

WELCOME
TO



2023 - 2024

Dear PEA Family,

Thank you for choosing *From Seeds to Sprouts Private Education Association!*

We look forward to a wonderful year ahead of us. Please read this Policies and Procedures handbook to help you understand how we run our association.

Most likely, all your questions will be answered by reading this handbook. But please feel free to contact us with any other questions, comments, or feedback.

I can't wait to see you again when school starts!

Sincerely,

Shawnee Scaniffe

Owner/Director, *From Seeds to Sprouts PEA*





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POLICIES AND PROCEDURES

2023-2024

1. About <i>From Seeds to Sprouts PEA</i>	4
2. About Our Director	5
3. Hours of Operation	6
4. Enrollment	7
5. Tuition and Fees	8
6. Preparing for the School Day	10
7. Arrival and Departure	11
8. Curriculum	12
9. Daily Schedule	13
10. Special Occasions	14
11. Your Child's Health	15
12. Your Child's Safety	16
13. Behavior & Discipline	17
14. Parental Involvement	18
15. Communication	19

1. About *From Seeds to Sprouts PEA*

Philosophy:

We believe that a quality school should have:

- A balance of teacher-directed structured learning, creative expression, and child-directed independent learning
- Activities that build academic skills at each individual child's level
- Experiences that are based on children's interests
- Small class sizes allowing for maximum student comfort and individual attention
- A loving environment fostering kindness, respect, and peaceful problem solving

Our program strives to encompass all these characteristics.

Mission Statement:

Just as each seed has its own ideal sprouting time, so does your child. At *From Seeds to Sprouts PEA*, we will build on your child's unique strengths, providing them with nurturing and encouragement so they develop strong roots that will ensure they are successful as they progress through school and life.

Goals:

Provide a balanced program with varied opportunities for learning that develop each child's interests and abilities in reading, writing, math, science, music, and art.

Establish a foundation for lifelong learning by encouraging curiosity, question asking, initiative, effort, research, hypothesizing, experimentation, problem solving, perseverance, and a sense of competence.

Establish a loving, nurturing environment based on cooperation, respect and problem solving, where all children are valued by all others.

Increase each child's abilities in communication and relationship building, including negotiation skills, compromise, taking a different point of view, showing kindness, and making friends.

Provide opportunities for children to learn about the world so they will feel comfortable and confident with their place in it.

2. ABOUT OUR DIRECTOR

Hello Parents! My name is Shawnee Scaniffe – I am the owner and director of *From Seeds to Sprouts Private Education Association*. I love nature and enjoy arts and crafts. I love learning to do new things and love the challenge of working out – most of the time anyway! Ha ha! I am a mother to two wonderful children who are each unique in their own ways. My son started off with learning delays and disabilities, and ended high school taking honors classes. My daughter is currently in high school with her own set of challenges – we’re still working through those! LOL

In addition to experience with my own children, I have been teaching elementary school for the past 8 years in a variety of grades with multiple skill levels and abilities. Most recently, I had been teaching Special Education, specializing in early reading skills including letter recognition, phonemic awareness, and phonics skills. I have 2 bachelor’s degrees, one in Elementary & Special Education, and the other in Spanish (Yes, I speak Spanish fairly fluently!). Additionally, I am certified to teach elementary school grades Kindergarten to 6th grade, and cross certified to teach Special Education grades Kindergarten to 12th grade.

Quality education begins at a young age. Having the right program to guide your child right from the start can give your child the tools they need to be successful in life. My goal is to provide your child with a loving, structured environment that will nurture their individual strengths and encourage their love of learning. When your child leaves *From Seeds to Sprouts PEA*, I want them to be confident learners who are not only ready to tackle future challenges, but also ready to continue growing in life, secure in the knowledge that they are fearfully, wonderfully, uniquely, and perfectly made.

3. HOURS OF OPERATION

Session Term:

We generally follow the public-school calendars, though we do have our own calendar on our registration page. We will begin school after Labor Day on Tuesday, September 5th, 2023, and end school the first week of June on Friday, June 7th, 2024.

