

Little Learners



Parent Handbook

Little Learners Preschool

Connection Point Church

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MISSION STATEMENT

Our goal is to introduce Jesus to preschoolers by meeting the emotional, physical, social and spiritual needs of the children and their families. We are committed to providing a safe, loving, Jesus-centered environment where preschoolers are provided with a spiritual foundation upon which future knowledge can be built.

"And Jesus increased in wisdom and stature, and in favor with God and man." Luke 2:52

PURPOSE STATEMENT

With the Holy Spirit's guidance and the Bible as our standard, Little Learners Preschool provides a nurturing learning environment that exhibits loving respect for each individual child. We provide age-appropriate, purposeful learning experiences that allow the children to develop physically, academically, socially, emotionally and spiritually along the path that God has laid out for each of them. As we partner with the parents, we seek opportunities to share God's love, provision and grace as we minister to each of our Little Learners families.

CURRICULUM

The objectives and skills in our curriculum are developmentally set to build upon one another until the pre-K year. At this point, Little Learners' academic standards are directly aligned with those set forth by the Missouri Department of Elementary and Secondary Education. (DESE)

The following are some aspects of our daily curriculum:

Circle Time

This is a classroom time when the children gather as a group and share ideas, discoveries and observations. Circle activities are designed to stimulate children's thinking, expand their attention spans and enrich their social skills.

Story Time

This is a time designed to help children develop an appreciation and enjoyment of literature. Language arts activities enhance children's developmental pre-reading skills, vocabulary and comprehension.

Fine-Motor Activities

These activities help improve small-muscle development and eye-hand coordination.

Art Activities

These activities assist children in expressing themselves. Art also helps reinforce fine-motor skill and the development of concepts such as textures, sizes, shapes and colors.

Block Play

Playing with blocks allows opportunities for hands-on problem-solving, the discovery of spatial relationships, balance, organization, and understanding cause and effect relationships while engaging in cooperative play.

Dramatic Play

This type of play allows the opportunities for children to express themselves verbally as they participate in social interactions, and cooperatively problem-solve, while building self-esteem.

Each week our students also take part in specialized instruction outside their classrooms. Besides the focused curriculum, students are provided additional variety to the school day.

Bible Buddies/Music Class

The Fruit of the Spirit is an overall school theme. Each month a particular characteristic is highlighted. Our Bible Buddies/Music teacher presents each characteristic through Bible stories, Scripture memory, songs and sign language.

Singing is only part of our music program. Age appropriate activities introduce our students to pitches, rhythms, musical notations, the instruments of the orchestra and the emotions and movements that follow the love of music.

Spanish Class

Foreign language gives our students an opportunity to reach outside our familiar experiences and be exposed to the language spoken by many of our American neighbors. Songs, games and other activities help to expose our preschoolers to vocabulary such as days of the week, months of the year, colors, numbers, greetings and even some simple Scripture verses.

Creative Movement Class

These large motor activities give children the opportunity to use their muscles, as well as their imaginations, as they engage in fun, healthy, exercises. These activities are coordinated and utilized to support and enhance the total developmental learning process.

Sontown Playground

Every day, the boys and girls receive the opportunity to experience our indoor/outdoor play yard. There are opportunities to run, climb, slide, pretend play and socially interact with classmates.

Technology Instruction

PK students receive weekly opportunities for interactive reading and math learning during their ipad time.

PARKING

Convenient parking may be found outside any of our preschool doors. The West Front Lobby doors lead to the Toddler & Two's classes. Off of 75th Street, entrance at Kids City, will give access to the 3's & Pre-K classes. There are a couple of specific places that are off limits at all times. Please do not park in the circular driveway in front of the ROC. This is a very busy area for deliveries and pedestrians.

Also, please be respectful of our handicapped parking spots. Please do **not** use handicapped spots that are marked with metal signs on poles. These are patrolled by the Raytown Police Department and controlled by the state of Missouri. There is a possibility of a ticket being issued if those guidelines are not followed.

