

# LITTLE SAINTS

# PRESCHOOL &

# DAYCARE

# HANDBOOK

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**Work #-** 618/349-8008

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## PROGRAM

Little Saints Preschool/Daycare will offer a flexible curriculum designed to meet the interests and needs of the preschool child in a safe, warm, loving environment. Young children learn best through free-choice play experiences and direct encounters with their world through all five senses. Through the use of:

- Free play, Dramatic play, and manipulative
- Reading and math readiness (colors, numbers, letters, shapes)
- Structured “circle time”, Bible stories, songs and finger plays
- Books and whole language experiences
- Learning centers based on weekly and monthly themes
- Basic science and social studies
- Music and movement, active and quiet games, arts and crafts
- Snacks and field trips

Each child will individually grow in the six (6) aspects of the “whole” child at his/her own pace. Christian education will be integrated throughout the day.

## CURRICULUM

- ✓ SPIRITUALLY- Children will be taught Bible stories, prayers, songs and finger plays. In addition, the Christian example of the staff and a weekly Chapel experience will share the love of Jesus Christ, our Savior.
- ✓ EMOTIONALLY- Children will be nurtured in the development of self-awareness, self-esteem, self-confidence and self-control through daily interactions, experiences, and creative activities, as well as dramatic play and role-playing.
- ✓ SOCIALLY- Children will be gently guided to develop respect for others, respect for property responsibilities, taking turns, sharing, following directions, cooperation and group participation, through daily interaction with adults and peers in work and play.
- ✓ PHYSICALLY- Children will be exposed to small muscle development through manipulative toy, puzzles and games, as well as experience with cutting, gluing, writing, drawing and assembling. Large muscle development will occur through climbing, crawling, running, jumping, riding, building, and movement activities.
- ✓ INTELLECTUALLY- Children will be presented with planned reading and math readiness, language development through literature, conversation and listening skills, thinking skills, science and social studies, a broad base of experiential knowledge through monthly themes. (Colors, numbers, letters, shapes, name, address, etc.)
- ✓ CREATIVELY- Children will be encouraged to express themselves uniquely through play and learning experiences, artistic activities, and by developing individual God- given talents and abilities throughout the curriculum.

## CLASS OFFERINGS

\*\*Children may enroll in classes' mid-year

### 3 YEAR OLD CLASS

Three year olds will meet 2 days a week, on Tuesday and Thursday morning from 8:20am-11:00am. Children must be three years old and toilet trained to qualify for this class. This class is an introduction to preschool. Children will learn to adjust to time away from the primary care giver, learn to socialize with other children and experience school routine.

#### GOALS:

1. Names, and identifies 10 colors- **red, blue, green, yellow, black, white, purple, pink, orange, and brown.**
2. Counts to 10
3. Names and points to 10 body parts- **head, nose, eyes, ears, fingers, tummy, elbow, knee, foot, and mouth.**
4. Knows name, age, and gender.
5. Knows the days of the week.
6. Recites ABC's
7. Knows right and left
8. Knows animal pictures and sounds- **cat, dog, chicken, duck, cow, horse, and pig.**
9. Cuts with safety scissors.
10. Names and identifies shapes-**circle, square, triangle, oval, rectangle, diamond, and octagon.**

## 4 YEAR OLD CLASS

Four year olds will meet 3 days a week, on Monday, Wednesday, and Friday morning from 8:20am-11:00am. Children will learn responsibilities, taking turns, sharing, enjoying group activities and extending pre-academic activities to include numbers 1-30, the whole alphabet, and more advanced large and small muscle activities and thinking skills. They will review colors, shapes, begin science, social studies and math and start to learn their name, address, and phone number. They will learn more about Jesus our Savior, who is always with us.

### GOALS:

1. Names and identifies 10 colors- **red, blue, green, yellow, black, white, purple, pink, orange, brown.**
2. Counts to 20.
3. Names and points to 10 body parts- **head, nose, eyes, ears, fingers, tummy, elbow, knee, foot, mouth, and toes.**
4. Knows names, age, gender, town, and birthday
5. Knows the days of the week and the months of the year
6. Recites and writes ABC'S
7. Knows left and right
8. Writes first name.
9. Cuts with safety scissors.
10. Names and identifies shapes- **circle, square, triangle, oval, rectangle, heart, diamond, and octagon.**
11. Knows animal pictures and sounds- **cat, dog, chicken, duck, cow, horse, and pig.**
12. Identifies all their letters and numbers 1-10
13. Knows the sound each letter makes.

## Daycare

Daycare will be provided from 6:00am-6:00pm for ages 3 and up Monday through Friday. There will be various activities, nap time, snacks, and playtime. There is also a before school and after school program for children kindergarten-4<sup>th</sup> grade.

\*\*Children play for pleasure, but not in the same recreational sense as adults play. Play is necessary for a child's healthy development. It prepares a child for adult life. Play is the business of childhood.

