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Saint Thomas Becket
Preschool
2016-2017

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WELCOME TO ST. THOMAS BECKET PRESCHOOL!

At St. Thomas Becket Preschool, we are dedicated to providing a warm, loving, Christian environment full of rich learning experiences for young children. We celebrate each child as a gift from God. We develop strong self esteem in our children by guiding them to grow spiritually, socially, emotionally, physically, and academically.

St. Thomas Becket Preschool is licensed to serve 45 children per session by the Department of Human Services in the state of Minnesota. Each class has a 1:9 teacher ratio. This meets and exceeds the state's guidelines for preschools.

It is especially important to us to have good communication between home and school. We encourage you to ask questions and participate during your child's time with us at St. Thomas Becket Preschool.

Sincerely yours,

St. Thomas Becket Preschool Team



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Preschool Program Goals

- *To increase self esteem and self confidence.
- *To promote further awareness of God's presence in our daily lives.
- *To promote communication, cooperative behavior and social relationships.
- *To learn problem solving strategies and increase higher level thinking.
- *To develop further use of fine and large motor skills.
- *To learn basic safety and good health practices.
- *To establish and support home/school relationships.
- *To learn to use materials and equipment freely, creatively, and with respect.

Curriculum

Our curriculum at St. Thomas Becket is carefully planned to be flexible to meet each child's needs while at all times being supervised. We acknowledge the need for children to grow and learn at his/her own pace and strive to provide an environment that encourages the growth of the whole child. We provide activities that are based on a weekly theme and plan lessons in the following areas:

Art – Our art curriculum focuses on the process of creating, rather than the product created. We provide a variety of mediums (paint, paper, glue, an assortment of collage materials, crayons, markers, etc.) to encourage creativity and self-expression in each child.

Science – In each classroom we have “Discovery Tables” which have various things to explore which include articles of nature and simple concept experiments (ex. Sink vs. float). We encourage children to ponder “Why?” and “How?”

Language – We incorporate language into all aspects of our curriculum. It is very important that young children experience language that is varied and stimulating. Everything we do, from finger plays, to songs, stories, and nature walks, involves introducing new vocabulary and encourages communication. This ultimately gives each child the base for pre-reading and reading skills: letter/word recognition, printing and comprehension.



Religion – We conduct our program in a Christian environment. We incorporate Christian values in our everyday routine including prayers to begin our day as well as at snack/lunch time. We strive to carryover the values such as respect, kindness, and consideration of others that are taught at home.

Math – At this stage, young children are at the exploratory stage. We provide activities in patterning, sorting, classifying, comparing, graphing and measuring. In addition to the manipulative, math is a part of many activities in the classroom including cooking (measuring), block building (spatial relationships), and snack (counting).

Social Studies – Becoming aware of themselves and the world around them is an exciting aspect of a preschooler's life. We incorporate different activities to promote awareness of people in other countries (or other neighborhoods) as well as provide opportunities for each child to learn about him/herself physically and socially.

Music - During Circle time and Large Muscle time, we will have a variety of activities that encourage children to sing, use instruments, and learn basic rhythm concepts.

Dramatic Play – We have a dramatic play area in each room that gives each child the opportunity to act out various roles they experience in their environment. Depending on the weekly theme, we often will incorporate new materials (example: for a Nutrition theme we might have a grocery store set up).

Large Muscle - "High Energy!" is often used to describe young children. We feel it is very important to give children a scheduled time to use this energy freely. We have a large muscle room that gives children the opportunity to climb, ride, throw, hop, skip, and jump. We will also go outside on our playground whenever weather permits, as well as take walks throughout the year.

Blocks/Manipulative - We have a variety of blocks and building materials to encourage creative play, cooperative play, eye-hand coordination and fine motor skills. We also have games and activities that increase fine motor skills through the use of stringing and stacking, among other skills.

Sensory Table - Sensory awareness and development is an important aspect to each child's day. With the sensory table, we provide a variety of materials that may include water, rice, cornmeal, snow, shaving cream, play dough, and sand.



