

merryoakspreschool@gmail.com

MERRY OAKS PRESCHOOL



Merry Oaks Preschool
878 School Street
Houma, LA 70360
985 223 1102

An affiliate of G.D.C., Young Learners Program
Owner – Mary G Aucoin

merryoakspreschool@gmail.com

REVISED JAN 2015

PARENT INFORMATION BOOKLET

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A. Merry Oaks Preschool Commitment Statement

We appreciate “childhood” as the stage of life where the most vital growth occurs. Our preschool programs shall be guided by the most appropriate developmental practices. We value and recognize the close ties between the child and family. Respecting the unique qualities of each child, developmental growth shall be guided and determined on an individual basis. We know the importance of the first five years of a child’s life. It is the foundation for all future cognitively, physically, and emotional growth. Long-term goals in early childhood education foster independence, self esteem, positive character traits, and provide knowledge needed to assist each child in reaching their full potential. Character is built on good listening skills, critical thinking, social interaction, and communication. Each child will develop self-respect, as well as respect for others. Consistency and routine are vital to a child’s growth, therefore, we will work closely with each family to assure that their child is receiving the best care and learning experiences. We ask that every family accept their responsibility and work closely with our director and staff in this very important task!

B.

WELCOME TO MERRY OAKS PRESCHOOL!!!
(An Affiliate of G.D.C. - Young Learners Preschool)

Dear Parents,

We welcome you to **Merry Oaks Preschool**. My staff and I look forward to working hard with you and your little ones during this upcoming year. For us, it is a rewarding and fulfilling experience. The teachers take their jobs seriously as they conscientiously strive to give each child their very best. Our goal is to provide you with excellence in preschool training and quality in childcare. We offer a solid curriculum at the preschool based on the dedication of the staff and parents as well the age group and maturity level of the individual child. Our staff is ready to assist you and your child in any way possible. Please take time to ask about your child's day...We are anxious to tell you. We also invite the parents to visit us at any time.

I have always been a working mom and wife. I know the stress, frustration, and pain involved in trying to do the very best at all three jobs. It is my desire to assist you with your child's developmental experiences. We realize that we become your substitute during the day. It is imperative that we work closely together! If at anytime you are not satisfied with a situation at school, I encourage you to call me. If at anytime you do not understand procedures or policies, please contact me.

I also encourage you to work closely with the director and your child's teacher to keep things consistent for the child. We will make every effort to act on your request.

Thank you,
Mary Aucoin

Merry Oaks Preschool is owned and operated by Mary G. Aucoin

Mary G. Aucoin- Bachelor of Science Degree from U.S.L
Married and mother of two children and seven grandchildren
Public School Teacher for 23 years
Gymnastic Business since 1976
Preschool Motor specialist since 1982
Originated Young Learners School in 1987
Acquired Rainbow Cottage Daycare in 1988
Established Merry Oaks Preschool in 1998

C. Licensing Requirements

The Licensing Board inspects our school regularly. They make certain that Merry Oaks Preschool continues to meet the standards of a State Licensed Preschool.

Our preschool is inspected by the Public Health Department and by the State Fire Marshall as well. We are also monitored by the Louisiana Department of Education, to ensure the health, safety, and well-being of the children that are in out-the-home care. Any significant, unresolved licensing complaint may be addressed to the licensing authority of the Department of Education.

Louisiana Department of Education
Division of Licensing
PO Box 4249
Baton Rouge, LA 70821

Phone: (225) 342-9905
Fax: (225) 342-2498

All of these inspections are unannounced! If they should detect negligence in any area, we would not be granted a license to operate until all corrections are in compliance.

Merry Oaks Preschool has a commitment to excellence and strives to offer quality experiences throughout the day to the children. A state license mandates and monitors the highest of standards and the strictest of regulations for preschools with extended care.

