

## **PHILOSOPHY**

*"For a child to learn something he must construct it himself. He must re-invent it."  
-Piaget*

Since children learn primarily through direct contact: playing, sharing, observing, talking and experimentation with their world, it is our goal to offer a friendly, secure and supportive environment that encourages their inherent curiosity. Our goal is not to teach children to recite "correct" answers. Instead, a strong emphasis will be placed on guiding children to observe, question, discuss, listen, manipulate, feel and investigate; and develop the ability to think creatively and independently.

At Active Learners, an "Emergent" or "Creative" curriculum will guide the learning process. Teaching young children requires creativity. While it is necessary to rely on a curriculum framework that sets forth our goals and objectives, our philosophy also allows for enough flexibility to develop the children's interests and to build on them, often spontaneously.

## **PROGRAM DESCRIPTION**

Our program offers an informal environment carefully planned and organized to meet individual and group goals. Weekly during non-school hours, Teacher Planning sessions are scheduled. This time is used for the staff to evaluate their progress in meeting program goals. Additionally, monthly meetings are held to provide time to learn about and integrate new developments into the program.

## **THE IMPORTANCE OF PLAY**

While all children play, their play is not all the same. There are different kinds of play; each one contributing something different to a child's development and academic success. Functional play, constructive play, games with rules and dramatic play, help a child learn to explore and examine the function and properties of objects and materials in their environment. They examine how things feel, taste, smell, sound, and what they do. When children are encouraged to explore and discover, their curiosity is heightened and they are more highly motivated.

## GOALS AND OBJECTIVES

### *Socio-Emotional Development*

- To experience a sense of self-esteem
  - identify oneself as a member of a specific family and cultural group
- Demonstrate confidence in one's growing abilities
  - demonstrate increasing independence
- Stand up for one's rights
- To exhibit a positive attitude toward life
  - be able to separate from parents
- Demonstrate interest and participate in classroom activities
  - participate in routine activities easily
- To demonstrate cooperative, pro-social behavior
  - seek out children and adults
- Understand and respect differences
  - help others in need
- Respect the rights of others
- Share toys and materials
- Work cooperatively with others on completing a task
- Resolve conflicts constructively

### *Cognitive Development*

- To acquire learning and problem-solving skills
  - Demonstrate an interest in exploring
  - Ask and respond to questions
  - Show curiosity and a desire to learn
  - Use planning skills
  - Find more than one solution to a problem
  - Apply information and experience to a new context
  - Persist in tasks -To expand logical thinking skills
  - Classify objects by similarities or differences
  - Group together objects that belong together
  - Recall a sequence of events (e.g., first, second, last)
  - Arrange objects in a series (e.g., smallest to largest)
  - Recognize patterns and be able to repeat them
  - Increase awareness of cause-and-effect relationships
- To acquire concepts and information leading to a fuller understanding of the immediate world; demonstrate an awareness of time concepts (e.g., yesterday, today).
  - Identify names of objects and events
  - Make comparisons (e.g., more/less, and larger/smaller)
  - Begin to understand one-to-one correspondence
- To demonstrate skills in make-believe play
  - Assume a pretend role
  - Make-believe with objects
  - Make-believe about situations
  - Sustain play
  - Interact with other children
- To expand verbal communication skills
  - Recall words in a song or finger play
  - Follow simple directions
  - Use words to explain ideas and feelings
  - Participate in group discussions

- To develop beginning reading skills
  - Acquire a love for books
  - Listen to a story and explain what happened
  - Demonstrate knowledge of how to use books
  - Recognize pictures and text on a page
- To acquire beginning writing skills
  - Make increasingly representational drawings
  - Imitate recognizable letters and numbers
  - Recognize written names
  - Label pictures
  - Demonstrate an interest in using writing for a purpose (E.g., making signs, sending letters)

*Physical Development*

- To enhance gross motor skills
  - Use gross motor skills with confidence
  - Run with increasing control over direction and speed
- To jump over or from objects without falling
  - Use large muscles for balance
  - Catch a ball or beanbag
  - Throw an object in an intended direction
- To enhance and refine fine motor skills
  - Coordinate eye and hand movements (e.g., completing puzzles, chopping)
  - Use small muscles to complete tasks (e.g., stringing, building)
  - Use small muscles for self help (e.g., pouring, and zipping)
  - Use writing tools with increasing control and intention
- To use all senses in learning
  - Demonstrate skills in sound discrimination
  - Demonstrate visual discrimination skills
  - Discriminate by taste and smell
  - Discriminate differences in texture

**SEPTEMBER OPENING**

During the first week of school, in order to help your child adjust to a new situation, we stagger our enrollment so that each class fills up gradually. You will be informed prior to the start of school of the hours and days your child will attend.

