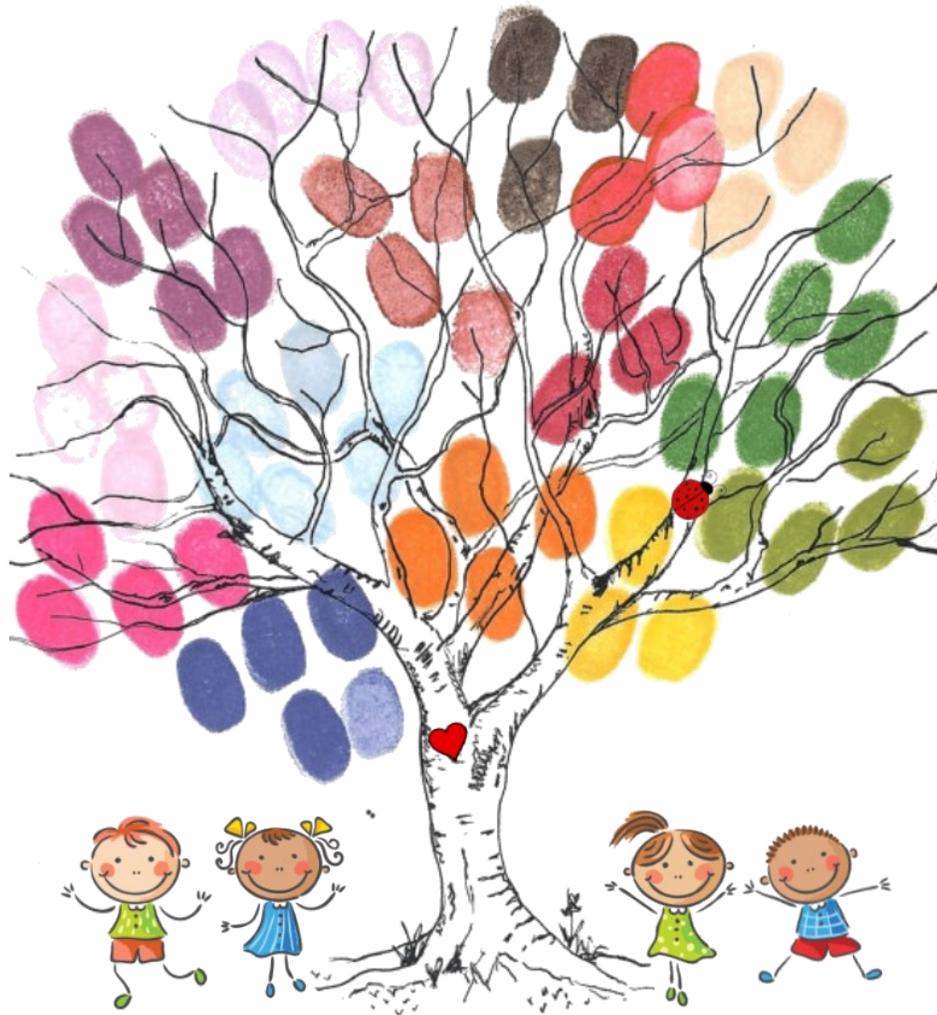


# Westminster Learning Tree

Preschool & AfterCare



Parent Handbook

2019-2020



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## **INTRODUCTION**

Westminster Learning Tree (Formerly Parents Day Out and Preschool) is an outreach ministry of Westminster Presbyterian Church. Our mission is to offer a safe, cheerful, nurturing place for young children while providing respite for their primary caregivers. We have a trained, committed staff that teaches the children the love and acceptance of God while respecting the spiritual tradition of each family.

## **PHILOSOPHY**

We believe that each child is a creature of God. Our program strives to enhance self-esteem, promote positive skills, and encourage the natural curiosity and creativity of each child. Attention to self-help skills contributes to a child's feelings of capability and independence. In this environment, children enjoy problem solving and feel free to take risks in their exploration of the world.

## **PROGRAM GOALS**

### **State Licensed**

Westminster Learning Tree is a fully state licensed child care center, providing care to children aged 6 weeks through 12 years, regulated by the Missouri Department of Health and Senior Services Bureau of Child Care. A copy of Missouri Statutes and Rules for Licensed Child Care Centers is available in the center office for review. We encourage you to read these regulations at your convenience. A complete file pertaining to Westminster Learning Tree is available at the Southwestern District office in Springfield. The telephone number is 417-895-6541.