Class Schedules:

School begins promptly at 8:30. You may drop your child off as early as 8:20. Our day ends at 2:30. Dismissal runs from 2:30 – 2:45. If your child is picked up later than 2:45, they will automatically be enrolled in our late pick-up program and your account will automatically be charged an extra \$100.00 for the month. If your child is picked up later than 3:00, your child will automatically be enrolled in the aftercare program and your account will be charged accordingly.

All Pre-K classes begin promptly at 8:30. The half day Pre-K will dismiss promptly at 12:30 from the front doors. Full day Pre-K will dismiss from the side lunchroom doors along with the rest of the classes.

Afterschool will run from 2:45 – 5:30. Late pick up fees will apply to this program (see Fees section, pg. 8).

Closures:

We generally follow the public-school year calendar. A calendar can be printed from our registration page if you scroll about half way down. Please print this for future reference, as we do not have enough hands to send reminders for every holiday.

If the Shelton schools are closed, delayed, or dismissed early due to inclement weather, we will be closed, delayed, or dismissed early accordingly. To simplify this procedure, we will follow closure, delays, and early dismissals without question. In case of inclement weather, Parents can watch the news for updates from Shelton schools; we will NOT be sending emails or texts/calls, as we do not have the staffing to handle this volume of calls/emails. Many of our teachers travel here from the northern part of the state, so we may occasionally close for snow even if Shelton does not to ensure the safety of our staff.

In addition to snow days, From Seeds to Sprouts reserves the right to close for up to 3 sick days without crediting our families in the event that we run into a situation where we do not have enough substitutes to cover. Being that we are a small operation, we do not have unlimited subs to call in and may run into circumstances beyond our control. We thank you for your understanding on this matter.

4. ENROLLMENT

Enrollment:

Enrollment is based on a first come, first-serve basis, with priority given to our current parents. All applicants must complete our membership questionnaire and be approved before enrollment is considered official. Once your child's enrollment is official, a non-refundable deposit will be charged to secure a spot in our program. This fee will include the enrollment fee + one month's tuition. Your child's spot is not secured until this payment is made.

Enrollment Fee: \$175.00 per student.

In the event that our classes fill up, a waiting list will be created, and openings will be filled based on availability. The director will notify all parents of their standing on the waiting list.

Withdrawal:

When you enroll with *From Seeds to Sprouts PEA*, you are committing to the entire school year. If you withdraw before the school year ends, you will owe the balance the rest of the year. If you withdraw before the first day of school, you forfeit your deposit.

Termination:

From Seeds to Sprouts PEA reserves the right to immediately terminate enrollment for reasons including, but not limited to, the following:

- Late or non-payment of tuition
- Parent adopts an adversarial role with any member of *From Seeds to Sprouts PEA* or the families it serves.
- Parent or student behaves inappropriately in the school environment or on school grounds. This includes, but is not limited to, language and actions that are vulgar, abusive, dangerous, or sexually suggestive.

Termination for these reasons does not entitle family to reimbursement of any monies paid.

5. TUITION AND FEES

Tuition:

When you enroll you agree to enter into a 10-month contract and will keep your child in *From Seeds to Sprouts PEA* for the full session. You also agree to pay the full session's membership fees, payable in monthly payments. The first payment is due August 25th, with each payment due thereafter by the 25th day of each month for 10 consecutive payments. The last payment is due May 25th, 2024. If you are having trouble making payments, please speak with the director directly.

Preschool / Pre-K Rates:

- Full Time: \$10,050 per school year – payable in 10 monthly installments of \$1,050.00 per month.
- Part Time (5 half days per week): \$7,500 per school year – payable in 10 monthly installments of \$750.00 per month.
- Part Time (3 half days per week): \$5,500 per school year – payable in 10 monthly installments of \$550.00 per month.
- Part Time (2 half days per week): \$3,500 per school year – payable in 10 monthly installments of \$350.00 per month.

Elementary School (K – 5) Rates:

- \$5,750 per school year – payable in 10 monthly installments of \$575.00 per month.

