

LITTLE FROGS & POLLIWOGS – PRESCHOOL ROOM HANDBOOK

WELCOME TO PRESCHOOL! If your child is dropped off prior to 7:30am, they will be cared for in our Nursery room. Please greet the caregiver and place your child's labeled items in the appropriate locations. Any special messages should be written and handed to the teacher. At the end of the day, please look at our "What We Did Today" board for a summary of the day's happenings. A caregiver will be glad to talk with you. Please take home any soiled clothing (caregivers are not allowed to wash items, per State Law) and empty dishes. It is important to empty your child's folder daily, as it will contain artwork and the like that your child has created as well as the occasional communication from your child's teacher and the center.

MEDICATION: All medication must be in its original container. You MUST complete one of our Medication Slips, located in each room, for each day. Please hand the Medication Slip and the medication to a teacher. After administering the medication, the caregiver will sign the slip. The slip will then be placed in the child's classroom file. Here are a few suggestions – 1) Give your child all medication at home whenever possible, 2) Have any prescription filled in two labeled containers (so you may leave one here), 3) Take extra Medication Slips home and complete in advance to return. NOTE: The above procedure is followed for all prescriptions, non-prescriptions and topical substances. (i.e. Diaper rash cream, chap stick etc.)

MATERIALS TO PROVIDE: A complete set of labeled, weather appropriate clothing needs to be provided and maintained at all times. DO NOT leave any special items, as they can be misplaced. **IMPORTANT** – During the winter months, be sure to have extra socks, warm coat, boots, hat, mittens and ski pants and in the summer months a swimsuit, towel, labeled sunscreen, bug spray and a water bottle. Please provide a crib sheet and blanket for rest time. These items will be sent home on Fridays for cleaning and will need to be returned on Mondays. Please do not bring in toys from home.

NUTRITION: Included in the tuition are morning snack, milk with lunch and afternoon snack. Morning snack consists of toast and juice. Afternoon snack is served after nap and consists of fruit and crackers. When packing a lunch please be sure lunch boxes are labeled and include an ice pack. Food should be ready to heat and serve. Microwaves are available for warming food. Please include a good variety of foods, as we encourage good nutrition. NO soda, candy, peanut products or products with traces of nuts are allowed with lunches or snacks. Lunch dishes will be returned with your child's leftovers so that you can see how well your child ate that day.

REST TIME: All children are required to rest quietly on a mat for a minimum of one hour, per State Law. Nap is scheduled for after lunch and will last for one to two hours. Each child is assigned a numbered mat. Children do not have to sleep, however must remain quiet to allow other children to fall to sleep. After a quiet period of 30 minutes, children remaining awake will be allowed to have books or another quiet activity. Appropriate music will be played and the room darkened to encourage relaxation. Please do not send in pillows, we do not have the storage space for them.

PHYSICAL HEALTH: This is encouraged through good hygiene such as – washing often, drinking plenty of water, exercise and lots of outside play. We also ask that if your child is going to be out for any reason that you contact the center and provide us with information on the child's illness. If your child's illness is contagious we will post it for other guardian's information (no names will be posted).

EMOTIONAL HEALTH: Drop off time can be difficult for you and your child. Caregivers are willing to help your child when it is time for you to leave. They will comfort the child to the best of their ability. Please feel free to say "good-bye" to your child and use the two-way mirrors located in the hallway. You may call to see how your child is doing, please feel free to discuss any concerns that you may have.

COMMUNICATION: Guardian's are welcome to use our two-way mirrors, or enter and participate. Daily conversation should take place when it does not interfere with class activities. Refer to the "What We Did Today" board for a description of the day's activities. Arts and crafts are proudly displayed in the room or may be found in your child's wall pocket. The Director is available or you may schedule a conference with the teacher whenever you like. Progress Reports are sent home twice a year. The mail slot between the two front doors is a great place to leave messages for the office, health forms, evaluations and payments. Please feel free to share suggestions with a teacher as well. Our Password System is important and must be used whenever anyone out of the ordinary picks up your child. Please notify us in writing if possible when someone else is picking up your child – at a minimum we MUST receive a phone call from a guardian. Be sure this person knows the password, and we require a picture ID.

DISCIPLINE: We all respect the rights and property of others. Curriculum, role modeling, kindness and consistency help to reinforce acceptable behavior. Inappropriate behavior is handled with redirection and healthy conversation first and quiet time away from the group secondly (if necessary). Children are taught acceptable modes of behavior and are encouraged to follow them by positive reinforcement. The Director will only be called when redirection and time away is unsuccessful.

