Mountain Brook City Schools Preschool Program Manual

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General Information

The Mountain Brook City Schools Preschool Program is an integrated preschool classroom for children ages 3-5 who are typically developing as well as children who require special education services. Typically developing peers serve as peers to students who receive special education services. All students are taught by highly qualified, certified teachers using research-based programs that follow State of Alabama standards to help prepare children for Kindergarten. Students also benefit from instruction provided by related service providers and trained paraprofessionals. We have preschool classrooms at all four elementary schools: Brookwood Forest Elementary, Cherokee Bend Elementary, Crestline Elementary, and Mountain Brook Elementary.

To be considered a typically developing peer, the child must pass a screener and demonstrate the following: age-appropriate speech and language skills, age-appropriate self-help skills, model positive behaviors, and be toilet trained.

School hours are from 8:00 a.m. to 12:30 p.m. Monday through Thursday for peers. Students who receive special education services will attend Monday through Friday from 8:00 am to 12:30 p.m. After-school care is not available for preschoolers.

The fees for peers are as follows:
$150 Registration Fee
$100 Dance Foundation
$350 Monthly Tuition (August & May are prorated at $175)

Tuition is due the first day of the month and is considered late by the 5th, requiring a $50 late fee. Payments are received online at the link below:
https://mountainbrookal.csiepay.com/Views/Payment/Pay.aspx?pageid=df15c7d4-b206-43d6-9dee-7dab1ec54eac
If you need assistance with the link, please call Cory Morris at 205-414-3836 or email at morriss@mtnbrook.k12.al.us .
You also have the option to donate towards classroom supplies for your child's preschool classroom. Your child's preschool teacher will supply a link

from the school's bookkeeper at the beginning of the year if you would like to contribute.

Any additional charges or fees may be communicated through the individual school teacher (ex: yearbook, t-shirt, etc).

Time/Schedule
- Preschool carpool is from 8:00-8:10
- Afternoon carpool is from 12:30-12:40
- Each school has a daily schedule that is posted in the classroom.
- Peers attend Monday-Thursday; Students with Special Needs attend Monday-Friday.
- Preschool dates for the 2022-2023 school year are: **August 11, 2022 - May 17, 2023** (Please note this is different from grades K-12). All other holidays/off days follow the Mountain Brook School Calendar and will be communicated by the preschool teacher.

Curriculum
The Mountain Brook Preschool is based on the philosophy of Developmentally Appropriate Practice, which means that the emphasis is on learning through a language-rich, play-based, child-initiated approach. Instruction for each child is age appropriate as well as individualized for the child's developmental level. The curriculum is organized to facilitate children's development in six major areas: cognition, communication, self-help, motor skills, social-emotional, and play skills. We utilize the following research-based curriculums: Learning Without Tears, Heggerty Phonemic Awareness, Bridges Mathematics, Scholastic Literacy programs, and Project Lead the Way (science) that align with Alabama state preschool standards.

Meals
Snacks and lunches should be brought from home each day.

Medications
Families must notify the school district in writing of any health-related issues that their child may possess. Once received, the school nurse can collaborate with you to address any needs. Authorization for Medication Form must be completed by the parent before any medication will be dispensed. The preschool program staff does not keep any over-the-counter medicine.

Health

The program staff will make every effort to protect the health and safety of all children. Families should keep their child at home when any of the following symptoms occur:

- Fever
- Severe cold
- Diarrhea or unusual color
- Vomiting
- Mouth sores and drooling

- Severe headache/head injuries
- Rash with fever or behavior change
- Eye discharge

Exclusion from school should occur when an illness prevents the student from participating in daily school activities or the illness requires more care than the staff is able to provide without compromising the needs of the other children in the group. Children must be symptom free for 24 hours without fever reducing medications (Tylenol, etc.) before returning to school. Please communicate and tell us when your child will be out.

Behavior

The behavior of all students will be closely monitored, and parents will receive regular communication regarding both positive and negative behaviors in the school setting. If significant, ongoing behaviors continue to persist that may be deemed disruptive or unsafe, the team may determine that a child is no longer an appropriate candidate for a peer model position at this time. A student may then be removed from the program at the teacher's discretion.

Withdrawal and Termination

A thirty-day notice is required before withdrawing a child from the program. Full tuition will be due if the child has been in attendance for any portion of the month. If the parent of a child or the Mountain Brook Preschool Program staff feel the needs of the child are not being met, either party may initiate withdrawal. Termination may also be considered for delinquency in fee payment and/or late fee payment.

Application Process
Interested families can complete an application process to be considered for a peer spot. Families should contact Cory Morris at the Mountain Brook Board of Education at morriss@mtnbrook.k12.al.us or going to the Preschool website at https://www.mtnbrook.k12.al.us/Page/6570 . Applications are then sent to preschool teachers at applicable elementary schools to be processed by teachers. Preschool teachers will complete a screening and communicate with the families on the results of the application process.

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