## ENROLLMENT POLICY AND PROCEDURES

To enroll a child in the preschool/daycare, a registration form is required.

- Certificate of child health examination (physical, immunizations, lead screening and TB test).
- Emergency medical care permission, child pick up and consents.
- Application/record of child information

\*\*Please keep us aware of your most up-to-date home and office telephone numbers and the numbers of the persons to be notified in case of emergency.

Children must be 3 years old and registered by **March 1** of that school year. We will not accept children into the preschool program after this date.

Daycare children can enter into the program at any time in the year. We will have a registration for Pre-School and Daycare. Once we have reached capacity, we will maintain a waiting list. Children will then be admitted in the order of application date should openings become available. A non-refundable pre-registration deposit of \$10.00 will be required at the time of application for Preschool/Daycare. A pre-registration deposit of \$10 will be required at the time of application for school age (K-4) children.

### **FEES**

Three-year old preschool Tuesday and Thursday --- \$70 must be paid by the first Tuesday of the month. Preschool is in session following the school calendar year, Aug to May closed for major holidays.

Four-year old preschool Monday, Wednesdays, and Friday --- \$90 must be paid by the first Monday of the month. Preschool follows the school calendar of St. Peter's Lutheran School.

Daycare is open 6am-6pm Monday through Friday. Daycare will be closed on for major holidays. You are required to pay at the end of each week for that week. The cost is \$20 per day, breakfast and lunch being optional. Breakfast is \$1.75 and Lunch is \$2.50 when school is in session. Milk will be provided through the lunch program.

### **WHEN CLOSED**

Little Saints Preschool will follow the calendar of St. Peter's Lutheran School. Dates to be closed for 2016-17 include September 5 (Labor Day), October 10 (Columbus Day), October 21 (Parent-Teacher Conference), November 11 (Veterans Day), November 18, November 24-25 (Thanksgiving break), December 19-January 2 (Christmas break), January 16 (Martin Luther King's Day, February 10 (Parent Teacher Conferences K-8), February 17 (R.O.E. Teachers' Institute), February 20 (Presidents' Day), and April 13-17 (Easter break).

The Daycare will be closed on these holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, and Good Friday.

Holiday breaks will be by sign-up and served as needed.

### **MILK/JUICE TICKETS**

Milk/Juice tickets are available to be purchased from the secretary in the school office. The cost of a 20 day ticket is \$6.00. The milk/juice will be used during the preschool/daycare morning and afternoon snack.

### **SNACK**

There will be a morning and afternoon snack and drink (milk/juice) break. Snacks served during this time will be provided by the school families on a rotating basis. A monthly schedule will be given to all parents. Each family will be scheduled to bring snacks on your child's birthday. Summer birthdays will be celebrated throughout the school year.

**PLEASE NOTIFY LITTLE SAINTS IN WRITING IF YOUR CHILD HAS ANY FOOD ALLERGIES.**

Before school care (K-4) 6am-7:40am cost is \$5 and after school care (K-4) 3:30pm-6pm cost is \$10. Before and after school (five hours or less) (K-4) cost is \$15. If your child needs care after school from 3:30pm to 4pm cost is \$5, if the child is not picked up within the 30 minutes you will be charged the after school rate of \$10.

PLEASE MAKE CHECKS PAYABLE TO **LITTLE SAINTS** and INCLUDE ON MEMO OF THE CHECK WHAT THE PAYMENT INCLUDES (EX: DAYCARE FOR WEEK OF 9/6 TO 9/10).

The preschool fees remain constant regardless of holidays, school cancellations, or days your child is sick.

If you are moving or for some other reason find it necessary to withdraw your child before the end of the month, a two-week notice must be made in writing.

**Daycare:**            Hours: 6:00a.m to 6:00p.m/ Monday-Friday

**Breakfast Lunch:**    Breakfast \$1.75 and Lunch \$2.50

10 day breakfast is \$17.50 and a 10 day lunch is \$25.

### **PARENTS COMMUNICATION**

A weekly newsletter will be sent home with important dates and other information. Please inform us of who will be picking up your child by writing us a note stating who will pick the child up if it is someone different than what you have listed. All families are responsible for transporting their children to and from the preschool/daycare. There is an option that the South Central School Bus will transport your child with your signature on file at the preschool/daycare giving your permission to ride the bus and waiving the right to sign in and out. The bus runs the same hours as the regular school hours.

### **BIRTHDAY/HOLIDAY CELEBRATIONS**

Your child will be honored on his/her special day. Your child is welcome to bring a special treat for each child in the preschool/daycare. If your child has a summer birthday they may celebrate it at any time during the school year, just please let us know ahead of time so we can prepare. We celebrate 4 parties: Fall, Christmas, Valentine's Day, and Easter.

### **SHOW-N-TELL**

Show and tell will be noted on your weekly newsletter. They will be allowed to bring is something special each week to share with the class. It must be small enough to fit in their book bags.

