

St. Elizabeth PreSchool Program



2019-2020

Mission Statement



“A vision for the future with respect from the past.”





Welcome to Little Hornets Preschool!!



Handbook

We would like to take this opportunity to welcome you and your child to the Little Hornets Preschool. This handbook is designed to give you important information about our preschool program. It is also a point of reference for policies and procedures used at the preschool. Please keep this handbook in a safe place at home so that you may review it when needed.

The preschool years are a very inquisitive and exciting time for you and your child. At Little Hornets Preschool, we believe that every child is an individual and our staff is devoted to bringing out the best in each child. Having a caring and devoted staff at our preschool is essential to our notion that every child can achieve his/her greatest potential when given the opportunity to explore the world around them. We believe that all children learn at their own pace, so activities are designed to develop a variety of skill levels. Our goal is to allow preschoolers the opportunity to explore the world around them while preparing for the structure of the kindergarten classroom.

Curriculum

Our curriculum will model the Creative Curriculum module. It will be based on the Missouri Early Learner Standards and Kindergarten Readiness Skills. Our curriculum will include weekly themes and units as well as instruction in reading, math, social studies, language arts, science and nature. The instruction will be whole group learning and center-based learning. Children are introduced to letters, number concepts, colors, shapes, science experiments, hands-on activities, physically fun activities, language concepts, calendar and cooking activities. Television is not a part of our educational program, but is used to enhance the program when appropriate.

Hours of Operation

The Little Hornets Preschool will operate from 6:00am-5:45pm. The preschool day will begin at 8:00am and end at 3:00pm. From 6:00am-8:00am, the students will be part of the before school program, and from 3:00pm-5:45pm, the students will be part of the after school program. There is no extra fee for the before and after school program for preschool students.

Fees and Tuition

A one-time \$30.00 supply fee will be due in registration night. Students that will be attending Kindergarten the following year, will receive precedent over younger children. Students that attend Preschool will be considered full time students.

Tuition is \$20.00 per day. We charge for the full week regardless if your child is present or not. A family may apply for reduced rates using the school's Request for Reduced Rate Form.



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A family qualifying for Tier 2 prices will be charged the rate of \$15.00 per day. Those qualifying for Tier 3 prices will be charged \$6.00 per day.

Tuition for children of St. Elizabeth R-4 faculty and staff will be charged at the rate of \$15/day. Tuition rates include the same hot lunch that our elementary students receive each day as well as a morning and afternoon snack.

Payment Procedures

Payments are to be made monthly. All monthly payments are expected by the 6th of every month. A late payment fee of \$5.00 will be charged to your account if payment is received after the designated due date. An additional \$5.00 will be charged if payment is not received or arrangements not made with principal by the end of the month. If you are experiencing difficulty meeting the designated pay schedules, please contact the principal to work out other arrangements. We will accept a check or money order. No cash should ever be sent for any type of payment.

All checks must be made to Little Hornets Preschool. Payments should be placed in the drop box that is in the classroom for your convenience. If your child comes on the bus and leaves on the bus, it is acceptable to send it with your child. We will check their backpacks. When paying Little Hornets fees, please indicate in the memo section of the check the month for which payment is made and the name of the child. This is always very helpful for our record keeping. There will be a \$25 service charge on all returned checks. If problems persist with returned checks, you will be asked to make money order or cashier's check payments. No further personal checks will be accepted until the situation is deemed resolved. The principal reserves the right to discontinue services to any child on an individual basis if problems persist with payments. You must pay for all days your child is not in attendance at the preschool including illness, personal vacation days, etc. When the preschool is closed, you will not pay for those days. If inclement weather cancels school and preschool will not be open, you will be charged for that day because we utilize a system of advanced payment. We will then deduct that day from your next payment. If the regular school is in session because of a make-up day that preschool is scheduled to be closed, preschool will be open and parents will pay for that day.