Staffing

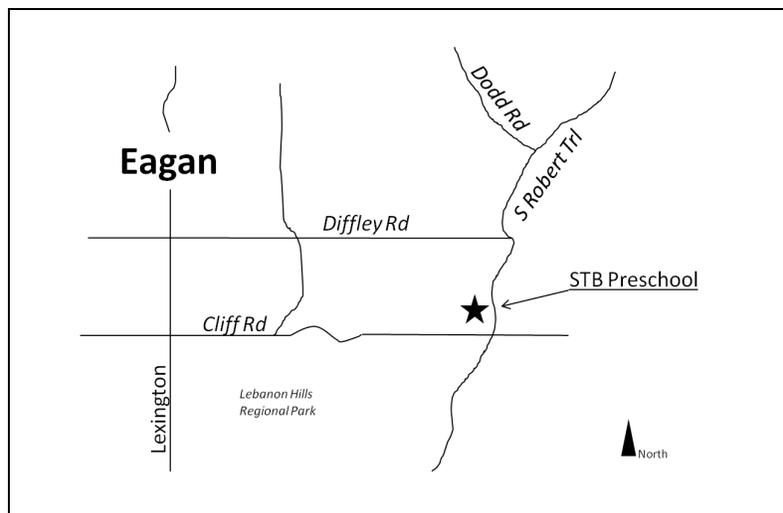
The staff at St. Thomas Becket Preschool is carefully chosen based on their educational background, child development training, teaching experience and their ability to work effectively with young children. Staff members are required to participate in training throughout the year, as well as strive to stay well informed of developments in the early childhood field.

Director

Preschool office hours are 9:00-2:30 PM Monday through Friday. The preschool office phone number is (651) 683-9808, ext. 24. Please call if you have questions or concerns. Any classroom concerns should be addressed with your lead teacher.

Location

St. Thomas Becket Preschool is located at 4455 South Robert Trail in Eagan. We have three classrooms available, as well as a Large Muscle room and a fenced-in outdoor playground.



Classes

Registration

The ages of children in our program are three to five years old. To be eligible for the three to four year old classes, children must be toilet trained and 3 years old by October 15th. To be eligible for the four to five year old classes, children must be toilet trained and 4 years old by October 15th. To be eligible for the Just for Fives class, children must be toilet trained and 5 by October 31st. Class sizes vary from 12 to 17 children, depending on the classroom. Each class will have one or two qualified head teachers, with an assistant teacher or teacher's aide if necessary.

To register your child, call the Preschool at (651) 683-9808, ext. 24. Registration forms can be found online at www.st.thomasbecket.org or picked up at the preschool. There is a non-refundable registration fee of \$60.00 due at the time you enroll your child. If your child is placed on a waiting list, the \$60.00 fee will be held until enrollment is confirmed.

The program does not discriminate in admission or demission on the basis of race, sex, religion, creed, color or national and ethnic origin.

Sessions Offered

Three's Tuesday-Thursday

Half-Day 9:15-11:45 AM
Extended Day 9:15-2:15 PM

Two's

Friday 9:15-11:45 AM

Pre K Monday-Wednesday-Friday

Half-Day 9:15-11:45 AM
Extended Day 9:15-2:15 PM

Just for Fives Monday-Tuesday-Wednesday-Thursday

Extended Day 9:15-2:15 PM

Tuition

The tuition for the 2016-2017 school year is \$60/mo for the Two's, \$135/mo for the half-day three's, \$255/mo for the extended day three's, \$165/mo for the half-day Pre-K, \$305/mo for extended day Pre-K and \$385/mo for the Fives. Tuition is payable in advance from September to May and is due on the 1st of the month. The amount is the same each month. Please make checks payable to St. Thomas Becket Preschool. **If payment is not received on or before the 10th of the month, or the first school day thereafter, a late fee of \$10.00 will be accessed.** The service fee for a returned check is the responsibility of the parent. We encourage you to use **automatic tuition withdrawal** from your checking or savings account.



