

Little Sprouts Preschool

Parent Handbook



Little Sprouts



**Growing in Faith
Growing in Knowledge
Growing in Relationships
Growing in Stature**

Dear Parents,

Welcome to Little Sprouts Preschool! Our goal is to provide your children with opportunities to grow in a healthy, happy, and loving environment that encourages learning in a Christian atmosphere.

Safe, healthy children are the product of caring and dedicated individuals. At Little Sprouts Preschool, we are happy to do whatever it takes to ensure a safe haven for our students.

This handbook is designed to provide you with important information about the preschool and its policies, procedures, and philosophies of teaching. Please keep it and refer to it often throughout the year.

If you ever have any questions, please feel free to ask. The director and teachers always welcome visiting with you about your child. We love them all and are honored that you bring them to Little Sprouts Preschool as, together, we watch them grow.

Sincerely,

Dawn Greene

Director

Statement

Little Sprouts Preschool is a ministry established by Conway Alliance Church to serve the community by providing a nurturing educational setting for young children. It is governed by the Preschool Executive Board of Little Sprouts Preschool.

Objectives

Little Sprouts Preschool provides quality activities designed to encourage physical and spiritual growth, with social, emotional, intellectual, and creative development of children in a Christian environment.

Philosophy

Little Sprouts Preschool provides a valuable experience for young children, offering a variety of opportunities, which enrich their lives. The program offers new kinds of activities that stimulate creativity and curiosity in an active learning, developmentally appropriate environment. Our goal is to nurture spiritual, physical, social, and intellectual development of the children in order to enhance their confidence and sense of self-worth. The program teaches Christian values by creating a classroom where the spirit of love, joy, peace, patience, kindness, goodness, and self-control are present.

Goals of the Program

- Help children understand that God made each person a unique and special individual, worthy of God's love.
- Help children learn to feel safe outside the home, to relate to adults outside their own family, and to develop independence by providing an environment where they are safe and loved.
- Help children develop their ability to communicate effectively with teachers and classmates, to hear and imitate sounds used to form words, and to understand and follow simple instructions.
- Help children develop self-discipline; provide them with opportunities to play, work, and get along side-by-side with others; and to learn how to share, take turns, cooperate, and solve problems in a peaceful and positive way.
- Help children develop early reading, writing, science, math, and music skills that broaden their experiences for later learning.
- Develop a mutually supportive relationship between home and school by open communication between parents and teaching staff and by publishing a monthly newsletter.

“Lead me in your truth and teach me.”

Psalm 25:5

Arrival and Pickup

School hours are from 9:00 to 11:30 a.m., with doors opening promptly at 9:00 a.m. Being on time each day will help your child feel most comfortable and allow him/her to begin the activities with the other children.

Promptly pick up your child at 11:30 a.m. to prevent creating anxiety for the child. If for any reason you will arrive late, please call the preschool so we may reassure your child.

Release of Children

For the safety and security of each child, we will provide a sign-in/sign-out sheet each day. The adult who drops off and picks up your child will be required to sign in and sign out for identification purposes. Additionally, a person who is unknown to the staff and is requesting to pick up a child will need to provide photo ID before the child is released from the preschool. Children will not be dismissed to persons not authorized on student forms unless a written verifiable note accompanies the child. It is the parent's responsibility to inform alternate caretakers, such as babysitters and grandparents, of these essential safety procedures. If an emergency arises, please call the preschool.

Children will not be allowed to leave the preschool with any person who is noticeably intoxicated. In such a case, the first authorized person listed on the pick-up permission form will be called. Law enforcement will be called if necessary.

Door Lock-Down Policy

Once the students have entered the building, all doors will be locked for the safety of the children. If for any reason you need to enter, please ring the doorbell and we will let you in.

Absences

As a courtesy as well as for the safety of your child, we ask that you call the preschool and let us know that your child will be absent.

Illness

Please do not send your child to school if he/she is ill. A child must be on antibiotics and/or fever-free for 24 hours to be considered non-communicable. If your child has a communicable disease, please inform us so we can alert the other parents. Please use good judgment and be considerate of the other children and staff members. If we feel that your child is too ill to be at school, you will be asked to pick him/her up.

Emergency Information

Please keep emergency contacts and telephone numbers updated. Be sure to list a person who is available during school hours and has transportation to pick up your child in case of an emergency or illness.

Staff

Pastor: Rich Grassel

Director: Dawn Greene

Teachers: Tammy Lang, Judy Edder, and Julia Benson

All staff members are required to be CPR certified and have updated clearances on file at the preschool office.