Arrival and Pick-Up

For the safety of the children, they must be signed in and out daily. A list of all adults who may pick up a child will be kept on file. For safety and protection, your child will not be released to someone who is not on the list. Please contact us if someone other than the child's parents/grandparents will be picking them up. If it is not someone on the list and the parents have not notified us, we will not release the child to anyone. Anyone not on your child's approved list



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must present a photo ID when picking up your child. Please make sure a staff member knows that you are taking your child when you pick him/her up.

Please call us if your child will be absent for the day. It is so important that we always know where our children are. If you don't call us, we'll call you!

Late Pick-Up Policy

The Before and After School Care Program closes at 5:45pm. If you are unexpectedly unable to pick up your child by 5:45pm, we request that you notify the Before and After School Care Staff with a phone call. Children not picked up by 5:45pm will be assessed a late fee of \$1.00 PER CHILD for every minute of time you are late. The late pick-up fee will be due when picking up your child. We do understand that occasionally traffic will cause a delay in your pick up time. However, please try to be considerate of our staff members because they may have appointments and family members to attend to also.

Visitors

We love to have visitors! For the safety of our children, we ask that you check in at the school office. You'll see many wonderful learning activities during this time and we encourage you to visit!!!

Transition

Enrolling your child at Little Hornets Preschool is an exciting experience for young children, but it can also be a difficult transition. Parents may feel anxious about the initial separation. These feelings are normal. Please remember that children seldom cry for more than a few minutes after the parent is out of sight. After a routine is established, these fears seem to disappear and full adjustment can be expected. Parents may always feel welcome to call the school to check on their preschooler if this transition time seems difficult.

Clothing

Children should come to school dressed in simple, washable clothing appropriate for the season. **We encourage parents to send their children in Velcro tennis shoes** or other comfortable shoes. Dress shoes and sandals make it difficult for running and playing outdoors. Flip flops are not permitted. Children wearing short skirts should wear shorts underneath so that they can run and play freely! If a child's clothing or shoes interfere with his/her working/learning, we will have the child change into more suitable attire. Please keep a minimum of at least one set of extra clothing (including underwear and socks) in your child's cubby in case of an accident. Please make sure your child's change of clothes is season appropriate.



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Meals and Snacks

There will be two snacks served daily, one in the morning and one in the afternoon. Lunch will be served in the school cafeteria. An alternate food choice will be available for those children with a food allergy. Please notify staff of any food allergies or dietary concerns.

Your child may bring his/her breakfast to school with him/her to eat in the classroom if arriving before 7:30 am. Children may get a drink from the water fountain when they are finished with their breakfast. We encourage you to bring breakfast items that are easy for children to eat at school.

Nap/Rest Time

All preschoolers will be encouraged to take naps or rest in the afternoons. We know that preschoolers need to allow their bodies to have a chance to relax each day. Stories will be read and relaxation techniques will be used to help preschoolers get into a nap routine. While preschoolers do not have to take a nap, they will be required to lie quietly on their nap mats for a specified amount of time. Please furnish a small pillow, blanket, nap mat, and one snuggling toy (optional) for your child. Be sure to label these items with your child's name. Please no sleeping bags.

Please take your child's pillow and blanket home each Friday for weekend laundering. These should be returned each Monday morning. We prefer to have separate nap items for home and preschool so those items do not have to be sent back and forth on a daily basis. If your child has been sick, we may need to launder the nap items during the week or send them home.

Toileting

We understand when an occasional potty accident occurs as we realize that we are dealing with preschool-aged children. However, when the accidents become too frequent and interfere with the daily functioning of the classroom, some form of action must be taken.

Toileting issues must and will be handled on an individual basis at the Little Hornets Preschool. When potty accidents are deemed a recurring problem, the lead teacher will contact the parents and a plan will be enforced. All preschool students ***MUST*** be completely potty-trained prior to enrollment. The preschool's definition of potty-trained is that the child is wearing underwear at all times of the day and night and that the child can independently use the bathroom facility.





