



Room to Bloom Preschool & Learning Center
19 Palmer Street
PO Box 536
Stillwater, NY 12170

(518) 664-2515

Ext. 210- Room to Bloom Director

Ext. 234- Full Day Office

Ext. 215- Full Day 3's Classroom

Ext. 236- Full Day Mix Classroom

Ext. 231- Full Day Pre-K Classroom

facebook : <http://www.facebook.com/saccroomtobloom>

Website: www.sacc.online



Room to Bloom
Preschool & Learning Center

Full Day Handbook
Preschool & Pre-K Classrooms

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Welcome to Room to Bloom Full Day Preschool/Pre-K

Notes:

Dear Bloomers and Room to Bloom Family,

Welcome to Room to Bloom Preschool and Learning Center. We are delighted that you will be part of our preschool family. As parents, we know what it means entrusting your child's care, nurturing and education to someone else. We thank you sincerely for trusting us, the Room to Bloom teachers & staff, and giving us the honor to guide your children to becoming the creative, bright individuals they each have the potential to be.

Our philosophy is that each child is unique and we try our best to help them learn and express themselves in a way suited to their individual needs. We believe the key to a child's development is a teacher who cares and teaches from the heart.

We look forward to working alongside your child/ren and family. We hope to encourage their love of learning and help them bloom into their greatest potential.



We look forward to blooming with you,

Room to Bloom Teachers & Staff

Some Fun Classroom Things:

- 🌸 Visits with Ms.Carol: Ms. Carol from the Stillwater Library joins us one morning each week with plenty of stories, songs and silly dances.
- 🌸 Visit from Arvin Hart Firefighters during Fire Safety Month
- 🌸 Visit from the Dentist during Dental Health Month
- 🌸 Visit with local Police/Saratoga Sheriff Department



Room to Bloom's Mission:

Room to Bloom encourages children to learn and grow by providing a foundation of developmentally appropriate experiences where all children will succeed in a safe and nurturing environment. Our belief is that each child is a unique individual with varied interests, needs, and learning styles. We at Room to Bloom believe in bridging the gap between home and school through open communication and involvement of family and community. We look forward to establishing lasting relationships with each and every family!

General Information:

Disclaimer: It is the parents' responsibility to read and follow the rules and guidelines in the general info section. If you do not understand something, don't hesitate to contact one of the Room to Bloom teachers for further explanation. Thank you for your understanding

Code of Conduct:

It is our policy here at Room to Bloom Preschool and Learning Center that we provide a safe, learning environment. It is our job as care givers and educators to make sure each and every child in our care develop the skills to effectively communicate and express themselves in a safe and productive way. If an occurrence arises where your child need to be removed from the program for being unsafe towards another child or staff member, you as a parent, have 90 minutes to make arrangements to pick up your child.

It is because we provide child care and education in a group setting, we must be concerned for the welfare and safety of all children and staff. If needed, we will act when a particular child or parent's behavior threatens the safety of, or becomes abusive toward, the other children, parents or center staff. We will exhaust all resources and services, but be advised that disenrollment or termination could result, with or without notice.

Our Tuition Fees:

3's Classroom	2 days 115.00/week	3 days 155.00/week	5 days 205.00/week
Mix Classroom	2 days 110.00/week	3 days 150.00/week	5 days 200.00/week
Pre-K Classroom	2 days 105.00/week	3 days 145.00/week	5 days 195.00/week

Please note that space is limited in our classroom; we reserve the right to limit the amount of part-time spaces available.

****All Full Day Options have an annual \$50.00 Non-Refundable, Registration Fee****

Absences:

If your child is sick and/or will not be attending program as scheduled, please discuss with Director what tuition payment would be. You are not only paying for services provided, you are paying for the spot. You are still responsible for paying at least half of your regular payment. If your child is going to be absent, please contact us either by phone or email to let us know.

Communication is key!



Lice Policy:

It is not uncommon for a child to be exposed to lice in a large group of children. If a nit is found in your child's hair, the child will be sent home. We recommend that the child and anyone in the family be treated and have the nits pulled or combed out of their hair. Another treatment should be applied seven days later. Before your child can return to Preschool, we will check for nits. As parents, it is your responsibility to notify the teachers if lice are found. This is the only way to keep from infesting others and we can properly execute the steps needed to keep everyone at their best.

Allergies:

- ⊗ If your child has any type of significant allergy (Food allergy, bee allergy, etc.), it is vital that the teachers are informed.
- ⊗ We cannot provide the use of an Epi-Pen without a medical release prescribed by a physician.

