



## Early Beginnings Preschool Handbook

### **My Curriculum:**

I use my training experiences as well as the children's interests to adapt the curriculum to be unique to each class for the child's best experience possible. Classroom observations and assessments become important tools to communicate with parents. Early Beginnings Preschool promotes an environment which children become independent, confident, life-long learners with a strong sense of self. It is my number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible and well rounded.

### **Contact Information:**

Early Beginnings Preschool  
639 South 7th Ave  
Broken Bow, NE. 68822  
[earlybeginnings@gmail.com](mailto:earlybeginnings@gmail.com)  
[www.earlybeginningspreschool.com](http://www.earlybeginningspreschool.com)  
Phone: 308-440-5005

### **Instructor:**

Wendy Lundstrom

### **Times:**

Monday-Wednesday-Friday

4-5 year olds starting kindergarten next year

- Morning Session 8:00-11:00
- Afternoon Session 12:00-3:00

Tuesday & Thursday

3-4 year olds starting kindergarten in 2 years

- Morning session 8:00-11:00
- Afternoon session 12:00-3:00

You may choose the session that works best for you and your child. Limit is 6 students per session.

**Cost/Enrollment/Payment Policies:**

M-W-F program for 4-5 year olds - cost is \$90.00 / month August-May.

T-Th program for 3-5 year olds – cost is \$60.00 / month August-May.

There are no sessions during June and July.

Deposit - A non-refundable deposit of \$50.00 will need to be provided at time of enrollment to hold a spot for your child. The deposit will be applied toward your first months cost however.

Payment – The monthly cost is due at the start of each month on the first business day (August-May). If there is an outstanding balance by the fifth working day of each month your child may be withdrawn from the preschool program until the account is brought current.

Refunds - Refunds are not provided for days your child cannot attend preschool. Examples include but not limited to; illness, inclement weather, vacations, family in town, etc.

**Drop Off:**

Children are to be dropped off on the south side driveway along “G” Street. Entrance is on the West side (back of the house). I will be at the door to greet your child. If you arrive after starting time you will need to escort your child into the Preschool.

**What the Typical Session Will Consists of:**

Sessions will start promptly. It is important your child to be on time. Children will be able to play and interact prior to session start time.

Our session will begin with “Circle Time” - We will start the day with the Pledge of Allegiance followed by calendar activities, weather, music, show and tell and talking about something fun that has happened.

“Choice Time” - Children will either work in small groups or individually. I will have learning centers set up and will be a part of the daily learning process. Centers will include Legos, puzzles, art, pretend play, play dough, cars, house area, reading area, writing, music and sensory.

“Snack Time” - There will always be a snack time during the session. Eating together is a fun way to socialize with friends, they will have a healthy snack each session. They will learn about nutrition, self-help skills, and practice good table manners. Snacks will consist of fruit, cheese and crackers, muffins, cereal, etc. We may have a cookie or cupcake if it is someone’s birthday or another special occasion. PLEASE LET ME KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES. I encourage parents to spend time with their child making fun snacks they can bring and share with their classmates. I will have a calendar which you can sign up if you wish. By no means is this required.

“Music and Movement” - Children will learn new songs and have a chance to dance and be silly.

“Story Time” - This is vital to a child’s academic success. I will read to your child every day. Somedays we will have read to a friend day, or just read to yourself. Pretend reading is also good, makes a child look at pictures and they make up the story as they go. *Please read to your child every day... a good time would be before bed.*

“Small Group” - Here we will work on letters, numbers, rhyming, sorting, colors, names, etc. We will work on fine motor skills such as cutting and learning to hold the pencil correctly.

“Art and Crafts” - This will be incorporated in “Choice Time”.

“Dismissal Time” - Please come in to pick up your child and ask about their day. PLEASE check your child's backpack and ask them about their day.

For the safety and protection of all children, your child will only be released to those you list on your child’s enrollment form. Children feel safer if they know ahead of time who will be picking them up. It would also be helpful if you would let me know if someone different will be picking your child up on any given day. If you fail to tell me in advance of someone different picking up your child, we will contact you.

Please keep conversations limited so I can give full attention to the students. If you wish to communicate with me in detail, please contact me any time after my normal hours.

**What to Bring:**

- Back pack with child’s name on it. Please check daily for important notes, art projects, etc.
- Extra change of clothes (in case of an accident).
- Proper seasonal attire in case we go outside for an activity.

**Immunizations:**

To attend Preschool it is state law every child be properly immunized unless excused by a medical professional. Please provide Early Beginnings Preschool a copy of your child’s immunization records prior to the first day of school.

**Medications Given at Preschool:**

With prior written permission from a child’s parent/guardian I will dispense prescription or non-prescription medicines to your child. Medications must be in their original containers labeled with child’s name and dose. Expired medicine will not be given. I will keep a log of all medications given to your child. Parent will need to obtain medications back directly from me. Medicine will not be placed in child’s back pack.

**Signs of Illness:**

Germs spread quickly in a preschool environment. All other children stay healthier when sick children stay home. Common sense must prevail in the case of colds which can range from a mild case of sniffles to full blown sinus infection or deep cough. If one or more of the following symptoms is present in your child I will call you to pick your child.