You may stay with your child the first day of school.

**TYPICAL DAILY SCHEDULE**

Each day will begin with circle time. This time allows us to share in conversation and outline the day's activities. A typical schedule:

- Circle time/planning and finger plays/rhymes
- Free Choice time
- Story time, projects and snack (rotate in small groups)
- Circle time for recall
- Outdoor play
- Dismissal

## GUIDANCE AND DISCIPLINE

Our preschool offers a secure and relaxed environment, designed to encourage the development of each individual child's personal style of learning and interacting. It is our intent to offer a joyful place to learn the benefits of personal growth and social competence. Your child will learn the daily routines to help guide the child's behavior in the classroom.

Positive interactions between children and adults help to develop a mutual trust and set the standards for behavior. Negative behavior will generally be handled with a brief discussion, which serves to redirect the child to a more positive alternative.

Sometimes, and if feasible, negative behaviors are ignored and positive behaviors are reinforced by attention and praise.

## BEHAVIORAL MANAGEMENT POLICY

The following policy is posted in the classroom and should be the basis for any discipline issues that arise. Both teachers and teaching assistants should follow these procedures.

### General Guidelines

1. Remain sensitive to and act upon a child's individualized needs, including, learning and life history.
2. Carefully plan transitions including enrollment, transfer and termination for each child.
3. Develop and use effective communication systems with colleagues and parents to facilitate the exchange of information at all times.
4. On a regular basis examine with the Director of the Preschool the impact of classroom intervention strategies employed.

### Recommended and Approved Procedures

1. **Use of positive language.** Reinforce what the child is doing that is acceptable to you rather than dwelling on negative behavior.
2. **Use the language of "feelings".** For example, "It makes me feel good when you..." Let the child know how his/her behavior is affecting others.
3. **Determine and enforce basic classroom ground rules.** Be explicit about, and train all aides, interns, observers, in rules regarding acceptable behavior toward others, flow of activities, and use of classroom materials.
4. **Give children choices.** Use a child's natural inquisitiveness about our environment to teach them that they can make real choices within the limits of the learning situation.
5. **Use positive reinforcement.** This includes (a) social praise, (b) access to preferred activities, (c) secondary reinforcers, i.e. stickers, awards. Know a child's individualized reinforcers and use this knowledge to shape an interest in less-preferred activities. Remember that points, checks, and stars often have little value in themselves and acquire their value because of their association with your approval or access to preferred activity.
6. **Use voice tone and facial responding to emphasize your approval or disapproval.** Verbal reprimands are just as effective when done in a speaking-level voice if tone and facial features emphasize seriousness or disapproval. Loud verbal reprimands are not allowed.
7. **Non-exclusionary time out** (including (a) turning away and ignoring inappropriate behavior or (b) briefly removing a child to another, fully visible, part of the classroom may be used in a contingent manner. Exclusionary time out (i.e. child is briefly (5 minutes) removed from the classroom to a supervised but non-stimulating area e.g. chair in Director's Office) may be used on occasion and with the Director's approval. All incidents of exclusionary time-out must be reported in writing (including antecedents, location, who supervised, length of exclusion and results) to the Director.

WITHHOLDING OF FOOD, USE OF NEGATIVE LABELS, OR PHYSICAL PUNISHMENT IS  
NEVER ALLOWED.

**ENROLLMENT AND TUITION POLICIES  
STATEMENT OF NON-DISCRIMINATION**

We will not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, sexual orientation, national origin or disability.

Our decisions on class enrollment are guided by a number of factors:

1. Our first obligation is to currently enrolled children. From this base of returning children, we can determine the number of remaining openings in each class.
2. Priority in enrollment is then given to siblings of currently enrolled children.
3. Remaining openings will be filled from new applicants.