*We are a MAT Certified program; however, no medication can be administered without the proper paperwork filled out by physician, staff and parents.

*We can only administer Emergency Medication (Epi-Pen, Nebulizer, etc.) with proper medical consent before administering.

Illness Policy: The illness policy of Room to Bloom Preschool is strictly followed. The policy is in place for the protection and well-being of all children, their families, and the teachers. We cannot stress enough that Room to Bloom has to have at least two contact names/numbers in case your child becomes ill during preschool hours.

*Children with mild colds or allergies are welcome to attend as long as they can comfortably participate in the day's activities.

*If you are notified by your child's teacher that your child is running a temperature, you have up to 90 minutes to pick your child up from school.

Please keep your child home if he/she:

- ☼ Has a fever or had one in the past 24 hours (they may be able to return to school once they are fever free **without medication (Tylenol/ ibuprofen)**).
- ☼ Has an upset stomach or had one in the past 24 hours including diarrhea and vomiting
- ☼ Has an ear infection (child may return 24 hours after medicine has been prescribed by a physician)
- ☼ Has heavy nasal discharge
- ☼ Has discharging eyes
- ☼ Has intestinal disturbance
- ☼ Has a symptom of a possible communicable disease (chicken pox, measles, pink eye, influenza, etc.)

For a full list of our exclusion criteria, please see a staff member

Fees:

- ☼ **Tuition** is due the Friday before care every week.
- ☼ You are allowed a **one-week tuition free vacation with no payment required as long as a 2 week notification is given**. If your child will be out due to a vacation and or illness, please discuss with the **Director; your payment may vary**.
- ☼ **Checks** can be made payable to **SACC** with **Full Day 3's, Mix or Pre-K** and Date the payment is for in the memo
- ☼ If paying with **cash**, place the cash in a sealed envelope with the child's first and last name on the front. Or stop by the main office.
- ☼ **If your tuition balance exceeds 2 weeks of no payment for services rendered, this will result in a notification from main office for suspension of care until the balance is paid in full.**
- ☼ Difficulty with your payment should be addressed with the Director **before** the Friday that tuition is due.
- ☼ Notification of withdrawing your child **must** take place **one month before** planned withdrawal date with a written notice.
- ☼ We offer a sibling discount of 20%
- ☼ School Year Hours (September-End of June) 6:30am- 6:00pm
Summer Hours (July-August) 6:30am- 5:00pm

We kindly ask parents to be considerate of preschool hours. Please to do not drop your child off any earlier than **6:30 am** when the center opens and please be prompt at pick up time. **If parents are more than 15 minutes late picking up their child, they will be subject to a \$5 late fee. Any time after the first 15 minutes, a \$1.00/minute fee will be added onto the \$5.00.**

Daily Schedule:

(subject to change to meet classroom needs)

6:30- 8:00am- Arrival, Morning Centers and individual activities- Children chose what they would like to play with (focusing on fine motor, math and literacy)

8:15am- Breakfast/snack and read around the room/Bathroom Break

9:00am- Circle Time/Conversation Time: Calendar, Days of the week, Weather, story, songs, finger plays, talk about letter, number, color, shape of the week

9:30am- Small Group Work: Focusing on Handwriting and fine motor skill work/Cooking activity, sensory play

10:30am- Arts and Crafts/ Learning Centers

11:00am- Outside/Gym Time focusing on Gross Motor Activities

12:00pm- Lunch/Bathroom Time

1:00pm- Rest Time

2:30pm- Quiet Activities and Bathroom Break

2:45pm- Snack and Read Around the room

3:00pm- Afternoon Circle/Class meeting, class sharing

3:30pm- Outside/Gross Motor Activity

4:30pm- Child's Choice: children choose what they would like to play with

5:30pm- Afternoon Centers: dramatic play, blocks, table activities, etc.

6:00pm- Departure

*We strongly urge your child to be here by 9:00 am to benefit the most from our very busy schedule.

Field Trips:

All field trips are within walking distance of the Community Center.

- ⊗ Major Dickinson Children's Park
- ⊗ Blockhouse Park
- ⊗ Library
- ⊗ Splash Pad at Legion Fields
- ⊗ Neighborhood Walks
- ⊗ Post Office



Fire Drills and Emergency Drills:

As a safety precaution, fire drills take place in the Community Center every month. In the fall, we will have a fire safety unit where we learn the importance of fire safety and have a visit from a local fire department.

We also have two Emergency Drills each year. Before each of these drills are performed, parents are notified in writing in advance. These drills take place in order to keep everyone safe and sound in the event of an actual emergency.

