Chelmsford Community Education

Parent Handbook

LION'S DEN PRESCHOOL

2020-2021



**Lion’s Den is located at the Chelmsford High School**

**200 Richardson Road, Chelmsford MA 01824**

**Phone: 978-251-5111 X5660**

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**Chelmsford Community Education**

**170 Dalton Road, Chelmsford MA 01824**

**Phone: 978-251-5151 Fax: 978-251-5154**

[**ChelmsfordCommunityEd.com**](http://www.Chelmsford.k12.ma.us/commed)

[**www.facebook.com/chelmsfordcommed**](http://www.facebook.com/chelmsfordcommed%09)

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**Philosophy**

Our philosophy is founded upon a belief that play is vital in each child’s physical, social, emotional and academic development. Young children are active participants in learning as they share their genuine excitement and love for learning.

We value the role of parents as primary care givers and encourage open communication. The teacher/parent relationship is crucial as we work together to support the child. Lion’s Den is a place where children are valued as unique individuals. We work with each individual child to help reach their true potential.

**Staff**

The staff in our program consists of a Teacher and a Teacher Aide in the classroom. In addition, we regularly have the services of high school students who are enrolled in the Exploring Early Childhood Class.

**Curriculum**

Our curriculum has been designed to meet the needs of the whole child. It provides opportunities for increased exploration of motor skills, language, social development and STEM (science, technology, engineering and math).

We introduce the children to Lively Letters and Handwriting Without Tears curriculum in coordination with Chelmsford Public Schools. We emphasize a positive, safe, secure learning environment that helps children build their independence.

The classroom has the following play areas: block area, writing center, dramatic play, math and science center, art and a sensory table. Our students are given play outside on the playground, weather permitting.

**Transitioning to a new school**

The first day of school can be an emotional time for parents and children. We are here to support families during this process. We encourage all new families to visit before the first day of school. Children are often less anxious when they have had the opportunity to meet their teachers and friends. They will be able to explore the classroom with their parents and become familiar with their surroundings. Parents are welcome to call throughout the day to check on their child.

**Personal Toys**

We discourage bringing personal toys to our program, as we cannot be responsible for them.

**Referral Policy/Screening**

Concerns about a child’s development can be referred to the Special Education Preschool Coordinator at 978-251-5188

**Additional Information**

**Injury/Incident Reports**

Minor bumps and scratches will be communicated to the parents verbally, or through email or written daily notes. Reports will be completed by attending staff member for all injuries to a child when the nurse is not available. This includes those requiring basic first aid and beyond. Incident report forms are completed for all events related to behavioral incidents, accidents, property destruction and emergencies.

An Injury/Incident Form will be completed on the day of the injury/incident by the attending staff member. The form is reviewed and signed by the teacher and parent.

**Snow, Delayed Opening & Other Closures**

We are not open on days when Chelmsford Public Schools are closed. On delayed openings, our program will open at 9:45 a.m.

If school is dismissed early, we expect that you would pick your child up as soon as possible.

**Rates**

Fees are listed on the registration form. Tuition is billed in ten equal payments September through June, regardless of the number of days in the month. Tuition is due on the first business day of the upcoming month. A one-time non-refundable $25 registration fee is due with the first month’s payment.

It is expected that a child is enrolled for the full school year. There are no adjustments in the monthly tuition if a child is sick or does not attend for another reason. A parent may terminate their child’s participation in the program by giving one month’s notice (by the 20th of the preceding month) to Chelmsford Community Education, 170 Dalton Road, Chelmsford, MA 01824. Where proper notice is given, parents only will be responsible for paying services actually rendered to their child. The monthly fee will be pro-rated to the time that the child participated in the program.

A late pick-up fee will be assessed at the rate of $10 for each 15 minutes or portion thereof.

Please be aware that if a family’s payments become delinquent, the child may not be allowed to attend our program, and we reserve the right to refer the families’ account to a collection agency.

**Enrollment/Cancellation Policy**

Open enrollment will be held towards the beginning of the year. Parents who are already enrolled in the program will be given the opportunity to reserve their spot prior to open enrollment.

Enrollment will be online at ChelmsfordCommunityEd.com.

To register for the 2 day (3 year old room), a child must meet the age requirements of being 3 by August 31st and will be 4 by August 31st of the following year. Once they are eligible for the 3 day program, they are not able to repeat.

To register for the 3 day (4 year old room), a child must meet the age requirement of being 4 by August 31st and will be 5 by August 31st of the following year. Once a child meets the requirement of being 5 by August 31st they will meet the age requirement for Kindergarten and will no longer be eligible for Lion’s Den.

Cancellation: If a families’ childcare needs change, we require a minimum 30 days’ notice prior to the first day of programming for a refund of tuition.

Cancellations with less than 30 days notification will forfeit their tuition entirely. All registration fees are non-refundable.

**Hours of Operation & Calendar**

We open at 9:15 A.M and close at 12:15 pm on all school days.