The registration fee is due at the time of enrollment. A 10% deposit is due no later than the last Friday in May for presently enrolled students and their siblings. For newly enrolled students it is due at the time of registration. The remaining nine payments will be due on the first of each month, September thru May inclusive.

When the applicable fees have been paid and the Director or her designee has met with the parent or guardian, a session will be assigned according to availability.

Both the registration fee and deposit are non-refundable. The deposit will be applied to the annual tuition.

Tuition is due at the beginning of each month. Payments should be made to Active Learners. The preschool reserves the right to deny access to the program to any child whose tuition payment is overdue. Late fees will be assessed.

**REFERRAL SERVICES FOR SPECIAL EDUCATION OR SUSPECTED NEGLECT OR ABUSE**

The preschool does not discriminate against children, who have special needs, However, it is our belief that children with special needs require many services Our preschool staff without a co-operative relationship cannot always provide that with the school district in the town where the child resides.

Thus we have established the following set of guidelines to ensure that each special needs child is given the opportunity to maximize their potential.

Your child's records are confidential and we are not allowed to distribute or release information regarding your child to anyone not directly related to the program without your written consent. You may have access to your child's records upon request. Access cannot be delayed more than two business days. We will be glad to duplicate and send copies of any information in your child's records to you or any agencies that you request we send them to. Access to your child's records is limited to our immediate staff.

**Special Services**

**Medical**

Parents will be referred to their pediatrician or family practitioner should the preschool staff feel such medical services (i.e. eye, ears, dental, allergies) would benefit the child.

A list of referrals/resources will be provided at the time of the conference.

## Educational

In the case of a child whose development appears to be delayed in one or more areas the following procedure will be followed:

1. The staff will inform the Director of any concerns related to a child enrolled in the program.
2. The Director or her designee will meet with the parents.
3. The Director will provide the parent a written statement of her observations, the reason(s) for recommending referral, and a list of any and all efforts made by the preschool to accommodate the child's needs.
4. The parents will be informed as to the services provided in the local public schools.
5. The parents will be informed of private/public sources for evaluation at the parent's request
6. If deemed necessary by parents, physician and teacher, the Preschool Director or designee will, after obtaining written permission of the parent, refer the child for evaluation services to the Director of Special Education in the town in which the child resides. Unless otherwise designated, the Director will act as the liaison between the preschool and service providers for children with special needs.
7. If the referral comes directly from a parent, the Director of the preschool will contact the special education department in the town where the child resides. At that time questions as to legal and financial obligations of the school district will be discussed.
  - a) The director and staff will be given time to observe and/or meet the child to determine the extent of his/her educational needs. When appropriate, assessments will be conducted in a non-conspicuous manner during class time.
8. The staff from the preschool will participate in the development of any and all education plans.
9. The sending agency will be responsible for providing ancillary staff (speech, OT, PT) as per the educational plan.
10. If it is determined that the child does not need or is ineligible for services, with the parents consent, the Director will follow up on the referral and continue to observe the child's progress. Observations will be done at three-month intervals, making additional referrals if necessary.
11. The preschool Director shall maintain written records of any referrals, including parent conference results.
12. All consent forms and logs will become a part of your child's permanent file and will be maintained for a period of five years.

A LIST OF REFERRAL SERVICES WILL BE PROVIDED ON REQUEST.

### **CHILD ABUSE OR NEGLECT:**

The preschool shall protect children from abuse and neglect while enrolled in the program.

If a staff member suspects neglect or abuse, they are to immediately report their suspicions to the Director. She or her designee will observe any bruises etc.: document the concerns and make the necessary referrals. The Director or her designee will immediately notify the Office for Child Care Services, of any reports or 51A filings to the Department of Social Services, alleging abuse or neglect of a child while in the care of the program or during a program related activity. All preschool staff is mandated reporters.

The Director and staff shall cooperate in all investigations of abuse and neglect.

### **LEAVE OF ABSENCE**

Enrollment in the preschool is expected to be for one year. No placement will be held without special arrangement and full tuition pre-payment. There is no deduction or refund for absences.

### **WITHDRAWAL FROM PRESCHOOL**

Parents should notify the preschool if they plan to withdraw their child. Written notification of intention to withdraw is required thirty days in advance.

