

Telephone Numbers

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Preschool Board

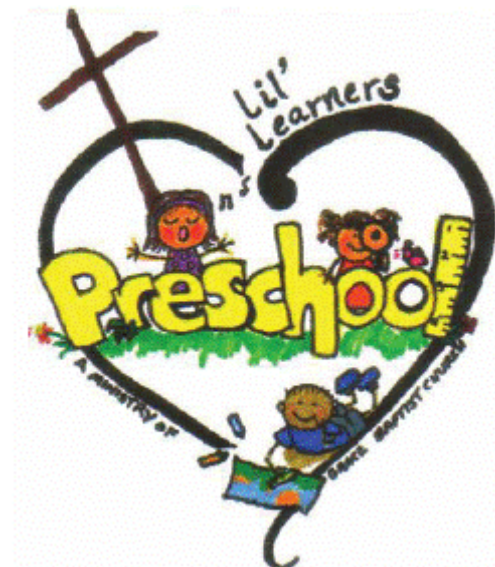
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HANDBOOK

2011-2012

Lil' Learners Preschool

A Ministry of Grace Baptist Church

58690 Ross Road
Warren, OR 97053
(503) 396-5048

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Forward

This handbook will present a brief explanation of the program that Grace Baptist Church offers through *Lil' Learners Preschool*.

Please keep it handy for easy reference during the school year.

A Wholesome Relationship

Lil' Learners Preschool endeavors to maintain a wholesome parent-child-teacher relationship. The mutual concern of parents and teacher is that the school year will be an enriching and rewarding educational experience for the child. Accordingly, the teacher welcomes parents to discuss questions concerning the child, or the school, with her at any time.

Child Safety

For the safety of your children, we require that a parent, or an authorized person, sign the children in and out each day. Children **MAY NOT** sign themselves in or out of the program. They will only be released to those persons specifically authorized on the registration form with their signature. No exceptions will be made without the advance written permission, or telephone authorization, from the parent or guardian.

Fund Raisers

To help with expenses and keep tuition cost down, Lil' Learners will occasionally have a fund raiser. We are always collecting Red Apple (IGA) receipts, and we participate in the Campbell's (Flav-R-Pac and Santiam) Labels for Education Program. Please save the entire label and place in the marked container. We also collect used ink jet printer cartridges, participate in eScript.

Book Orders

About once a month book orders will be sent home. We get bonus points that can be used for books for the school. If you choose to order, you may use cash or check. Please make checks payable to **Scholastic**. If you want to order online, go to scholastic.com/bookclubs. Class activation code: GJZLG.

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Our Mission

It is our mission to serve the community in the name of Jesus Christ by providing the highest quality Christian education in a setting which nurtures the **spiritual, mental, social** and **physical** well-being of each child.

Throughout the day children will experience the reality of who God is as we explore His creation and love for us. God's word is an important part of the curriculum.

Admission Policy

Lil' Learners Preschool admits students of any race, color, national and ethnic origin, or gender, to all the rights and privileges, programs and activities of this school.

A building is only a shelter. It is the work of loving, caring, nurturing educational professionals that make a difference in a school. Our teachers and staff are chosen with the utmost care in order to provide a positive learning environment as well as enthusiastic models of Jesus Christ to our students.

Illnesses/Contagious Diseases/Lice

We will make every effort to protect the health & safety of your child. To do this, it is important to have the cooperation of the parents. Please watch your child for signs of illness. **Do Not** bring your child with any of the following symptoms:

Sore Throat	Ear Ache	Bad Headache
Inflamed Eyes	Bad Cough	Nausea/Vomiting
Skin Rash	Diarrhea	Head Lice/Nits
Enlarged Glands	Severe Runny Nose (green/thick)	

It is better for everyone concerned to keep him/her at home. If your child develops these symptoms at school, we will attempt to immediately notify you.

Please tell us immediately if your child has head lice, so we can wash dress-up clothes, etc. **Your child must be nit free before returning to school.**

With some contagious diseases we require proof of treatment before the child may return.

Birthdays and Class Parties

The children who have birthdays during the school year will have their "Helper of the Day" scheduled as near to the actual date as possible. At the end of the year we will celebrate summer birthdays.