Preschool Monthly Themes (brief overview)

September	Colors and Shapes, Family, Emotions	March	Health, St Patrick's Day, Easter
October	Community Helpers, Fall, Halloween	April	Outer Space, Spring, Weather
November	Animal Unit, Indians, Pilgrims, Thanksgiving	May	Planting, Mother's Day, Up in the Air, Bugs and Butterflies
December	Christmas Around the World, Christmas, New Years	June	Sea Life, Father's Day
January	Winter, Dinosaurs, Culture	July	Summer Curriculum
February	Valentines, Nursery Rhymes, Senses	August	Summer Curriculum

Preschool Room Goals (brief overview)

Language	<ol style="list-style-type: none"> 1) Participates in class discussion 2) Expresses needs adequately 3) Possesses a reasonable age appropriate vocabulary 4) Speaks clearly 5) Listens while others speak 6) Listens and follows directions
Comprehends Spatial Relationships	<ol style="list-style-type: none"> 1) Has left/right awareness 2) Can distinguish – top, bottom, middle, next to, behind and in front of 3) Demonstrates an understanding of opposites 4) Has simple time awareness – before, after, today, tomorrow, etc...
Math	<ol style="list-style-type: none"> 1) Can identify basic colors and some shades 2) Recognizes shapes – circle, square, triangle, rectangle, star, oval, heart and diamond 3) Can follow a pattern 4) Count by rote to 10 5) Counts with one to one correspondence to 10 6) Recognizes number symbols to ten 7) Matches a set concept to a number symbol 8) Can sort
Social/Emotional	<ol style="list-style-type: none"> 1) Plays well with others 2) Shares willingly 3) Respects the rights and property of others 4) Takes responsibility for own property 5) Participates in group activities 6) Is able to work independently 7) Appears happy in school setting 8) Copes with a certain amount of frustration and opposition 9) Attends to a task for a specific period of time 10) Respects and understands the need for rules 11) Shows respect for adults and caregivers 12) Participates in imaginative play with others and alone 13) Expresses own ideas freely
Reading/Readiness Skills	<ol style="list-style-type: none"> 1) Recognizes first and last name 2) Prints first name 3) Recognizes upper case letters 4) Has had an introduction to lower case letters 5) Hears and associates similarities in words
Fine Motor	Uses scissors properly, holds a writing instrument correctly and traces a simple pattern
Curriculum	In Preschool the children learn academically through the following areas. Art – is theme based and occurs daily. The children are encouraged to be creative using many different mediums. Art is always open-ended and displayed with pride. Self-expression is always encouraged. Pre-Reading/Writing – we accomplish this through the children creating a Journal. They will practice writing their names and letters. We will be learning the Manuscript style of handwriting. Journals will be sent home each week on Thursdays. Science/Math – science is explained through outside exploring, water and sand play and classroom experiments. Math is presented by using different materials the children learn visual number recognition, patterning and basic counting. Circle Time – covers many areas such as pre-reading by reading books aloud and studying the letter of the week. Math and science through counting and studying the calendar and the weather. Center-Based Activities – these are theme-based games, table toys and activities, which allow the children to learn at their own pace through play, by exploring the world around them. Guardian participation is always welcome and encouraged

Little Frogs & Polliwogs – Preschool Registration

Today's Date: ____/____/____			
Child's Full Name:		DOB: ____/____/____	Gender: ____ F ____ M
Street Address:		Start Date: ____/____/____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Guardian One Information			
Full Name:		Relationship to Child:	
Street Address:		Social Security # ____ - ____ - ____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Employer: Employer Address:		Currently in Military: ____ Yes or ____ No	
Work # (____) ____ - ____	Cell # (____) ____ - ____	Email _____	
Guardian Two Information			
Full Name:		Relationship to Child:	
Street Address:		Social Security # ____ - ____ - ____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Employer: Employer Address:		Currently in Military: ____ Yes or ____ No	
Work # (____) ____ - ____	Cell # (____) ____ - ____	Email _____	
Which guardian should be contacted first? _____			
Special instructions? _____			
List three emergency contacts in the event that you cannot be reached.			
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	____ Yes or ____ No
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	____ Yes or ____ No
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	____ Yes or ____ No
List All Food Allergies: _____			
Reaction: _____			
List All Allergies To Medication: _____			
Reaction: _____			
My Child's Password Will Be: _____			
I give the center permission to post my child's' allergies, with photo in the classroom. Signature: _____			

Developmental History

Does your child have any attachments or fears: Y N and if so, what? _____

Was your child at a previous caregiver? Y N and if so, was it a Childcare center Private home

Were you pleased? If not, why? _____

Is child a good eater? Y N

Is child adopted? Y N

Why did you choose this center? _____

Medical History

Pediatrician Name: _____ Phone # (____) ____ - _____

Last Physical Date: ____/____/____ With Whom? _____ List all medications taken regularly: _____

List all surgeries or disabilities: _____

Is your child prone to ear infections? Y N and if so how do they react? _____

Does your child run a fever easily or often? Y N

Comments: _____

Sleeping Habits

How long is a regular nap? _____ Security blankets, very small stuffed animals and other security items will be kept in the child's cubby or backpack.

Toileting

Typically children entering this classroom are potty trained. However accidents do happen so please send in extra LABELED clothing. If your child is having a hard time in this area please let us know.

Does your child have diarrhea or constipation problems? Y N

If yes, how do you treat it? _____

Medical Emergency Statements

Statement One (must be signed, per State Law)

"In the event I cannot be reached, or when delay could be dangerous – I hereby give my permission for any staff of Little Frogs & Polliwogs to transport my child to a hospital or medical facility and give medical treatment."

_____/_____/_____
Guardian One Signature

_____/_____/_____
Guardian Two Signature

Statement Two (optional)

"If I cannot be reached or have not yet arrived at the hospital/doctor's office, I give permission for my child to receive anesthesia for treatment."

_____/_____/_____
Guardian One Signature

_____/_____/_____
Guardian Two Signature