

Dear Prospective Preschool Parents,

I am the owner and teacher of Little Learners Preschool. I have taught preschool for 23 years now and for 5 years prior to that, I had a small in-home daycare. Little Learner's Preschool is located next door to Little Legg's Daycare in Middleton, Idaho. Theresa Legg, the owner of the daycare, and I are excited about our two businesses to continue to be next door to each other for the convenience of our parents and children in Middleton. Little Learner's Preschool is located at 1070 W. Main St in Suite C. We have an amazing 1600 sq. ft. classroom to spread out in and learn.

For the 2024 school year, classes for Mon/Wed will start Aug. 28th and Tues/Thur classes will start Sept 3rd.

This letter is to inform you of the opportunities that I offer for your preschool age children. I will be teaching five preschool classes this year. Three classes will be for pre-kindergarten age children (4-5) on Mon/Wed 8:15-11:15 AM or Mon/Wed 11:30-2:30 PM or Tues/Thur 12:45-3.30 PM. The pre-k classes are 6 hours per week and \$140/month. (The Tues/Thur Pre-k class is only 5.5 hrs per week but gets 4 more class days over the school year due to No school on Mondays throughout the year.) The other two classes are a mixed preschool class for ages 3-5 and will be on Tuesday and Thursday. There is a morning class from 8:15-10:15 a.m. and a second class from 10:30-12:30 p.m. The price for those classes will be \$95.00 per month. In all of the classes, there are 2 teachers and they are structured very much like what your children will have as they go into kindergarten. These classes include greeting time, puzzle/library time, calendar/weather, circle time with stories and teaching instruction, hands on art projects, freeplay/social time, snack time, pre-math and prewriting, show and tell, music, creative drama, and much more. These classes will prepare your child for starting school.

Space in the preschool is filled on a first come, first serve basis. Class size is limited. If you are interested in signing up your child for any of the classes, I will need to have the registration form and Electronic Funds Transfer Authorization filled out and returned. There is a \$50.00 non-refundable registration fee that is required when enrolling in preschool to reserve your space. This can be paid by cash, check, or venmo. The registration fee for returning students in back to back school years is reduced to \$25.00 for their second year. Current immunizations records are needed when your child starts preschool.

If you have any questions, or would like to schedule a time to come and meet me or look at our classroom, please feel free to call or text me anytime.

Thank you,
Robin MacLeod
208-407-2677

LITTLE LEARNERS PRESCHOOL
Information & Policies
2024-2025

Preschool will start the first week of September 2024, following Labor Day. Preschool will run through the month of May following the Middleton School District Calendar. A monthly Calendar for preschool will be handed out at the beginning of each month to keep you informed of the upcoming month's schedule and curriculum.

Curriculum

The curriculum will include a variety of activities in pre-math, science, cooking projects, social games, language, music & movement, fine motor & fingerplays, gross motor, creative drama, and art. Each lesson will have a theme such as safety, nature, family, community, etc., incorporating colors, shapes, alphabet, and numbers. We will learn about months/days of the week/holidays through calendar discussion. We strive to get all children recognizing and writing their names. I will have assessments twice a year to keep you informed of your child's progress in class. Each child will have the opportunity to learn skills to assist in their future.

Snacks

Snacks will be provided during each class. Please let me know of any allergies.

Hours

Drop off is at the beginning of your scheduled class time. Pick up will be up to 5 minutes after class. A flag is posted outside the preschool to let you know when the teacher is in the classroom and ready for class to start. Please be considerate of these times. If there is an urgent reason to be late, please call and let the teacher know as soon as possible. After more than 2 occasions of more than 10 minutes of being late, and no phone call from a parent, additional charges of \$5.00 for each 10 minute increment will result.

Sick Days

There are no refunds or credits for sick days. Full tuition is still required for reserving your child's space in class. Sick children should not attend preschool. Any child with signs of fever, diarrhea, vomiting, green mucus discharge, uncontrolled coughing or anything contagious should stay home and return after 24 hours symptom free. In the event of any illness of a teacher, I will try to have a substitute teacher. If this is not possible, I will try to notify you as soon as possible of any cancellations. I will have a total of four sick/snow days per calendar year for myself without offering a make-up class. After four days missed by teacher within the calendar year, I will offer a make-up session for any missed classes.

Tuition

Tuition is due the first day of each month and must be paid for each month in advance. Tuition for 3 hour pre-k classes is \$140 per month, and tuition for 2 hour classes is \$95 per month. Tuition will be collected through Electronic Funds Transfer. Tuition processed as insufficient funds will be charged a \$30 return fee, and tuition, with fees added, will be due payable by cash within one week of denial. The \$50.00 registration fee is due at the time of registration to reserve your child's place in class and is non-refundable. Space is not held until registration fee, form, and EFT form is received.

