

7/18/08



Preschool

Pursuing excellence in academics and character

Dear Parent

This pamphlet contains general information regarding Wee Learners Preschool program. The goal of our program is to provide a safe, fun, loving environment in which children will explore the world around them, form friendships, and develop a strong foundation for future learning.

We encourage you to visit our preschool to see what a valuable experience this will be for your child. Please feel free to visit any time during the hours of operation.

In Christ's service,

A handwritten signature in cursive script that reads "Pastor Carol Morley". The signature is written in black ink and is positioned above the typed name and title.

Pastor Carol Morley
Administrator, Wee Learners Preschool

Maranatha Assembly of God
24799 Forest Blvd.
Forest Lake, MN 55025

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State License Number

We are licensed through the state department of human services to provide an educational program for 30 preschoolers. Our state license number is 1011527. The phone number for DHS Division of Licensing is 651-296-3971.

Philosophy

Wee Learners Preschool is a Christ-centered, bible-based program. We believe that biblical instruction and Christian principles give children and adults a firm foundation for life.

Eligibility

Wee Learners Preschool admits students of any race, color, national ethnic origin, or religious affiliation to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, ethnic origin, or religious affiliation in administration of educational policies, admission policies, scholarship and all other school administered programs.

Enrollment Requirement

Students enrolling in preschool classes must be at least 33 months of age when they begin attending preschool and be potty trained. When sessions have been filled, names and dates will be placed on a waiting list and called as openings become available.

Fees and Tuition

- **Tuition is due on the first of the month and is payable in nine installments beginning September 1 of the new school year and can be mailed to:**

**Maranatha Wee Learners' Preschool
24799 Forest Blvd.
Forest Lake, MN 55025**

- A late fee of **\$25.00** will be assessed for payments received after the fifth of the month.
- See current Financial Contract for regarding fee amounts

Objectives

The students will receive opportunities to:

- Be introduced to appropriate readiness concepts and skills
- Develop large and small muscle/motor movements
- Experience relationships with adults other than parents
- Express their creativity and individuality
- Grow in self-confidence and poise

- Increase language skills
- Learn about Jesus and His love for us
- Learn about the community in which we live
- Participate in a variety of art, music and movement activities
- Play with other children
- Promote math skills through the use of manipulatives
- Share, take turns and cooperate with others

Sessions

- Twice a week: Mon/Wed Mornings for 3 yr olds
- Three times a week: Mon/Wed/Fri afternoons for 4 yr olds
- Mornings 8:30 AM–11:30 AM
- Afternoons 12:30 PM–3:30 PM
- Additional sessions will be added as needed.

Pre-school Daily Schedule

8:25-8:30	Arrival/Seat Work
8:30-8:50	Circle Time Attendance, Calendar, Weather, Story
8:50-9:20	Language Arts, Reading, Writing
9:20-9:50	Snack, Recess, Bathroom Break
9:50-10:10	Math
10:10-10:30	Centers, Free Play
10:30-10:50	Science, Social Studies, Art, Music
10:50-11:00	Clean-up
11:00-11:15	Read Aloud
11:15	Dismissal

Students will be supervised at all times.

Arrival and Dismissal Time

Please bring your child no more than five minutes before class begins. When you pick up your child, please wait outside the classroom door until we open it. We want to make sure each child leaves with either a parent or a person listed on the registration form. **Please remember** to notify the teacher, in writing, of **any changes** regarding who is going to bring and/or pick up your child. This is **VERY** important!

Art Projects

The art projects are age-appropriate so your child will enjoy creating and completing them independently. Please admire and display his/her artwork.

Bathroom

We have a bathroom break midway through the class. To eliminate extra breaks, please be sure your child uses the bathroom shortly before class.

Behavior Management

The following are guidelines for behavior management:

- Children will be treated with dignity and respect.
- Staff will model positive, kind, thoughtful, and acceptable behaviors.
- Behavior expectations will be consistent with the developmental level of the children.
- Children will be redirected to alternative, constructive activities if behavioral problems arise.
- Children will be taught acceptable alternatives to problem behavior.
- Protecting the safety of children and staff is of primary importance.
- Immediate and directly related consequences of a child's misbehavior will be provided.
- If problem behavior persists, it will be recorded, and the parent will be notified and consulted to determine a further plan of action. This plan **will not** include corporal punishment, emotional abuse, or complete separation from the group. The only acceptable physical restraint will be to physically hold the child to protect the child or others from harm. If separation from the group becomes necessary it will be geared to the age of the child and will always be within the sight and hearing of an adult. A written, daily log will be kept of all separations.