Hours of Operation

Little Sprouts Preschool operates from September through May.

The three-year-old program is Tuesday and Thursday mornings from 9:00 to 11:30 a.m.

The four-year-old program is Monday, Wednesday, and Friday mornings from 9:00 to 11:30 a.m.

School Cancellations

Preschool classes will follow the Freedom Area School District for all school holidays, delays, and closings. *In the event of a two-hour delay*, our preschool will operate from 10:30 a.m. - 12:00 p.m.

Tuition

Tuition is due prior to the 15th of each month. All payments made after the 15th of each month will be considered late and a \$25 late fee will apply. Since the preschool is a non-profit organization, it is important to adhere to this payment schedule so that monthly financial obligations can be met.

- Make checks payable to *Conway Alliance Church*.
- Write your child's name on the memo line of your check.
- Place all payments in the tuition box located outside the classroom.

If a check is returned due to insufficient funds, you will be responsible for the bank fee charged to the preschool.

Discharge

The pastor and director reserve the right to request a parent conference if the proper forms have not been submitted, the account is overdue, if the child is endangering or prohibiting growth of the other children, or if parental conflict is present. All possible attempts will be made to resolve the differences before dismissal. All decisions by the Preschool Executive Board are final.

Discipline Policy

The overall objectives of the preschool rules are to keep children safe. The rules are as follows:

1. I will listen and follow directions.
2. I will raise my hand to talk during circle time activities.
3. I will use good manners and respect others.
4. I will use my indoor voice in the classroom.
5. I will keep my hands, feet, and objects to myself.

Specific behavioral rules are discussed with the children under the direction of the teachers. When a rule has been broken, the child is approached in a manner in which the child may explain himself/herself, take responsibility for his/her actions, and help the teacher decide on a solution. We use positive reinforcement as a basic discipline policy. Redirecting a child (who is having a problem with another child) to another play area is the recommended discipline technique. In some cases, calm-down periods will be used if the child is self-destructive, damages property, becomes violent with others, or is defiant. The calm-down period is directly related to the child's age. One minute for every year old the child is. If the child is still uncontrollable, the teacher will sit with the child talking in a calm voice, explaining the consequences of the misbehavior. The last resort is for the teacher to escort the child to the director's office.

Newsletters

A monthly newsletter will be sent home usually the last school day of each month. This letter will provide you with the upcoming monthly theme and events, snack leaders, days off, and other helpful information.

Snacks

A snack is provided each day. Your child will take a turn being the snack leader for the month. Good nutrition, like good health, is essential to a child's learning and enjoyment. **Due to severe peanut allergies in the classroom, all snacks must be peanut free.** The following is a list of snack ideas, which might be used in snack planning: fruits, such as sectioned apples, oranges, or bananas; cheese and crackers, such as teddy grahams or goldfish; pretzels; or cookies. Please refrain from snacks, which are choking hazards for young children, such as popcorn, grapes, and the like.

Reminder: Please try to remember your child's assigned snack day. If your child is not attending school on his/her assigned day, please notify the teacher.

Birthdays

Each child will be recognized on his/her birthday. Cupcakes may be brought in for a child's birthday celebration.

Holidays and Field Trips

We will have parties throughout the school year to celebrate the holidays. Parent volunteers will be needed to help make our parties a success. Sign-up sheets will be attached to the monthly newsletter with event information, dates, and times.

Field trips will also be included as part of the curriculum. Parents will be notified ahead of time in the monthly newsletters.

Toys

We request that your child not bring toys from home unless suggested by the teacher for a special show and tell. Children sometimes find it difficult to share a favorite toy, and breakage is always a risk.

Dress Code

At Little Sprouts Preschool, we discover, create, and make many creative messes—all part of the learning process. The dress code is casual. Please send your child in clothing that will not hamper his/her creativity. Play clothes work best. ***Please no flip-flops or crocs.***

Also, please send your child to school each day with a backpack. The backpack must be able to hold an 8.5 x 11 sized folder.

*Label all backpacks, jackets, and hats with the child's name.

Change of Clothes

Please send a change of clothes with your child on the first day of school in case of an accidental spill during snack time or for a bathroom accident. Place these items in a plastic bag labeled with your child's name. This bag will remain at school for the entire year in case of an accident.

Progress Reports

The teacher keeps samples of each child's work throughout the school year. Progress reports are sent out in January and May to show your child's progress. You may request a parent-teacher conference at any time during the year.

*“Train a child in the way he should go
and when he is old he will not turn from it”.*
Proverbs 22:6

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