Authorizing Individuals to pick up

Children will only be released to people that are authorized to pick up and have been put on the registration form. If you need to add an authorized person to pick up, written notification of changes will be accepted and added to your child's list. Written notification can include email and text from the parent.

Early Withdrawal/Cancellation

By enrolling for the school year, your student is enrolled and committed to preschool space for the entire year September-May. If for some reason, you must withdraw early, a two week notice is required. As long as two week notice is given, there is no cancellation fee. If notice is not given, there is a \$50 cancellation fee.

Personal Items

Please do not send personal items to class with your child such as toys, blankets, food, etc. There will be a designated Show & Tell day for bringing "treasured items" to share. These items must be kept in the child's cubby at all times except during the Show & Tell time to avoid any lost items. Water Bottles with child's name that seal are okay.

Discipline

This is how it will be handled:

1. Talk to the child about the offense.
2. Time out away from the group.
3. A second and final time out will be given.
4. Notify parent

LITTLE LEARNERS PRESCHOOL REGISTRATION FORM 2024-2025

Child's Name: _____

Gender: M/F Birthdate: _____ Age (As of Sept. 1) _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Parents or Guardian Names: _____

E-mail (include any people that you would like to receive notes, reminders, and calendars)

Phone: Mom Cell: _____ Dad cell: _____ other: _____

In case of emergency (other than parents, parents will always be notified 1st):

Name: _____ Phone _____

Allergies: _____

Additional Authorized to pick up: _____

Class Requested: (Classes filled on a first come first serve basis, space not guaranteed until forms & fees are turned in.)
Please select 1st and 2nd choice of classes. You will be notified if your 1st choice is not available.

____ Mon/Wed 8:15-11:15 a.m.
\$140.00 (Ages 4-5, Pre-K)

____ Tues/Thur 12:45-3:30 p.m.
\$140.00 (Ages 4-5, Pre-K)

____ Tues/Thur 8:15-10:15 a.m.
\$95.00 (ages 3-5) (TT AM)

____ Mon/Wed 11:30-2:30 p.m.
\$140.00 (Ages 4-5, Pre-K)

____ Tues/Thur 10:30 am-12:30pm
\$95.00 (ages 3-5) (TT MID)

* Immunizations must be current for all students. Please include a photocopy of immunization records. State of Idaho Immunization Exemption forms are also accepted. These must be on file by Sept. 1. **All children must be 3 on or before Sept. 1.**

* A Non-refundable Registration/Supply fee of \$50.00 per school year is required at time of registration to reserve your child's space. This will include a Little Learner's Preschool T-shirt for the first year. Returning students (back to back years) registration is reduced to \$25.00.

I have read and agree to Little Learner's Preschool Information & Policies.

I hereby certify that my child _____ is in normal health and capable of participating in preschool activities. I understand that my child will be participating in activities at preschool and that the preschool and preschool teacher will not be liable for any physical harm my child should incur from these activities. I also understand that I will not hold the preschool or preschool teacher responsible for injury including the transportation of my child to and from preschool and preschool activities.

Signature _____ Date _____

I hereby give Robin MacLeod permission to seek medical treatment for my child if necessary. I understand that I will be responsible for all costs associated with the treatment of my child. Parent notified first unless extreme emergency.

Signature _____ Date _____

Mail completed registration forms to: 1070 W. Main St, Ste C, Middleton ID 83644 or text picture of form to 208-407-2677. Registration can be paid by cash, check or venmo @MissRobin-MacLeod

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

All preschool payments for the 2024-2025 school year will be collected through automatic debits of your checking account each month. All payments will be debited from the checking account on the 1st day of each month starting September and running through May. If the 1st of the month falls on a weekend or holiday, payments will be withdrawn on the next business day.

(Please double check numbers. If first month is returned due to incorrect numbers, a \$30 return fee will be added)

I, _____, give Robin MacLeod of Little Learner's Preschool, authorization to debit my checking account # _____ Bank Name _____ Routing # _____ in the amount of \$ _____ each month on the first day of the month starting in September 2024 and ending May 2025 for my Student _____.

By signing this authorization, I agree to the terms set forth. I agree that funds will be available for withdrawal on the first of each month. If a payment does not go through and is not authorized, I agree to pay the return check fee of \$30.00 per transaction. If there are any changes in my account information, I agree that I am responsible for letting Little Learner's Preschool know as soon as possible. All payments are submitted for processing 5 business days before the 1st of each month.

Signature: _____