identified in your child's file can pick up your student from class, unless otherwise noted. In case of an emergency that enables you to pick up your student on time, we ask that you call the office so your teacher can make arrangements for your student until you arrive. If you are more than 10 minutes late, your child will be in the VEGA Office with office staff. If you are consistently late, we will charge your account a dollar a minute after 10 minutes.

## **Special Classes**

Students will enjoy gymnastics, dance, yoga, and music classes during their school day with us. Please have them dress comfortably so that they can move easily in these classes.

## **Communication**

Students will receive a Take Home Folder at the beginning of the school year. This folder should come to school each day with your student. Teachers will put student work or notes to home inside the folder. Please check your students Take Home Folder each day. Parents may also use this folder for communication as well, by sending notes to school for the teacher. Our private VEGA Preschool Facebook group provides daily information about what the students are learning in class through updates, pictures, and video. Request to join our Facebook Group (VEGA Preschool) as soon as possible to stay up to date. This group is for current family members only. Positive interaction on our page is expected. Instructors will return messages during class hours. A weekly newsletter/note is sent home with the same information that is posted on our Facebook page. Email is also used to communicate with families. Please make sure the office has your current email on file.

## **Special Events**

The Back-to-School Open House will be our first special event of the new school year. This is for all our VEGA Preschool students and their families to attend on Tuesday, September 3. Classes begin the first Wednesday and Thursday of September. A Music and Creative Dance Recital and Graduation will also be a special opportunity to experience the wonderful things your children will be learning in our program. There are also class parties/events and special guests throughout the year.

## **School Closures**

VEGA Preschool will observe National Holiday's such as Veteran's Day, Martin Luther King Day, President's Day, and Memorial Day. VEGA Preschool will also close for Thanksgiving, Christmas, and Spring vacations. If a class is cancelled due to inclement weather, emails will be sent, and Facebook updates will be made. It is the responsibility of the parent to check their email and/or Facebook for building closure updates. Weather related closures will not be made up and are non-refundable. If Washington state requires VEGA to close for any reason, VEGA Preschool will use an online format for classes.

## **Absences**

If your student will be missing class for an extended amount of time, please be sure and let your teacher know, so they can plan accordingly. To report absences due to illness, please call the VEGA Office at 360-834-7424.

## **Your Child's Health**

Contagious disease, colds and the flu can be a problem for preschool aged children. Please stay home if your student is having any of the following symptoms within the last 24 hours:

- Cough
- Runny nose
- Fever of 100 or higher
- Sore Throat
- Chills
- Headaches
- Loss of taste or smell
- Body Aches
- Vomiting
- Diarrhea
- Rash

Students must be symptom free for 24 hours before returning to class. All medication should be administered before coming to class and a teacher informed in case a reaction occurs. Please inform teachers about any special needs or allergies involving your student before classes begin in September.

Our Covid Policy follows the current CDC guidelines.

A comprehensive first aid kit is maintained for our VEGA Preschool program and our staff is equipped with CPR and First Aid Certificates.

## **Restroom**

All children will be given many opportunities to use the restroom throughout the day with us. Teachers will give assistance as needed. All children are required to be potty trained to participate in our preschool program. Please send an extra set of clothes to school each day in their backpack.

## **Hand Washing**

Hand Washing is the most effective practice in preventing the spread of germs. Teachers and students are required to wash their hands after engaging in a variety of activities, after using the restrooms and before eating. Sanitizer will also be used regularly throughout the day.

## **Cleansing and Disinfecting**

VEGA Preschool makes it a priority to clean the surfaces that children come in close contact with, using soap and water as well as a disinfectant throughout the day. A thorough cleaning takes place after our classes are finished for the day. Toys are rotated between classes and are wiped down and sanitized weekly. They will be sanitized more often when necessary.

## **Snacks/Special Treats**

Due to the various nutritional needs of our individual students, each child will want to bring a well-balanced snack packed in a lunch box and water bottle with them to school each day. All classes will have a snack time. If you plan on bringing special treats in for the class, please let the teacher know in advance so they can plan accordingly. Special treats need to be individually wrapped and store bought. Teachers will have clean hands when directly handling food.

## **Clothing**

We ask that tights and fluffy or long skirts be saved for dance, as they can be a safety challenge for our students during gymnastics. Comfortable and size appropriate clothing are encouraged.

Although children in our VEGA Preschool are potty trained, accidents can still happen. We would like to lessen the impact of these accidents, and quickly return your child to class by having parents provide an extra set of clothing in a Zip-lock bag with their name on it to be kept in their backpack. Make sure your child's backpack will fit a regular sized

folder inside it. Please label jackets, backpacks, lunch boxes and water bottles with your child's name.

### **Directions**

VEGA Preschool teachers use a basic re-direction style to help our students navigate the classroom. To help them learn how to master their environment, students will be encouraged by teachers to help problem solve. In the event that a student is experiencing continual challenges within the structure of the program, a teacher will ask them to observe the classroom and discuss a clear set of rules and expectations for the student. We will then help them re-engage into the activity at hand.

If a student is unable to participate in class or has hurt another student, the parent will be called and the student sent home for the day. A teacher will then contact the parent to begin a helpful, age appropriate plan for further reference. If as a team we are unable to help in making the appropriate adjustments for your student, the director will suggest another age and time appropriate class VEGA has to offer, or suggest waiting until the child is developmentally ready for our programs. VEGA Preschool reserves the right to excuse a student from the program, at the discretion of the director.

### **Books for Sale**

Throughout the year we will send home Scholastic book order forms with your child. Book orders are offered as an optional courtesy to our students and their families.

### **Supplies**

There will be a \$100 supply fee due along with September tuition. With these funds, VEGA Preschool will purchase all individual supplies (pencil box, crayons, glue sticks and scissors). No community supplies will be used. If you would like to help us in providing for our classroom, you are welcome to help as you are able, and we appreciate all of your donations.

### **VEGA Annual Registration Fee**

There will be a \$30 annual registration fee that will run in September along with tuition.

### **Contact Information**

VEGA Preschool Director- Amy Meyer  
[Amy.meyer@vegagym.com](mailto:Amy.meyer@vegagym.com) VEGA Office- 360-834-7424 [info@vegagym.com](mailto:info@vegagym.com)