While we realize that it is not always convenient to bring other children into the church building while leaving or meeting a Little Learner, **Never leave children in the parking lot unattended.**

SECURITY ACCESS

Security cards will be distributed on "Meet the Teacher" night. One complimentary card is presented in behalf of each student. Additional cards may be purchased at a charge of \$5 each.

Parent security access cards will allow entrance at the West front Lobby doors and the West door by Kids City. This card is also necessary for entrance into the preschool hallways.

For the safety of all of our students and teachers, please do not hold the door open for any person who does not have a keycard. If a card has been lost or forgotten, please contact the ROC security desk, Little Learners office or other staff member to help you.

ARRIVAL and DEPARTURE PROCEDURES

Arrival

Computer Check-In & Check-Out is between 9:00am-2:00pm

- Always ESCORT your child to his/her classroom.
- Take your child to the restroom before he/she gets to the door.
- Help your child wash his/her hands.
- Children will be invited to enter their classrooms between 9:25 and 9:30. Until then, the classroom doors will be kept closed while the teachers complete the last prayers and preparations for the busy day. Please be respectful of this important time.
- As the teacher meets your child in the morning, we ask that you part with your child outside the classroom door. Most preschoolers adapt better without long good-byes.
- Sometimes preschoolers cry at the beginning of the year when they are separated from a parent. This insecurity quickly subsides once they become involved with friends and activities. If your child is upset, you are welcome to wait down the hall and the Director or other staff member will be glad to help monitor the progress until “all is well.”

Dismissal

- Children will meet their parent or other pre-authorized adult at the classroom at 1:30 pm for the end of the day dismissal.
- The pickup person will give the matching sticker to the child's teacher.
- Do not allow the child to run ahead of you, please **ESCORT** the child out of the building.
- If this person changes, the parent needs to inform the director. You must send a picture or get the matching sticker to the person picking up. That person must be on the emergency pick up list.
- For the safety of our Little Learners, identification may be requested if the pick-up person is not recognized by the teacher.
- Teenagers 16 years old and older may pick up a child if prior arrangements are made with the Little Learners office.
- **Written notification of any known person who may pose a threat to your child's safety or well-being should be submitted to the office and kept on file.**

ABSENCES

If your child is ill or going to miss preschool for any reason, **please** let us know. You may call or text the teacher or call the director at 778-1128. This helps the teacher to better prepare for the day.

VACATIONS

Our wish is that every student will be in attendance every day, but if there is an unavoidable need for your child to be out for several days due to family plans, please let the teacher know as soon as possible. This will help her as she plans and prepares for upcoming activities. No refunds can be given for days missed.

TARDINESS

It is very important that the children be in class on time each day so that they do not miss any of the classroom activities or instructional time. The teachers have many wonderful things planned. We hate to have anyone miss a minute of the day. Some classes leave for their special classes the first of the day. Late arrivals will need to sign in at the classroom door. Then the **parent** will be responsible for escorting the child to his special class, posted on the classroom door, allowing the teacher time to continue the important preparations for the students' return.

LATE PICK-UP

Your child needs to be picked up promptly at 1:30 p.m. After a ten-minute grace period, your child will be taken to the Little Learner's office and a fee of \$2.00 per minute per child will be charged for each minute after that time. You may pay when you pick up your child, with that month's tuition or before the 28th of the current month. This pick-up policy must be enforced to allow the teacher time to complete their cleanup responsibilities before they leave for the day. If you have more than one child in the program, please be sure that you are able to pick up both students before 1:40pm.

If you know that you have run into an issue with pick-up, please call the Little Learners office so that we can reassure the child, aid the teachers and better be able to help the parents.

LUNCH AND PEANUT-FREE POLICY

Each family is responsible for their students' lunches and drinks each day. The lunches may be brought in a lunch box or paper sack. Please send food that can be eaten by your child with minimal assistance. Please do not send soda or any carbonated beverages with your child. Water will be available for children who do not bring a drink. Please keep a cup in the lunch box for this purpose.