Parent Information:

All weekly lesson plans, newsletters and any other notes or sign-ups will be posted on our parent bulletin board located in the hallway next to the classroom entrance. Also, your children will be sent home with any important notes, newsletters, etc. in their take home folders; these folders will be placed in their bags at the end of the day for you to take home and please return them school the next day in the folder holder.

If you have any questions or concerns, please feel free to contact us through email or call anytime. We will respond at our earliest opportunity.

Family Information:

Please keep us informed of any personal changes such as new phone numbers, change in address, if family members enter or leave the home, deaths in the family including family members, friends, or pets. These instances could have an impact on the child's behavior in the classroom. As always, your information will be confidential. We just like to have an idea on how to handle any changes if they should arise.

Contact Us:

(You Can Contact us anytime through-out the school day, please keep in mind that we may be busy teaching, leave a message and we will get back to you as soon as we can)

You can reach us at: (518) 664-2515

Ext. 210- Room to Bloom Director (Justin) or

Email: justin@sacc.online

Ext. 234- Full Day Office

Ext. 215- Full Day 3's (Carol Ann) Classroom

Ext. 236- Full Day Mix (Felisha) Classroom

Ext. 231- Full Day Pre-K (Maddie) Classroom

What exactly do we do?

Arrival and Departure:

During arrivals/departure, children are greeted/goodbye by the teachers. This is also the time when parents have an opportunity to communicate with the teachers. Small motor activities are provided at tables such as puzzles, writing drawing & coloring, or fun center games.

Circle Time/Conversation Time:

Circle time is where we jump into our busy day. We discuss the calendar, days of the week, the weather, the theme we are working on, letter, shape, color and number of the week. We also read a story, sing songs, and learn poems, rhymes and finger plays. This is the time where we have class discussions. We ask/answer question and share stories and other exciting news.

Centers and Activities throughout the day:

During this time children are working on themed activities around the room. Here they are working in small groups and are focusing on theme, letter, number, shape or color activities. We also will be doing arts & crafts, cooking, science experiments and sensory play.

Rest Time/Quiet Time: Each day we have a rest/quiet time where each child is provided the opportunity to rest its body. Each child is provided its own cot. We ask that you supply a crib sheet, blanket, pillow and a snuggle buddy (optional) for this time. Each child is asked to rest their body; they are not required to sleep. Each child is asked to rest their bodies and minds for 20 minutes, quiet activities will be provided for children who are awake for the remainder of rest time.

School Calendar:

Room to Bloom full day preschool care follows the Stillwater Community Center calendar. Holidays, vacations, snow days, and any other days off all coincide with Stillwater Community Center calendar.

The SACC Holiday/Shut Down Closures Schedule is as follows:

Labor Day- Monday 9/5/2022
RTB Professional Development Day- 10/10/2022
Thanksgiving- Thursday 11/24/22 & Friday 11/25/22
Christmas Eve(observed) & Christmas Day (observed)- Friday
12/23/22 & Monday 12/26/22
New Year's Eve(observed) & New Year's Day (observed)- Friday
12/30/22 & Monday 1/2/23
Martin Luther King Jr. Day- Monday 1/16/23
President's Day- Monday 2/20/23
Good Friday- Friday, 4/7/2023
Memorial Day- Monday, 5/29/23
Juneteenth- Monday, 6/19/2023
Independence Day- Tuesday, 7/4/23
Room to Bloom & Learning Center Shut Down- 8/28/23-9/1/23
Labor Day- Monday, 9/04/2023

Severe Weather Notices:

- ☼ If SACC closes for a snow day, RTB is closed.
- ☼ If SACC has a one-hour delay, RTB will have a one-hour delay.
- ☼ If SACC has a two-hour delay, we have a two-hour delay.
- ☼ If there are severe storm/tornado warnings, children will be moved to the gymnasium away from windows.
- ☼ If there is a need for us to evacuate the Stillwater Area Community Center, our emergency relocation destination is the Stillwater United Church (across the street) or Stewart's down the street. Parents will be notified if such an event should occur.

Please sign up with rainedout.net and **select RTB Preschool**
for text alerts: Text RTBPRES to 84483 to receive alerts

Bridging The Gap Between Home and School:

What is in your child's folder:

In your child's folder you will find the following information:

-**A daily communication log:** this will inform you about your child's day. We ask you to initial each night. (3's class will do daily sheets in place of a weekly log).

