



**LittlePanda**  
— A Mandarin Immersion Preschool —

**2023-2024**

**Little Panda**  
**Mandarin Preschool**

Parent Handbook

## **MISSION**

Our Mission is to create an environment where every child is valued and nurtured to reach his or her highest potential in an accepting and supportive community.

## **GOALS**

Our goals at Little Panda are to:

- Provide a caring, child-centered preschool learning environment.
- Provide for each child's social, emotional, physical, and intellectual needs and development.
- Create an enriched environment in which learning and cooperating are exciting and rewarding.
- Partner with parents to ensure optimal growth and development for each individual child.
- Nourish each child's self-expression and creativity.
- Stimulate each child's self-worth and potential.

### **At Little Panda the children will:**

1. Be introduced to new learning experiences.
2. Develop group participation skills.
3. Utilize imagery and imagination.
4. Develop comprehension skills.
5. Utilize and improve listening and speaking skills.
6. Create and originate contributions to the activity.
7. Develop an attention span to sit and listen for short periods.

## **CURRICULUM**

We have a theme and sentence structure each week. Students will work on specific Mandarin vocabulary with a simple sentence each day. Teachers will give students plenty of opportunities to practice at their level. Each student will keep a binder at school where they will put their worksheet at the end of the day. This way, teachers can better review past lessons. Students will take the worksheets home at the end of each semester. Each student will also learn math at their individual levels and complete several craft and art projects every week. Teachers will also work with children on Mandarin songs and reciting selected children's rhymes.

## **TEACHERS**

All of our teachers are native Mandarin speakers who are well-educated with many years of experience teaching Mandarin and working with children.

Teachers are:

Tianlin Zheng for the Elephant Class (3-5 years old)

Zheng Chen for the Bunny Class (2-3 years old)

## **LITTLE PANDA SCHOOL GUIDELINES**

### **BACKPACK**

Each student needs to have a backpack that holds all of their items. Everything your child brings needs to fit inside their cubby.

#### **Contents of backpack - every day–Please label everything with your child’s name**

- Lunch
- One clean, non-leaking/non-spill water bottle filled with water.
- One change of clothes in a Ziploc bag (more underwear if potty-training)
- Extra diapers or pull-ups if needed
- A show-and-tell item if your child would like to participate

### **CLOTHING**

Please send your child in clothing that they can put on themselves (Velcro or user-friendly shoes, elastic waistband pants, and underwear) that are big enough to pull up and down easily. Self-care and self-dressing are important to your child’s self-esteem. We encourage children to do things for themselves.

### **POTTY TRAINING**

Please start the potty-training process at home and let us know. We will work with you. If your child is in the process of potty-training, please send at least two changes of clothes during this time. Accidents happen, and we want your child to have a positive and stress-free time. Children will be encouraged to use the potty but will never be forced.

### **SCHOOL HOURS**

The 2023-2024 school year runs from August 28, 2023 to June 7, 2024. Our program is open Monday through Friday and meets from 8:30 a.m. to 12:30 p.m. We are only allowed by the city to be open for a maximum of four hours a day. Therefore, if you arrive early, please wait patiently until 8:30am. It is also very important that all children be picked up by 12:30pm at the very latest. We understand that sometimes there are extenuating circumstances, but please try your best. Parents picking up children after regular hours will be charged a late fee of \$1 per

minute/per child, payable before the next day of care. This pay will go directly to the teacher on duty, so please bring cash and hand it directly to the teacher.

### **SCHOOL CALENDAR/INCLEMENT WEATHER**

We generally follow the local public schools for the Little Panda school calendar and decisions on school closures due to inclement weather. However, we try to remain open as much as possible, so we may be open when public schools are closed. Please keep an eye out for email updates when there is the possibility of dangerous weather. We have 5 built in inclement weather/emergency closure days in the calendar. If we need to be closed for more than 5 days in a school year, make ups will be considered on a case-by-case basis.

### **CELEBRATIONS**

Celebrations are a memorable and important part of the preschool experience. Through celebrations children learn social skills as well as about culture. Please feel free to speak to Gavin if you would like to bring a snack for your child's birthday or another celebration. This is by no means required, and we will celebrate regardless!