D. Staff Information and Education Requirements

Merry Oaks Preschool is a state licensed Preschool with extended care; as a result of this our staff members must meet the following requirements:

- Teachers are preschool specialists with Professional Training.
- Staff members must participate in continuing training each year.
- Staff must adhere to a criminal record check.
- Staff members must have a physical exam on file at the preschool; this is tangible proof the individual is free of any communicable diseases.
- Staff members must participate in an annual Health & Safety course and must be First Aid and CPR Certified.

E. Merry Oaks Preschool Curriculum

The objective of any activity, individual or group, is to have each individual student “Ready to Learn” by the time they enter kindergarten. The substance of each activity is designed to challenge the development of the “whole” child. It is our belief that the basis of a child’s development is derived from their self-esteem, creativity, self-discipline, and self-respect. We also know that morals and values are developed and taught IN-THE-HOME, therefore, our curriculum is designed to reinforce those aspects while providing each child an opportunity to PRACTICE those character-building traits. The program is constructed of progressive developmental goals and activities, which start at the two-year-old level and continue throughout their preschool years. Merry Oaks follows a daily routine designed to create security in your child.

Please look for our monthly calendars to stay abreast with your child’s daily activities. It is a wonderful way to say “I Love You” to your child.

The mediums used to accomplish our goals include: ART, DRAMA, MUSIC, SCIENCE, MATH, GARDENING, CREATIVE SAND/WATER PLAY, OUTSIDE PLAY, and NEIGHBORHOOD NATURE WALKS TO THE PARK. Kindergarten readiness is accomplished through role-modeling and class participation. The child’s listening skills are enhanced through story time as well as various audio stations.

What does READY TO LEARN mean?

As parents, you are your child’s first and foremost teacher and role model! You can help your child become READY TO LEARN in a school setting by helping he/she in the following areas:

- **Social Skills-** Teach him/her respect for others and their things. Teach him/her manners including how to share. Help the child see how others might feel and to respect those feelings.
- **Communication Skills-** Talk to your child about the things he/she sees, hears, and feels. Provide the child with many experiences such as a library, museum, and park. Read to him/her and talk about the pictures and story.
- **Self Esteem/Respect-** Provide opportunities for your child to develop good self-concept. Give him/her small tasks such as putting items away and praise him/her for good efforts. Encourage and remain positive while modeling an attitude of charity toward others, which will provide balance and gratitude. Teach him/her that knowledge is important and everyone can and should learn new things each day.
- **Self-discipline/Respect for Others-** Be consistent, stick to a routine and set limits. Encourage the child to finish a task and praise them. Teach him/her to follow simple rules and to respect authority. Let the child be creative, solve problems on their own, and gradually become independent in their daily life.

F. Admissions

All students entering Merry Oaks Preschool must turn two no later than September 30 of the current school year. Merry Oaks students are enrolled in one of the following classes:

PRESCHOOL READINESS

PRESCHOOL CLASS I & II

KINDERGARTEN READINESS

Admission Requirements:

- Completed Registration Form with registration/supply fee payment
- General Health Statement
- Updated immunization card (yellow card) **MUST INCLUDE EXPIRATION DATE**
- Commitment statement signed by both parents
- Knowledge of Rules and Regulation Verification certificate
- Two weeks deposit must be paid before admission.

NO child may enter Merry Oaks Preschool without ALL of the above.

FALL/SPRING SESSION: Our Fall/Spring program begins and ends approximately the same time as the Terrebonne Parish Schools begin and end their school year.

SUMMER SESSION: Summer programs begin after the fall/spring session ends. Summer enrollment ends at the end of July/beginning of August.

Merry Oaks Preschool does reserve the right to refuse a child or family due to the parents not conforming to our rules and regulations or that of the State of Louisiana.

Merry Oaks Preschool practices a policy of non-discrimination.

G. Tuition and Rate Plans

Annual Registration Fee due at Registration for the period of August through July.

All registration fees are non-refundable – NO exceptions!