Please include any required eating utensils, such as a fork or spoon. Please be sure that your child's name is on his lunch box, thermos and all containers.

We are unable to serve lunches that need to be heated. Because of food allergies, **NO peanut butter or any other peanut products should be included in student lunches.**

Unrefrigerated Lunches

In order to prevent disease among the children; unrefrigerated lunches should not contain potentially hazardous foods. Below are some of the foods that meet Federal, State, and local health guidelines for non-potentially hazardous foods. Please keep these in mind when packing your child's lunch.

Whole Fruits and Vegetables
Commercially Canned Fruits
Juices
Dried Fruits
Crackers, Cookies, etc

*Please remember that some foods, such as grapes, are a potential choking hazard for very young children, especially toddlers. **Please be sure that all food is in bite-sized pieces.**

DRESS CODE

- Students should come to school dressed in comfortable play clothes.
- Students should be as independent as possible dressing after using the restroom. Some hooks and other fasteners are very difficult for children to fasten.
- Toddlers should wear clothing that unsnaps completely without having to remove shoes or garments during diapering.
- A change of underwear, socks, pants and shirt should be in your child's backpack at all times to be used in case of spills or other accidents.
- Students should wear tennis shoes and socks for preschool each day. Socks are required for playing in Sontown, where we play on the days where the weather is unpleasant. **Please do not** wear sandals and flip-flops as they hamper running, climbing and other active play.
- Please be sure that children's jackets, coats, hats, sweaters, mittens, etc. are clearly labeled with your child's name. Classes are allowed to play outside if the temperature is 35 degrees or above.

INCLEMENT WEATHER

- If Raytown schools are canceled for snow or extreme weather, our program will also be canceled. **This cancellation will be announced on television and radio as Raytown Consolidated School District #2.** The Director will also post it on the Little Learners facebook page. Teachers are not responsible for calling their students to inform them of cancellation. In the event of a late start day in Raytown, the director will make a decision and a parent will be notified at home.
- Two optional snow days have been built into the calendar. These occur on **MONDAYS** when Little Learners is not typically in session. (See the Calendar) They will be used only if needed. You will be notified what day your child will attend. We have attempted to coordinate our calendars with Raytown's school calendar for holidays and breaks; the only policy that we totally follow is their inclement weather policy.

FAMILY COMMUNICATIONS

Monthly Newsletter

Please read the monthly newsletter carefully that comes from your child's teacher. Some teachers choose to communicate weekly through email. Please be sure to check your child's backpack for other information from your child's teacher.

The director and administrative assistant are communicating through weekly and monthly emails.

Much of our parent communication is sent over email or through the classroom Remind Text. Please make sure to check your spam folders to ensure that your system is allowing our communications to enter. After doing so, please let the office know if you are still not receiving emails. Please contact your teacher if you are not receiving classroom text.

Web Based Communication

At Little Learners, we know it is important for you to know what is happening with your preschooler. Little Learners utilizes a couple methods of web-based communication to enhance your experience as a parent.

First of all, check out our direct **web site**. This site offers the basic information about our preschool. It has links to the yearly school calendar, enrollment packet, facebook page, fee and tuition schedule and online payment link. Share it with your friends!

www.littlelearnersps.com

Secondly, keep up to date with information, and postings that are for you! **"Like" us on Facebook!** Our Facebook page is Little Learners Preschool Raytown (There is a FACEBOOK link on the school website.) You will find weekly pictures from various classrooms about special things happening in and around the preschool.

DISCIPLINE

Little Learners Preschool is of the mindset that discipline should be effectively managed proactively.

Our teachers implement a positive approach to discipline and the ultimate goal is to help the child to achieve “self discipline.” Activities are varied in order to maintain the proper amount of stimulation to keep little hands busy. Both the environment and activities are appropriate to the developmental abilities of the children in the class.

Through positive reinforcement, intentional listening, redirection, and behavior modification, our students are provided an environment where they are exposed to the means of acquiring developmentally appropriate behaviors.

