

Academic Programs

Policies and Procedures

Mango's Place follows the state of Ohio's early learning and development standards incorporating language arts, science, social studies, math, music, and physical education. The Mango's Place curriculum incorporates a standard that includes key concepts and skills needed for children to learn by the time they are five years of age. The program emphasizes child development through play and exploration in an environment which promotes a love of learning.

Program Highlights

- Classroom experience includes learning how to function in a space as part of a group, classroom routines, responsibilities, listening and social skills as well as manners.
- Kindergarten readiness includes working on fine and gross motor skills, literacy and language development, math, and science.
- A monthly calendar will be provided for parents which will include the themes and skills your child will be learning.
- Teachers will incorporate many of the same assessment skills that are used for kindergarten readiness. Informal assessments including observation, work samples, performance, and one-on-one assessments will be a part of your child's journey throughout the school year including the PELI Assessment. Please read the *Preschool Early Literacy* document included in your packet.

Registration: Every child must be registered as a Mango's Place member before enrolling in one of the academic programs. Please see the front desk or visit our website for enrollment information.

Non-Refundable Deposit: Once you become a member of Mango's Place there will be a \$85.00 deposit due when registering for our programs.

Tuition: The Mango's Place preschool program is a full school term commitment. The cost of preschool is determined yearly. Preschool payment does not cover any care during Preschool break weeks, snow days or holidays.

- Tuition is due by the 1st of each month.
- A late fee of \$15.00 will be applied to your monthly tuition when tuition is paid past the fourth of the month.
- If an unpaid balance exceeds more than 30 days, your child's place in the program will be withdrawn.
- The \$85 deposit is **nonrefundable**. Any tuition fees paid are **nonrefundable**.

Arrival and Pick-up: Your child's classroom door will open five minutes prior to the class start time, and you will have a five-minute grace period for picking up at the end of the class. (Past the five-minute grace period your child will move to our Mango classroom. You will need to go to the front desk to pick up your child and pay the hourly rate). If you need additional time prior or after preschool, please make a reservation in our Mango's classroom. Visit our website for more information about our flexible scheduling.

Please Initial: x _____

Mango's Place

Absenteeism: In any event that your child will be tardy or absent from class, please email your child's teacher by 8:45 a.m. that morning. There are no make-up days. We discourage extended absenteeism so that your child does not fall behind in the curriculum. If you choose to remove your child for an extended period, your monthly payments are still due in your absence. Your child's spot will not be held if payments are not made.

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Un-enrollment: A 30-day notice is required for un-enrollment from all programs. If you choose to re-enroll in Mango's Place preschool program, you will be required to pay the preschool deposit and tuition for the months you have missed.

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Schedule and Holidays: Holidays and school breaks will be marked in our yearly calendar overview.

Winter weather: Our academic programs are not affected by local school closings or delays. However, programs will be canceled if our county goes to a level 2 snow emergency or Mango's Place closes due to a weather emergency.

Class Trips: During the school year, there are a few field trips planned and state licensing regulations require one adult to accompany their child. A parent can volunteer to chaperone another child or children; however, that adult will be responsible for the safety of the children in their care.

____x

I have reviewed and received a copy of Mango's Place Preschool Policies and Procedures

Parent/Guardian signature _____ Date: ____ / ____ / ____

Mango's Place

Tier 1 - Preschool Prep

Must turn 3 by September 30th and must meet the following readiness requirements.

Readiness Requirements: Our programs are designed for children who are developmentally prepared for an academic environment. Factors that may influence preschool readiness include age, social-emotional maturity, ability to handle basic self-care tasks, potty training, and other academic and physical skills. How do you know if your child is ready for preschool? Prior to signing up for the program, please check the following:

- Preschoolers need to have a level of comfort when they are separated from their parents. A key indicator is when at drop-off they are not filled with panic. Separation anxiety is part of a child's development and our Mango's classroom is a great place to start working through this process.
- Preschoolers should have some knowledge of self-care, including putting on their shoes, pulling up and fastening their pants, and being capable of washing their hands with minimum supervision.
- Your child will need to have the ability to communicate their needs to the teacher. Ideally, this will be done verbally with your child being able to ask and answer basic questions.
- Potty trained requirements: Your child should be well on their way to being fully potty trained.
 - Come to class wearing underwear or pull-ups with tabs.
 - Capable of asking for assistance when they need to potty.

Each child will be assessed within the first 30 days of preschool to ensure they are ready to embark on the journey of learning with their peers. If a child needs a little more time, and is not quite ready for preschool, we offer a more relaxed structured environment in our Mango's classroom. Please inquire for more information.

Please Initial: x _____

Tier 2 - Preschool

Must turn 3 by September 30th and must meet the following readiness requirements.

- Your child will need to have completed all the requirements from tier 1.
- Your child should be capable of following simple directions, helping to clean up, follow snack guidelines, walking in a line with the rest of the class, and doing other assorted tasks.
- Peer socialization. Think about how much they have socialized with other children as well as whether they can interact with other children in appropriate ways. Observing how well they play and interact with siblings, neighbors, and cousins can provide some insight, too, in determining preschool readiness.
- Must be completely potty trained.

Please Initial: x _____

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Mango's Place

Tier 3 - Pre-Kindergarten

Must turn 4 by September 30th and must meet the following readiness requirements.

- Your child will need to have completed all the requirements from tier one and tier two.
- Achieved a high enough score on our Social / Emotional Assessment to be placed in this class.
- *Your child will need to be heading to kindergarten for the following school year.** It is important to start looking at your kindergarten options a year prior to signing up. Many school districts have time restrictions and birthdate requirements. So, start now!

Please Initial: x_____

Frequently Asked Questions about Kindergarten, please visit <https://education.ohio.gov/Topics/Early-Learning/Kindergarten>

*If your child's birthdate falls between 10/1 - 12/31 your child may be considered for underage admission to kindergarten upon meeting the criteria set by the district as per the Ohio Department of Education guidelines. In such instances, your child will be evaluated to measure his or her maturity to do satisfactory work in kindergarten. This evaluation would be conducted by the local school district's Gifted Education Department and not by Mango's Place. If you feel that this is the direction you will be taking, please speak with your child's Preschool teacher to ensure your child is in the correct tier regarding their kindergarten enrollment.