Afterschool Program (Available for Pre-K – and up + Homeschoolers):

- **Part time** (1 – 3 days/week): \$199/month
Sibling discount: \$173/month
- **Full time** (4 – 5 days/week): \$254/month
Sibling discount: \$217/month

Payment Procedures:

We accept cash, checks, or money orders made payable to *Seeds to Sprouts*. If you are paying with cash, please ask for a receipt.

Fees:

Late Payment: All tuition payments are due on the 25th of the previous month. Tuition is considered late after the 1st of each month. A \$75 late fee will be charged on any payments received after the 1st. Late fees will be strictly enforced. If tuition has not been received by the 30th of the current month due, your child will no longer be enrolled in *From Seeds to Sprouts PEA*. If there are extenuating circumstances regarding your finances, please contact the director to discuss how they might impact your tuition.

Late Pickup: You should be prompt when picking up your child from school. However, it is a fact of life that unexpected events occur. Therefore, you will be given a one-time “excused” late pick-up. Any

additional late pick-ups after 2:45 will cause your child to be automatically enrolled in our late pick-up program, which will result in an extra \$100.00 charge monthly. Each additional late pick up after 5:30 for aftercare will result in a \$10 late pickup fee. Please call if you are running late. It will not waive your late fee, but it will comfort your child to know you are on the way.

Refunds:

Enrolling your child reserves a space for that child. Tuition is due whether or not your child attends. No credit or refund is given for your child's sick days or vacation. All deposits are non-refundable – no exceptions.

6. PREPARING FOR THE SCHOOL DAY

Clothing:

Our indoor area is climate controlled. We ask that you please dress your child in clothing suitable for outdoor play, like jackets, coats, gloves, or hats. If there is snow on the ground, we will be allowing the kids to play in it! Students will need extra clothes on these days. If your child is in Pre-K or Kindergarten, they will need a change of clothes daily, regardless of weather.

What to Bring:

Your child will have an area to store their backpacks and coats/jackets when they arrive. They will need to bring lunch with them daily, as well as a snack and a water bottle. Some healthy snacks will occasionally be provided by *From Seeds to Sprouts PEA*. We will provide microwaves to warm up lunches if needed. Food allergy restrictions will be announced at the beginning of the school year as the need arises. If your child is potty training, you will need to supply pull ups and wipes, which will be stored in your child's cubby. If your child uses wipes for the bathroom, you will need to supply those also. Wipes **MUST** be flushable.

Open Door Policy:

We have an open-door policy, meaning you are welcome to visit your child at any time during his/her class. **PARENT VOLUNTEERS ARE NEEDED AND WELCOME!!! 😊** All doors remain locked from the outside while school is in session for security purposes, so please knock and we'll let you right in. **ALL** visitors **MUST** check in at the main office before proceeding to your child's classroom. You can call during school hours, and while we may not answer immediately, if you leave a message, we will return your call as soon as we are able.

7. ARRIVAL AND DEPARTURE

Arrival:

Children should arrive promptly by 8:30 a.m. having already eaten breakfast. They will be instructed on where to store their belongings upon entering and will be given morning procedures to follow.

Departure:

Parents/guardians should arrive promptly by 2:30 p.m. to pick up their child. We have a pickup window between 2:30 and 2:45. All late pickups will be charged a late fee (see pg. 6 and pg. 8 for more details).

All parents and caregivers will pick up their child from the side lunch room door. If there were any concerns with your child during class, we will briefly let you know when you pick up your child, or your teacher we may call or email you after class is over to discuss the matter in more detail. If you have any concerns, please call us after school so you can have our full attention.

Child Release:

Only adults authorized to pick up your child will be allowed to take your child home. Please let the director, assistant director, and/or classroom teacher know if there are any changes in the routine schedule of who is picking up your child. You will need to provide the full name of the person picking up, and that person you have designated will need to show proof of identification.

In the case of special custody arrangements between the child's parents, please provide complete detailed instructions and any legal documentation in your child's information records. All instructions will be enforced by *From Seeds to Sprouts PEA*.