\$130.00 – 1st child

\$110.00 – 2nd child

\$ 90.00 – 3rd child

Annual Supply Fee due at registration.

Full Time: \$110.00 per child

Part Time: \$ 85.00 per child

If you change attendance status from part time to full time, you will be required to pay \$25. However, if you change from full time to part time, the difference is non-refundable.

Full Time Weekly Rates (Preschool and Pre-K):	\$135.00 / child
Full Time Weekly Rates (Preschool Readiness):	\$140.00 / child
Full Time Family Rates (Weekly):	\$130.00 / child

Part Time Daily Rates (Preschool and Pre-K):	\$ 31.00 / child
Part Time Daily Rates (Preschool Readiness):	\$ 33.00 / child
Full Time Family Rates (Daily):	\$ 30.00 / child

Merry Oaks Preschool offers each family a choice of three weekly attendance schedules:

Monday, Wednesday and Friday

Tuesday and Thursday

Full Time Status – Monday through Friday

Tuition Special Note: All weekly tuition must be paid on Mondays. If your tuition is not paid by the close of business on Wednesday, your account will be assessed a \$20.00 late fee weekly. This late fee must be paid. If you would like to pay your tuition monthly or bi-weekly, it must be paid in advance. If your account is 14 days past due and you have not contacted our office to arrange a payment plan your child will be automatically dropped from enrollment AND your deposit will be applied to your account. You are still responsible for your late payment.

Every student must pay a 2-week tuition deposit to be held and applied to the last two weeks of school. If you drop from enrollment, your 2-week deposit will be applied to your 2-week notice, which is required. (NO EXCEPTIONS)

H. Merry Oaks Preschool Mini Program

This program is offered to students that are not enrolled on a full time or part time basis at Merry Oaks Preschool. We will be conducting a developmental preschool curriculum everyday. Preschool Readiness and Preschool I & II will meet twice a week on Tuesday and Thursday. Kindergarten Readiness will meet three times a week on Monday, Wednesday, and Friday. Preschool I & II and Kindergarten Readiness mini students will receive a hot lunch. The mini program begins after Labor Day. Our Mini Program is closed during the major holidays (Thanksgiving, Christmas, Mardi Gras, Easter, etc...).

ALL STUDENTS MUST LEAVE AT THE DESIGNATED TIME - no exceptions. Our MINI program will begin after Labor Day.

<u>Schedule:</u>	Preschool Readiness program:	Tuesday & Thursday (8:30 to 10:45) COST: \$100.00/month
	Preschool I & II program:	Tuesday & Thursday (8:30 to 11:30) COST: \$120.00/month
	Kindergarten Readiness program:	Monday, Wednesday, & Friday (8:30 to 12:00) COST: \$135.00/month

Tuition:

Tuition is a monthly cost and must be paid at the beginning of the month. All mini students must give a 1-month tuition deposit. This deposit will be applied to the last month of enrollment. There are no refunds or credits issued due to absent/missed days. To withdraw from this program, a 20-day notice is required to avoid additional charges. Late fees of \$20.00/ monthly will be assessed to accounts paid after the 10th of the month. If your account is 30 days past due and you have not contacted our office for a payment plan, your deposit will be applied to your account and your child will automatically dropped from enrollment.

I. Registration Schedule

FALL REGISTRATION is in February of each year.

All fall Registration dates are posted in January. Our registration is as follows:

- In-house registration
- Sibling registration
- Registered members of Young Learners Preschool
- Sibling of Alumni (**COMPLETED** Merry Oaks Program or Young Learner Program)
- Waiting List – children on waiting list as of December
- General Public

*All registration will be conducted on a first come, first-served basis.

SUMMER REGISTRATION is in March; the same order applies.

J. Program Schedule

FALL PROGRAMS BEGIN EARLY AUGUST!

Orientation and establishing classroom rules occupies the first couple of weeks of school, and then we begin the progressive developmental program. (Refer to the READY to LEARN page for details.)

