



Elan Esprit Preschool

VISITING PARENT INFORMATION:

Elan Esprit Introduction

Tuition & Fees

First Day of School

Basic Parent Information

Student Information Form



Elan Esprit Preschool

Children should be treated as you would treat your dearest friend!

OUR GOAL AT ELAN ESPRIT is to help provide a fun, high quality experience for our students. There are a wide variety of views on what quality is.

The list would go something like this:

- ✚ Safe and Clean.
- ✚ Happy teachers and kids.
- ✚ The correct amount of learning individually for each child.
- ✚ A variety of activities from learning to read, to singing a song, to math, art, social, group and problem solving skills. If done right; kids are excited and interested in learning and growing up.
- ✚ Helping children expand their skills while growing in knowing who they are, thereby gaining a confidence and certainty in themselves and their abilities.
- ✚ As needed and wanted, help with parenting skills. There are few great parent manuals to help you along the way. There are the conflicting views from friends, relatives, and the "experts"; little is offered by way of proven workable solutions to help your children along a path to success. We have a Parent Consultant offering help and guidance along the way.

WHAT OTHERS SAY ARE SUPPOSED TO BE DONE WITH CHILDREN I HAVE SEEN TO BE A TANGLED AREA FOR PARENTS AND EDUCATORS. HABITS AND IDEAS ARE CARRIED ALONG THROUGH TIME but not inspected for validity and usefulness. This is something we also help unravel both for parents and as part of our teacher training. Children are not puppies or rats in a maze to be trained. They flourish with guidance, help, education, love and a great deal of patience.

THE FALSITIES IN THE EDUCATIONAL ARENA leaves us untruths and half truths, with the workable solutions and truth ignored and/or hidden. So much so, that the system that trains preschool teachers and educates parents fails to impart the true information and a workable technology for the care, happiness and success of our children.

THE PURPOSE OF EDUCATION: TO HELP ACHIEVE COMPETENCE, EVOLVE DATA TO CREATE NEW INFORMATION, THEN COUPLE IT WITH GOOD COMMUNICATION SKILLS, A SENSE OF ETHICS, INTEGRITY AND RESPONSIBILITY, PERSONALLY AND FOR THE CONDITION OF OUR SOCIETY. THE RESULT: HAPPINESS.

A QUALITY PRESCHOOL can put your children on the path to a brighter future; the parents are the beginning; when ready the preschool teamed with the parents follow.

Best wishes,
Candy Mathews
Founder, Elan Esprit Preschool

PROGRAM TUITION AND FEES

Billing and payments

- A three day per week schedule is billed as 12 days per month
- A four day per week schedule is billed as 16 days per month
- A five day per week schedule is billed as 20 days per month
- Field trips billed monthly
- Activity fees billed monthly
- Late fees billed monthly
- On Campus Activity Fee: \$34.00 per month (The part time student rate is \$1.70 per day). This fee is for on campus shows we bring in, special lunches, activities, etc.
- Field Trips: Trips fees will vary by trip and distance
- The tuition fees are the same amount each month as they are based on the yearly fee.

- **Discounts:** There is an 8% discount for siblings. The discount is taken off the oldest child or the one attending the least days.
- **Application Fee:** \$50.00 (If a new student) – 2nd child \$25

Payment Schedules: **Paid in full**
Due the 1st of the month

Weekly
Due on each Monday
(Or the first day attending each week)
¼ of the monthly invoice

1st & 15th
Due the 1st & 15th
½ the monthly invoice

PRE-K, TRANSITIONAL AND KINDERGARTEN CLASSES

Full time full day – Advance Payment

School year:	\$9972.00	
Summer:	\$3324.00	
2 months	\$2216.00	Advance payment: less 3%
3 months	\$3324.00	Advance payment: less 5%
9 months	\$9972.00	Advance payment: less 8%

Full day, 5 days (7:30-6:00)

1 month \$1108.00

Extended Day (8:30 – 3:00)

3 days per week:	\$606.00
4 days per week:	\$768.00
5 days per week:	\$810.00

Part time full day (7:30 – 6:00)

3 days per week \$696
4 days per week \$880

Half Day Program (8:30 – 12:30)

3 days per week: \$552
4 days per week: \$676

5 days per week: \$787

TOT'S CLASSES, under Age 3

School year: \$10260.00
Summer: \$3420.00

2 months \$2280.00 Advance payment: less 3%
3 months \$3420.00 Advance payment: less 5%
9 months \$10260.00 Advance payment: less 8%

Full day, 5 days (7:30-6:00)

1 month \$1140

Extended Day (8:30 – 3:00)

3 days per week: \$729
4 days per week: \$776
5 days per week: \$820

Part time Full day (7:30 – 6:00)

3 days per week \$723
4 days per week \$884

Half Day Program (8:30 – 12:30) Under Age 3

3 days per week: \$552
4 days per week: \$676
5 days per week: \$787



My Child's day at Elan Esprit Preschool

IT'S THE FIRST DAY OF SCHOOL. Your child is not yet familiar with where everything is, what the rules are, what the kids are like or what to expect of the teachers. We will help guide your child through to understanding then feeling safe and secure.