*\*All staff and volunteers of WLT are mandated reporters per state law.*

### **Early Childhood Practices**

In addition to following state licensing regulations to ensure your child's health and safety, we follow early childhood practices as recommended by the National Association for the Education of Young Children (NAEYC). These practices include designing curriculum that meets each child's developmental level. Your child's classroom may include the following centers: art, music and movement, sensory, library, writing, math, science, cooking, blocks, woodworking, and dramatic play. Academic concepts such as the alphabet, numbers and counting are incorporated into the learning centers. Each child freely chooses which center to participate in based on individual interest. Your child will also participate in gross motor activities in either our gym or on our playground.

Teachers are trained to use themes to develop lesson plans. Themes stimulate the child's interest by keeping fresh learning materials in the classroom. When teachers plan lessons, they consider each child's level of development in five key areas: spiritual, physical, social, emotional, and cognitive. Teachers set up a child-directed, integrated learning environment in the classroom. This way, each child participates at his/her own pace and isn't forced to compete or feel inadequate. Children discover that learning is fun!

### **Daily Schedules**

Research shows that routines give children a sense of security. Children learn best when they are relaxed and feel safe. Therefore, each classroom follows an age appropriate, daily schedule. A copy of your child's daily schedule is posted in the classroom and extra copies are available in the WLT office.

Infants and toddlers (0-24 months) have a schedule to engage the children in creative activities. However, each infant's sleeping and feeding times determine when teachers should introduce other activities into the classroom. Toddlers enjoy interaction with their teacher through stories, finger plays, and songs. Outdoor play, lunch, and naps are also a part of their day.

Preschoolers (2-5 years) have a schedule that incorporates small and large group activities. Group activities teach children to be an integral part of community by learning to follow directions, follow rules, take turns, be responsible, and respect adults and peers. Group activities also promote cognitive development in pre-reading, language, math, and science. The schedule also offers free choice play, learning centers, story time, music and movement, gross motor/outdoor play, and lunch. These experiences are very important to your child's social and cognitive development.

### **ADMISSION**

All children are enrolled by the director. There is a non-refundable registration fee per child. This fee, along with a fully completed enrollment form, reserves your child's place in the program. Parent(s), guardian or legal custodian must complete the following steps to fully enroll a child:

- 1) Participate in a personal interview with the director to exchange information and arrive at a mutual decision about admitting the child- which includes a tour of the facility.
- 2) Complete the enrollment form and pay the registration fee to reserve your child's space.

- 3) Complete any additional paperwork prior to your child's first day of attendance.
- 4) Complete the state-required medical examination form.  
*(This form must be submitted within 30 days of your child's first day of care, per state license law.)*
- 5) Submit a copy of your child's immunization record.  
*(This form must be submitted before your child can attend, per state license law.)*

### **Tuitions**

*\*See separate information sheet for a complete listing of tuition rates and registration fees.*

*\*See also complete tuition payment policy.*

Families with more than one child enrolled pay full price for the first child, but receive a 10% discount for each additional child. If you refer a family that enrolls, you will receive \$25 off your next tuition payment. If you are able to volunteer to assist with lunch service and staff breaks, you will receive \$10 off your next tuition payment for *each day* you are able to help. Tuition and fees are due and payable the first day of each month prior to care. Payments may be dropped off in the tuition box outside the WLT office. Receipts and account statements are available by request.

Note: The full tuition payment is due regardless of the number of days your child is present. Monthly fees are *not* reduced when the center is closed for holidays or inclement weather. *August and May are the only months that will be prorated.*

### **HOURS OF OPERATION and ATTENDANCE**

Westminster Learning Tree preschool is open each day of the week from 9:00 am to 2:00 pm. You may bring your child 2, 3, 4 or 5 days each week. We do require children attend a minimum of 2 days per week for a quality preschool experience. Each classroom's goals and curriculum are designed to build on the prior classroom's goals and curriculum so that each child moves on from our program to kindergarten fully prepared.