SUMMER PROGRAMS BEGIN THE FIRST WEEK IN JUNE!

It is our philosophy that summers are filled with fun activities! The entire summer program will last between 8 or 9 weeks. Themes determine the weekly activities. The themes are reinforced with special activities that include water play, art, stories, math enrichment, science activities, gardening cooking, picnics and special visitors.

K. Parent Meeting/Commitment Statement

A mandatory parent meeting is scheduled before the beginning of school. Without representation at this meeting, a child's enrollment could be delayed or canceled. We are sincere about commitment. We expect parents to show the same commitment to our programs.

A mandatory parent meeting is also scheduled before our summer session. Without representation at this meeting, a child's enrollment could be delayed or canceled.

COMMITMENTS: Every parent and/or guardian must return a signed and dated:

- Commitment Statement
- Verification, certification, and acknowledgement a complete understanding of the rules and regulations as stated in the Merry Oaks Preschool Booklet.

RESOURCES

Our preschool offers a wealth of information for parents that will present strategies for problem solving. Communication and anger management practices that work are presented at semi-annual and mandatory parent meetings offered by Mrs. Aucoin throughout the year.

Please watch for announcements or ask the director for reading material on file or prescriptions to periodicals, as well as, website information.

L. Policies of Attendance

Our hours of operation are Monday through Friday from 7:00am to 5:30pm. We ask that all children are in attendance no later than 8:30am. At this time we begin our scheduled curriculum in all classes, beginning with the Pledge of Allegiance.

ALL STUDENTS MUST BE SIGNED OUT UPON LEAVING FOR THE DAY! Staff members sign in students as they enter the school each day. Persons to whom the child is released at the end of the day **MUST BE LISTED ON THE CHILD'S FILE CHART**. Parents must call to verify permission when family or friends who are not listed will be picking up the child. Please be aware that anyone picking up a child from school may be asked to present a picture I.D. until we become familiar with them. Please check your child's folder and cubby daily.

LATE FEE: Our late fee charges begin at 5:31. If you know you will be late, please call the preschool. You will be charged the following: **(This fee is paid directly to the staff on duty)**

- \$10.00 every 5 minutes (per family)
- \$1.00 per every minute after 15 minutes

WITHDRAWAL: Any child who needs to withdraw from our preschool services **MUST** give a two-week notice in writing. Please note that this two-week notice is **MANDATORY** and you will be responsible for paying the tuition up to the notice. The deposit held will be applied to the tuition for the mandatory two weeks. No withdrawal is allowed for our summer camp program (commitment is required at registration for the entire summer camp program).

HOLIDAYS:

OUR HOLIDAY SCHEDULE WILL BE POSTED AT THE BEGINNING OF EACH SCHOOL SESSION FOR THE UPCOMING SCHOOL YEAR. THE SCHEDULE WILL BE GIVEN TO EACH PARENT AT OUR ANNUAL MANDATORY PARENT MEETING. THE SCHEDULE WILL ALSO BE POSTED IN OUR FRONT OFFICE.

All tuition fees remain the same during a holiday week.

WEATHER:

Hurricane Policy: We will close if we are under a Hurricane Warning or Mandatory Evacuation. All fees will remain the same during the closure with exceptions, which will be evaluated on a case-by-case closure. Please also stay tune to any local news (radio or television) for up to date closures and re-openings. If possible, we will send out emails to parents to keep you posted as information becomes available. We typically follow Terrebonne Parish School Board's decisions when it comes to closures and re-openings.

Unforeseen Event: If an unforeseen event happens that mandates us to close; we will follow the same procedure as the Hurricane Policy.

Emergency Evacuation Site: If an unforeseen emergency forces us to evacuate, we will walk to TGMC at 8166 Main Street. If we are unable to get to TGMC, we will walk to the Municipal Auditorium at 880 Verret Street. Please feel free to ask about our Emergency Plan and/or see our Emergency Plan Binder at any time.