When a need arises to address an issue, it is handled by each teacher. Most teachers incorporate a “Safe Spot,” “Thinking Chair,” or other positive place for a child to retreat and collect himself. If the child is unable to collect himself within the classroom, the director will be called for assistance and the child will be removed. No student will have the right to disrupt the continuity of the classroom or take away the others right to learn in a friendly, controlled environment. Little Learners is not staffed to care for those students who are removed from their class due to their disruptive behaviors. A parent must be available for contact and must make arrangements to pick them up.

AGGRESSIVE/ DISRUPTIVE BEHAVIOR DISMISSAL POLICY

Children who exhibit disruptive and/or threatening behavior interfere with the educational and social atmosphere of the classroom. Parents will be informed of the behavior modification strategies for children who repeatedly exhibit this type of behavior. If this plan does not bring about an acceptable behavior within a month’s time, the disruptive child will be dismissed in order to maintain the safe and pleasant learning environment for all staff and students.

HEALTH AND WELLNESS GUIDELINES

Only well children can attend preschool. We require that a child be free of fever, vomiting and/or diarrhea for at least 24 hours before returning to preschool. When in doubt, please apply the GOLDEN RULE.

As specified by the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists: Upon recommendation of the Committee on the Control of Infectious Diseases, a child will not be accepted at Little Learners with:

- Fever
- Vomiting and/or diarrhea (no matter the cause-even associated with teething and/or medication)
- Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc. or any infectious, contagious diseases.
- Sore throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, or impetigo
- Pinkeye or other eye infections (All eye infections are considered contagious. The child will be sent home and must be on medication for 24 hours before returning to Little Learners)
- Any communicable diseases
- Cloudy or green runny noses, persistent cough (even associated with allergies)

If your child becomes ill at school, or one of the previous conditions are noticed, the child will be removed from the classroom and a parent will be contacted to pick up your child at the Little Learners office immediately.

Please call the Little Learners office to let us know on days that your child will be out due to illness.

POLICY ON MEDICATIONS

No member of the Little Learners staff will administer medication. The only exceptions to this policy are those children who must keep an asthma inhaler or EPI pin with them for allergic emergencies. If your child requires either of these, please come to the LL office with a doctor's instructions to complete a permission form and to demonstrate proper usage of the needed item.

TOILET TRAINING

Children in the 3 and 4 year old classes must be potty-trained. Only the Toddlers and the Two Year Old classes have adjoining restrooms. Other classes are taken to the restroom on a routine basis. This reduces the need for individual trips, but now and then a student will need to be assisted individually. At this time, each student is accompanied by a teacher when leaving the group. By using the LL restroom before coming to class, every student will be ready for uninterrupted learning and fun. Please make this a part of your entrance routine.

BAGGAGE TAGS

You will be given a nametag to attach to diaper bags or back packs. Please fill it out completely, using the bottom "Other" line for an emergency number for your child.

WITHDRAWAL

If it becomes necessary to withdraw your child from Little Learners during the school year, a written notice must be given to the director two weeks before the withdrawal. No refunds will be given, as Little Learners is self-supporting and receives no financial assistance from Connection Point Church, or any other source. Tuition is used to pay teachers' salaries and other expenses, as well as replace and update toys, games and other equipment.

TUITION PAYMENTS

Since the number of school days per month sometimes varies greatly, it has been found most convenient to divide the annual tuition into nine equal monthly payments.

Tuition remains the same amount each month. The first month's payment will be due on August 1st. September through April's payments are due on the 1st of each month. If payment is not made by the 28th, the child will not be allowed to attend class until a satisfactory financial arrangement is made with the director. Tuition covers a student's place in the classroom, not the child's attendance. Monthly payment can be made online or by a check made payable to Little Learners.

Any student, who enrolls after Labor Day, will have the option to make payments starting the month of enrollment. Their last payment will be received in May. The families that choose this option will be required to pay on or before the first day of the month. If payment is not received by the fifth of month, the child will not be allowed to attend class until the balance is received.