We expect your child to attend all year. A four-week written notice is required in advance of withdrawing your child for any reason. The responsibility for payment of tuition will continue for four weeks after notice has been given. There will be no refunds of tuition for any reason including illness, holidays, vacations or any other absences unless authorized by the director.

Activity Fee

The activity fee of \$40, payable at the beginning of the school year, will cover field trips, as well as the purchase of special snacks, 100 % juice, milk, and paper products.

Parent/Child Open House

We will host a Parent/Child Open House session. During this session, parents and children will have the opportunity to experience their classroom together. This hour-long session will give your child the chance to familiarize him/herself with the classroom and teacher. We recommend that you come with only your child in order to make the day the best for them.

Discipline

Behavior Guidance

Behavior guidance procedures utilized at school are of concern to all parents. Our methods of discipline (not punishment) are as follows. Our staff firmly believes that a child is not bad but rather at times his behavior does not fit within the guidelines and limitations established for the safety of all children in our school. Our first approach is to talk to the child and remind him of the rules. If this does not correct the problem, the next approach would be to divert the child to another activity. Finally, if needed, the child will be asked to sit on a chair to take “time out”, to give his a chance to pull himself together, to talk with the teacher about the consequences of his actions. Policies are on file in the office for reviewed by parents.



Parent / Teacher communication

e-mail

Email will be the primary mode of communication from us. If you don't have a home email account, please consider providing us with a work email so you don't miss out on any information. Most things will be covered in the newsletters and calendars.

Website

The preschool has a page on the church website at www.st.thomasbecket.org, click on Preschool along the right side. You can find registration information and forms there. You can also find the monthly newsletters and other necessary forms as the year goes on.

Monthly Folders

There will be a newsletter and calendar that will go home with each child in the monthly folder the last week of each month. These folders may contain the teacher's plans for the next month and may also include some of the songs, finger plays, books and recipes that may be a part of your child's time at preschool as well as field trip permission forms. *Please return these folders to your teacher, so they may be used from month to month.

Parent Participation

We will be offering opportunities to volunteer. The Archdiocese of St. Paul/Mpls is requiring all church personnel and volunteers who have regular, on-going, unsupervised contact with children to attend the VIRTUS "Protecting God's Children" program and pass a background check. With our parent participation options like class parties and field trips, you will not be alone with the children and therefore are not required to take this training. We highly recommend that all parents take this training. It is good information to help keep our children safe. A background check is not required at this time. You will be required to review and sign each year the "Volunteer Job Description" and "Guidelines for Working with Children" prior to volunteering.

Classroom Visitation

You are welcome to visit your child's classroom any time. We ask that you find out from your child's teacher what time is best to visit.



Parent / Teacher Conferences

We will be offering conferences twice, once in fall and again in spring. The fall conference is a time for the teacher and parents to exchange observations and information about the child and set a goal. The fall conference will be for the four and five year old classes only. Three year old classes will only hold conferences in the spring. The spring conference is a time for the teacher to share your child's physical, social, intellectual, and emotional progress, which will include a more formal evaluation of skills. These conferences will take place during the school day. If any special concerns arise during the school year, parents are encouraged to talk to the teacher or set up a time to meet in person. Teachers will, in turn, contact parents through a letter or phone call if the need arises. We will not discuss any serious difficulties or problems in front of your child AT ANY TIME and we ask that you follow the same considerations. *Conferences are for three , four and five year old classes only.

Grievance Procedures

At St. Thomas Becket Preschool, we are dedicated to providing a warm, loving, Christian environment for the children enrolled in our program. The focus of our program is on developing a positive self-image for each child so that they feel good about themselves as well as have a happy, healthy attitude toward learning and living. Our staff welcomes comments and suggestions to improve the quality of our program. If at any time a parent has a problem with a policy or practice, they are encouraged to make their concern known to the classroom teacher.