### **HEALTH POLICY**

Everyone benefits if we all work together to keep our school a healthy place. Parents are asked to keep a sick child at home as it is unfair to expect them to be active all day when they are unwell. We encourage hand washing many times each day to slow the spread of germs. Vomiting, diarrhea (whatever the cause), temperature over 100 degrees and/or symptoms of contagious illness indicate that a child will need to be picked up from school immediately by a parent or a person on the designated people list.

Please keep your child home:

- Until free of fever over 100 degrees for 24 hours without medication.
- For 24 hours after the last bout of vomiting and/or diarrhea (whatever the cause).
- If he or she has thick and discolored nasal discharge.
- If coughing is severe enough to impact his/her ability to participate.
- For 24 hours after starting antibiotics for infectious conditions such as pink eye and skin infections.
- Until your child feels well enough to enjoy and benefit from school.

\*\*Please see our Covid-19 protocols as well.

### **SUNSCREEN/BUG SPRAY**

During the summer, we put up sunshades in the playground to help protect the children from the sun. The playground is also sprayed with a non-toxic, pesticide-free mosquito repellent, however these things are never 100% effective. If you feel your child needs sunscreen/bug spray, please apply them before school so it has time to soak in and be effective.

## **HEALTH FORM**

Please submit an updated physical and current immunization record from your child's doctor before beginning the new term. By state law, only valid medical and bona fide religious exemptions to immunization are accepted in North Carolina.

## **PHOTOGRAPHY**

Photos will be taken on a regular basis by teachers and students as part of documentation. Little Panda may use these photos in newsletters and other public relations. Children's names will not be published with the photos. If you would not like for your child's photo to be taken, please submit this request in writing.

## **TUITION POLICY**

A student is accepted for the entire year or for the remainder of the school year if enrolled after the first day of the school year. Even if your child is absent, fees must be paid in order to reserve their space in the school. No credits, allowances, or decreased fees will be given in the event of an absence. Families are responsible for the tuition payments for the entire school year. The only exception is for families who move more than 40 miles away. Those families need to turn in a written notice 30 days in advance of moving to receive a prorated tuition refund or waiver.

Yearly tuition is divided into monthly installments. Monthly tuition payments are due during the first week of each month (September – May, 9 payments in total). If your tuition payment is received after the first week, you will be charged a \$25 late fee.

There are no refunds or credit for missed classes, snow days, winter break, or spring break.

## **SIBLING DISCOUNT**

For families with two or more children enrolled at Little Panda Mandarin Preschool, the first child pays the full tuition, and other children will receive 5% discount off of regular tuition.

## **MEAL AND SNACK POLICIES**

We have a snack around 10 am every morning at Little Panda. The school provides the snacks, and snacks usually consist of a fruit and a grain of some type (wheat crackers, Goldfish crackers, Cheerios, etc.). For lunch, each child brings his/her own lunch from home, and we eat together at noon. If your child has a severe allergy, please let us know. Also, if a child has a nut allergy, we will make sure to alert other parents to keep nuts out of each child's lunch. We prefer children to drink water (not juice) while at school to encourage healthy habits.

## **PARENT INVOLVEMENT**

We know you are very busy, but we love involved parents. Please join the PTO if you would like to be involved. The PTO often fundraises to do small, special things for the kids. We also would

love for you to share any special talents, expertise, or cultural knowledge with the children. Please let us know what you want to offer, and we can plan to include you in the program.

#### **MISCELLANEOUS PARENT INFORMATION**

Children intentionally hurting other children physically, emotionally, or mentally will be given interventions. If the child or the parents are uncooperative, or if the mediation is unsuccessful, the child will be asked to leave Little Panda. We are unable to meet the needs of some children because of the nature of our mixed age classes. We believe all our students are entitled to a safe and peaceful experience free from bullying.

Parents will be notified if their child repeatedly damages school property intentionally, if the intentional damage continues, parents may be asked to replace damaged materials.

If at any time a student's or parent(s)' influence is considered harmful or his/her presence in Little Panda is regarded as undesirable, the school reserves the right to require withdrawal. Little Panda reserves the right to deny, cancel, sever, or suspend a child's enrollment if deemed in the best interest of the child or the school.

#### **ANTI-DISCRIMINATION STATEMENT**

Little Panda is committed to an anti-discrimination policy and is consciously and proactively inclusive of all areas of diversity including, but not limited to, race, color, national and ethnic origin, gender, sexual orientation religion, marital status, language, or immigration status.

**We are excited to have your little one attending  
Little Panda Mandarin Preschool!**