8. CURRICULUM

Overview:

We have carefully selected wholesome curriculum that will nurture both your child's mind and heart. Although the curriculum is based on a general Christian worldview, it is NOT focused on the doctrine of any Christian church. Rather, it emphasizes high moral character, and basic Bible principles such as gratitude, honesty, prayer, and kindness.

Content:

Our curriculum covers all areas required by state law for homeschooling, including reading, writing, spelling, grammar, geography, math, and US history. See our website for more detailed info on each subject area.

9. DAILY SCHEDULE (this is a possible example of what our day may look like)

- **Arrival: 8:15 – 8:30**
 - We take off our coats and backpacks. Students will have morning activities at the front tables during this time while families arrive and drop off students.
- **Morning Meeting: 8:30 – 9:00**
 - Morning meeting is an important part of our day, helping us to build relationships, teamwork, and communication skills while preparing for the day ahead of us. We start with the pledge of allegiance, then move on to our morning greeting. We'll also have a time for sharing a team building activities, and we'll review what is on upcoming for our day.
- **Language Arts: 9:00 – 10:30**
 - Language arts will be small group time. Groups will rotate through teacher time and independent or partner work that will help them practice what they are learning.
- **Snack/Recess: 10:30 – 11:00**
 - Recess is important for students mental and physical health. We will hold recess twice per day in our indoor recess room until our outdoor space is ready.
- **History/Science: 11:00 – 12:00**
 - History and Science will be held on alternate days, twice per week Monday through Thursday. Lessons are interactive and hands-on so will be whole group with supports and extensions given as appropriate.
- **Lunch/Recess: 12:00 – 1:00**
 - Students will need to bring a lunch daily and will be given ample time to eat, relax, socialize, and play.
- **Math: 1:00 – 2:30**
 - Math will be held small group also, with groups rotating through teacher time and independent or partner work.
- **Dismissal: 2:30 – 2:45**
 - We will wrap up our day with a brief circle time to talk about what went well and what was difficult or frustrating for us. Parents are welcome to pick up during this time, but **MUST** pick up no later than 3:00.

10. SPECIAL OCCASIONS

Field Trips:

We will take various field trips throughout the school year to local attractions. Please let us know if there are some places you would love for us to take a field trip. We will do our best to keep all fieldtrips free or low cost. Parents are strongly encouraged to attend these field trips and family members of all ages are welcome to come along! These field trips will require additional parental transportation and supervision. If you cannot come, we will ask for your permission to allow your child to be transported with another parent, or to meet at the fieldtrip location.

Birthdays:

We will be celebrating your child's birthday! You may bring birthday treats if you would like. We will have birthday treats and sing happy birthday during lunch time after students have eaten their lunches.

Holidays:

The traditional holidays will be celebrated. We will celebrate the holidays by making decorations and discussing the history and beliefs behind the holidays. All children will participate unless a letter is submitted indicating the child be excused from participation. Children not participating will engage in other fun learning activities.

Additional Important Occasions:

Meet 'n Greet (August – date TBA)
Parent/Teacher Conferences (dates TBA – 2/year)
End of Year Celebration (June – date TBA)

Snow Days:

We will normally follow Shelton Public Schools regarding closures, delays, and early dismissals. On occasion, we will close even if Shelton does not, as many of our teachers come from different areas of the state. We want to ensure their safety, so will take snowfall in their area into consideration when deciding whether to close. Snow days will be made up at the discretion of the PEA.

11. YOUR CHILD'S HEALTH

Cleanliness Methods:

In an effort to reduce the spread of germs, children will be reminded to wash their hands after toileting, before eating, and after recess. Hygiene, such as coughing into the bent elbow, wiping the nose with a tissue, and not sharing cups, are continually discussed. All furniture and materials are wiped down and disinfected daily.

Illnesses:

Despite our best efforts, illnesses do occur. Keeping your child home when he or she is sick prevents the spread of germs to other children. If in doubt, it is best to keep your child at home. When your child is sick, please call us to let us know he or she will not be attending that day. If a child becomes ill during the day, he or she will be separated from the group and made comfortable while a parent or substitute is notified to pick up the ill child. This procedure will be followed for ALL illnesses.