WLT also offers an AfterCare on each day of the week from 2:00 pm to 5:30 pm. AfterCare is separately scheduled and enrolled class open to families who need care after the preschool day ends. This program has limited space availability, and it is not hourly or drop-off care.

On your child's first day of school, you will be provided with a security code to enter the building. We reserve the right to change to code at anytime during the school year.

Drop off time is from 9:00-9:10 am. Classes end at 2:00 pm, and pick up time is from 2:00-2:10pm. Any children remaining in the classrooms as of 2:09 pm will be taken to the WLT office. Late pick up fees will apply after 2:10 pm (See Tuition).

We roughly follow Springfield Public School's district calendar. If SPS are closed, we are closed. If SPS are closed for inclement weather, we will also be closed for inclement weather. We do not dismiss early when SPS has a *scheduled* early dismissal day. Please also refer to the calendars sent home monthly with your child for scheduled days. WLT school year calendars are available in the center office.

### **Infant and Toddler Classes**

Upon arrival, you must enter the building, bring your child downstairs, and take your child to their classroom. There will be a small form for you to complete about your child's previous night and morning. When you pick up your child, you must enter the building and go to their classroom for them to be checked out. You must use your security code to enter the building each time. When you arrive at your child's classroom, please check their cubby.

### **2s Class, 3s Class, 4s Class and Pre-K Class**

Upon arrival, you must enter the building, bring your child downstairs, and take your child to their classroom. If need to speak with your child's teacher, please schedule a time to do so. You can do this by calling the school or talking briefly with the teacher at this time. When you pick up your child, you must enter the building and go to their classroom for them to be checked out. You must use your security code to enter the building each time.

*\*If someone else will be picking up your child, they must be registered in the office and show photo identification- no exceptions to this rule will be granted to ensure your child's safety.*

If the classroom door is closed when you arrive, please wait in the hall until the teacher opens it. The teachers will be preparing for the day's activities prior to class time and would appreciate your patience until they are ready to receive the children. Likewise, please wait until the teacher opens the door at pickup time to ensure that all the day's activities are complete and all the children are ready to go. (Please let the teacher know if you will be picking up your child early when you arrive each day.)

## **Withdrawal and Discharge**

If it becomes necessary to withdraw your child(ren) from the center, please give a two week notice. This notice makes the transition easier for everyone.

We make every effort to avoid it, but sometimes it is necessary to discharge a child from the center. We will work with you in every way we can to remedy any problems that arise. If efforts are unsuccessful, the director reserves the right to follow through with discharge. Whenever possible, you will be given notice in order to make other arrangements.

## **Late Pick Up Fee**

Children must be picked up by 2:0 pm. This is very important as teachers have duties and responsibilities required of them prior to their day being complete. We ask you to please respect their time. If pick up should take place after 2:0 pm, your child will be in the office. The late pick up fee of \$1 per minute for each minute you are late is payable to the director at that time. Your child will not be allowed back in the center until the late fee has been paid.

## **Yearly Enrollment**

Currently enrolled children will be the first children with the opportunity to fill spaces in the classrooms for the upcoming summer camp and fall school year. Families on the waiting list will have the next opportunity to fill any spaces that remain. Families with currently enrolled children and Westminster Church families receive priority on the waiting lists. Otherwise, families will be listed in chronological order by the date of their initial inquiry into our center. Both summer and fall enrollment periods occur at the same time, and all information pertaining to both is available by the last week of March of each year. Please see the center director if you have any questions about future enrollments.

## **SUMMER CAMP**

We do have care available for your children during the summer, unlike many other preschools. Our summer program is called "Camp West" and accepts children aged 6 weeks- 5 years, just as we do during the school year. Plus, we can add a school age classroom to our summer program for children aged kindergarten-12 years. This is an opportunity for older siblings to attend the same program that their younger siblings are currently enrolled children. It is also an opportunity for WLT (PDO) "graduates" to return. We strive to meet for at least 8 weeks each summer. We meet Monday through Friday in summer as well. Enrollment information for "Camp West," as well as tuition rates, are available each year by the end of March.

