

ARI GUIRAGOS MINASSIAN ARMENIAN SCHOOL

5315 West McFadden Avenue
Santa Ana, Ca 92704

Telephone: (714) 839-7831

(714) 839-7832

Fax: (714) 839-1036

E-mail: contact@agminassianschool.org

Website: agminassianschool.org



PRESCHOOL HANDBOOK **2017 - 2018**

Revised April 2017

The School Administration reserves the right to modify the content of this handbook at any time

PRESCHOOL PHILOSOPHY

Fostering the natural curiosity of each child in a safe, nurturing environment

Ari Guiragos Minassian Armenian Preschool believes in nurturing a child's emotional and social growth as a foundation for intellectual development. We are committed to developing the child as a “whole” by emphasizing the following four developmental domains: cognitive, social, emotional, and physical. The Preschool teachers are dedicated to providing the students with love and individual care while forming a strong partnership with parents.

At Ari Guiragos Minassian Preschool, each child is:

- ★ appreciated and respected for his/her uniqueness
- ★ provided a warm, safe, and nurturing environment
- ★ granted ample age-appropriate learning opportunities for a smooth transition to Kindergarten

CURRICULUM

The Preschool curriculum offers each child the opportunity to:

- ★ explore their natural curiosity and understand the world around them
- ★ gain a sense of belonging and identify with his/her Armenian culture and heritage
- ★ acquire pre-reading and writing skills in both Armenian and English
- ★ acquire concepts in mathematics, science, social studies, and health
- ★ learn with hands-on materials both in the classroom and on the playground
- ★ develop social skills such as cooperating, helping, and sharing
- ★ recognize his/her feelings and express them appropriately
- ★ develop self-expression through varied center-based activities
- ★ develop creative skills through art, music, and dramatization
- ★ develop gross and fine motor skills
- ★ experience classroom routines and rules

Nurturing positive self-esteem help develop a resilient child that will be ready to learn when entering school. Healthy emotional development is weighed with equal importance as academic activities.

Our program supports the idea of learning through play. Countless child development researches have studied that children develop and learn about how things work and how to interact, through play. Play allows our students to explore new ideas, practice skills, build creativity, learn to communicate and solve problems. Learning through play lays a strong foundation required for later academic achievement. Through teacher facilitated, cooperative and constructive play, our qualified staff keep children engaged and stimulate thinking. AGM teachers have a thorough understanding of the relationship between play and learning.

LICENSING

Ari Guiragos Minassian Armenian Preschool is licensed by the State of California, Department of Social Services. The program is offered to 2-5-year-old children.

ADMISSION AND REGISTRATION

Admission:

The following are the guidelines set by California State Department of Education for enrolling children in age appropriate classroom settings:

- Child must be 2 years old by September 1st to be admitted into Pre-K IA
- Child must be 3 years old by September 1st to be admitted into Pre-K IB
- Child must be 4 years old by September 1st to be admitted into Pre-K II

Enrollment Forms Needed:

In accordance with State Law, we must have the following forms completed before attending AGM Armenian Preschool:

1. Personal Rights form signed
2. Parent's Rights form signed
3. Pre-admission Health History
4. Physician's Report
5. Copy of CA Immunization Record
6. Emergency Information
7. Admission Agreement

TUITION

Tuition is paid in ten monthly installments (August-May). Tuition fees are due the first day of each month with a 10-day grace period. There will be a \$20.00 late fee charged for any payment received beyond the 10th day of the month. If the 10th day of each month falls on a weekend, holiday, and/or vacation *please pay beforehand*. Any returned checks will be subject to a \$25.00 returned check fee. For your convenience, major credit cards are accepted.

For Tuition and School Fees, please see the attached form.

Note: Potty training is available for an additional cost.

Tuition Assistance:

Preschool students are not eligible for financial aid provided by the Minassian School. However, working parents, parents currently seeking full-time work, or parents continuing their education, may apply for tuition

or extended care assistance by contacting the Children's Home Society of Orange County at (714) 543-2273 or visit their website: <http://www.chsca.org/cca.html> . Ari Guiragos Minassian Armenian Preschool is on the Children's Home Society list of child-care centers.

Sibling Discounts:

Families with three children in preschool will receive a 50% discount for the third child. Families with four children in preschool will receive free tuition for the fourth child. Part-time preschool students are not eligible for a sibling discount.

Volunteer Service Hours:

In addition to tuition, each family is required to sign up for two (2) events throughout the year or contribute a donation of \$250 by November 1. Volunteer service hours are coordinated by the PTO.

