

Academic Programs Policies and Procedures

Mango's Place Preschool Program is for children ages three through five years of age. Our academic program follows the State of Ohio standards for language arts, science, social studies, math, music, and physical education. Our program emphasizes learning through play, exploration, and in an environment, which promotes a love of learning.

Membership: Every child enrolled in the preschool program must be a member of Mango's Place. Prior to Preschool, **parents must provide the following documentation and fees:**

- 1) Enrollment and Health Information Form
- 2) Mango's & Program Policy and Procedure Agreement Form
- 3) Parent Handbook
- 4) Medical Statement Form - **must be completed by their first day of school.** This form must be completed by a Physician and is required to be kept on file by ODJFS.
- 5) A yearly membership fee of \$30.00 for one child or \$50.00 per family. Membership fees are non-refundable
- 6) A \$50.00 non-refundable deposit to hold your child's spot in the class (this will be charged at registration)

Arrival and Pick-up: Children may be dropped off no earlier than five minutes prior to the school starting and must be picked up no later than five minutes after school has finished. After the five-minute grace period you will be charged an additional half hour in the drop-in program. If you need additional time prior or after preschool, please make a reservation for the drop-in service. _____**X**

Absenteeism: Please call Mango's Place by 8:45am to notify the teacher if your child will be absent that day. In addition, if your child will be late, please call Mango's Place to notify the teacher of the time your child will be arriving. If you know a day your child will be missing school, please notify the teacher as far in advance as possible. No make-up days will be available for the days your child misses class. _____**X**

Schedule and Holidays: Holidays and school breaks will follow the Local School District schedules. Mango's Place Preschool will not follow Local School District schedules for days off due to conferences or teacher workdays. Our Parent-Teacher conferences will be scheduled once in the fall and once in the spring.

Winter weather: our academic programs are not affected by local school closings or delays.

Payment: The Mango's Place preschool program is a full school term commitment. The cost of preschool is determined yearly. Preschool payment does not cover any care during Preschool break weeks, snow days or holidays.

- *Tuition is due by the 1st of each month.* Any tuition not paid by the fourth of the month will incur a late fee of \$15.00 and your child will be ineligible to attend preschool until the balance is paid. If an unpaid balance exceeds more than 30 days, your child's place in the program will be withdrawn. _____**X**
- The \$50 deposit is **nonrefundable**. Any paid tuition fees are **nonrefundable**. _____**X**

Un-enrollment: a 30-day notice is required for un-enrollment from all programs. If you choose to re-enroll in Mango's Place preschool program, you will be required to pay the preschool deposit and tuition for the months you have missed. _____**X**

Mango's Place

Modification of Classes: Parents have the option to add the third day during any time of the year but will not be permitted to return to 2 days a week after the commitment is made. Once a child is enrolled in the program, they will not have the option to change days. _____X

Class Trips: During the course of the school year we will be taking a class field trip periodically. Due to state licensing regulations, there must be at least one adult to accompany each child. The exception being that one parent has volunteered to chaperone another child or children and take full responsibility for their group.

I have reviewed and received a copy of Mango's Place Preschool Policies and Procedures

Parent/Guardian signature _____ Date: ____ / ____ / ____



Mango's Place Preschool Curriculum Information

We are dedicated to the philosophy that each child is unique and accept children at their current stage of development. It is our intention to nurture the development of the whole child-physical, emotional, social and cognitive growth- through a play-based, structured environment that simulates and nurtures a young child. While learning through play and group activities, each child will explore the areas of language, math, science, music and art in an environment that promotes a love of learning.

Program Highlights

We have created our own preschool curriculum tailored to the state of Ohio standards which include language arts, science, social studies, math, music, & physical education.

- Our classes will emphasize the classroom experience; learning how to function in a space as part of a group, classroom routines, responsibilities, listening and social skills as well as manners.
- In addition to the classroom experience our students will work on Kindergarten readiness, including the areas of fine and gross motor skills, literacy and language development, math and science.
- Teachers incorporate many of the same assessment skills that are used for Kindergarten readiness assessments as well as the language, so children are familiar with language and tasks.
- A monthly calendar will be provided to parents outlining the themes and skills that are the focus of that month.
- We will use many different methods informal assessment including observation, work samples, performance and one-on-one assessments.