

Welcome to Pre-K!

If your child is dropped off prior to 8:00am, they will be cared for in our Kindergarten or Preschool room depending on drop-off time. 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 or left in a note under the telephone in the classroom. Please place your child's lunchbox on top of the shelf above your child's hook. 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; best times are during nap hours if possible. 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 papers from the classroom.

What do I need for Pre-K? - (all items must be labeled)**Every day**

Lunch and any snacks in a lunch box with ice-pack
Crib sheet & blanket (This will be sent home on Fridays for cleaning and will need to be returned on Mondays.)
At least 2 extra full sets of clothing including socks
Sweatshirt and jacket as needed
Extra pair of shoes that can go in puddles; boots, crocs etc. (season appropriate)
DO NOT leave any special items, as they can be misplaced

Please do not bring in toys from home or large stuffed animals and NO PILLOWS – they need to be able to fit in their blanket cubby.

Winter

Snowsuit or warm coat & ski pants
Boots
Hat
Waterproof Mittens
During the winter months, be sure to have extra socks

Summer

Bathing suit
Towel
Sun block
Bug spray
Water bottle
Sandals/water shoes
(to wear on mulch – optional)

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. If your child is dropped off in Kindergarten or Preschool, please hand it to the teacher. Do NOT leave in a backpack or lunchbox. 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) NEVER leave medication in a bag on the child's hook or in their lunchbox – **IT MUST BE HANDED TO A TEACHER.**
- 5) 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. Chapstick, Vaseline, etc.)

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. If you send your child in with cereal, please provide the milk. When packing a lunch please be sure lunch boxes are labeled and include an ice pack. Food should be ready to heat and serve in a container. Microwaves are available for warming food. **Easy Mac and Frozen meals are NOT allowed.** Please include a good variety of foods, as we encourage good nutrition. NO soda, sweetened beverages, 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. Please be sure that what you send in **needs heating, not cooking.**

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 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 asleep. 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 NO SEND IN PILLOWS OR SLEEPING BAGS,** we do not have the storage space for them. Please provide **one small** blanket and security item.

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).

Communication

We like to facilitate a two-way communication between Little Frogs & Polliwogs' staff and guardians. We encourage you to communicate changes in your child's life, daily routine, concerns and achievements to help us better care for your child in their day to day activities. Here are a few pointers:

- 1) Please feel free to call the center to speak to your child's caregiver at any time. Best time is nap time.
- 2) Refer to the "What We Did Today" board for a description of the day's activities.
- 3) Conferences may be scheduled with the classroom teacher and/or the director when needed.
- 4) There is an office communication board near front entrance for any messages from the office. Please make sure you check the board when you come in the building.
- 5) There is a letter box slot in the vestibule where you can leave messages for the office, health forms, evaluations and payments
- 6) 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 that we

require a picture ID.

- 7) Important information such as newsletters, the family handbook, closures, events, etc. can be found on our website and blog at www.littlefrogsandpolliwogs.com
- 8) Reminders of closure, emergencies, snow closures/delays are texted and emailed. Please ensure you keep your contact details current with the office.

Parent involvement

Guardian participation is always welcome and encouraged. We have many opportunities throughout the year where you can be involved in the activities here at the center. Here are a few things to be aware of:

- 1) We have an open door policy allowing you to come in at any time and join in with the classroom activities.
- 2) Each classroom has an 'Open House' in September to help get you acclimated to the new environment and teachers.
- 3) 'Stay and Plays' are scheduled throughout the year. This is a special time that we invite you in to be part of your child's day. This is a great opportunity to get to know your child's friends and fellow parents.
- 4) We always welcome guest readers into the classroom. Whether it is a parent, grandparents or older siblings, this is always an activity the children love.
- 5) The center sends out an electronic newsletter quarterly during the academic year to keep you updated on events, closings and fun activities. Watch your inbox!
- 6) The classroom will send home a newsletter each month covering important information for the month; look for it on your child's hook.
- 7) Your child will have the opportunity to participate in field trips throughout the year. Field trips rely on the participation of parents as chaperones for them to be successful. Please consider volunteering to help out your child's class. We send out information regarding field trips a few weeks prior to each field trip.

Discipline

We all respect the rights and property of others. Routine, 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.

Pre-K monthly themes (brief overview)

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

Pre-K Room Goals (brief overview)

Language	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	1) Has left/right awareness (practice & explored at the end of the year) 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	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	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	1) Recognizes first and last name 2) Prints first name with upper & lower case letters 3) Recognizes upper case letters	4) Has had an introduction to lower case letters 5) Hears and associates similarities in words
Fine Motor	1) Uses scissors properly, 2) Holds a writing instrument correctly	3) Traces a simple pattern

Curriculum	In Pre-K we introduce academics in preparation for Kindergarten 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 using the ‘Handwriting without Tears’ curriculum and one other ‘letter practice worksheet’ each week. They will practice writing their names and letters. We will be learning handwriting. 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.
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