SCHOOL HOURS

School hours are 8:00 AM-3:15 PM Monday through Friday. The school office is open from 8:00 AM to 4:00 PM. Extended Care is available for a nominal fee.

Extended Care:

Families in need of Extended Care must register in the school office by the first day of school. Students remaining on campus after 3:20 PM are automatically relegated to the Extended Care. Extended Care is available every morning 7:30 AM - 8:00 AM and after school 3:20 PM - 5:30 PM.

UNIFORM

Children are required to wear the school uniform each day beginning the first day of school. Extra clothes: shirt, pants, and underpants should be made available and placed in a bag with your child's name on it. Please label your child's name on all articles of clothing. Students must wear the school jacket only.

Children should have well-trimmed finger nails. Long nails collect much dirt and children often put hands in their mouth. Short nails also eliminate harmful scratching of peers.

No nail polish. No jewelry.

Girls -

1. School t-shirts with AGM logo
2. Navy-blue pants or shorts
3. Navy blue, or black tights or leggings
4. White socks
5. Navy blue sweatshirt or zippered sweat-jacket with the school logo
6. Optional white, long-sleeved pullover style may be worn under the polo shirt, not in place of the school uniform. No other colors or styles
7. A windbreaker or coat may be worn over the navy blue sweatshirt or jacket on extremely cold days

Boys -

1. School t-shirts with AGM logo
2. Navy-blue pants or shorts
3. No cargo pants, no large pockets on the sides, no jeans
4. White or navy blue socks

5. Optional white, long-sleeved pullover style may be worn under the polo shirt, not in place of the school uniform. No other colors or styles
6. Navy blue sweatshirt or hooded, zippered sweat-jacket with the school logo
7. A windbreaker or coat may be worn over the navy blue sweatshirt or jacket on extremely cold days

The uniforms are available from:

AMERICAN SCHOOL UNIFORM
Holly Norm Plaza
5065 Hollywood Blvd., #202
Hollywood, CA 90027
Tel: (323) 666-9337



GENERAL INFORMATION AND POLICIES

1. Switching/Adding Days of Attendance:

If your child(ren) attends part time, he/she is only allowed to attend on the days that you have designated. For example, if your child is attending twice a week on Tuesday and Thursday, it is not acceptable to switch days without notifying the office ahead of time.

*One month written notice is necessary if your child will no longer attend AGM preschool. The same applies prior to changing from a full-time to a part-time status or vice-versa. *

2. Visitations/Observations:

Parents are welcome to visit the school for observation or assistance after notifying the office. Visitors, including parents and/or grandparents, are prohibited from interacting with students in the parking lot or playground during school hours. Classroom visitation/observation should not exceed one hour per day.

3. Sign In and Out:

All children must be signed in and out daily with a full signature of an authorized adult. Your child will not be released to anyone who is not on the pick-up form. If it becomes absolutely necessary to have someone not listed on the form pick up your child, the release must be authorized by a parent via telephone or preferably in writing.

4. Driving/Parking Safety:

For your and your child(ren)'s safety, drive carefully at 5 miles per hour, back up with utmost caution, and buckle your seat belts. Do not block traffic nor park in the Handicap Parking areas. Please supervise your child(ren) after pick up.

5. Immunization

In accordance with California School Immunization Law, Health and Safety Code, any student entering school must have all immunizations up to date and submitted to the school office. If the school has cause to believe

that a child has been exposed to a communicable disease, and their documentation does not show proof of immunization against that disease, the student may be temporarily excluded from school.

6. Illness/Medication:

A sick child will not be allowed to enter the classroom. If a child becomes ill during school hours, the parent will be contacted, and the child must be picked up as soon as possible (maximum 45 minutes).

- **Fevers.** Children with fevers must be free of fever for 24 hours before returning to the Center.
- **Conjunctivitis.** Children with conjunctivitis (pink eye) must see a doctor. They can return after medication has been administered. If you observe the signs of illness—PLEASE KEEP YOUR CHILD HOME!!!!
 - An oral temperature of 99.6
 - Nausea or vomiting
 - Stomach cramps, diarrhea
 - Earache, sore throat, or runny eyes
 - Running nose (unclear, yellow or green mucous)
 - Swollen glands
 - Unusual pallor flushed face
 - Unusual listlessness or quietness
 - Excessive coughing
 - Skin infection: Open, runny oozy sores; blisters; patch like scaling eruption; scaly crusty lesions; itching; skin rash
 - Need for frequent use of the toilet
 - Evidence of head lice



By state law, the school is not permitted to administer any medication without a parent's or physician's written permission and clearly outlined directions regarding dosage and schedule.