Health Policy

Children are observed upon arrival and throughout the day for signs of illness. If unusual behavior is noticed, it will be monitored closely. These behaviors can include, but are not limited to:

- *Cranky or less active than usual
- *General feelings of discomfort
- *Loss of appetite
- *Cries easily
- *General signs of listlessness, weakness, drowsiness, flushed face or headache

If a child exhibits any of the following, he/she must either remain at home or be sent home if already at school.

***Fever:** If a child has or has had, in the last 24 hours, a fever of 100.5 orally, 99 degrees F under the arm, or is on a fever reducing medication such as Tylenol. A child must be fever free for 24 hours before he/she may return to school.

***Vomiting:** If a child has vomited twice in 24 hours or has vomited once and is displaying other symptoms, the child needs to stay at home for 24 hours after the symptoms disappear.

***Diarrhea:** If a child has two abnormally loose stools, or if he/she has one loose stool accompanied by other symptoms, the child must remain home for 24 hours once the symptoms disappear.

***Severe coughing and/or sneezing:** If a child makes a high-pitched whooping sound after coughing, or if the child turns red or blue in the face.

***Difficult or rapid breathing**

***Pinkeye:** If a child has tears, redness or eyelid lining irritation or swelling and discharge or pus, the child must stay home until the discharge has completely stopped or if he/she has been on medication for 24 hours and has physician's written permission to return to school.

***Yellowish skin or eyes**

***Sore throat or trouble swallowing**

***Infected skin patch(es):** crusty, bright yellow, dry or gummy areas of the skin

***Unusually dark, tea colored urine**

***Grey or white stool**

***Unusual spots or rashes, undiagnosed skin eruptions**

***Severe itching of the body or scalp:** evidence of head lice, mites, scabies, or severe itching/scratching of the body or scalp.





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***If a child has scabies, ringworm, lice or impetigo, he/she may only return when he/she is no longer contagious and must present a note from a physician.**

Children must be fever-free for 24 hours without fever reducing medication in order to return to the preschool. Children must be on antibiotics for 24 hours before returning to school. If students return before the 24 hour time frame, we will have to send them home. This is the best way to prevent the spread of germs at our preschool.

Medication

Medications will only be administered with dated, written permission from the parents stating the medication name, amount to be administered, time(s) to be administered, and how long the medication should be administered. There is a medication sheet inside the classroom for parents to fill out when their child arrives at school.

Prescription medications shall be in their original container labeled with the child's name, instructions for administration, including times and dosage amount, and the physician's name. This includes sample medication given by the physician.

All nonprescription medication shall be in the original container and labeled with the child's name and instructions for administration, including times and dosage amount. Medication will be returned to the parent or disposed of immediately when no longer needed.

We have a full time school nurse. The nurse will administer all medication. The lead teacher, classroom assistant, or secretary will administer medication on the days that she is not here.

Communication

Open communication between the school and the families is crucial to the success of the program and the children's education. Newsletters are published as part of this process. There is a bulletin board where other information is posted, such as the menu, daily schedule, lesson and activity plans and calendars. There is also a space provided where important notices and information can be posted.

Communication about your own child or the program should be first discussed with the Lead Teacher. If problems or concerns still exist, please contact the principal, Mrs. Alicia Burrows. Parents are welcome to check in on their children. Conferences may be scheduled any time throughout the year at the Lead Teacher or parent's request.



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Ms. Marcia can be reached by email at marcia@ste.k12.mo.us, and Mrs. Ashley can be reached by email at ashley@ste.k12.mo.us.

Discipline

The staff at Little Hornets Preschool makes every effort to provide a safe and positive environment for all children within the program. In order to create a safe and nurturing atmosphere, we choose to be proactive in implementing our behavior management system. The purpose of behavior management is to teach correct behaviors. Discipline is concerned with and focuses on the future. We discipline in order to teach correct behaviors. Disciplining is a much more positive approach than punishment. Children don't have to learn through being penalized. They can instead learn by being firmly, lovingly, patiently, and calmly taught by an adult. The result is that children will have a greater knowledge of what is expected, what their limits are, and will feel a sense of security because their world is orderly. The child gains security, self-control, wisdom, and positive self-esteem.

