

*Wee Kids
Parent
Handbook*

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The School

Wee Kids Preschool offers programs for three, four and five year olds. We provide a loving and safe environment in which your child will spend many happy hours.

Research has proven that a child's early years are the most important. It is our goal at Wee Kids Preschool to make those years special. Your child will be cared for by our loving staff who are sensitive to your child's needs. All our teachers are qualified and experienced in early childhood education.

Our facility includes a fully equipped kitchen and cafeteria to serve your child nutritious lunches as well as morning and afternoon snack. In addition, all children have the use of a totally enclosed playground.

Wee Kids Preschool Philosophy

The purpose of Wee Kids Preschool is to provide a caring, developmentally appropriate environment in which young children can learn and grow.

Wee Kids Preschool specializes in a structured program, which is emotionally comfortable and educationally stimulating. (The emphasis is on individualized learning). Creative expression and social awareness are developed through lesson plans, which include language, number and cognitive development, music and art experiences, dramatic play and more.

We believe in life-span development. Each day is a fresh beginning, with the hope of success and growth for all of our children. We work with the children, understanding that what they do and say are mirrors of what they have learned or what they need to learn. Children will have an exciting time learning and experiencing varied activities together.

Discipline Policy

The discipline policy of Wee Kids Preschool places emphasis on encouraging and reinforcing appropriate behaviors in young children. An effort is made to help children understand why certain behaviors are not considered acceptable and suggestions for alternative behaviors are offered. Physical punishment is never used, nor are the children subjected to frightening, humiliating, embarrassing, or emotionally harmful situations or remarks. Time-out is used only as a last resort. Time-Out should allow the child the opportunity to think-cool off-calm down. The "time out space" should be in a nearby and clearly supervised area.

3-4 Year Old Program

The program offered for 3 and 4 year olds concentrates on developing skills in the areas of fine motor, gross motor, social, self-help, and cognitive skills. The day is balanced between teacher directed and free choice. Songs, finger plays, and books are incorporated into each morning's circle time, as well as concepts reflecting the weekly theme. Each day the children participate in fine motor activities where they work individually with materials such as puzzles, beads, pegboards, and lacing cards. Socialization is encouraged during dramatic play and free choice play times. Developmentally appropriate skills and concepts are reinforced during teacher-directed activities. Art, music and science experiences are also included in the curriculum. A morning and afternoon snack is provided. If your child stays all day a nutritious lunch is also provided. Children do spend time outdoors both in the morning and in the afternoon.

4 - 5 Year Old Program

The program offered for 4 and 5 year olds concentrates on developing children's abilities in the areas of fine motor, gross motor, social, self-help and cognitive skills. Kindergarten readiness skills are taught in structured small groups where the teacher has an individual curriculum plan for each child. In addition to these small learning groups, your children also participate in fine motor activities each day. During this time, your children work individually with materials such as puzzles, pegboards and lacing cards. Writing and cutting skills are also developed at this time. Letter, number, and shape recognition are also part of our readiness program. The curriculum places emphasis on developing the following: following directions, listening skills, self-help skills, and gross and fine-motor abilities. Socialization is encouraged during dramatic play and free choice play times. Songs, finger plays, books, as well as concepts reflecting the weekly theme are incorporated into each day's circle time. Art, music, and science experiences are a part of the curriculum, which is well balanced between teacher directed and free choice activities. Children do spend time outdoors both in the morning and in the afternoon. A morning and afternoon snack is provided. If your child stays all day a nutritious lunch is also provided.

Severe Weather Procedures

For the safety of your entire family, in the event of a tornado warning, we recommend that you do not come for your child. Should a tornado or a severe storm warning be issued, the children will be taken to the cafeteria. The severe weather plan is posted in each classroom. The staff will be prepared with activities for the children until the all clear is sounded. Storm drills are conducted once a month April through September. All children are familiar with the procedure and the location of the shelter.

School Closures

We follow the **Blue Valley School Calendar**. (see forms online). When the Blue Valley Schools are closed so is Wee Kids Preschool. This also includes school closing for bad weather. If Blue Valley Schools are closed due to bad weather then Wee Kids Preschool is closed too. If Blue Valley has a one-hour delay then Wee Kids Preschool will also have a one-hour delay.

