

Parent Handbook
for
Sept. 2011 through May 2012

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Wheatland Center School
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A Branch of Choo Choo ChildCare Ltd.
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Joyce's Preschool at Wheatland Center School is a pre-kindergarten program for children age 3. Its purpose is to assist parents in giving their children opportunities to increase their knowledge of the world around them. To do this we provide the children with a safe and warm learning environment where there will be daily activities planned on the children's developmental levels.

Your child's daily activities will include:

STORY TIME – Stories let the children's imaginations work along with encouraging them to read. They learn about sequencing, how to distinguish between reality and fantasy, and about feelings and emotions. They also start to understand how the printed word is used. The stories will increase their vocabulary, ability to remember, listening skills, and help with language development. This time also allows time for discussion on the day's unit and project.

FREE PLAYTIME – Free playtime is one of the most important parts of any pre-kindergarten program. This is the time when the children learn about social behavior, and other important social skills, such as being polite, sharing, keeping your hands to yourself, using an inside voice, making friends, cooperation and concern for others. Communication skills are also a large part in free playtime as they are free to talk to their friends and teachers. They can be creative with art materials such as play-dough, paint, markers, crayons and colored pencils. They are using their small muscles in their hands, which need to be developed for all pre-writing skills and writing activities. The children may get involved in the dramatic play area. In this area they can role-play and imitate adults in many social settings such as the home with dress-up and kitchen, grocery store, pet hospital and post office. It allows them to learn how to solve many social problems. Children are also allowed to use their imagination in other areas with toys such as blocks, cars, farm animals and zoo animals. On some days the teachers will bring out a water table, which may have water, sand, beans or rice in it.

DAILY PROJECT – Every day the children will create a project. The projects are used to teach listening skills, cognitive skills and small motor skills. Their listening skills are promoted through following directions and direct instruction. Their cognitive skills are built when creating their projects and their small motor skills are developed while cutting, coloring, gluing, painting, etc. When the project is completed, it gives them something concrete to take home and promotes discussion with their parents. They should talk about what they did at school that day which will also help to increase their memory skills.

CLEAN UP TIME – Children learn to follow directions and they learn to cooperate as a group to work together. They learn to respect other people's belongings and about sorting and neatness.

GROUP TIME – At group time they are assigned helper jobs. The jobs help the children learn to take turns, be patient, listen attentively and many other pre-kindergarten skills. The *calendar helper* checks the calendar using pre-math skills such as counting and number recognition. It also helps the children develop the concept of time along with learning the days of the week and months of the year. The *weather helper* introduces science to the children along with an open discussion on how the seasons change. Other jobs include *attendance helper*, *pledge of allegiance helper* and *line leader*. The children will also work on their number, shape and color recognition during group time and memorization skills. Jobs will also be assigned to help with snack time such as *cup passer*, *napkin passer* and *snack person*.

SNACK TIME – Before they eat, the children will be led by the line leader to wash their hands, teaching them about cleanliness and health. While the children are washing their hands, the cup passer, napkin passer and snack person will help set up the snack tables. While they eat they have time to socialize and learn about new foods.

LARGE MOTOR ACTIVITY (SINGING and DANCING) – What does singing, dancing, running, and jumping do for children? First it helps their large muscles develop. Second it is good exercise. Third it helps the children develop their cooperation and listening skills. Fourth it enables them to become more coordinated and flexible while releasing energy and tension. All of this and it is FUN too.

ENROLLMENT FORMS and SUPPLIES:

Every child enrolled must have the following forms.

1. Child Care Enrollment Form – This will be filled out at the time of registration and left with the teacher or director. It gives us emergency contact information if your child gets sick or injured at school.
2. Health History and Emergency Care Plan Form – This also will be filled out at the time of registration and left with the teacher or director. It gives us information about any medical conditions your child may have such as allergies.
3. Immunization Report – This form is to be turned in within 30 days of the first day of attendance. It is used to make sure all children are in compliance with state immunization statues.
4. Health Report – This form is to be turned in within 30 days of the first day of attendance and signed by a health professional. It allows us to make sure all children are in good health for being at school.

Children will be accepted at the center on a 1-month trial basis. After the trial period, the child may be cared for, if the care of that child does not cause any unusual burden to the center.

There will be no discrimination on the basis of race, color, sex, creed, national origin, political persuasion or handicap.

(tear along dotted line for a shopping list)

Children will need the following SUPPLIES to participate in the pre-kindergarten program.

PLEASE TRY TO BUY THE BRAND SPECIFIED; THEY ARE WELL WORTH THE COST.

1. 1 Box of 24 small **CRAYOLA** crayons and 1 Box of 16 large **CRAYOLA** crayons.
2. 1 Box of the 8 or 10 classic colors of washable **CRAYOLA** markers.
3. 1 Set of the 8 classic colors of **CRAYOLA** water paints.
4. 8 **ELMER'S GLUE STICKS**.
5. 2 Boxes of 90 or 100 count 5 ounce dixie cups.
6. 1 Roll of Paper Towels
7. 1 Box of white **PUFFS** tissues.
8. Small Package of Baby Wipes
9. A Pocket Folder – labeled with child's name
10. Disposable Camera with flash – labeled with child's name

YEARLY SCHEDULE:

The 3 year old program will operate Monday through Friday from 8:15AM to 10:45AM. Your child must be at least 3 years of age by August 31 of that school year to enter the program. There will be a maximum of 20 children allowed into this program. The program starts approximately September 6, 2011 and ends May 25, 2012.

The preschool classes will be closed for most holiday vacations. Parents will be notified of closures in their monthly calendars. Preschool may also be closed for snow days or other severe weather. We are closed the same days as Wheatland Center School is in these situations.