Children should remain home until they have been clear of symptoms below for 24 hours:

- Strep throat
- Diarrhea
- Vomiting
- Draining rash
- Eye discharge or Conjunctivitis (pink eye)
- Fever of 100.4 F or greater
- Lice or nits in the hair

Please let us know immediately if your child is exposed to or contracts a contagious disease.

Immunizations:

From Seeds to Sprouts PEA is committed to medical freedom and will not require any member to receive any immunizations or Covid-19 shot.

Administering Medicines:

If your child needs to be given medicine during the day, you will need to provide verbal and written permission and instructions. The medicine must be kept in its original container, clearly labeled with your child's name. Medications will be kept out of reach of children.

13. YOUR CHILD'S SAFETY

Emergency & Accident Procedures:

We stress carefulness and safety at *From Seeds to Sprouts PEA*. The children are supervised closely at all times. Materials, furniture, and equipment are checked regularly to be sure they are in safe, working order. Medications, cleaning supplies and other harmful substances and objects are kept out of the children's reach. However, accidents can still happen.

We are trained in CPR and First Aid. In the event of a medical emergency, 911 will be called. Parents will also be contacted as soon as possible in the event of any illness or injury requiring immediate medical assistance. Completed registration forms with emergency contacts for each child are kept in an easily obtained file for quick reference.

You will be notified of any injury or illness that occurs while your child is in our care. For injuries or illnesses that require medical attention, you will receive a written report.

Child Abuse:

Those responsible for the care of children are mandated by law to report to Child Protective Services any suspicion of physical, sexual, or emotional child abuse, child neglect or exploitation. We are not obligated by law to inform parents if the police or child protective services are called about possible abuse.

14. BEHAVIOR & DISCIPLINE

Behavioral Expectations:

At From Seeds to Sprouts PEA we are committed to fostering kindness, care, respect, and trust. In order to support the creation of such an environment, we do not allow any fighting, kicking, pushing, name-calling, physical aggression, or exclusion at school.

We will help your child to identify and appropriately express their emotions. Positive attention and verbal praise will be used on a regular basis.

Discipline:

From Seeds to Sprouts PEA is a happy place! However, disagreements do happen between children at times, so we follow a 3-step process to help solve disagreements.

1. We monitor the situation and see if the children can work it out.
2. If they're not able to work it out, we get on their level and ask them what the problem is. Then, we help them to use their words to work through the problem.
3. If they're still not able to work it out, we redirect them into a different activity.

15. PARENTAL INVOLVEMENT

Parent Responsibilities:

Parents are encouraged to attend field trips and provide transportation for additional children if needed.

Parents are expected to discuss concerns or questions with us. Parents are expected to read all notes and newsletters that go home. At least twice a year, parents may attend parent/teacher conferences. Parents should check their email regularly and add our email (FromSeeds2Sprouts@gmail.com) to their contacts list so our emails don't get put into your SPAM folder.

Parents should encourage their child's positive behavior.

Parent Volunteers:

We welcome parents in our classrooms! Parent helpers allow us to spend more 1-on-1 time with each child. After the first month (to allow students the time to settle into our routine) a volunteer sign-up sheet will be available from classroom teachers.

16. COMMUNICATION

Assessments:

Your child will be assessed several times through the year to track their growth through the curriculum assessments and Unit Tests. Results will be shared with parents at our Parent/Teacher conferences.

Classroom Communications:

We keep parents informed of their children's daily activities in several ways. The teacher may communicate with families through our point of care app, Kangaroo Time. This app must be downloaded at the beginning of the year (info will be forthcoming). Frequent updates will also be posted on our private Facebook page to showcase our daily learning fun. Teachers will also have individual school emails where they can be reached at (to be given out at the beginning of the year).

Parent/Teacher Conferences:

We hold parent/teacher conferences in December and March to discuss children's growth and development and to set goals for learning. Besides these planned conferences, parents are invited to request a conference any time they wish to speak privately with the director. For briefer conversations, feel free to call between 3:00 – 5:00 p.m.

Website:

Please visit our website for information pertaining to our PEA, including pricing, school calendar, and handbook.