## **COMMUNICATION**

We must be partners to benefit your child's growth and development. Communication is essential to our center-parent relationship. We encourage you to express any comments, suggestions or concerns you have regarding your child's experiences here at WLT. Likewise, we will discuss any concerns with you that we have regarding your child. We utilize various means to accomplish effective communication including newsletters, calendars, notes, telephone calls, emails, and conferences.

## **MEALS**

Menus/Calendars will be sent home monthly. All meals and snacks are provided by WLT. It is also a state licensing requirement that all children receive the same meal (all plates of food must match). If your child has a food allergy, there must be a note from their doctor on file stating the allergy as well as acceptable substitute foods. If the food allergies require that you must bring your child's lunch, the note from the doctor must specifically state that as necessary. Birthday treats and party treats are the only allowed exception *and* such treats must be commercially prepared to be allowed into the center.

## **CHILDREN'S PERSONAL NEEDS**

### **Infants-Toddlers (0-24 Months)**

You are responsible for providing disposable diapers and disposable wipes. Diaper rash creams and powders need to also be provided, if desired, but cannot be applied without a signed authorization form. This also applies to teething medicines (please refer to the medicine section of this handbook). Any baby foods and/or formulas needed must also be provided daily for your child's use. (We will only allow plastic containers into the classroom, no glass containers, for the safety of all the children.) Lastly, *TWO complete* extra changes of clothing are also required.

### **2-3 Years**

You are responsible for providing disposable diapers, "pull ups" or training pants, and disposable wipes. For children this age, we ask that *TWO complete* and clearly labeled changes of clothing be sent in your child's backpack. It works well to place each set of clothes in a separate Ziploc-style baggie with your child's name written on the outside. Please dress your child in play clothes as the children will engage in hands-on, "messy" activities while in class. We do use vinyl aprons, but sometimes children still get paint, markers, etc., on their clothes. Please have your child wear closed toe, appropriately fitted shoes.

## 4-5 Years

Please dress your child in play clothes. The children will engage in hands-on, "messy" activities while in class. We use vinyl aprons, but sometimes children still get paint, markers, etc., on their clothes. Please have your child wear closed toe, appropriately fitted shoes. For children this age, we ask that *ONE complete* and clearly labeled change of clothing be sent in your child's backpack. It works well to place the clothes in a Ziploc-style baggie with your child's name written on the outside.

## Backpacks and Bags

The children should have a backpack or bag to transport all of their papers, projects, artwork, etc. We ask that it be full size, as the smaller toddler-sized ones do not often allow such treasures to be transported without damage. Also, any items brought in that require a signed authorization form **MUST** be given to the teacher. These items must **NOT** be left in the bag. This includes medicines, lotions, teething ointments, etc. This is a state licensing requirement as other children passing in the halls have the potential of coming in contact with these items.

## Sunscreen

If you want sunscreen applied to your child, you will need to provide it and sign an authorization form. The container must be clearly labeled with your child's first and last name.

## **PERSONAL TOYS**

### Toddlers (12-24 Months)

Please do not bring personal toys to the center. Toddlers are too young to fully understand the concept of sharing and personal toys tend to create conflict.

### Preschoolers (2-5 Years)

Please do not allow your child to bring personal toys to the center unless the teacher has specifically scheduled a "Show 'N Tell" sharing time. In this case, your child will be asked to leave the toy in his/her backpack until the designated time. *PLEASE NOTE: UNDER NO CIRCUMSTANCE IS A CHILD ALLOWED TO BRING A TOY WEAPON INTO THE CENTER.* We encourage the children to make good choices. Please try to avoid toys that foster aggression and violence. Rather, encourage your child to bring stuffed animals, favorite books or music, pictures of family, vacations, or pets, etc. This type of sharing promotes language development and positive emotional growth. We will do all we can to see that these items are cared for, but please also remember that the center is not responsible if they are lost or broken.

## **HEALTH and EMERGENCIES**

The state requires two medical forms for enrollment. The first is a copy of your child's immunization record. It must be on file BEFORE your child can attend. The second is a medical examination report that must be completed by a doctor (the center will provide the required form) and is due within 30 days of your child's first day of attendance.

If you need our staff to administer medication to your child (this includes sunscreens, lotions, diaper creams, teething ointments, etc.) you must fill out and sign a medication authorization form for *each* medication. Prescription medication must be in the original container and labeled with your child's first and last name, instructions for administration- including times and amounts of dosages, and the physician's name. All non-prescription medication must be in the original container and labeled by the parent(s) with the child's first and last name and instructions for administration- including times and amounts of dosages.

