



Tot Spot Preschool

Who Are We?

Tot Spot Preschool believes that the guidance and teaching a child receives in early childhood greatly influences the success he or she experiences in school later on. We are confident that we can help provide a foundation for your child's success. We will prepare your child through play and multi-sensory experiences in an adaptable curriculum within a comfortable academic atmosphere. Our goal is to create a caring, nurturing environment that fosters Christ's love. We strive to meet the individual needs of children in all realms of development: spiritual, intellectual, physical, emotional and social. Our preschool curriculum is planned to include a balance of activities. We offer many opportunities for enrichment through our daily curriculum.

Readiness activities include: socialization, early math skills, outdoor exploration, dramatic play through centers, reading, prayer, music, language development, fine motor skills, life skills/self-help skills, creative movement, science, and creative art.

Security

We believe that the safety of your child is of utmost importance. We keep all doors to the building locked at all times. The doors are never opened for an unexpected guest. We require background checks for all visitors and employees.

Teacher Ratio

We strive to have a great teaching environment. We believe that children need lots of one-on-one attention in the classroom. We have a teaching ratio of 2 teachers per 15 students (pre-kindergarten classes) and 2 teachers per 12 students (pre-school classes).

Large Motor Activities

We know that children benefit greatly from large motor activities. We gear our lesson plans to allow lots of movement and games. We have an extremely large foyer that we utilize with scooters, balls, and various games. If the weather permits, we do go outside occasionally.

Discipline

Our approach to discipline is the "1-2-3 Magic" method. We believe it is a simple, effective, and powerful way to teach our students self-control. When a teacher says, "(Child's name), that's one (we address what the issue is—if the child has not stopped we move to the next step.) (Child's name), that's two (wait to see if the behavior ends, if not, we move to the next step.)(Child's name), that's three (usually followed by a consequence or time out.)

Special Events

We love to host special events with our preschoolers. Every year we take a trip to the fire station, we have holiday parties (Halloween Party, Thanksgiving Party, Christmas Party, Valentine's Party), picture day, the Lowell Librarian comes to read, Grandparent's Day, and graduation for our



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students that will be headed to Kindergarten. Parents are welcome to volunteer for special events.

Pick up/ Drop Off

We require an authorization form to be filled out for anyone to pick up a student from school. Without that signed piece of paper, we are not able to release a student. A car rider paper will be distributed at orientation with your child's name on it. This can be placed in the passenger side window on display for easy pick up.

Screen Time

In a world so full of technology, we strive to keep the school virtually "screen free". We want students to explore their interests without a screen. We want them to day dream, think, learn new skills, move, and read real books. We think it is very important that kids learn to interact with other students and discover what real play is.

Vaccination Policy

We follow the Tri-Creek school system for recommended immunizations. A list of vaccines needed to get into the school will be attached in your child's orientation folder.

Illness Policy

We ask that you keep your child home if they have the following symptoms: a temperature higher than 100 degrees, throwing up/diarrhea within 24 hours, pink/crusty eyes, sore throat, or an unknown rash.

Birthday Policy

We allow students to bring treats for their birthday! We do ask that there are enough treats for every student in the class. Because we are a private facility, homemade treats are allowed. In the event of a food allergy in the classroom, snacks that have any trace of tree nuts are not permitted.

Allergy Policy

If a student has a food allergy or dietary restriction, we do everything in our power to protect them. To prevent any cross-contamination we practice hand washing before/after handling food, wash tables with disinfecting wipes, and we avoid the use of allergens in class projects, parties, art, experiments, snacks and rewards. If a student has a severe peanut allergy, the classroom will be peanut-free. If a child is unable to consume the snacks the school provides, it is the parent's responsibility to provide snacks for the child daily.

Cleaning Procedures

We do routine cleaning and disinfecting daily. The tables are wiped with disinfecting wipes after each snack or activity. All toys and classrooms are sprayed with Lysol every day. A snack will not be distributed to a student before the proper hand washing procedures are performed.



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School Calendar

We do our best to follow the Tri-Creek school calendar. Whenever there is a school cancellation or delay we will update parents via the Class Dojo app. An official school calendar will be in your child's orientation folder.

Enrichment Activities

When we have enrichment activities like: going to the fire station, having a dance group, story time, or a special music lesson there is no additional charge. Those activities are included in the monthly tuition.

Late Tuition/Fees

Tuition is due on the 10th of every month. If tuition is paid late, there will be a \$10.00 fee. If you choose to pay for tuition via Paypal there is a 2.9% fee + \$0.03 per transaction. The student's guardian is responsible for those fees. If there is a returned check, there will be a \$35.00 fee issued.

Objectives/Daily Review

There are certain things that we emphasize daily. We strive for every student to be ready for Kindergarten after they graduate. Some of the things we review are:

- Sight words
- Question of the day
- Months of the year
- Days of the week
- Calendar
- Pledge of Allegiance
- Letter recognition
- Name writing
- Shapes
- Weather
- Sign language
- Parts of a book
- Letter of the Week
- Counting by rote
- Count by 10s to 100
- Cutting practice
- Glue practice
- Graphing

There are additional things that we look for. Our pre-kindergarten classes will receive a progress report bi-annually. There is a sample progress report attached.



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Classes Offered/Meeting Times

We currently have five classes offered at Tot Spot. Please see the chart below.

Class	Meeting Time
5-day AM (1/2 day)	M-F 8:30a-11:00a
5-day PM (1/2 day)	M-F 12:00p-2:20p
3 Full Day	M,W,F 8:30a-2:20p
2-day AM	T,TH 8:30a-11:00a
2-day PM	T, TH 12:00p-2:20p

Age Requirements

Class	Requirement
5-day ½ day	Child must be 4 by August 1, 2021
3 full day	Child must be 4 by August 1, 2021
2 day	Child must be 3 by August 1, 2021 and potty trained

Still have Questions?

If you have a question about something that is not currently listed on this form, please do not hesitate to contact us! We would be happy to help.

We can be reached at totspotjourneychurch@gmail.com.