### **TERMINATION POLICY**

Active Learners Preschool does not discriminate against children or parents on the basis of race, religion, cultural heritage, national origin, political beliefs, marital status, sexual orientation or disability. However there are times when it will be necessary to ask a parent to remove their child or children from the preschool for the following reasons:

#### **Children:**

1. If after 2 weeks to one month into the school year, a child has not made an adequate adjustment to school, a meeting will be held with the parents to discuss the possibility of termination.
2. When a child's behavior is deemed to be dangerous to the safety of him or to the safety of the other children in the school a meeting will be held to discuss possible termination.
3. When a child's learning or behavioral needs are such as to warrant more services than can be provided at the preschool. In this case parents would be encouraged to work with the preschool in making a referral to the special education department in the town where the child resides.

#### **Parents or Guardians:**

1. Failure on the part of the parent or guardian to pay the tuition according to schedule may result in termination and/or suspension.
2. Repeated failure on the part of the parent to pick up or drop off the child at designated times. While there are times when the parent is unable to drop off or pick up the child at the designated times, excessive abuse could result in our asking the parent to remove the child from the program.
3. Failure on the part of the parents to communicate with the school regarding the person or persons who will be picking up the child at the end of the school day.
4. Failure on the part of the parent to provide the required medical records may result in suspension

or termination.

5. Disruptive behavior on the part of the parent/guardian.

Written notification of our intent to suspend or terminate will be provided. In all but extreme cases a warning will be issued first.

Whenever a child is terminated from the preschool, whether that termination is initiated by the parent or by the school, every effort will be made to make the child comfortable with the transition.

This can be done by talking with the child, going with the child to visit the program that he/she has been accepted into, or in the case of a child moving to another town or state having a good-bye party.

### PRESCHOOL SCHOOL HOURS

All classes meet for 2.5 hours per day. Following is a schedule of class days and times:

2 Day AM	T, Th.	9:00-11:30
3 Day AM	M, W, F	9:00-11:30
3 Day PM	T, W, Th.	12:30-3:00

### ARRIVAL

Because the day begins with circle time and activity choice, it is important for your child to arrive on time each day. We will open the school door promptly at the scheduled start times.

### DEPARTURE

**Because we have other responsibilities outside of class hours, it is imperative that children be picked up at the scheduled dismissal time.** Chronic tardiness may result in exclusion of your child from the preschool or an additional fee of \$5.00 for each fifteen minutes after the close of class. Times will be rounded up.

If you are unable to pick up your child because of an emergency, please contact the school (285-8700) as soon as possible. If an emergency arises at school and we are unable to reach you, we will contact the emergency numbers you have given us (Please be sure they are kept up to date).

We are required by state regulation to have on file a transportation plan for each child. For your child's safety, no child will be dismissed to a stranger, or to someone other than a regular carpool driver, without written authorization by you.

Your substitute driver may be asked to provide a valid driver's license.

Should it be necessary for you to pick your child up before the end of class, a release log must be signed.

### NOTIFICATION OF ABSENCE

If, for any reason, your child will be absent from school, please notify the school by phone before classes begin. We are required to telephone you if your child is absent without notification.

## HEALTH POLICIES

We are required by state licensing regulations to have a completed, up to date medical exam form on file for every child enrolled. All children under the age of four must also have a lead screen. The medical exam and lead screen are annual requirements and are valid for one year only. We must have this information on file before he/she begins school. A child may be suspended from school until the necessary medical report is obtained

### ILLNESS

To prevent the spread of infection, we ask parents to exercise reasonable judgment when deciding to send a child to school who does not appear to be well. Once in school, if a child appears ill, the school will require that parents come for the child. If parents are not available, there must be a phone number at which a substitute caretaker can be reached to pick up the child.

The ill child will be taken to a private area and allowed to rest until the parents arrive. If appropriate, food and water will be offered. The child will be read to or given toys to play with if they so desire.

A staff member will remain with the child until the parents arrive. The staff member will meet OFFICE FOR CHILD CARE SERVICES (OCCS) guidelines for First Aid and CPR and be trained in the preschools emergency procedures.

Parents should keep their child out of school whenever the child has:

1. A contagious disease such as chicken pox, throat infections, mumps, etc.
2. A temperature of over 99 degrees (orally) or 100 degrees (rectally)
3. An undiagnosed rash
4. Sore or discharging eyes or ears, or profuse nasal discharge
5. A fresh cold (e.g. fever, sneezing, coughing, nasal discharge) since colds are most contagious during the first few days
6. A fresh cold sore or blister that cannot be kept covered.