THIS PROCESS COULD TAKE A BIT OF TIME, so a great deal of patience is needed from you as parents. Please stay in close touch with Susana and your child's teacher so you can help with the transition and enjoy your day without too much concern while apart from your child.

FOLLOWING ARE SOME THINGS THAT ARE PRETTY NORMAL while we are getting to know each other:

- Crying when dropped off in the morning, and sometime again when you arrive for pick-up.
- Not eating as well.
- Not napping easily (if naps)
- When potty trained, some accidents.

THERE ARE SEVERAL WAYS YOU CAN HELP make the transition smoother. Your child will feel more secure when he/she knows where things are; especially their own things. Also, by showing a strong interest in any work in the cubby and any pictures on the walls will give your child more of a sense of belonging. Another suggestion would be to play with your child a bit, with the other kids, at the end of the day (When you have time).

WHAT WE ARE ALERT TO WITH EACH NEW STUDENT is whether there is a change upwards each day, even if slight, in feeling comfortable with their new group.

IT IS BEST TO KEEP ANY WORRIES OR CONCERNS not visible to the child. If a child thinks any of us are concerned because he/she cried or can't find a coat, etc. then the child worries about our concerns. This is of course hardest for the parents. If you do have a concern, please talk with Susana out of hearing range of your child to discuss your concern.

CHILDREN CARE MOST ABOUT WHAT THEIR PARENTS SAY AND THINK. Sometimes, there is a situation where a new student wears new clothes, shoes or a fancy dress and is told at home not to get dirty. When this child steps in a puddle, or sits in the yard and gets dirty, he/she can get very upset at what mom or dad is going to say. This takes away from their fun as well as the freedom to play with the other kids. So please send your child to school in clothes and shoes that can get dirty with no worries for either of you. If there is a special dress-up day or picture day, you can ask the teacher to please have your child change into play clothes after the event.

When the weather is cool part of the day and warm the other part of the day, confusion can occur. The child has been instructed to not take their layers of clothing off. So, here it is afternoon and warm, the child is very hot, but won't let us take a layer off. Each child is different in how easily a chill sets in. Please let your child's teacher know any needed information so that she can help assist your child with the proper amount of clothes for the weather.

WE LOOK FORWARD TO SHARING THE ADVENTURE OF HELPING YOUR CHILD EXPAND
INTO OUR GROUP AND FLOURISH THROUGH OUR STAY WITH US.



Elan Esprit Preschool

Getting young children to eat can be of concern for parents and us. We would like to help your child towards a healthy attitude towards food. In this we can be a team.

There is a great deal of information on the internet about young children's eating habits, what to do and what not to do to keep them healthy. So what I am going to do is give you an overall view from my study and experience with children. Please feel free to research the pros and cons of forcing a child to eat.

(Our views do not preclude consulting your child's doctor with any concerns.)

A FEW BASICS:

When a child is not allowed to have some control over eating and there is a lot of upset concerning food; not eating enough, not eating, being punished, bribed, threatened, etc, the child does may not learn to distinguish hunger from emotion. This can lead to eating disorders or an overweight condition. It can also lead to highly desiring foods that are not healthy. You've probably know people that eat when they are stressed rather than hungry. Also food does not digest well in the presence of stress.

The other basic is that a child should be learning to care for himself. This would include everything from eating to knowing when the bathroom is needed, to dressing oneself. Without this expansion occurring, the child is either doing what he's told or perhaps protesting what he's told. He hasn't been able to discover himself and his own survival instincts which will serve him as he grows. As parents and educators we want our children to sort out all of the information they receive to determine its truth or falsity and usefulness. Of course they will often rearrange this information as they are allowed to test it as they grow.

At Elan Esprit we will certainly help teach a child how to eat. We don't however feel that a child should be forced to eat. In past years, too often we have seen children throw-up when given a spoonful of food not wanted. Others have tried to put as much into their cheek like a squirrel, and not swallow. Others may pick at their food for an hour until lunch is over. Overall these situations are allowing the child no self determinism, dignity or ability to have a chance to choose to eat. Most all children will learn to recognize when they are hungry and eat, but their bodies give them the signal to determine the amount of food needed at a particular time or on a particular day.