- Fever - 100 degrees F or higher when taken by ear
- Significant cold symptoms - runny nose, severe cough, difficulty breathing, fatigue
- Diarrhea, vomiting, or an upset stomach
- Red, pink or crusted eyes
- Rash or infection of skin
- Decrease in activity or falling asleep
- Sore throat

24 HOUR RULE – any child who has shown signs of illness in the past 24 hours are not to attend class.

- Fever free – a child should be fever free for 24 hours, without the use of fever reducing medicine.
- Antibiotic timeline – a child should be on an antibiotic for at least 24 hours before returning to school.

Parents must notify me immediately if a child is diagnosed with any communicable diseases including strep throat, pink eye, lice, or any other disease common to a school environment. This notification is important so that New Beginnings Preschool can inform parents of children in your child's class to be on the lookout for symptoms. Please know New Beginnings Preschool will not release the name of the child but only a case has been reported.

**Absences:**

If your child will not be attending preschool, or will be late, PLEASE let me know by calling or texting me at 308-440-5005. If I do not receive advanced notice, I will call you for safety reasons.

**School Closings or Delayed Openings Due to Weather:**

As Early Beginnings Preschool is out of my home, there will be sessions even if the Public School(s) may be closed. It is at your discretion to travel and bring your child. Please notify me if your child will not be attending however.

**Disaster Preparedness:**

We will practice fire and tornado drills monthly. I will have a written record of all parents' phone numbers. In case of fire we will exit the Preschool and go across the street to the Custer Elementary School playground area. In the event of an emergency, parents will be contacted by phone (call or text).

**Tornado Safety Plan:**

In the event of a tornado we will stay in the basement and will assume the position (sitting face down on our knees with our hands over our heads). We will remain together at all times until the "all clear" siren is sounded. Parents will be notified after the all clear siren by phone or text to confirm our situation.

**Reporting Child Abuse/ Neglect:**

If I have reasonable cause to suspect that a child has been abused or neglected I shall immediately take steps to notify the Health and Human Services office and local law enforcement. It is my legal requirement to do so.

**Discipline:**

It is my responsibility, to as much as possible, prevent discipline problems through behavior guidance that helps the child require positive self-concept. They will model appropriate behavior through vocal tones and actions.

Positive reinforcement and forms of praise or tangible rewards such as stickers will be used to encourage cooperation and achievement.

When necessary, redirection, setting clear limits and time away will be used to remove an uncooperative child from a situation. In the event time away is used I will always be in sight and hearing of child. A time away will be used when a child is in danger causing injury to him/her self and others. When spitting, hitting, kicking or biting happens it will be discussed and time away will be used. Children will be given the opportunity to express their feelings. The maximum allowed in time away will be 5 minutes.

Discipline and behavior guidance used by me will be constructive, positive, and suited for the age of the child. Prohibitive punishment for misbehavior include spanking, hitting or other corporal punishments, verbal abuse, derogatory remarks, with holding food/snacks.

For reoccurring or severe behavior problems parents must meet with me to discuss the problem and possible solutions. We will discuss and document agreed appropriate actions outlining the problem and steps to be taken in the future. If the behavior problem still continues your child may be dismissed from preschool. Under this circumstance I will refund all remaining days of tuition that has been paid.

**Accident or injury:**

Early Beginnings Preschool will take whatever steps may be necessary to obtain medical care.

I will record any incident in a book with time of accident and extent of injury. Parents will be notified of injury when child is picked up from preschool.

Standard first aid procedures for treatment of minor injuries will consist of washing injury with soap and water and cover with band aid or apply ice.

If a more severe medical emergency arises I will first attempt to contact the parent(s). If parent(s) cannot be reached I will attempt to contact the next emergency contact person. If contact is unscussful and immediate medical attention is necessary I will call an ambulance. I will continue trying to contact the parent(s).

Parents will be responsible for all required fees related to the injury requiring outside attention. Every precaution is taken at New Beginnings Preschool to assure safety of the children. If, however, a child

should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier. Early Beginnings Preschool has a liability policy which covers personal injury for which Early Beginnings Preschool is legally liable. It does not pay for injuries that are the result of accidents.

**Parties:**

At Early Beginning Preschool we will celebrate U.S. Holidays and Birthdays.

**Misc.**

Please communicate to me any changes at home or with in the family such as parents on a trip, family member in hospital, etc. These changes can effect a child's behavior and it useful for me to be aware of these developments. I will always respect your privacy and confidentiality.

**Questions or concerns:**

It is important to have open communication! If you ever have any questions or concerns PLEASE feel free to speak with me, I cannot change if I don't know there is a problem.

Rest of page blank.

# Early Beginnings Preschool Enrollment Form



Parent(s) Name: Last \_\_\_\_\_ First \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

Expected date to enroll into Kindergarten \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile(s) \_\_\_\_\_

Email \_\_\_\_\_

Preschool will meet on M-W-F for students who plan on enrolling in kindergarten the following year at a cost of \$90/month.

T & Th is for students 2 years prior to enrolling in kindergarten at a cost of \$60/month.

There is a limit of 6 students per session. Positions will be filled on first come basis.

**I want to enroll my child in the following session:**

M-W-F

T-Th

8:00-11:00 \_\_\_\_\_

8:00-11:00 \_\_\_\_\_

12:00-3:00 \_\_\_\_\_

12:00-3:00 \_\_\_\_\_

**I have read and understand the information of Early Beginnings Preschool Handbook.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Deposit of \$50.00 is required at time of enrollment applied to first month tuition.

I also give Wendy Lundstrom permission to upload my child's pictures on her website/Facebook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you so much for letting me be a part of your child's life!*