General Policies

Arrival / Departure

When dropping you child off, please pull up to the circle drive in the **north** parking lot. We will help your child out of the car and into the building. When picking up your child, please come to the **north** parking lot and come into the building to pick up your child at their classroom. Parents and siblings are asked to wait as quietly as possible until the children are dismissed. If you arrive early, please wait and visit quietly until the dismissal time. If no one has come to pick up your child within 10 minutes of dismissal time, the parent will be contacted. *****Any person other than a parent who comes to pick up the child must have a written note from the parent, present it to a pre-school staff member, and show proper ID before the child will be permitted to leave the room. If an unauthorized person attempts to pick up your child, the child will not be released and the parent will be informed immediately.**

IF A CHILD IS NOT PICKED UP AT THE TIME DESIGNATED AS ENDING THE CLASS SESSION, A LATE FEE OF **\$10.00** FOR THE FIRST **10-MINUTES** BEYOND THE REGULAR CLASS DISMISSAL TIME AND **\$10.00** FOR EVERY **5-MINUTES** AFTER THAT. THIS WILL BE CHARGED TO THE PARENT, BEGINNING WITH THE SECOND OFFENSE.

Clothing

Because the children will be involved in a variety of play experiences, we ask you to send your child in play clothes. They will get dirty! Also, we ask you to please **label** your child's outer clothing. Children must have tennis shoes for school. Sandals, crocs, and boots are not permitted. If your child is unable to tie, please make sure the shoe has a Velcro closure.

Transportation

St. Thomas Becket Preschool does not provide transportation of children. Many parents arrange carpools. When you are in the parking lot, watch for other children. Please keep your children with you at all times.

Snacks and Birthdays

Any food allergies will be posted in each classroom as well as in the areas used to prepare snacks. Occasionally, your child will also have the opportunity to prepare special foods for snack. Teachers and children enjoy snack together; it can be a relaxing, social time.

****Please keep teachers informed of any food allergies your child has or may develop.****



You may bring a special snack on the day the teachers have chosen to celebrate your child's birthday. **All treats must be store-bought in accordance with state law.** If your child insists on bringing cupcakes, we require them to be the mini ones. The children do not eat much of the large cupcakes, throwing away most of it, and it causes a huge mess to clean up. The teacher may celebrate summer birthdays during the child's half birthday month.

School Pets

Classroom pets are allowed in the classroom.

Sharing Time

Bringing a toy or object from home often helps to bridge the gap between home and school and also facilitates language development. Each teacher sets her own days for sharing and will give information to you during orientation. If your child chooses to share a favorite toy, valuable object, or pet, we ask parents to bring it in, allow your child to share it with the class, and then take it home with you. This will assure us the object will not be broken or abused. Guns and other war toys are not allowed in school. We do realize that children need many means to express feelings of aggression, for this reason, we provide play dough for pounding, finger paint, and water play, to name a few.

Field Trips

Parents are asked to sign a Permission Agreement regarding field trips at the beginning of the year. Throughout the year, trips will be planned and advance notice will be given to parents. For their safety, while on field trips, children will be required to wear nametags with the school's name and phone number. We suggest they wear their St. Thomas Becket Preschool t-shirt that day as it helps to keep track of the groups more easily.

Research

Occasionally a college or university may call and ask us to participate in a study about some aspect of child development. If this situation should arise, we will send home a note telling you of the study and asking for a decision as to whether or not your child will participate.

Pictures

Pictures are taken periodically of the children. They may be used in the newspaper and at various programs and meetings that deal with child care. You must have signed the Permission Agreement Form in order for your child's picture to appear in public.



Health Regulations

Illness

****Please call the preschool at 651-683-9808, ext 24 if your child will be absent.****

If he/she is not feeling well, please do not send your child to school:

- with a reportable illness or condition that is contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others
- with chicken pox until the child is no longer infectious or until the lesions are crusted over
- who has pink eye or pus draining from the eye
- who has a bacterial infection, such as strep throat or impetigo, and has not completed 24 hours of medication
- who has unexplained lethargy
- who has lice, ringworm, or scabies that is untreated and contagious to others
- who has temperature of 100 degree Fahrenheit, or high temperature of undiagnosed origin before fever reducing medication is given
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition
- who has significant respiratory distress
- who is not able to participate in preschool activities with reasonable comfort; or
- who requires more care than the program staff can provide without compromising the health and safety of other children in care.