For your convenience you may also pay online at www.littlelearnersps.com. Once you set up an account, you can have an automatic withdrawal from Pushpay each month. If a check or on-line payment is rejected due to insufficient fund, the account will incur a charge of \$30.

For tax purposes, please note the Federal Tax ID for Connection Point Church is 440616-201. This number may become necessary in March or April.

SCHOOL SUPPLIES / TOYS

All school supplies will be provided by the fee that is paid at the time of enrollment.

We have toys and equipment in each of our classrooms. Personal toys should be left at home unless otherwise requested by the teacher. We cannot be responsible for personal toys, special blankets, or irreplaceable items, and sharing is more easily taught when a personal toy is not involved.

Play guns and weapons of any kind are not allowed at Little Learners.

SPECIAL OCCASIONS / EVENTS

We have planned numerous school-wide special events, such as our Grandparent Celebration, Thanksgiving Feast, Christmas, Valentine's and Easter parties, a Spring Program, Dad's Day and Mother's Day Celebrations

Field Trips

We also have fieldtrips throughout the school year. They include visits by special guests including animal handlers, storytellers, police and firefighters. We never transport our Little Learners students, but rather bring our fieldtrips into our school.

Our Pre-K classes meet for a field trip to Faulkner Pumpkin Patch in the fall. Parents are invited to share in this experience. Check our calendar and save the date. It is a time of fun for all! If a parent is unable to attend, we will help them find another parent with whom to provide transportation and a buddy for the day.

Birthdays

Birthdays are so much fun! Please check with your child's teacher concerning birthday celebrations. In the event that your child has a summer birthday, feel free to work with your child's teacher to choose an alternate day for special recognition. Special snacks, cookies or cupcakes are a very good way to celebrate a preschool birthday.

Please save the pizza parties, cakes and treat bags for home

parties. If personal party invitations are to be passed out at school, please make certain that every child in the class is invited. The teacher will be glad to put them in the students' cubbies/backpacks so that discretion can be enforced. **Parents do not pass out invitations on school property.** To protect the privacy of our LL families, we do not give out addresses and/or phone numbers of our preschoolers. If you need a phone number or address, please speak personally to the other parent.

Class Parties

Your child's teacher will inform you of any upcoming parties or special days. While we always appreciate parent help during parties, the teacher will handle the scheduling of any parent needs. As always, these are special times for our Little Learners, and we will only be able to use those parent volunteers who are able to secure childcare for any other siblings.

STUDENT/TEACHER RATIOS

Little Learners Ratios

Toddlers	1 teacher to 4 children
2 Yr Olds	1 teacher to 6 children
3 Yr Olds	1 teacher to 7 children
4 Yr Olds	1 teacher to 8 children

Ratios for Licensed Child Care Facilities as required by the Department of Health

Toddlers	1 teacher to 4 children
2 Yr Olds	1 teacher to 8 children
3 Yr Olds	1 teacher to 10 children
4 Yr Olds	1 teacher to 10 children

***Little Learners facility is exempt as a religious organization from state licensing and therefore not inspected or supervised by the department of health other than as provided herein and that the facility has been inspected by those designated in section 210.252 and is complying with the fire, health and sanitation requirement of sections 210.252 to 210.257.

***The most recent sanitation, fire safety, and Bureau of Child Care health and safety inspection of this facility were by the agencies or authorities on the dates provided in the enrollment packet. Copies of the inspection forms are available.

***Background checks have been conducted on each individual caregiver and all other personnel at the facility. The background check is conducted upon employment and every two years thereafter.

***Little Learners Preschool is state-mandated to report any reasonable suspicions of child abuse or neglect concerning any of our students to the Department of Family Services.

Thank you for taking the time to read our Parent Handbook. If you have any further questions please email, PJ Null at pj@connectionpoint.tv. You can call the office at 816-778-1128.

We are excited about the school year and look forward to loving on your child and sharing Jesus with them each day! 😊