M. Discipline Policy and Procedure

Self-discipline is developed and nurtured in each individual child by

- Consistency in rules, routines and regulations
- Setting guidelines for each class area
- Rules to follow at mealtime in the dining area
- Playground safety regulations
- Naptime routine
- Fire and tornado drill procedures
- Positive support and loving reinforcement with every positive accomplishment and rule observance from each group and/or child
- Positive attitude from every staff member recognizing the good in each child regardless of the turmoil they may be trying to resolve

Discipline:

- Conflicts are resolved through the combined efforts of each child involved and the staff member in charge, by directing the activity and allowing time for expression of feelings.
- NO CORPORAL PUNISHMENT IS PERMITTED OR ADMINISTERED!!!
- A child that causes pain in any way (mental, emotional, physical) to another child must have a conversation with a staff member and other child AFTER given a moment to calm down.
- Children are encouraged to use their words; express their needs and their feelings to one another.
- Sharing and respect is taught by using class rules and positive reinforcement each time.
- Biting has many causes. After discussion of how they hurt the other individual, a moment to think about their behavior is given to them as well as time to apologize to the other individual. Parents are always informed of a biting incident.
- Discipline problems that are of a serious nature are handled using the above policies in addition to parental conferences either in person or by phone. It is imperative that a combined effort from our staff and the parents be established BEFORE the child can experience positive results.

ANGER IS A DIRECT RESULT OF FEAR... Our staff members recognize this fact and make an effort to discover where the fear is coming from in order to assist the child in working through his or her anger. We believe in hugging the children frequently to reinforce our love and concern for their happiness and well being.

N. Health and Medical

Medical Alert Chart- (located in the school's office) this chart will list all REPORTED CASES of any infectious diseases in your child's class. Parents are reminded of the importance of reporting all infectious conditions and/or diseases that occur with the child enrolled at Merry Oaks Preschool.

Parents will be notified as soon as possible if a child becomes ill or is injured from an accident. If injury is minor, parent will be notified at pick up.

If a child is sent home from school because of fever, vomiting or diarrhea, the child must be free from said symptoms for 24 hours before he/she is allowed to return to school. If a child is sent home because of any suspicious symptoms due to a highly contagious disease, the child will not be able to return to school without a doctor's note. We must have a doctor's note clearing the child of any contagious diseases.

Children who have a fever are not allowed at school. **DO NOT SEND YOUR CHILD TO SCHOOL SICK.** If a child has a highly contagious disease, such as chicken pox, measles, etc., the child shall not be allowed to return to the center until symptoms have subsided or until the child is **free of fever for 24 hours.** **NO EXCEPTIONS.** If a child is absent from school for any reason, they must have a written excuse to return.

NO MEDICATION WILL BE DISPENSED! Your child's folder should reflect any chronic health problem. Parents will be notified in case of a health emergency.

If for any reason, your child cannot participate in outdoor play, you must notify the teacher in writing.

O. Personal Belongings

Your child should be dressed in a Merry Oaks Preschool uniform daily and wear comfortable shoes with Velcro closures. Using Velcro closures on shoes helps children build independence and self-confidence.

All belongings and clothing must be marked with your child's name, in PERMANENT INK or with a permanent nametag. You must leave one complete change of clothes including socks and underwear.

CHECK YOUR CHILD'S CUBBY AND FOLDER DAILY.

The child will need a CHILD SIZE blanket and a SMALL pillow (if they prefer) for naptime. Merry Oaks Preschool supplies all cots. Pillow pets are NOT allowed.

Your child **MAY NOT** bring toys to school. Jewelry should not be worn as it can present a safety hazard to small children. Refer to your newsletter for SHOW-N-TELL days. Remember if you bring an item to school for SHOW-N-TELL, your child's name must be on them.