If your child comes down with a contagious illness, you must contact us within 24 hours. Some of these illnesses may include: strep throat, chicken pox, pink eye, impetigo, head lice, pinworms, mumps, measles, and hepatitis. Should your child's class be exposed to a contagious illness, a notice will be posted to inform you and a note will be sent home.

If a child becomes ill at school, the teacher will contact the parents immediately by phone. The child will be kept comfortable and in isolation until picked up. If a parent cannot be reached, the alternate person whom you have designated will be contacted. Someone will stay with your child until you arrive.

Medical

Each child is required to have a physical examination. The Health Care Summary and Immunization Record that each parent turns in on his/her child's first day will insure that all children are up-to-date with their immunizations and in good health. Anyone over the age of 18 months must have the chicken pox shot varicella (which is now required for kindergarten) or provide the date of the disease. ***If you do not want your child to have this shot, you and the doctor must complete the Exemptions to Immunization Law section on the back side of the form and have your signature notarized.* Please see the director with any questions or concerns.



Let the staff know if your child is taking any medications. Please administer their dose either before or after preschool. No medications will be administered by a staff member to children at any time unless the parent has previously informed the Preschool Director of the need. Prescription drugs must be in their original labeled container with dosage instructions included.

First Aid Injury

The parent will be informed of any injury. An incident report will be written (for any injury requiring first aid), placed in their file, and recorded on the Preschool's Accident Log. The staff will handle injuries requiring minor first aid. All staff members are required to complete First Aid and Child/Infant CPR training. First Aid Kits and emergency cards are kept in each classroom.

Health Consultant

Each year a health consultant will review our health and safety policies as stipulated by Rule 3. The consultant review required first aid and safety policies and procedures and practices for food preparation and cleanup.

Toilet Training

The school is not equipped to change soiled pants. In the case of an accident, the parents will be called.

Personal Hygiene

Your child is encouraged to develop independent habits for personal hygiene such as washing hands and face before and after snacks and after toileting. We try to help children gain an appreciation and a feeling of responsibility for personal cleanliness and neatness.

Safety

We inspect our school area and playground to make sure all areas are free of hazards and safe for children.

Parent Supervision

Children are expected to be with parents or carpool parents prior to drop off and after pickup. We want to ensure safe entry and exit from the building for everyone. Children are to be supervised at all times in the building or outside. If you are waiting for class to begin or visiting with other parents, children are to be within your sight.



Emergency and Accident Procedures

Emergency Care

In case of a medical emergency, 911 will be called and the 911-response team will transport the child. The Director or teacher will notify the parents and child's doctor. If a parent is not present, a staff member will accompany the child to the hospital. The Director will report in writing to the Department of Public Health and Welfare within 24 hours any serious injury, fire or death. Be sure to keep us updated on changes in medical care and emergency phone numbers.

Severe Weather/School Closing

If ISD 196 (Rosemount, Apple Valley, Eagan) is cancelled, the Preschool will not hold classes. If the public schools are starting two hours late, we will not hold the half-day sessions and the extended day sessions will meet. In case of inclement weather, the Director will make the decision to close St. Thomas Becket Preschool. Please watch for an e-mail for any announcements regarding closings. If there is a utility failure of any kind (heat, lights, water) during the day, the school will be closed and parents will be notified.

Fire Drills / Tornado Drills

Fire Drills will be held monthly throughout the school year. We will have both planned and surprise drills and the staff will prepare the children for these drills. There is at least one exit by each classroom. Children will be trained at the sound of the alarm to go to the exit and out to the parking lot. After the children are evacuated, in the event of a real fire, 911 will be called. A tornado safe-area has been designated. Children will be instructed to kneel on the floor facing the wall with heads down and protected. Tornado drills are held monthly from April to September.



Maltreatment Policy

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs.

Who should report child abuse or neglect?