Birthdays

We will recognize and celebrate each child's birthday. Summer birthdays will be celebrated in May. The child may bring special treats. Sorry, no home baked items..

Children with Special Needs

If your child has special needs, please contact the administrator before enrolling him/her.

Clothing

Please dress your child in comfortable, washable clothing. Children wear smocks during messy art activities but spills do happen! We will go outside whenever weather permits. Please mark all outerwear clothing with your child's name.

Conferences

Parent/Teacher conferences will be offered at the beginning, middle, and end of the year. Your child's intellectual, physical, social, and emotional progress will be discussed and documented in their record.

Please feel free to call the teacher anytime, before or after class, to discuss concerns or questions you may have.

Field Trips

Field trips may be planned periodically throughout the year to acquaint children with our community and to give them a “hands on experience.” Some of the trips may include the local fire station, post office, or hospital. Permission slips will be sent home notifying parents in advance of the date, destination, and purpose of each field trip. A nominal fee may be requested to cover transportation costs or other expenses.

Fire Safety

In the event of fire, we will exit through the closest fire exit. Fire drills will be held and fire safety measures will be reviewed monthly with the children.

First Aid/ Emergency

If a child becomes injured at school, a school staff member will administer first aid. Teachers are CPR and first aid certified. For any serious injury, the 911 service will be called and the injured child will be brought by ambulance to Fairview Hospital in Wyoming MN. Cost of transportation by ambulance will be the responsibility of the parents.

If a poisoning occurs, the center for poison control will be contacted, and upon their instruction syrup of ipecac will be administered.

Goals

It is our goal to provide learning activities in a safe, positive environment that will nurture, educate and train children, thereby, contributing to their overall development.

Grievances

All grievances must be brought to the attention of the teacher within a week of the incidence. If a mutual understanding/satisfaction cannot be arrived at between the teacher and parent, a written grievance is to be given to the school administrator. The director will return a written response within thirty (30) days of the original grievance.

Health Regulations

The MN Department of Human Services requires that we have on file a current immunization and health record for each child. **This completed**

form must be stamped by your doctor or clinic and be in our files on the first day of school.

Parents are required to inform the school within 24 hours when a child has a contagious and/or reportable disease (i.e. lice, scabies, impetigo, ringworm, chicken pox, etc.) so that we can inform other parents of their child's exposure. If your child has been exposed to a communicable disease, the school administrator will notify you by telephone or written notice within 24 hours of the exposure.

Prescription medications **will** be administered upon the written request of the parent. Medication must be clearly labeled in a pharmaceutical container. Medication will be kept in a locked box. The medication, date, time and name of student will be recorded.

Illnesses

Many parents are frequently concerned about when children should stay home or attend. The following information may help with this decision:

- Do not send child to school with significant symptoms.
- If child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- Do not give aspirin or aspirin substitutes to any fever-related illness.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has any rash that could be disease-related or is of unknown origin, check with your family physician before sending the student to school.
- Your child's health is important to all of us. If your child should display symptoms of illness (i.e. a temperature >100 degrees, vomiting, diarrhea etc.) while at school, the parents will be notified and requested to pick up their child immediately. The child will be asked to lie down on a mat in the classroom and made as comfortable as possible while waiting parental arrival. The child will be supervised at all times.

Inclement Weather

If inclement weather is forecast, listen to KTIS 98.5 FM radio or WCCO 830 AM radio for one of the following announcements

- Two hour late start – morning preschool will be cancelled.
- No school
- Early closing

If a snowstorm warrants an early closing of school, parents will be notified to pick up their child. In the event a parent is unable to be reached, a staff person will stay with any child until the parent arrives to pick them up.

Pets

If we have a pet come to visit preschool, prior parental notification will be given.

Photos

Periodically, we may take pictures of the children during their activities to display on the bulletin boards. No children's pictures will be published without the parent's written permission.

Playtime

We will play outside each day as the weather permits. During cold or rainy days, the children will enjoy active play in Champ's Camp or auditorium.

Show and Tell

Children will have an opportunity, on a rotational basis, to bring something to school to share with their class. The rotation will be determined and directed by the teacher. Please assist your child in their selection.

Snacks

Please pack a healthy snack for your child. We have extra, prepared snacks and beverages on hand for children who may have forgotten one. Children will sit at tables while eating snacks. Refrigerator space is available for perishable items. Milk punch cards may be purchased at \$5.00 for twenty ½ pint cartons of milk.

Transportation

It is the parents' responsibility to provide transportation to and from school. Heartland Express will transport Chisago County students to school for a nominal fee. Please let the teacher know if someone other than the usual provider will be picking up your child. The staff cannot provide transportation.

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