Fire Safety

Each month a fire drill is conducted to make sure children know the evacuation procedure. A fire evacuation plan is posted in each classroom.

Arrival

Children may arrive after 8:55 AM and should be picked up promptly at dismissal time. If early dismissal is necessary, please make arrangements with the teacher. **Be on time.** It is very important that your children are picked up from school on time. Children worry and become anxious while waiting for their parents. There will be a late fee of \$1.00 per minute beginning at 11:31 AM /3:01PM for late pickups. This fee will not be added to your tuition. Payment for late arrival is due **at the time** the children are picked up. We will gladly assist, if possible, in suggesting car pools

Safety

We request your cooperation in helping us with the safety of our children. When you bring your child to school or come to pick them up, please drive through the parking lot slowly. We cannot stress enough how important the use of caution is for the safety of your children and the other pedestrian traffic.

Absences

To ensure adequate supervision of all our students, we ask that parents inform the office if your child will be absent from Wee Kids Preschool. If your child is not in attendance and we do not hear from you, a Wee Workshop Director will call you to inquire about your child.

Drop off and Pick up

We will begin our pick-up and drop off procedures during the first week of school. Drop off will begin at 8:55 AM. Pick-up will begin at 11:30/3PM. Usually the lead teacher will be loading the students so you can receive a quick "how the day was." If you need more information, etc, please pull around, park and come in so the line can move smoothly and quickly. For our new students, we understand that they may be uncomfortable with teachers taking them out of their cars, so parents may park in the

parking lot in order to accompany their child to the classroom. No child at any time is to be allowed to walk into the school on their own. Please be sure your child's teacher is aware that your child has arrived in their classroom. These measures help us provide for the safety of your child.

Feel Welcome

We have an Open-Door Policy. Feel welcome to visit anytime. We request, however, for security reasons that you please stop by the front desk first. To assure the children's complete safety, no one is permitted in the building without the front office knowing. Be prepared, it could be difficult for your child to see you and not go home with you when you leave! We have windows in the doors that make a quick check much easier, but the students still often see you there and think the day is over. We also have intercoms in each room so you can check on your child without entering the room. Just ask or telephone the front desk.

Tuition

To simplify payment and ensure easier budgeting, we use an averaging or level-pay tuition policy. Your child's total tuition cost for the entire school year is simply divided by the number of months in the school year. This figure becomes the monthly tuition payment. Please note that because of this averaging method, the monthly tuition remains the same regardless of the number of school days in any given month. Please make checks payable to Wee Kids Preschool and you may leave your checks at the front desk. If you need a receipt just let us know. Notices will be given out on the 10th of the month and late charges of five dollars per day are then applied. If you are planning to travel with your child during the school year, for any length of time, you are still required to pay the monthly tuition. This is the only way to guarantee your child's preschool spot when you return from your trip.

Toys

We ask that toys be brought to school only for special show and tell days. **Play guns, swords, knives, etc., are not to be brought to school**, even for show and tell days. We try very hard to promote a loving atmosphere, and feel the presence of such toys in the classrooms is detrimental to that goal. Gum, candy, and money should always be left at home.

Birthdays

We ask you and your child to "share" this special day with us. Please notify the teacher of the date when you will send or bring treats so we will not have more than one birthday celebration on the same day.

Dress

Children should wear informal, comfortable clothing, which is easily managed for bathroom needs. **Please make sure your child is dressed for the weather.** Children should wear comfortable, suitable shoes, because we do go outside on the playground. Slacks or tights are recommended for the girls in winter. We want the children to feel free to move, climb, and enjoy each activity to the fullest extent. Please label sweaters, coats, mittens, boots, and hats. This will make our "going home" time much less confusing. All children need to bring a backpack to school. Inside their backpacks should be a complete change of clothes (underwear, socks, shirt and pants). Teachers will also have children put their schoolwork in their backpacks at the end of each day. So be sure to check backpacks after every class. Children who stay for our afternoon program will brush their teeth after lunch. Please send to school a toothbrush and a toothbrush cover labeled with your child's name.