Children should be kept out of school at least 24 hours after a fever, stomach upset or commencement of taking an antibiotic. If a child is diagnosed with throat infections, s/he can return to school 48 hours after starting medication. A child should remain home until s/he is able to participate in a normal school day, including outdoor playtime.

### MEDICATION

We are not allowed to give medication to children at school.

### ACCIDENTS

In the event of an accident that requires medical attention the following procedures will be followed:

1. In the very unlikely event in which immediate emergency treatment is indicated, we will contact Norton Rescue for transportation to an area hospital, and then contact the parent. A staff member will stay with the child.
2. A written report of the accident/injury will be completed within 24 hours.
3. If an accident is less serious, the staff will administer first aid (e.g. cleanse wounds, apply band-aid, etc.) and notify parents as necessary. Parental notifications will be made within 24 hours.

All accidents are logged on an injury log and reported to the Director and parents. Parents are responsible for keeping information on emergency phone numbers up to date.

#### UNIVERSAL PRECAUTIONS

1. Band-Aids will be used to cover all open wounds (teachers & children).
2. Latex gloves will be worn by staff when in contact with bodily fluids.
3. Using cleanest cloth available and direct pressure on the wound will control bleeding.
4. Surface injuries will be washed with soap and water, band-aid applied.
5. Hand washing is done by staff and children before snacking and after toileting.  
Disinfectant solutions are applied to tables before and after snack and after each class.
6. Letter of infectious diseases to which their child may have been exposed notifies parents.

#### GENERAL INFORMATION

##### SNACKS

A nutritious snack (e.g. water and crackers) is offered during each session. An effort is made to restrict the sugar content of food served. Children will not be allowed to chew gum or eat candy during class time. Teachers should be informed before admission of any foods a child may not eat for religious or medical reasons. If parents are interested in preparing a change of pace snack for the class, we encourage snacks that are low in sugar and nutritious.

We will list all food allergies in our first Newsletter.

**Active Learners is a PEANUT AND PEANUT BUTTER FREE ENVIRONMENT.**

##### BIRTHDAYS/HOLIDAYS

A special snack may be shared with classmates for birthdays and holidays. Please notify the teachers a few days in advance if you intend to supply snack for a special occasion.

##### TELEPHONE POLICY

Except in cases of emergency, teachers cannot take phone calls during class time. They will be glad to return your call after class.

##### CUBBIES AND CLOTHING

Each child has his/her own cubby in which to keep outside clothing. Outdoor play is a regular part of our daily routine; children should be dressed accordingly.

Please dress your child comfortably and in clothing the he does not have to worry about keeping clean. Although our paints and glues are non-toxic and washable, they sometimes stain. Pants or shorts are much less dangerous than dresses for climbing and jumping.

### PERSONAL ITEMS

PLEASE WRITE YOUR CHILD'S NAME ON **EVERY ITEM** THAT S/HE BRINGS TO SCHOOL, JACKETS/COATS INCLUDED!

### CHANGE OF CLOTHING

The Office for Child Care Services requires that each child have a complete change of clothing (including underwear & socks) at school. Please send in a set for your child, in a shoebox with his or her name clearly written on an end panel. Please replace fall/winter clothing as season's change. Clothes will be returned at the end of the school year.

### ORGANIZATIONAL INFORMATION

The Director is scheduled to be on the premises 28.5 hours a week during all hours of operation. Her responsibilities include but are not limited to: classroom systems including curricula, materials, environment, building services, children's records, parent-service systems including inquiries, enrollment, evaluations and consultations, and various program activities for parents and families. She is also responsible for keeping current in all areas of early childhood education through meetings and training. Occasionally, training sessions and meetings will take her away from the classroom.

The Director shall update records as required and maintain all records for a period of five years.

The Director is responsible for all hiring, supervision, conferences and general conversations regarding any child enrolled in the program. The Office for Child Care Services is the licensing authority.

The Director shall inform all staff on duty as to who is responsible for the administration of the preschool at any given time. In the event of the temporary absence of the Director, the Director must appoint a designee who shall be on the premises of the preschool while it is in operation.