Some children after drinking their milk or juice feel full and want nothing else. The milk does have protein, but if your child feels satisfied after drinking juice you might want to pack only the milk and water.

Another caution would be not to offer sugar in exchange for eating. There are many children that would overeat to the amount asked of them just for a cookie.

THE SOLUTIONS:

It is up to us to help provide a setting that promotes: it's time to eat then play. Our students have near an hour for morning snack and the same for lunch and afternoon snack. So, what we are trying is letting the kids know how long mealtime is for each period. After that, they will be allowed to play or continue eating as they choose. It can take a bit time for the kids to realize there is no threat or force to eating, so the success is determined over time. Also each child can have their own method of testing us; but most do come around and begin eating more quickly as they are anxious to get to the playground!

We suggest you send smaller portions of a variety of healthy foods. We often see a child not eat until we take part of a large portion and offer it separately. You can also consult your child daily for suggestions. Beware of giving into foods that are not good for them for a meal. You don't have to be the bad guy on this during school days as you can let your child know that no sugar is Elan Esprit's rule. You can also work with your child's teacher to find out the response to foods you packed.

A pleasant sit down meal: At home you can have set times that the family sits down for a meal, keeping in mind that sitting for mealtime is different than having to eat. It may help to let your child serve himself. When meal time is over, the food is quietly put away. Healthy snacks can and should be offered between meals. If a child grazes throughout the day rather than being part of mealtimes, he may not easily learn to eat when hungry and when food is available. If not offered food as a snack, the child could become stressed at having no control over being able to get food.

The emphasis on food from those around the child should not be serious, stressful or threatening, nor should the child perceive that anyone is worried about his eating habits or health. It could certainly be fine to tell a child eating well will help him grow-up. On the other hand I've heard parents tell their children many an untruth of what would happen to them if they didn't eat all their lunch; some pretty gruesome.

The less attention and concern on food, the more likely the child will eat, or begin eating if he wasn't. In the background, silently from the children, we and you can work together to help them along.



ELAN ESPRIT PRESCHOOL

THE PURPOSE OF ELAN ESPRIT: To provide a safe, caring and happy environment for children to learn about themselves, their classmates and the environment around them. We also wish to provide a good beginning towards growing up and helping your child be ready for their next step after preschool.

QUALIFICATIONS FOR CHILDREN ACCEPTED TO ELAN ESPRIT: It is important to enroll children in a school that best suits their needs and those of their parents. To help determine whether we can meet the needs of the family, applicants are required to visit with their child before enrollment.

BASIC SKILLS: Academic skills and the child's interest and readiness socially are looked at. This is a very individual look. We are then able to share with the family our observations of skill level, and social and communication skills. The family is also interviewed. We want you to understand our program and we want to understand what you want for your child. The parents will also want to speak with their child about how their day went and what the child liked. At this point, your child could be invited to join our school.

PLACEMENT: A child will be placed into a particular class partly by age and partly by their current skills. Children progress at different rates and it should not be expected that they will progress at the same rate. The curriculum is to be used as a guideline in which group to place a student. However, if they are too far off of the curriculum for their age, they could be turned down for enrollment and given a program to catch up. This would be judged individually by meeting with the child and their family. Our program is very active, so a child needs to be of good health.

FOOD SERVICE: We ask that parents provide lunch and snacks; we do expect healthy meals, very low in sugar content. We do provide the service of micro-waving lunch food brought so the children can have a greater variety of foods.

MEDICATIONS: We will administer an antibiotic when prescribed by the doctor. When a parent brings in an antibiotic to be administered the following must accompany it: name of child, date, dosage, times for dosage, parent signature. The medication and the note from the parents are to be given to the Medical Officer to handle.

NAPPING: All children will be offered an opportunity to rest. For children that do not normally nap and turn down the opportunity to rest, a variety of classes are available.

MEDICAL OR DENTAL EMERGENCY: In the case of a medical or dental emergency the parents are to be called immediately. If the emergency is too great or the parents cannot be reached, a decision would be made as to whether to call an ambulance, or transport to a doctor or dentist. The Emergency Medical Consent Forms provide for this kind of emergency. If the child needs to be transported by us prior to reaching the parents we will continue to try and reach the parents.

SIGN-IN AND SIGN-OUT: Signing in and out is a Law. This action confirms that we have your child when you sign-in. It also confirms we do not have your child if you sign-out. In case of emergency or even when doing a fire or earth quake drill, we use this list. Please sign in and out legibly with your full name. No one may take a child from our school unless we have permission from the parent in writing.