### **SUGGESTED DRESS AND EQUIPMENT FOR PRESCHOOL/DAYCARE**

All clothing, jackets and book bags need to be clearly marked with the child's name. Because children are very active, they will be more comfortable in loose, soft clothing. They will spend a lot of time on the floor and many of our activities will be messy. For this reason, children should wear washable "play" clothes and shoes

that tie or fasten. Slip-ons or sandals can easily fall off and cause injuries. Please avoid overalls so that children can manage bathroom skills as independently as possible. We ask you to leave an extra pair of underpants and an outfit at school in case of accidents.

### **HAND WASHING POLICY**

In order to minimize the transference of germs at preschool/daycare, State Law requires hand washing in all the following cases:

1. Upon arrival at preschool
2. Before and after cooking and/or eating
3. After using the bathroom
4. After wiping or blowing the nose
5. After outdoor play
6. Other times as needed

### **ILLNESS/ABSENCE FROM PRESCHOOL**

We encourage all parents to establish regular habits of attendance for their children when health permits. Continuity in teaching a child is most important. Please call the preschool/daycare, as soon as possible, when your child will be absent. If your child becomes ill at preschool/daycare, a parent will be called immediately, the child will be separated from the group, and parents are expected to make arrangements to pick up the child as soon as possible.

The following guidelines are to be checked to determine if a child should come to preschool/daycare:

- ✓ Any child with a temperature over 99.6 degrees should stay at home
- ✓ After any contagious disease, the child must have been on antibiotics for 24 hours.
- ✓ If a child has vomited, or awoken with severe ear pain or fever during the night, it is best to stay at home.
- ✓ A child with severe diarrhea with or without temperature needs to stay home.

These guidelines are for the health of all of the children in our preschool/daycare. Your consideration in this area is appreciated.

### **SNOW DAY/SCHOOL CLOSINGS**

A listing of preschool and daycare closings is found on page 28. Our preschool/daycare will follow St. Peter Lutheran School/South Central School district calendar as closely as possible. Please listen to your local radio stations for school closings related to bad weather.

### **MEDICATION**

Please do not put medication in child's lunch box or back pack. Bring medication and the request to give medication form directly to the director/provider. Please note that all medication must be in original containers labeled clearly with the child's name, physician's name, and name of medication, directions for use and the date prescribed.

## **ACCIDENTS/EMERGENCIES**

Parents will be notified in case of accidents or injury. The following procedures will be followed if an accident or emergency arises:

1. Evaluate the child and situation/illness/injury
2. Administer first aid and/or comfort measures
3. Call the parent immediately
4. Teacher/Director will remain with the children in the classroom, and
5. Teacher Assistant will stay with the child and accompany the child, if needed

Written reports will be filed for each accident. A medical emergency release form must be on file for each child in case immediate medical care is necessary.

## **FIRE SAFETY POLICY AND PROCEDURES**

Little Saints Preschool/Daycare is in compliance with fire safety code and equipped with fire extinguishers and smoke alarms as required. Monthly fire drills will be practiced following evacuation routes. Evacuation diagrams are posted in the room where they can be easily read by staff, volunteers and visitors.

## **DISCIPLINE POLICY**

Discipline is the guiding and directing of behavior to encourage acceptable and appropriate behavior. We will use positive reinforcement throughout the preschool/daycare day. When disciplinary action is necessary, we exercise firm, loving, verbal control, remaining calm and gentle. We redefine the rules, redirect behavior, and offer individualized attention.

If required, a child may be separated from the group in a chair for a short period of time and then welcomed back into the group. If necessary, the child may be removed from the classroom until he/she regains control, Little Saints Preschool/Daycare does not use any form of physical punishment.

## **DISCHARGE POLICY**

At Little Saints Preschool/Daycare we want to provide the best Christian preschool/daycare experience possible for everyone involved. With this goal in mind, the preschool/daycare reserves the right to discharge a student/child from the preschool/daycare should any one of the following conditions exist: A child persistent behavior that-

1. Could cause harm to themselves
2. Could cause harm to others
3. Is destructive to Preschool/Daycare property.

## **NON-DISCRIMINATORY POLICY**

Little Saints Preschool/Daycare admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school/daycare. It does not discriminate on any basis in administration of its educational and admissions policies.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Little Saints Preschool/Daycare to strictly prohibit any conduct which constitutes sexual harassment by an employee or non-employee or towards an employee or non-employee and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

## **CHILD ABUSE/NEGLECT POLICY AND PROCEDURES**

The law defines:

ABUSE: Refers to acts such as excessive beatings that lead to serious physical injury or excessive punishment; and or.

NEGLECT: Refers to lack of action such as failure to provide food, medical services, or emotional care.

Little Saints Preschool/Daycare is obligated by law to report suspected abuse/neglect to protect the child and to provide support to the parent/guardian.