The designee must meet "Teacher" qualifications as stated in 102 CMR7.21 (2)(b).

On an "as needed basis" the Director may assign some tasks to a designee.

### RESEARCH AND EXPERIMENTATION

No licensee shall conduct research, experimentation, or unusual treatment involving children without the written and informed consent of the affected child's parent(s) or guardian. Authorization is required for each occurrence.

### UNAUTHORIZED ACTIVITIES

Children shall not be allowed to participate in any activities unrelated to the direct care of children without written consent of the parent(s) or guardian. "Activities" shall mean, but not be limited to fund raising, publicity, using photographs and participation in the mass media.

### SNOW DAYS

We will be closed whenever the Norton Public Schools close for snow. If there is a delay in the starting of the Norton Public Schools, AM sessions will be cancelled. Closings are announced on Norton Local Access Cable Channel. Please do not call the school for this information. We also reserve the right to cancel classes and/or dismiss classes early due to weather conditions.

## PARENTAL RIGHTS

The following information is based on the parental rights issued to us by the Office for Child Care Services in the Commonwealth of Massachusetts.

Parents have the right to visit the school at any time. We encourage you to use the viewing room as your presence in the classroom may affect your child's adjustment to school. Always feel free to call and/or stop in if you have any concerns about your child's adjustment or safety.

If you have concerns that cannot wait until conference time, please contact the Director to schedule an appointment.

Your child's records are confidential and we are not allowed to distribute or release information regarding your child to anyone not directly related to the program without your written consent. You may have access to your child's records upon request. Access will be granted within two business days. We will be glad to duplicate and send copies of any information in your child's records to you or any agencies that you request we send them to. Access to your child's records is limited to our immediate staff.

Unless otherwise designated, the Director will act as the liaison between the preschool and service providers for children with special needs.

If your child's records are subpoenaed you will be notified immediately by the Director.

If you would like a copy of your child's records we will be happy to assist you. There is a \$.05 per copy charge.

You have the right to add information, comments, data and any other relevant materials to your child's records. You also have the right to request deletion or amendment of any information contained in the records. We request that you ask for a conference with the Director to discuss your concerns regarding any information that is contained in your child's records. Upon written request we shall transfer your child's records to you or any other person you designate to receive them. The transfer of records will be logged on the appropriate form.

## **PARENT INVOLVEMENT**

We welcome the opportunity to share in the care and education of your child. If you feel that you have something special to share with the class we would love to give you the chance to do so. We will also strive to keep open ways for communication and cooperation between teachers and parents.

The observation booth will be open for your use during the first and last 45 minutes of each session. Because it is a small area we ask that you limit your time so that each family has time to observe. In the event of overcrowding, a sign-up sheet will be posted to help facilitate scheduling.

"Classroom News" will be posted and distributed monthly.

## **CONFERENCES**

Student assessments will be completed and sent home with your child in November and again in April. A sign-up sheet for Parent/Teacher conferences will be posted on the Parent Information Board. I ask that you choose a time during your child's class time whenever possible. Conferences are optional.

## **PARENT INPUT**

Suggestions and/or questions regarding the development of program policy and programs should be submitted in writing to the Director. Your comments and/or suggestions will be considered and responded to within two weeks. A meeting to further discuss the issue may be requested by either party.

## CONSENT FORMS/LOGS

All consent forms, permission forms, referral requests; authorizations, conferences and logs will become a part of your child's permanent file and will be maintained for a period of five years

THANK YOU FOR TAKING THE TIME TO READ YOUR PARENT HANDBOOK. YOUR QUESTIONS AND COMMENTS ARE WELCOME.

Marjorie L. Pond  
Director

Revised 8-2003

*I would like to welcome you to Active Learners Preschool. This handbook will acquaint you with important information related to your child's attendance at the school. Please read it carefully and keep it for future reference. Parents and staff are responsible for all policies included in this book. We welcome your questions and comments, and we look forward to working together with you and your child.*

### **ACTIVE LEARNERS PRESCHOOL IS A NATIONALLY ACCREDITED PROGRAM.**

Please visit the National Association for the Education of Young Children's web site at [www.naeyc.org/](http://www.naeyc.org/) and our web site at [www.ActiveLearners.net](http://www.ActiveLearners.net)

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.