

# Brookridge Day School

2012-2013

**Part-Time Preschool  
(PSO)**

**B**rookridge is a school operated for the education and all-day supervision of children ages three through third grade. The school was founded in 1968 by Dr. Carol Savage. Dr. Savage received her Ph.D. in Elementary and Early Childhood Curriculum and Instruction from the University of Kansas. She heads a staff of qualified teachers, many of whom hold certificates in Early Childhood Education as well as degrees in Elementary Education. The school is located at 9555 Hadley in Overland Park and includes a spacious playground equipped with a variety of climbing apparatus.

**B**rookridge Day School is divided into two areas: the full time program and the morning-only preschool. The full time program provides preschool and kindergarten through third grade curricula inside a program of total day care. The morning-only preschool offers a curriculum for three year olds on Tuesdays and Thursdays. The four year olds preparing for kindergarten enroll for Monday, Wednesday and Friday mornings. On the days they attend preschool, lunch and afternoon care are offered for an hourly fee.

**P**reschool curriculum centers around development of a positive self-image and a respect and love for school. Children are exposed to art, music, drama, pre-reading and number readiness, social awareness and gross and fine motor skills. They also work on the specific skills of number and letter recognition, prewriting skills and initial consonant sounds. Children in the preschool have the opportunity to express themselves individually, in both small and large classroom groups. Field trips provide occasions for community experiences, and visitors to our school are a source of entertainment, culture and instruction.

9555 Hadley  
Overland Park, KS 66212  
(913) 649-2228

[www.brookridgedayschool.com](http://www.brookridgedayschool.com)

## Enrollment Requirements

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- Admission policies are nondiscriminatory in regard to race, color, religion, national origin, ancestry or sex in accordance with Kansas Civil Rights Statute KSA 44-1009.
- Children must be three by August 31, 2012 to be enrolled in the T/TH class or be four by August 31, 2012 to be enrolled in the MWF class.
- All children must have a health form completed and signed by a physician **prior** to attendance.
- A copy of your child's birth certificate must be on file.
- Our enrollment/emergency permission form must be completed and signed by both parents and the form notarized.
- **A registration fee of \$60.00 and a classroom fee of \$125.00 must accompany your application prior to confirmation of space.**

## Health Form

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A pre-entrance health assessment signed by a licensed physician is required for each child enrolled. It must be dated within six months of the starting date and is due on or before the first day of school. Please consult the following chart for the necessary number of immunizations as required by state law.

	<b>3 yr. old</b>	<b>4 yr. old</b>
DPT	4	4
Polio	3	3
MMR	1	1
Hepatitis B	3	3
Varicella	1	1
Hepatitis A	2	2
PVC7	4	4
HIB	3	4

## Enrollment Fee

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\$60.00 ..... due with notarized enrollment contract

## Classroom Fee

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\$125.00 ..... due at enrollment with enrollment contract

No purchase of individual supplies will be necessary.

*Please note these fees are not refundable.*

## Tuition

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### Preschool (3 year olds):

Tuesday and Thursday mornings.....\$273.00 per month.

### Pre-kindergarten (4 year olds):

Monday, Wednesday, and Friday mornings...\$385.00 per month.

### Pre-kindergarten (4 year olds):

Monday thru Friday mornings.....\$575.00 per month

*Tuition is due on the first day of attendance each month.*

## **Hours**

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Preschool classes meet from 8:45 a.m. – 11:45 a.m. Parents are required to drop off and pick up their children in the designated classroom. Failure to pick up by 12:00 noon will result in a charge of \$10.00 for the extra child care and lunch.

## **Extra Childcare**

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Extra childcare is available from 6:45 a.m. - 8:45 a.m. and 11:45 a.m. - 6:00 p.m. for part-time preschoolers at \$8.00 an hour and \$2.00 for lunch (making a minimum charge of \$10.00 the first hour). We ask that children do not bring their own lunches, unless they have food allergies or restricted diets. Arrangements for extra care should be made with the classroom teacher. An invoice for accumulated extra care will be given to the parent at the end of the month and may be added to the next month's tuition payment. Afternoon activities include: lunch, nap, music, art, play rotations and recess. Optional activities of gymnastics and dance are offered in the afternoon at an additional cost. (Please refer to the monthly newsletter)

## **Classroom Management**

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Each classroom at Brookridge has a set of simple, class-determined standards approved by the administration that encourages self-respect, respect for others and their property, and allows for a climate of learning and optimal child care. Positive reinforcement is given for behavior that complies with these standards.

Problem behavior is managed in three ways. The first is redirection. If a child's behavior is inappropriate, the teacher will redirect him/her to a new activity. (A child will not be deprived of anything that falls into the area of basic needs, i.e. food, rest, opportunities for fresh air, etc.)

If redirection does not help the child regain self-control, the teacher may use a quiet place or thinking spot within the classroom. When the child is willing to use appropriate behavior, he/she may rejoin the group.

When the learning environment is disrupted, the teacher has the third option of getting help from another teacher or the office. A child may be isolated to another classroom to complete work assignments or to rest. A child may also be isolated in the office.

Brookridge Day School reserves the right to isolate disruptive students and/or remove them from their classroom. Continual noncompliance with classroom standards will result in an "in-school" suspension of one day and notification of the parents. Repeated disruptive behavior will result in an "out-of-school" suspension. Such suspensions may result in disenrollment at any time. Brookridge reserves the right to judge the severity of non-compliance with the classroom's predetermined standards.

