



# Elan Esprit Preschool - Milpitas

## VISITING PARENT INFORMATION:

Elan Esprit Introduction

First Day of School

Food Information

Basic Parent Information

Tuition & Fees

Student Information



# Elan Esprit Preschool

## Milpitas & Santa Clara

OUR GOAL AT ELAN ESPRIT is to help provide a quality experience for our students. There are a wide variety of views on what a quality experience and quality preschool are. First in importance is to help children expand their skills while growing in knowing who they are, thereby gaining a confidence and certainty in themselves and their abilities; happy children.

SECOND IS TO HELP PARENTS, as needed and wanted, with parenting skills. There are no 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.

WHAT OTHERS SAY ARE SUPPOSED TO BE DONE WITH CHILDREN. I HAVE SEEN THIS 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.

. 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 BETRAYAL OF OUR CHILDREN is demonstrated by the fact that adults have helped 17 million children worldwide onto dangerous, mind-altering drugs (prescription drugs). This begins at the infant level and onto preschool and above. We are probably one of the few schools in the area that does not condone, suggest, or have students on these drugs. For those of you that are interested in understanding more about what is occurring in the field of education I am available.

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



## 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.

Best wishes,  
Candy Mathews  
Founder  
Elan Esprit Preschool



## Elan Esprit Preschool Milpitas & Santa Clara

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 will take some time for the kids to realize there is no threat or force to eating, so the success will be determined at the end of a month. We will let you know.

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 is 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. 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.

## FOOD INFORMATION

The healthiest meals and snacks are the most natural proteins, fruits and vegetables—light on the breads, crackers and pastas.

Please do not send food with artificial sweeteners. (Aspartame, Nutra Sweet, etc)

Please pack at least 1 fruit, 2 protein foods, 1 drink and 2 snacks. Pack more if your child needs it. A refillable water bottle required. (Must have a spout of some kind.)

Plastic Spoon to eat with

## SOME IDEAS OF FOODS OK TO BRING:

- 100% fruit roll
- Fruit leather
- Jell-O made with gelatin and no sugar juice
- Pretzels
- Potato chips
- Crackers
- Carrots with peanut butter, Cream cheese or ranch dressing
- Trail mix
- Nuts
- Dried fruit
- Cut-up cheese
- String cheese
- Low sugar Protein bars
- Vegetables
- Fresh fruits
- Fish sticks
- Chicken nuggets
- Soy products
- Macaroni & Cheese
- Rice
- Leftovers from your dinners
- Hot dogs
- Chicken
- Turkey dogs

- Lunch meats
- Milk
- Cottage Cheese
- Eggs
- Soup (in a container with a lid that snaps closed)
- Cup of noodles (in a container with a lid that snaps closed)
- Seafood
- Yogurt with active enzymes. If your child does not eat a whole container of yogurt in one sitting, please send in a container with a lid that closes.
- Canned fruit in own juice. Put in a plastic container with a lid
- Fresh fruit - bananas should not be too ripe or they squish. Oranges should be cut in wedges or peeled. Please do not send whole.
- Fresh or cooked vegetables: green beans, peas, corn, carrots, olives, pickles, celery sticks (could have cream cheese, peanut butter, raisins on them), cucumbers, etc. Many of the kids like ranch dressing to dip their vegetables in.
- Tortillas and cheese
- Hard-boiled eggs. (Please peel).
- If your child tends to drink rather than eat, don't send juice, just water.

FOOD AND DRINKS TO NOT BRING TO SCHOOL: (This is not intended to be a complete list.)

Sugar cereal  
 Fruit roll-ups that are not just fruit  
 Capri Sun (with sugar)  
 Pudding  
 Sugar cookies  
 Sweet rolls  
 Rice Crispy Treats  
 Chocolate milk  
 Canned fruit in light syrup or any syrup  
 Cereal bars & protein bars with less than 3 grams of protein  
 Yogurt with candy toppings  
 Candy  
 Any drink with added sugar

## WHOLE FOODS GROCERY STORE, TRADER JOES & SOME SAFEWAY'S

You can get many healthy foods or snacks for your children such as:

Juice sweetened cookies and cereals

Healthier yogurts, some with no sugar

Crackers with no sugar

Various canned and packaged food without all the preservatives and sugars

### ADDITIONAL IDEAS AND SUGGESTIONS

- Please do not put microwave food in tinfoil.
- Please do not send glass bottles.
- Please do not send metal silverware. We often find it in the garbage, or left out and unclaimed.

### JELLO RECIPE

4 CUPS NO SUGAR JUICE – BOIL

1 CUP COLD JUICE

4 ENVELOPES KNOX UNFLAVORED GELATIN

ADD FRUIT IF DESIRED

Sprinkle gelatin over cold juice-let stand 1 minute. Add hot juice and stir. Pour into bowl, or a baking pan. Chill until firm. Cut into squares if made in baking pan. (Juicy Juice from Safeway has no sugar.) You can also add fruit.

Varieties we have made: Orange juice, apple juice, punch, strawberry, grape, etc.

**P.S.** Many of the products that are marked low fat still have a lot of sugar.



## ELAN ESPRIT PRESCHOOL MILPITAS

**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 spend a day with us 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 offer a hot lunch program to all students. If you prefer to pack lunches, 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.

Snacks are served at 10:30 a.m. & 3:00 p.m. Lunch is at 12:30. All children will be given extra snack time if they are hungry.

**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 earthquake 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:** I 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 Info 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 someone in your Church.

**ENROLLMENT:** Age 2 through Kindergarten.

**HOURS:** We are open from 7:30 am to 6 pm. The structured part of our program runs from 9:15 to 5:00. 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.**



## TUITION AND FEES – 2008-09 SCHOOL YEAR

### PRE-K AND KINDERGARTEN PROGRAM

Full time students, monthly

	<u>Paid in full</u>	<u>Weekly</u>	<u>1<sup>st</sup> &amp; 15<sup>th</sup></u>
1 month	\$1008.00	\$250	\$514.75
2 months	\$1995.00		
3 months	\$2961.00		
9 months	\$8694.00		

Part time students, monthly

	<u>Paid in full</u>	<u>Weekly</u>	<u>1<sup>st</sup> &amp; 15<sup>th</sup></u>
3 days per week	\$637.50	\$150	\$320
4 days per week	\$832.00	\$200	\$417

### TOTS FULL DAY PROGRAM

Full time students, monthly

	<u>Paid in Full</u>	<u>Weekly</u>	<u>1<sup>st</sup> &amp; 15<sup>th</sup></u>
1 month	\$1071.00	\$260	\$537.00
2 months	\$2100.00		
3 months	\$3087.00		
9 months	\$9072.00		

Part time students, monthly

	<u>Paid in Full</u>	<u>Weekly</u>	<u>1<sup>st</sup> &amp; 15<sup>th</sup></u>
2 days per week	\$450	\$104	\$277
3 days per week	\$676	\$156	\$339
4 days per week	\$864	\$208	\$433

### TOTS HALF DAY PROGRAM (8:30-1:00) MILPITAS ONLY

	<u>Paid in full monthly</u>
5 days per week:	\$787.50
4 days per week:	\$637.50
3 days per week:	\$487.50
2 days per week:	\$324.50

**Application Fee:** \$35.00 (If a new student) This is a non-refundable fee, due prior to enrollment.

**On Campus Activity Fee:** \$32.00 per month (Part time students will be calculated based on number of days enrolled). This fee is for on campus shows we bring in, special lunches, activities, etc.

**Off campus Field Trip costs:** Varies by trip



# 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