No form of physical punishment (spanking, slapping, pinching, grabbing, shaking, etc.) is to be used by staff or parents on the Little Hornets property.

It is our goal at Little Hornets Preschool to guide children through positive, non-threatening teaching techniques, to increase children's respect for themselves by guiding them to become more responsible for their own actions. In doing this, we hope to help the preschoolers to gain respect for the rights and feelings of other people.

A description of specific positive techniques used by our staff can be found on this page and the following page.

***Logic** – If a child spills some paint, he/she can help clean it up.

***Restitution**- If a child knocks down another child's blocks, he/she can help to rebuild them.

***Apology**- Accidents can happen, so a simple, "I'm sorry," can be very Effective.

***Peace Talks**- Children are encouraged to talk out their problems together and come to an agreement.

***Class meetings**- Meetings can be called by the teacher or a student in the class and can be used as a means to discuss a particular problem and brainstorm ways to solve it.

***Exclusion**- A period of time to be away from the group, with the principal, to calm down and discuss alternative actions.



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***Parental advice-** Sometimes a phone conversation or in-house conference may be used to brainstorm successful means of handling repeated problems. A journal may be used to document how a particular child's day has gone with the purpose being to give parents an overview of the day so as to encourage conversation at home. This is not meant as a disciplinary action.

***Taking away privileges-** Sometimes it may be necessary to take away special planned activities in order to curb particular actions. If this is a field trip, the school will not be responsible for reimbursement.

***Suspension-** If the problem still exists after repeated attempts to resolve it, parents may be asked to pick up their child and keep him/her home for a specified number of days until the child is ready to fully cooperate at the preschool. This will be used only for repeat offenders and serious behavior problems such as hitting, biting, and cursing. Being disrespectful to teachers and/or peers will not be tolerated. **(No refunds will be offered for these days. Payment will still be expected.)**

***Expulsion-** Little Hornets Preschool has the right to discharge a child from the facility after attempts have been made to meet a child's individual needs. Any child who demonstrates an inability to benefit from the care offered by the preschool provider or whose presence creates a less than positive environment for the other children/staff members, will be asked to leave. The parent will still be responsible for paying a two-week period of time, as the vacant spot will need to be filled.

Teachers may use any of the following guidelines to deal with disciplinary actions: modeling, verbalizing feelings, creating a community spirit, natural consequences, giving choices, redirection to appropriate behavior, ignoring inappropriate behavior, and a curriculum that develops positive self-esteem.

Serious Incidents

At Little Hornets Preschool, we want to ensure the safety of all of our preschoolers. If a child displays signs of aggression including, but not limited to biting, hitting, pinching or any other type of physical harm to another child or a member of the Little Hornets staff, the parent will be notified and may be asked to pick the child up early from the preschool. The principal will use his/her best judgment in determining whether the parents will be asked to pick up the child from the preschool.

If a child displays actions/words that are deemed to be extremely violent by the staff and are threatening those around, the child will be sent to the principal's office. The principal will determine if the child's parents need to be called to immediately pick up the child from the center.





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Staff members will complete an Incident Report Form for any of these types of incidents. This form must be signed by the parent/guardian and will be kept in the individual child's permanent file.

Withdrawal from School

Withdrawal from Little Hornets Preschool will require a two week notice. Full tuition will be due for the last two weeks, even if the child has already been removed from the center.

Field Trips/Walking Field Trips

Parents will be given advance notification of these events. Permission slips will be required if allowing your child to participate in the activity. Additional fees for these trips or programs may be required. Parents are welcome to attend these events. Occasionally, the class will participate in walking field trips. These field trips, if taken, will be in walking distance of the school in the community.

Little Hornets Class Parties

Little Hornet Preschool has several occasions throughout the school year where classroom parties are held. Notes will be sent home in advance of these room parties. A sign-up sheet for snacks and/or party favors may also be sent home or hung on the news bulletin board in the classroom.

Birthday Parties

Preschoolers can bring in a treat for their special day. The treat can be a food item and/or a drink item. Please make arrangements with your child's teacher prior to the celebration to avoid confusion or disappointment.