P. Meals/Menu

Freshly prepared meals and snacks are served daily. The menu is posted in the dining area at all times. Well-balanced meals and snacks keep our kitchen a busy place. No outside food is to be brought into the preschool from home! The only exception is a special diet called for by a licensed physician due to a chronic medical condition. The parents are responsible to notify the child's teacher of any specific food allergy problems. The parents must also submit a signed letter dictating the specific condition and specifying any particular instructions concerning the condition. This letter will remain in the child's records for future reference.

Merry Oaks Preschool provides all breakfast, lunch and snack items. **NO OUTSIDE FOOD IS PERMITTED. WE WILL NOT SERVE "SPECIAL SNACKS" UNLESS IT IS FOR A PLANNED SCHOOL EVENT (end of school picnic) OR YOUR CHILD'S BIRTHDAY.** You may choose from one of the following treats to send for your child's birthday: fresh fruit, muffins, cookies, petit fours, or small brownies. Due to state regulations, **NO HOMEMADE TREATS ARE ALLOWED!** Treats must be store bought. This treat will be the afternoon snack. ***(No treats with nuts or peanut butter will be served to the students due to the danger of nut allergies.)***

Breakfast- Served from 7:00- 8:00
BREAKFAST ENDS AT 8:00 SHARP

Snack- Served at 9:30 (always fruit)

Lunch- Served from 11:00 – 12:00

Snack- Served at 2:00

With meals, beverages are generally milk and/or water.
We do not serve candy or red drinks!

WHAT IS 'YOUNG LEARNERS'??

A UNIQUE AND CREATIVE PROGRAM FOR PRE-SCHOOLERS. INCLUDES CLASSES FOR THOSE TWO (2) TO PRE KINDERGARTEN AGE. A PROGRESSIVE - POSITIVE CURRICULUM THAT INCLUDES:

ART Creative and imaginative play involving the mediums of paint, clay water, sand and blocks. Creative language development designed to stimulate their imagination and develop reading skills.

DRAMA

Involving extension play in dramatic roles of life. A child must be allowed to demonstrate, dramatize and interpret each role in family, community and/or professional life to understand these roles. Using original and creative thinking, a child begins to learn problem solving. Thus, enhancing language and critical thinking development. Language is the link to learning.

MUSIC AND MOVEMENT

Stimulating and encouraging a child's natural sense of rhythm, developing self-confidence through creative movement and games.

TUMBLE BUNNIES

A unique experience meeting the needs of young children to have a meaningful and challenging PHYSICAL activity in which to grow. Cognitive as well as physical growth is enhanced in this area. Coordination, physical fitness and confidence built in Tumble Bunnies are lifetime values.

KINDERGARTEN READINESS

Pre-K academic work accomplished through role-model play and classroom participation. Reinforced with computer work and one-one-one sessions. Library experience and listening centers for self-discipline development. Language development is broadened through French and Sign language.

SCIENCE

Hands on in Science and Physics experiments, introduce and enhance the understanding of cause and effect. The caring of small pets teaches the children responsibility and self-discipline. Manipulative play provides challenging cognitive activities.

GARDENING/CREATIVE WATER PLAY

Gardening develops an appreciation of how nature is an integrated part of our lives. The curriculum creates an awareness of how plants grow; the role that insects play in plant reproduction and the influence of weather and fertilizers on growth! Water play offers valuable eye-hand coordination experiences. It teaches math concepts of volume and inequality. Additional values include water currents and their influence on floating and non-floating objects.

PARENTAL EDUCATION SESSIONS

Programs designed to assist parents in understanding their preschoolers educational and development needs. This is provided through guest speakers professional versed on the subjects.