FEES:

All checks should be made out to **CHOO CHOO CHILDCARE LTD.**

There is a \$50.00 annual registration fee to enroll your child. This fee is non-refundable and if you withdraw your child from the preschool program your spot will not be held.

The prices for Joyce's Preschool are based off of a monthly tuition to be paid on the first day your child attends of any given month. Children may attend any set number of days during a week. Most parents choose a Monday/Wednesday class or a Tuesday/Thursday class, but you may choose any option that suits your families needs. A minimum of 2 set days per week is required with a maximum of 5 days per week Monday through Friday:

2 Days Per Week - \$90.00

3 Days Per Week - \$135.00

4 Days Per Week - \$180.00

5 Days Per Week - \$200.00

Monthly tuition is to be paid on the first school day of each month. If the tuition has not been paid by the 3rd school day of the month your child may be terminated from the program. There will be a fee of \$25.00 charged for checks that are returned for insufficient funds.

LICENSING RULES:

Joyce's Preschool has been state licensed since 1984. All parents have the right to view the licensing rules for Group Day Care Centers (Preschools fall under this category). There is a copy located in the class at all times if you would like to see them feel free to ask your child's teacher. If you would like your own copy please feel free to contact the Administrator, Rob Thornton at 262-945-3547 for more information.

STAFF:

All of our staff are state licensed. Our Administrator has been certified for more than 10 years through the state of Wisconsin along with having a degree in education from the University of Wisconsin, Parkside. All of the teachers are certified as Child Care Teachers or Child Care Assistant Teachers. Most have also been with Choo Choo ChildCare Ltd. for over 5 years.

COMMUNICATION:

Here at Joyce's Preschool we have an open door policy. This means you are welcome to visit at anytime and observe what goes on at the preschool on a day to day basis. We welcome parent volunteers and most any involvement you wish to contribute to our classes. If you have a special talent you would like to share or just a story, book, song or art project that pertains to one of the units, please contact to your child's teacher and we will try our best to add it to our calendar. If you need to communicate with any staff member please feel free to talk to them at anytime or call at your convenience.

DISCIPLINE and TERMINATION:

The preschool classroom has been set up in a way to try and avoid conflict between children. Once in awhile a conflict will come up, when this happens the teacher will talk to the children involved to promote discussion between them. The hope is for the children to learn to solve the conflict between themselves. They may be re-directed to another play area for the discussion. If the children cannot solve the problem the teacher will help. If a child is causing harm or being disruptive to others they may receive a "time out" for no longer than 5 minutes where they will have to sit in a chair to think about their actions and how to improve them.

When a child is having a hard time getting along or being disruptive in class, his parents will be notified for a parent/teacher conference. Working together the parents and teachers will try to come up with a solution to the problem. If the problem cannot be solved within a few class sessions, that child will be terminated from the program.

MEDICAL LOG:

The medical log is used to record any accidents that children have while in our care or any medicine that is given to them while at Joyce's Preschool. Teachers are also mandated by the state to look for child abuse. If a child comes to school with unusual marks on their body, teachers are required to record what they see in the medical log. The Teachers are required to report any child abuse to the authorities. The medical log can be used in a court of law if a child abuse case requires it.

HEALTH:

Remember sick children **do not** belong at school. A child will be sent home if any of the following symptoms appear: fever, rashes, diarrhea, earache, sore throat, etc. We do not want to expose the other children to any illnesses. If this occurs an emergency contact will be notified to come pick the child up.

SNACKS:

Children will have a snack everyday at the center. Joyce's Preschool will serve a prepackaged store bought snack with 100% juice or milk. We will follow the guidelines designated by the Department of Health and Family Service in the State of Wisconsin. Please let us know about any food allergies your child may have.

FIELD TRIPS:

Field Trips are scheduled throughout the year. A permission slip must be signed before your child may attend. There is a fee for the field trips only if a bus is used and/or if there is an admittance charge for the children, teachers, and chaperones. If you sign up for a field trip and pay, and then find you cannot attend, there will be no refund of the money. We are always grateful for parent volunteers on these trips.

PETS/ANIMALS:

At this time, we do not have any pets in our child care rooms and due to the increase of children with asthma, we do not allow any animals to be brought in for show and tell or any other reason.

TEARS:

It is not uncommon to have a young child cry when his mother or father leaves him. This is an emotional need for some children. If the child cries for more than 10 minutes the parents will be told and a discussion with the teacher will be held to try to solve the problem for the crying.

The best thing to do for your child (and the hardest thing for you) is to hand the crying child to the teacher, tell them to have a nice day and that you will be back to pick them up when preschool is over. We have found that the longer a parent stays the longer the crying and emotional upset lasts. You want the child to adjust and not form the habit of crying. If the child is really having a problem an emergency contact will be notified.

If you have any questions or concerns, please do not hesitate to call your child's teacher at 262-945-8647. If you need to reach the Administrator, contact Rob Thornton at 262-945-3547.

We look forward to working with you and your children.

*I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
They fashioned it with care.*

*One was a teacher
The tools she used were books, music and art.
One was a parent with a guiding hand
And a gentle, loving heart.*

*And when at last their task was done
They were proud of what they wrought
For the things they molded into the child
Could be neither sold nor bought.*

*Each agreed they could have failed
If they had worked alone
For behind the parent stood a school
And behind the teacher, a home.*

This poem by an unknown author is dedicated to Joyce Thornton founder of Joyce's Preschool who loves it and believes in its message. It is now our responsibility both as staff and parents to do our best to mold the minds of all our young children.