Any person may voluntarily report abuse or neglect. If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to report:

If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123. Reports regarding incidents of suspected abuse or neglect occurring within a family or in the community should be made to the local county social services agency at 952-891-7459 or local law enforcement at 952-890-2460. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971.

What to report:

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy. A report to any of the above agencies should contain enough information to identify the child involved, and persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed family, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to report:

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.



Retaliation Prohibited:

An employee of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review:

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- Related policies and procedures were followed;
- The policies and procedures were adequate;
- There is a need for additional staff training;
- The reported event is similar to past events with the children or the services involved; and
- There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary & Secondary Person/Position to Ensure Internal Reviews are Completed:

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment the Assistant Director will be responsible for completing the internal review.

Documentation of the Internal Review:

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan:

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training:

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specifies under the Minnesota Statutes, section 245.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.



Child Abuse

Staff members are required to report suspected incidents of physical or sexual abuse or neglect to Dakota County Child Protection Agency, (651) 891-7459.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)297-4123.

Insurance

The Catholic Community of St. Thomas Becket provides liability insurance from Catholic Mutual.

NOTE: The Preschool is not responsible for transportation of children enrolled in the program.

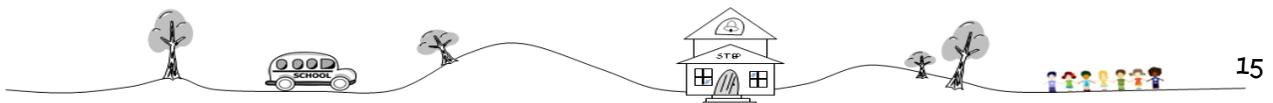
St. Thomas Becket Preschool is a state-licensed facility. It complies with the standards

Licensure

set forth by the Department of Human Services of the State of Minnesota. You have the right to contact the department with any questions at (651) 296-3971.

Sample of Daily Schedule

9:15	-	9:40	Greeting/Playground/Interaction Time
9:40	-	10:00	Circle time
10:00	-	10:40	Project time/Free Choice
10:40	-	10:45	Clean Up
10:45	-	11:05	Bathroom/Snack
11:05	-	11:30	Large Muscle
11:30	-	11:40	Story/Small Circle
11:40	-	11:45	Get ready to leave
11:45			Dismissal



Tips to Parents from your Preschooler

- Be positive. Don't tell me that I'll have a great time at child care and then tell Grandma that you feel guilty about enrolling me. I pick up on your feelings very easily. If you feel great about leaving...I'll feel great about staying.
- Don't mind me if the first day I love it, and the second day I hate it. It's a new place, new kids, new adults, and new schedule. Keep my schedule consistent and I'll be fine.
- When you drop me off in the morning, give me a kiss and a hug and leave. When you linger around for a while to see how I'm doing, it makes me feel uncertain because you feel uncertain. Then I don't want to stay...I want to go with you. If I'm crying, the teachers will hold me. They love me also and want the best for me.
- Please take time to look at my artwork that I created. I work long and hard at it all day while you are at work. If you do not care, I will not be enthusiastic about creating it. And if I see it laying in the trash at home, I will lose my creativity.
- Spend time with me after we get home. I know that you're tired, and I'm full of energy because I took a nap. Let's go for a walk after dinner. I need time with my mom and dad, too.
- Sometimes I would like it if you would talk to me and explain to me what is going to happen to me, before it happens. Tell me what day I am going to start preschool, and what I am going to do there all day long. It would help to lessen my fears. Point out the center to me as we drive by, so I can be excited about it.
- Give me the choice to do things by myself. I'm little and slower than you are, but I can do things all by myself. I can get dressed by myself, and I can pick what breakfast cereal I want to eat. Making decisions can make me feel very important.
- Sometimes I don't want to go to preschool. Sometimes you don't want to go to work, but after we both get there, we're fine.
- Don't be mad at me if after I pass the "adjustment period" I don't want to go home with you when you come to pick me up. Be glad that my teachers are wonderful people to make me feel that way.
- Please don't feel guilty about leaving me. I know that you love me and that you would not do anything bad for me.

Thanks!

Your child

