



Program Navigation Guide

Welcome to VEGA Preschool! Below you will find information about our preschool program. If you have any questions, feel free to contact the VEGA Office or email the VEGA Preschool Director.

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 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 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 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. VEGA Preschool uses the App ClassDojo to provide daily information about what the students are learning in class through updates, pictures, and video. Student specific ClassDojo QR codes are sent home the first week of school for families to join. This group is for current family members only. Positive interaction on ClassDojo is expected. You can communicate directly with instructors through the ClassDojo App. Instructors will return messages during working hours. A weekly newsletter/note is sent home in Take Home Folders. Email is also used to communicate with families. Please make sure the VEGA 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 2. Classes begin the first Wednesday and Thursday of September. A Music and Creative Dance Performance and Pre-K 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 ClassDojo updates will be made. It is the responsibility of the parent to check their email and/or ClassDojo 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 communicate with your teacher through ClassDojo or 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

Lice/nits

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 a 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/dresses be saved for non-school days, as they can be a safety challenge for our students especially during gymnastics and open gym times. 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.

Behavior

VEGA Preschool implements a program-wide behavior guidance system. Our goal is to guide children in a loving way, giving them tools and support, to follow behavior expectations in each of our classroom settings. Age-appropriate classroom behavior expectations will be set and explained at the beginning of the year and reviewed throughout the year for student success. 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. If a student is experiencing continual challenges within the structure of the program, a teacher will have them observe the classroom and discuss a clear set of rules and expectations for the student. We will then help them re-engage in the activity at hand.

When classroom behavior deviates from expectations...

- Teacher will talk with child in class- reminding them of the expectations and reteaching.
- Students will be offered a variety of appropriate tools and strategies to choose from to help them regulate their emotions and continue with classroom activities when ready.
- The teacher will connect with the family to develop a team plan of support.
- In some cases, the wider team, including the program director may be involved in the plan of support.

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

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