6. Emergency Care:

In case of illness, accident, or injury to a child, the parent will be notified, and instructions for the course of action will be requested. If the parent cannot be reached, or if the nature of the illness or accident requires immediate action, then the child will be taken to the emergency care unit of Fountain Valley Regional Hospital on Euclid at Warner in Fountain Valley, accompanied by the teacher, director or Principal.

Our school's "Student Accident Insurance" coverage is for on campus and/or school-related activities and does not provide coverage for any medical expenses which are paid or payable by another medical plan subscribed to by the parents.

7. Lunch/Snacks:

Students have the choice of buying lunch from school or bringing their own lunch. Lunch tickets may be purchased directly from the caterer. If sending lunch from home, please pack food that is nutritious and does not require refrigeration or heating. Morning breakfast and afternoon snacks are provided for an additional fee. Snacks that contain nuts are not allowed at school.

8. Birthdays:

Birthdays are celebrated in the classroom on the day of the child's birthday. You may bring ONLY store-bought cupcakes or muffins with ingredients label attached and WITHOUT nut products. Frosting and plastic decorations are accepted, along with either fruit juice or milk.

Rich cakes, sweet punches, and party favors are NOT accepted. A maximum of two family members are allowed to be present during the classroom celebration. Balloons or flowers will not be delivered to class, as they are a distraction to the educational day. "Goodie bags" are not allowed. Birthday party invitations may be passed out at school



ONLY when all students in the class are invited.

9. Notices from School:

Monthly calendars and other information regarding school activities are sent home with your child(ren) regularly. Please check your child's box daily as such notices may be time sensitive.

10. Channels of Communication:

Should a situation arise whereby parents need to discuss their concern regarding their child(ren), please observe the following lines of communication (by appointment), without circumventing either line:

- First: Teacher
- Second: Preschool Director/Principal
- Third: School Board

A student shall not be deprived of education at A.G. Minassian school due to disagreements between a parent and a teacher. The only time a student's continuation in the school may be jeopardized is by the uncompromising, uncooperative and/or destructive behavior of a parent. According to the Education Code of California, "Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the school in the presence or hearing of a pupil is guilty of a misdemeanor."

11. Lost and Found:

In order to retrieve lost or misplaced items, please put names inside and outside all jackets, sweaters, lunch pails, etc. Check the "lost and found" box for missing items. Intermittently, please check your child(ren)'s clothing items to make sure they belong to them. If not, please return them to the office. The school is not responsible for lost or missing articles.

12. Nap Time:

A nap time is provided on a daily basis. The Preschool accommodates the cots. Parents are responsible for bringing their child's pillow, sheet, and blanket.

13. Absences:

Parents should notify the school of child's absence for whatever reason.

14. Field Trips:

There is at least one field trip per class per year. Additional field trips may be organized on special occasions. A child may participate in a field trip upon submission of signed parental authorization. Students attending field trips must wear the school uniform unless indicated otherwise.

15. Back To School Night:

Back to School Night is meant to acquaint parents with their child(ren)'s teacher(s), their program(s) and expectations. As such, Back to School Night is not a parent-teacher conference, and therefore discussions shall focus on general issues. Should parents have specific concerns regarding their children, they should arrange for a private conference with teachers.

16. Parent-Teacher Conference:

There will be two official parent-teacher conferences, at mid-term and at the end of the year. Parents are required to be on time and stay within the time period allocated to them.

Amending Policies

Ari Guiragos Minassian Armenian School reserves the right to amend, from time-to-time and as it deems necessary, any of the aforementioned policies and procedures. The intent of all policies is to enrich the learning environment for students in addition to maximizing their safety and well-being.

Receipt of Parent/Student Handbook Acknowledgement

Note: We ask that parents review the handbook, sign and return the portion below to the school office **by August 25, 2017.**

I, the undersigned, have received and had the opportunity to review this student/parent handbook and fully understand my responsibility to abide by the policies set forth in this handbook.

Ծնողքի Անուն /Parent Name

Date

Ծնողքի Ստորագրութիւն /Parent Signature

Date

Աշակերտի Անուն /Student Name

Grade

Date

Աշակերտի Անուն /Student Name

Grade

Date

Աշակերտի Անուն /Student Name

Grade

Date