I'M IN



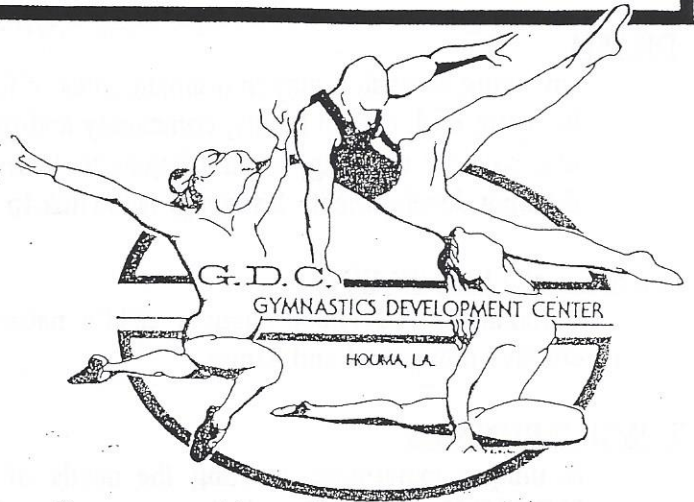
A
**COMPLETE
GROWTH CENTER
UNDER ONE ROOF.**

YOUTH

FITNESS

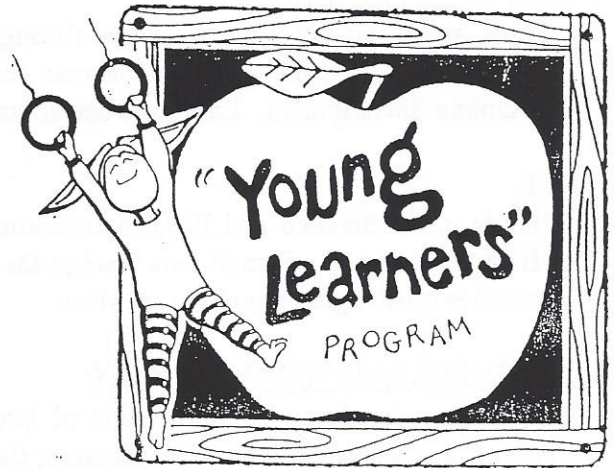
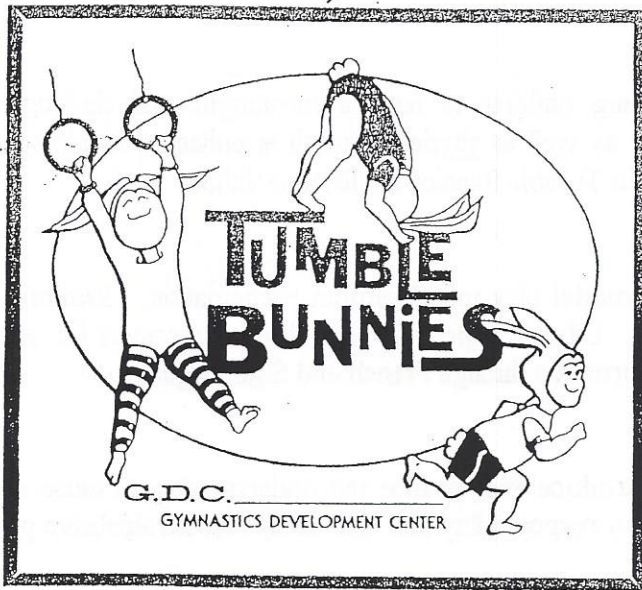
for coordination & confidence

kindergym



preschool

gymnastics



Preschool plus Tumble Bunnies...

G.D.C. _____
GYMNASTICS DEVELOPMENT CENTER

**DON'T
MISS THE FUN!**

THESE ADDITIONAL ACTIVITIES ARE AVAILABLE TO YOUR CHILD. FOR INFORMATION ON THE PROGRAMS AND COST INVOLVED...CALL 876-576911! TRANSPORTATION PROVIDED!

G.D.C. _____

GYMNASTICS DEVELOPMENT CENTER
110 Rome Commercial
Houma, LA 70363

MARY AUCOIN - Director