~**A Monthly Menu:** We will not be serving lunch, you need to pack and send one in from home. We will be providing a morning snack and afternoon snack.

~**Monthly Calendar:** Each month a calendar of themes, special events, etc. will also be included in the folder.

The Importance of your child's folder: In your child's folder you will find everything that is happening in the classroom. Every month there will be a calendar of events and a menu. There will also be a weekly newsletter that goes home to inform you on what we are working on, what we will be working on, special dates and contact information. Please be sure your child brings their folder every day, in the morning have them bring it into the classroom and place it in the folder holder. It will be sent home every night full of the work we did, any notes, etc. please empty the folder before returning it the next day.

Take Home Binder: Each child will have a binder that will be sent home around January. In this binder there will be letters, numbers, shapes, address, telephone numbers, colors etc. for them to practice at home. This binder is to keep at home to help reinforce what they are learning at school. (This is for the mix and pre-k classrooms)

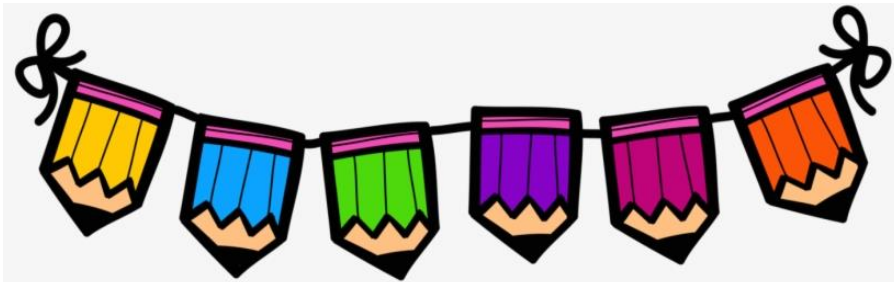


Any Time Donations

We are always in need of:

Clorox/Lysol Wipes
Tissues
Ziploc Bags (any size)
Paper Plates (any size)
Paper Cups
Plastic Silverware
Air Fresheners
Disinfecting Spray
Paper Towels
Hand Soap/Dish Soap

Any donations are appreciated, just ask!!



Special Celebrations:

*Notice: Room to Bloom Preschool teachers and staff will notify you if there are any food allergies.

When it's a child's birthday, they are allowed to bring in a special birthday snack for the class to share such as cupcakes, cookies, etc. Please make sure all items sent in are pre-packaged.

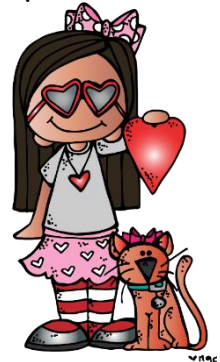
Holiday Parties

We do celebrate several holidays and special events throughout the year.

- ☼ Monday, 10/31/22 Orange & Black Party
- ☼ Wednesday, 11/23/22: Thankful Feast
- ☼ Wednesday, 12/22/22: Holiday Party
- ☼ Monday, 2/14/23: Valentine's Day
- ☼ Thursday, 3/17/23: Green Day Party
- ☼ Friday, 4/2/23: Spring Party
- ☼ Week Long Graduation/Moving Up Celebration

June 13-17, 2022

*Dates are subject to change: teachers will notify you.



Our Preschool Curriculum:

Our curriculum is a blend of the High Scope Method and the Creative Method. We feel providing children with a variety of learning techniques allows children to develop their language and cognitive learning and also promotes independence, curiosity, creativity, and problem solving:

⊗ Life Skills

- Positive self-image
- Independence and self-reliance
- Manners
- Healthy relationships with friends, family, etc.
- Gender, address, phone number, 1st and last name, birthday, etc.
- Imaginative and interactive play

⊗ Language Arts and Writing

- Letters and their sounds
- Phonetic awareness
- Fine motor and handwriting skills
- Identify, write and spell name
- Upper and lower case letters

⊗ Social Studies and Community

- Learn about themselves, friends and families
- The neighborhood
- Community jobs (teachers, police, firefighters, doctors, etc.)