You will be contacted if signs of illness are observed. If your child exhibits one of the following symptoms, he/she must be sent home: fever over 100° F, vomiting more than once, diarrhea more than once, difficult or rapid breathing, yellowish skin or eyes, *any* type of eye discharge, unusual spots or rashes, sore throat or trouble swallowing, an infected skin patch, dark or tea-colored urine, grey or white stool, headache with stiff neck, or severe itching of the body or scalp.

If your child has been ill, he/she must be free of all symptoms for 24 hours before acceptance back into care will be granted. This is for the health of ALL our children and staff. *(Note: If the illness is pink eye, due to its extremely contagious nature, your child will need to be on medication for a full 48 hours prior to being accepted back into care. No exceptions.)*

If your child has an accident while in our care, you will be notified immediately. You will receive a written accident report and a copy of that report will be placed in your child's file. If your child requires emergency medical care, we will follow the written instructions that you provided at the time of enrollment. If emergency/medical information should change, you will need to notify the WLT office.

If your child has been exposed to a contagious disease, please notify us so we can inform other parents. Likewise, you will be notified if other children in our care have potentially exposed your child to a contagious disease.

## **Emergency Plan**

In January 2012, the state license law changed and all fully licensed centers are now required to have an emergency plan on file. This plan is to ensure each center be prepared in case of an emergency that would require the children to be sheltered on-site OR off-site for extended periods of time. We have food and activities stored and ready should we need to remain in our building, and we have 3 off-site locations within walking distance to take the children should we need to evacuate the building. (The list of locations, including addresses and phone numbers, can be obtained in the center office.) There is a complete copy of the emergency plan in each classroom, the center kitchen, and the center office. All teachers have been trained and know what to do to carry out the varying aspects of the plan. If you have any questions about this, please do not hesitate to ask.

## **DISCIPLINE POLICY**

We use positive guidance techniques. Teachers are taught to respect the uniqueness of each child. Our goal is to assist your child in making good decisions that lead toward independence and self-control. We accomplish this through redirection and positive reinforcement. Teachers are trained to get down on the child's level and speak politely and directly to the child. Children receive positive reinforcement for good choices. They also receive appropriate consequences for poor choices. Time-out is used sparingly. When a child needs time-out, it will be of short duration (one minute for every year of age) and take place in the classroom. On occasion, the center office may be used for short breaks as well. We will communicate with you if we have a serious behavioral problem with your child. Together, we will strive to find a good solution.

Under no circumstances will corporal punishment be used. We do not use discipline practices that humiliate, threaten, or frighten a child. Children are not shamed, ridiculed, spoken to harshly or with profanity.

## **SAFE SLEEP POLICY**

Our center does practice the "safe sleep" recommendations from the American Academy of Pediatrics and Consumer Product Safety Commission in our Infant classroom. A complete description of this policy is available in the WLT office, and provided to all infant parents to sign and acknowledge prior to their child's first day of attendance.

\*An infant is defined as a child aged 12 months or younger.

\*For more information, you can visit [www.nichd.nih.gov/SIDS](http://www.nichd.nih.gov/SIDS).

## **FAMILY INVOLVEMENT**

We also know how very important families are to the education of children. We want to be in partnership with you. We welcome ideas of how we can improve your child's early childhood education. We are here for you and your child. You are welcome to visit your child's classroom anytime. We encourage you to volunteer in his/her classroom, or in another classroom. We invite parents, siblings, grandparents, aunts, uncles, etc. to participate in the various functions we have each year including open houses, holiday programs, grandparent days, birthdays- whatever the occasion, you are welcome.

There may also be specific things your classroom teacher needs parents to do, such as read or tell stories, share a craft or cooking experience, share cultural events, share your area of expertise, etc. Please let your child's teacher know what your talents are!

## **CONCEALED WEAPON LAW**

You cannot have a concealed weapon on the premises of Westminster Presbyterian Church (even if you have a permit) without consent from the Session and Pastor. If you do not have a permit, it is illegal to carry a concealed weapon. Thank you for your cooperation.