TYPE OF DISCIPLINE TO BE USED: We prefer to handle discipline from the viewpoint of education which can help children make better decisions with each future day. Putting a child's attention onto something they can be interested in is also very successful. If there is a situation of a child getting upset easily and often, I look to the parents for information and help. The first things I check are sufficient food and sleep, then any changes at home, trying to track down what is happening. Tracking down what is creating the problem and handling it is usually much more successful than repeatedly removing a child from the group. In an extreme case the parents might be asked to pick the child up early from school. We do not use the term: "Time Out" at Elan Esprit.

TYPES OF DISCIPLINE NOT PERMITTED: There will be no physical abuse, mental abuse such as making less of a student, calling names, comparing to another student ("why can't you do that as well as Johnny"). Children are not animals and do not deserved to be dragged around and ordered around like they are. Children should be asked to sit in a chair, not dragged into it, they should be asked to go in for a diaper change, not grabbed and hauled in for one.

PARENT COMMUNICATION: Parents are to be communicated to almost daily as to how their child is doing. If there is a problem, this should be brought up right away. A parent should always be receiving more good news than problems. It is also your responsibility to know how your child is faring. If you are not able to solve a problem with the teacher, see the Education Director for help. She will look into the situation and help fix whatever the problem is.

CONFERENCES: The teacher of the child will schedule conferences once per quarter. Conferences can be scheduled more often if there is a situation or if you just want a better understanding of your child's progress.

DISMISSAL OF STUDENTS: Dismissal of students is very rare. This usually occurs if a child or family would benefit from a different type of program; this is discussed and agreed upon. A student can be dismissed if he is not able to function within Elan Esprit, is disruptive to the point of making Elan Esprit not a safe and comfortable place to be, if a health problem requires any regular medication other than antibiotics, or the parents or child would benefit more from another type of program. Conferences would be set-up with the family to address any situations and look at how, as a team, the child can be best helped.

The most important things to look at are: what's best for the child and the children as a group.

FORMS TO BE FILLED OUT BY THE PARENTS BEFORE ENROLLMENT:

Health History	Parents' Rights receipt	Personal Rights receipt
Enrollment Contract	Physician's Report	Copy of Immunization Card
Consent for Medical Treatment		Student Information form
Emergency Information & Identification Form		

COMMUNITY RESOURCE REFERRALS: We do not have an onsite referral department. If you need help we suggest you speak with a friend or someone in your Church.

ENROLLMENT: Age 2 through Kindergarten

HOURS: The Milpitas School is open from 7:30 am to 6 pm. The San Jose School is open from 8:00 am to 6 pm. There are a few days per year that our hours are 9:00-5. These are generally floating holidays.

ELAN ESPRIT PRESCHOOL, INC. ADMITS STUDENTS OF ANY RACE, COLOR, OR NATIONAL OR ETHNIC ORIGIN.



Elan Esprit Preschool

Student information

Where did you first hear of our school? _____ Date _____

I would like full time _____ part time _____ preferred days _____

I would like my child to start (month/date) _____

What date would you like to set-up an evaluation day for your child to see if he/she qualifies for entry into Elan Esprit Preschool? _____

Mothers name _____ Father's name _____

Mother's occupation _____ Father's occupation _____

E-Mail _____

Address: _____

Day phone numbers: Mom _____ Dad _____

Child/s name: _____ Nickname _____ Age: _____ DOB _____

Previously attended preschool? ____ If yes, where and for how long? _____

Has your child been in a structured or unstructured program? _____

Why are you looking for a preschool or a new preschool? _____

What would you like your child to accomplish or by attending preschool? _____

Is your child on any medications? _____ If yes, what for? _____

Has your child ever been on any medication other than antibiotics? ____ If yes, please list what types: _____

How often does your child get ill per year? _____ With what? _____

Is your child restricted from any physical activities indoors or outdoors? _____

If yes, why? _____

How does your child get along with other children? _____

Is your child potty trained? _____ Does your child dress himself/herself? _____

Does your child speak English? _____ If not, how much vocabulary does your child have in

Your language? _____ What language? _____

Do you feed your child or does he/she feed himself? _____

Does your child like to eat? _____

What type of family activities do you do with your child? _____

Does your child: write any letters? _____ know the alphabet song? _____ recognize the letters of the alphabet?
_____ read? _____ know any numbers? _____ cut with scissors? _____

Does your child have any special interests or hobbies, talents? What? _____

Do you read to your child? _____ How often? _____

How many hours of TV or videos does your child watch per week? _____

Do grandparents live in the home with the child? _____

What types of toys does your child play with at home? _____

Anything additional you would like to add? _____

Thank you