## **Sick Children**

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If your child has been diagnosed as having a contagious illness, please advise the office. Children who have a temperature should remain at home until their temperature is normal **without** fever-reducing medication for a 24-hour period. Children must also be free from vomiting or diarrhea for 24 hours. If the illness prevents the student from participating comfortably in school activities or requires greater care than the staff can provide, **Brookridge reserves the right to send him/her home from school.** When children become ill at school, we will isolate them and expect you to make arrangements to pick them up within the hour. Your enrollment form provides space to list others who may be called in case of illness or injury on a day that you are unavailable by phone.

## **Serious Injury Plan**

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When a child is injured, the staff at Brookridge will evaluate the injury. When it is a minor injury, first aid will be applied and an accident form will be filled out and filed. Parents will be called when the injury involves the head and/or is likely to need monitoring.

If the injury is life-threatening, 911 will be called and parents will be contacted. A second staff member will check to ensure an open airway and control bleeding, comfort the patient and keep the patient calm.

If the child is transported, a senior staff member will accompany the child to Shawnee Mission Medical Center taking along the child's file. That person will remain with the child until a parent or parent's designee assumes responsibility for the child. An accident form will be filled out and filed. Please make sure that your child's file is up-to-date with emergency contact numbers, medications and quantities prescribed.

## **Insurance**

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All students are covered by supplemental accident insurance while participating in school activities. In general, this policy covers expenses remaining after the primary care insurance provider has made payments and/or adjustments.

## **Proper Clothing**

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Please dress your children in comfortable play clothes in the summer months and warm clothes during the winter, always with good sturdy shoes. Hats, mittens and slacks are considered proper winter attire. Our policy is that students will go outside year-round unless it is snowing or raining at recess time or is exceptionally cold or hot. All removable clothing should be labeled with your child's name.

## Field Trips

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Morning-only preschool children will not attend field trips on a school bus with the exception of a visit to Deanna Rose Farmstead at the end of the Mon.-Wed.-Fri. PSO in May. Otherwise, monthly in-house field trips are scheduled.

Field trip fees are not to be included in your regular tuition payment. A separate check is to be made to **Brookridge Activities**. Because arrangements and payment for field trips are made in advance, these fees cannot be refunded. Please note that field trips, unlike optional activities, are part of the school curriculum.

## Optional Activities

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Optional activities, offered at additional rates, include gymnastics and dance. Because arrangements and payment for optional activities are made in advance, activity fees cannot be refunded. Please return your activity form promptly as optional activities are filled on a first-come, first-served basis.

## Birthdays

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Birthdays may be celebrated at school. Advance notice should be given to the classroom teacher. Treats may consist of cookies, fruit, or ice cream treats, as the parent wishes. **Please be sure to inquire about any classroom food allergies and/or restrictions (no nuts, please).** Any out-of-school party invitations must be extended from home. We will be happy to provide you with an address/phone list at the office.

## Parking Lot

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We request your cooperation in helping us with the safety of our students.

- When you bring your children to school or come to pick them up, please do not pull up along the flagpole curb. Leave your car in the designated parking slots.
- Please move through the lot slowly and only in the direction of the painted arrows.
- The circle drive is for parents who must carry a younger child or a heavy load into the building with their school child. Never turn left out of the circle drive.
- Please teach your child to use the sidewalk adjacent to the playground for the safest approach to your vehicle. Never walk behind the parked cars on the east side where the sidewalk is available. Only cross the parking lot at the designated crosswalk.
- **Never leave your car with the engine running.**

## Snow Days

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When the Shawnee Mission School District is closed due to inclement weather, Brookridge will be open for child care. Regular tuition payment policies are in effect during extreme weather. Brookridge Day School reserves the right to close in extreme cases. In the event that it should be necessary to close, it will be announced on KCMO radio and KCTV 5 television channel. Listen and/or watch for Brookridge Day School by name.

## School Year

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The school year for the 2012-2013 part-time programs begins on Monday, August 20<sup>th</sup> and will end Friday, May 24<sup>th</sup>. Classes will NOT be in session on days declared **informal** (snow days, winter break, and spring break). Child care will be available on *those* days at a daily rate of \$60.00, if so needed.

The school **will be closed** on the following days:

- Labor Day – Monday, September 3, 2012
- Parent/teacher Conferences – Friday, October 26, 2012
- Thanksgiving – Thursday, November 22, 2012 and Friday, November 23, 2012
- Winter Holiday closings–
  - Monday, December 24, 2012
  - Tuesday, December 25, 2012
  - Tuesday, January 1, 2013
- Good Friday – March 29, 2013

### **Informal Days (PSO does not meet):**

- Winter Break – Thursday, December 20, 2012 – Tuesday, January 1, 2013
- Martin Luther King Jr. Day – Monday, January 21, 2013
- Presidents' Day – Monday, February 18, 2013
- Spring Break – Monday, March 18 – Friday, March 22, 2013.



## Summer Program

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Our summer program is in place during the ten weeks of non-academic time, beginning on Monday, June 3, 2013 thru Wednesday, August 7, 2013. Information and enrollment will be available in late March.

This summer program offers many opportunities for fun and is under the direction of our degreed faculty and staff.