Parties include Thanksgiving, Christmas, Valentine's Day, Easter and one at the end of the school year. Parents are asked to help at the parties. A sign-up sheet will be made available for choosing your event. We would like to have at least two parents for each party to help with games and bring treats.

Monthly Newsletters/Calendars

Each month a newsletter and calendar will be sent home to each family with the class theme for that month, class "Helper of the Day," and more important information. Please read to stay well informed.

Sharing

On the day your child is helper, he/she will bring snacks and a special toy or item to share with the class. The children should not be bringing toys from home at any other time. We do not use toys that encourage violent or aggressive behavior and ask that items brought from home reflect this. **We are not allowed to have animals in the building**

Teachers

Our (4 & 5's) teacher, Cindy Rotter, has been teaching preschool since 1992. She has earned her Child Development Associate (CDA) credentials from the CDA National Credentials Program, and is an Oregon Certified Professional in Childhood Care and Education at step 8.5.

Our (3 & 4's) teacher is Nichole Rotter. She has been working in a preschool setting for 8 years. This is her fourth year of teaching. She is an Oregon Certified Professional in Childhood Care and Education at step 5. She is also working on her Early Childhood Certificate.

Education & Spiritual Development

Lil' Learners Preschool is open Monday through Friday for children between the ages of three and five years. We desire to provide children with the tools, environment, care and treatment necessary for them to grow and develop during these vital years of life.

At Lil' Learners Preschool, the children will not only grow academically, but more importantly, they will be given a Biblical and Christ-centered education. Every child will be viewed as special and unique; as one created in the image of God. All will be treated with the love and respect that is due them as God's precious children. Learning is a journey, and is one that the staff, the families and the children will all make together. Lil' Learners Preschool is driven by our passion for teaching children to grow. It's our desire that the children may become all they can be.

We strive to provide children with the opportunity to create, explore their environment, learn problem solving techniques, personal interaction skills, and concepts through first hand experiences and to provide children with the tools, care, and treatment necessary for them to grow and develop during these vital years of life...*continued next page*

Snacks and Juice

There will be one snack time per class, per day, that will be brought in by the children. The teachers will hand out a rotating schedule in which each child may bring in a nutritional snack for the entire class for that day. **All snacks must be in their original sealed containers**, with the ingredients clearly labeled. Parents will be informed of any allergies in the classroom and prohibit any snacks from entering the classroom that may contain an ingredient that a student is allergic to. Any snacks containing bones, shells, pits, hard candy, gum or nuts is a choking hazard and will not be served. **Please do not bring red juice as it stains**. We will always have water available to serve with snacks. Paper cups and napkins are provided.

Snack suggestions:

Crackers	Cheese	Carrot Sticks	Oranges
Raisins	Muffins	Pineapple	Pears
Apples	Peaches	Celery	Grapes
Bananas	Plums	Cereal Bars	
Yogurt	Fruit juice or Milk		

School Closing Policy

During bad weather Lil' Learners **will not hold classes when St. Helens public Schools are closed**. If the public schools begin two hours late due to hazardous driving conditions, **we will not have AM class**.

We do not make up snow days.

Clothing

Dress for fun. Clothes should be comfortable, relaxing and washable for those messy projects and outside fun. To aid in preventing injuries, shoes should be comfortable and fit firmly on the foot to avoid them coming off during play or other active times during the day. Since we have a covered play area we will go outside most days, please be sure to send a jacket or sweater. Please have his/her jacket or sweater plainly marked with their name.

We also strive to ensure that the staff, families, and children will all work together with open communication as a team, in order to provide the best possible environment and academic experience that every child deserves.

Curriculum

Lil' Learners is a Christian Preschool. Our curriculum will include:

Jesus Time
Math
Science
Language Arts
Motor Perceptions
Social Studies
Art
Music and Movement

A variety of activities will be planned by the teachers to accommodate differences in interest, attention span and physical and intellectual maturity. The schedule is set up to allow the program to provide experiences which promote the individual child's growth and well being, and the development of self-help and communication skills, social competence, and positive self-identity.

Behavior Guidelines & Communication

Our staff will strive to help your child process feelings, recognize consequences for his/her actions, find a positive solution to the current problem and to develop self control.