Accidents

When an accident occurs, the child's teacher will administer first-aid and TLC, but Wee Kids Preschool is not responsible for any follow-up treatment. Any further care is left to the parents and the physician. An accident report will be completed by the teacher and a copy given to you.

Health

The State of Kansas requires a doctor's statement of health for each child enrolled. It is to be completed and given to the director when your child enrolls in the program. Children with sore throats and/or runny noses (other than allergies) should not be brought to school. If your child shows signs of illness, or if you are in doubt, please protect him/her and others by keeping him/her home. If your child has a contagious disease, please notify the school so other Wee Kids' parents can be notified. Children must be fever free for 24 hours before returning to school!!

If the teacher notices any sign of illness you will be notified and required to pick up your child within one hour. In case of medical emergency, an attempt will be made to contact (1) either parent (2) emergency number or neighbor or (3) child's doctor. If no one can be reached the child will be taken immediately to the hospital listed on the child's medical release form.

Childhood diseases are common for young children. If a sibling is home with a communicable disease, please check your preschooler carefully each morning for signs of illness during the incubation period. Listed below are the incubation periods and some general guidelines to cope with some childhood diseases.

Fever: 24 hours - children must be fever free for 24 hours before returning

Chicken Pox: 7 -21 days incubation period

7-10 days until scabs are formed (no new pox appear)

Pink Eye: 24 hours free from incrustation (or doctor's note)

Strep Throat: 24 hours after starting the medication, the child may return

Child Abuse Statement

IT IS THE LEGAL OBLIGATION OF ALL WEE WORKSHOP/WEE KIDS PRESCHOOL STAFF TO REPORT EACH AND EVERY TIME WE HAVE REASON TO SUSPECT ANY INCIDENCES OF CHILD ABUSE OR NEGLECT TO THE KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

Sick Children

Children who are sent to school ill or become ill while at school will be excluded from the classroom in order to help control the spread of illness throughout the center. They will be kept as comfortable as possible in our front office. You will be contacted and your child must be picked up **within the hour**.

Medicines

The Wee Kids Preschool staff does not diagnose, recommend treatment or treat illnesses. Wee Kids will only administer **prescription medications with written consent of the parent or guardian together with written instructions from the physician**. In addition the medication must be in the original container and you must complete the medical release form with the date and time the medication is to be given to your child. **Wee Kids will not administer non-prescription medication for more than three consecutive days unless otherwise instructed in writing by the child's physician**. In addition, we will only administer the recommended dosage. We suggest whenever possible you arrange to give your child his/her medication right before you leave to bring your child to the preschool and right after you pick him/her up.

Your Child's Adjustment

Most children have some fears and misgivings about being away from their parents. Your child may need some time to adjust to this new situation. Help prepare your child for these changes by talking about them in advance. If your child is hesitant at separation time, a cheerful good-bye kiss from you, a smile, and a reassuring word that you will be back will help ease the separation. Our caring staff will take it from there. Wee Kids encourages you to call and check on your child's adjustment throughout the

day. Our Preschool program is based on the development of a positive self-image and **the love of school**. Our goal is to make your child feel **SPECIAL**. Your child's early years are important. This is the time that your child acquires his/her initial attitudes toward school and the experiences he/she finds here.

Volunteers

Parents are always welcome to volunteer in their child's class at any time. We especially need volunteers during our party days, field trips and with some classroom activities. Whether it's to read a children's storybook, of help our on an art project or share a talent please talk to your child's teacher about a classroom visit.

Communication

Please feel free to visit with your child's teacher or the director if you ever have any questions or comments about your child's day, the care he/she receives while here, or how certain situations are handled. We are here to make your child's day the best it can be, and we would enjoy hearing from you.

Negotiating Differences

If you feel that your opinions or comments are not being adequately addressed by your child's teacher please speak with the director. The director will then schedule a conference with the teacher and the parent where they can address the differences. If there still remains a need to negotiate differences another conference will be scheduled where the director will be involved.