⊗ Outdoor Play/Large Motor

- Large motor skills
- Coordination
- Social Skills

⊗ Fine Motor

- Develop control of hands and fingers
- Pincer control (picking up small objects)
- Cutting with scissors, proper pencil grasp, stacking objects, etc.
- Lacing, tracing and writing skills

⊗ Mathematics

- Concepts of shapes, colors, sizes, patterns, sorting, and numbers

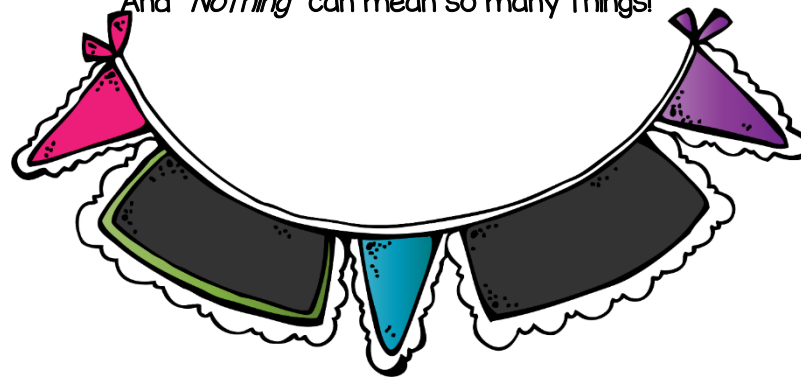
⊗ Science and Nature

- Exploring the outdoors on nature walks
- Planting seeds in the community garden
- Seasons/Weather and Science Experiments

I Did Nothing Today

Author Unknown

When children come home at the end of the day,
The question they're asked as they run out to play
Is "Tell me what did you do today?"
And the answer they give makes you sigh with dismay,
"Nothing, I did nothing today!"
Perhaps "Nothing" means that I read a book,
Or... with a teacher I got to cook.
Maybe I painted a picture of blue,
Or heard a story of a mouse that flew.
Maybe I wrote in my journal myself,
Or found a great book on the library shelf.
Maybe I helped a friend today,
Or went to my favorite area alone to play,
Maybe today was the very first time,
That my scissors followed a very straight line.
Maybe I sang a song right to the end,
Or worked with a special brand, new friend.
When you're three, four or five your heart has wings
And "Nothing" can mean so many things!



Supplies for Miss Maddie's Pre-K Class



Large Backpack & A Packed Lunch (**we will not be serving lunch: Please nothing that needs to be heated up or served hot.**)



1-inch binder, 60 sheet covers, zip pencil pouch w/ rings to clip in binder



A Family Photo



Extra Clothes (labeled in a ziploc bag, including socks and underwear)



A blanket or bedding for rest time (labeled)

*a crib sheet fits perfectly over the cots



3 boxes of 24 count crayons, 1 pack of thin markers, 1 pack of broad markers, 1 pack of colored pencils, 5 glue sticks, pkg. of dry erase markers, highlighters, 2 bottles of liquid glue, scissors, pencil box (one that snaps shut)



Large Reusable Shopping Bag

(for rest time bedding which goes home every Friday for washing and is returned on Monday)



Water bottle (labeled with child's name)



2 boxes of tissues

Some Themes We Will Learn About:

(subject to change)

All About Me

Apples

Community Helpers

Fire Safety

Change of Seasons

Snowmen

5 Senses

Feelings

Dental Health

Dr. Seuss

Dinosaurs

Transportation

Ocean Life

Pond Life

Solar System

Gardening

Camping

Mad Science



Supplies for Miss Carol Ann's 3's Class



Large Backpack & A Packed Lunch
(we will not be serving lunch)



A Family Photo



Extra Clothes (labeled in a ziploc bag,
including socks and underwear)



A blanket or bedding for rest time (labeled)
•a crib sheet fits perfectly over the cots we have
and a travel size pillow is desired



2 boxes of fat markers, colored pencils, pencil box, 4 glue
sticks, and Fiskars' preschool scissors.



Large Reusable Shopping Bag
(for rest time bedding which goes home every Friday
for washing and is returned on Monday)



Water bottle (labeled with child's name)



2 boxes of tissues

Supplies for Miss Felisha's Mix Class



Large Backpack & A Packed Lunch (we will
not be serving lunch due to COVID-19 Safety
Precautions)



1-inch binder, 60 sheet covers,
zip pencil pouch w/ rings to clip in
binder



A Family Photo



Extra Clothes (labeled in a ziploc bag,
including socks and underwear)



A blanket or bedding for rest time (labeled)
•a crib sheet fits perfectly over the cots we have
and a travel size pillow is desired



3 boxes of 24 count crayons, 1 pack of thin markers, 1
pack of broad markers, 1 pack of colored pencils, 2 glue sticks,
pkg. of dry erase, highlighters, 2 bottles of liquid glue



Large Reusable Shopping Bag
(for rest time bedding which goes home every
Friday
for washing and is returned on Monday)



Water bottle (labeled with child's name)



2 boxes of tissues