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Little Hornets Preschool Daily Schedule*This schedule provides daily guidelines that we will follow; however schedule may need to be altered to fit the needs of our preschool students.

6:00-8:00 Before Care

8:00-8:40 Morning Routine: Circle time, morning work, music and movement

8:40-9:00 Morning snack & Bathroom

9:00-9:10 Instruction

9:15-9:50 Recess

9:50-9:55 Bathroom

10:00-10:54 Specials

10:55- 11:25 Second Instruction

11:25-11:55 Centers

11:55-12:10 Bathroom

12:12- 12:45 Lunch

12:45-12:55 Bathroom

12:55-1:10 Recess

1:15-2:40 Nap

2:40-2:55 Snack and Restroom

3:00 Dismiss Bus Riders

3:00-5:45 Preschool After Care

Preschool Supply List

* Backpack

*Extra change of clothes including socks and underwear

*Blanket for covering-up at naptime

*Snuggle toy (optional)

*Nap Mat

*Travel size pillow

*A new pair of Velcro shoes to be used in gym

**Please do NOT send items from home unless they have been requested by the teacher as our storage space is limited. Toys brought from home may become broken and sometimes cause hurt feelings when sharing becomes an issue.



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Little Hornets Preschool Enrollment Form

Student Information

Child's Name: _____

Child's Birthdate: _____ Child's SSN: _____

Parent Information

Mother's Name (Guardian's Name): _____

Address: _____

Home Number: _____ Cell Number: _____

Work Number: _____ Email Address: _____

Father's Name (Guardian's Name): _____

Address: _____

Home Number: _____ Cell Number: _____

Work Number: _____ Email Address: _____

Emergency Information--Persons authorized to pick up your child.

Name: _____ Relationship: _____

Home Number: _____ Cell Number: _____

Work Number: _____

Name: _____ Relationship: _____

Home Number: _____ Cell Number: _____

Work Number: _____

Name: _____ Relationship: _____

Home Number: _____ Cell Number: _____

Work Number: _____

*You may add additional contacts, if needed.





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Medical Information

Family Physician: _____ Hospital Preference: _____

Insurance Carrier and Policy #: _____

Allergies/Conditions we should be aware of:

Arrival/Dismissal Information

Arrival

- My child will arrive at school at _____ (time).
- My child will arrive at school by _____ (drop off, bus, walk, etc).

Dismissal

- My child will leave school at _____ (time).
- My child will leave school by _____ (drop off, bus, walk, etc).





Parent Sign Off Page

Sign below and return the form to the preschool within one week of receiving the handbook.

Preschool Handbook

- I have received a Parent Handbook for the Little Hornets Preschool Program. I have read the information carefully. I have taken the opportunity to ask questions to the Principal and/or Lead Teacher for any part that I did not understand.
- I do hereby agree to follow the policies and procedures set up by the Little Hornets Preschool, and I will work with the staff to make my child’s experiences positive.
- My payments will be made monthly by the 6th of each month.
- All payments will be made in advance and will be paid in full by the designated due date or a \$5.00 late fee will apply.
- If I should decide to take my child out of Little Hornets Preschool, I will give a two-week notice in writing to the principal, and I am responsible for paying for the two weeks.

Authorization to Photograph, Videotape, Audio Tape or Interview

- I, _____, _____ do/ _____ do not authorize the Little Hornets Preschool to make photographs, films, videotapes, or sound recordings, including interviews, of my child _____.
- I consent that the photographs, film, videotapes, sound recordings, and interviews with Little Hornets Preschool may be copied, published, telecast, or broadcast for educational, research, or promotional purposes together with description and editorial statements.
- I, _____, certify that I am the _____ of _____ and authorize the above release on his/her behalf.

Walking Field Trips in St. Elizabeth

- I give my child permission to attend walking field trips while they are in the care of Little Hornets Preschool during the 2019-2020 school year.

I have read the above statement and agree to the terms listed above.

Child/Children’s Name _____

Signature _____ Date _____