We will strive to accomplish this by maintaining a calm and consistent atmosphere and schedule, by modeling appropriate behavior, by raising and verbally guiding children through conflict resolutions. We will help your child identify his/her needs, feelings, causes, alternatives and choices.

Here is a list of the classroom rules so you can know them, and help to remind your child of the classroom rules at home as well.

CLASSROOM RULES:

- 1) keep our hands and feet to ourselves
- 2) use our walking feet in the classroom
- 3) use our inside voice when indoors
- 4) listen while the teacher is talking
- 5) be kind to our friends

Tuition

Tuition in our younger classes is currently \$1035.00 per year at \$115.00 paid per month.

Tuition in our older classes is currently \$1395.00 per year at \$155.00 paid per month. A 5% discount will be given to those who pay in full.

The tuition is figured on a yearly amount and broken down into nine monthly payments, **August through April.** Tuition payments are due before the 15th of each month. We are a non-profit organization and would appreciate your cooperation. Statements are not sent home. **We do not give adjustments for holidays or absences.** If you must pay with currency please pay the exact amount as we do not have change in the office.

Tuition checks should be made payable to:
Lil' Learners Preschool.

There is a \$35.00 fee for all returned checks.

We will assess a \$20.00 late charge on tuition not paid before the 15th, unless otherwise arranged.

Non-payment of tuition can result in your child being dropped from class.

Lil' Learners Preschool Tax ID number is: 93-0585796
Receipts are automatically given for currency payments only.

Registration

To be eligible for enrollment in the 3 & 4 year old classes, a child needs to be at least **3 years old before September 1st of the year he/she will start school at Lil' Learners, and potty trained. He/she needs to be at least 4 years old by Sept. 1st to enroll in the 4 & 5 year old classes.**

The registration fee is \$65.00 for each school year. For our two older (4 & 5 year old) classes we will begin taking registrations in October. Parents who wish to have their child return next year should tell us no later than October 31st and pay the non-refundable \$65.00 registration fee.

Registration for next fall in our two younger (3 & 4 year old) classes has already begun. A new student's parent must fill out a registration form and pay the non-refundable registration fee. A Lil' Learners Preschool tee shirt is included in the fee for **NEW** students. Returning students receive a graduation cap at the end of the school year.

School Hours/ Attendance

A.M. 3&4 Year Olds: 9:00-11:00 am Tues. & Thurs.

P.M. 3&4 Year Olds: 12:00-2:00 pm Tues. & Thurs.

A.M. 4&5 Year Olds: 8:45-11:15 am Mon, Wed. & Fri.

P.M. 4&5 Year Olds: 12:15-2:45 pm Mon, Wed. & Fri.

Please park and walk your child in. You can sign your child in and help him/her hang up their jacket & bag. It is important to have your child on time so that they have time to adjust to the room, and so they won't disturb their friends who are trying to learn. Also, please pick your child up on time. **For every five minutes over the pick-up time there is a ten dollar overage charge.** Your child will not be allowed to leave with anyone that is not on your pick-up list.

Please do not allow your child to **run in the hall**, or be loud at pick-up time, as we do not want to disturb others using the building. Thank you.

2011-2012 School Calendar

Tuesday	September 6 th	First day for $\frac{1}{2}$ Class of 3 & 4's
Wednesday	September 7 th	First day for 4 & 5's
Thursday	September 8 th	First day for $\frac{1}{2}$ Class of 3 & 4's
Monday	October 10 th	Picture Day (4 & 5's)
Tuesday	October 11 th	Picture Day (3 & 4's)
Friday	October 12 th	No School (Teacher Training)
Thursday	November 11 th	No school (<i>Veteran's Day</i>)
Monday	November 21 st	T.G. Feast
Tuesday	November 22 nd	T.G. Feast
Wednesday	November 23 rd	No school Monday
Thursday	November 24 th	No school (<i>Thanksgiving</i>)
Friday	November 25 th	No school
Friday	December 12 th	A.M. 4 & 5's program
Thursday	December 15 th	Christmas Party
Friday	December 16 th	Christmas Party
Friday	December 16 th	P.M. 4 & 5's Program

December 19th - January 1st Christmas Vacation

Monday	January 2 nd	Class resumes for 4 & 5's
Tuesday	January 3 rd	Class resumes for 3 & 4's
Monday	January 16 th	No school (<i>M.L.K. Jr. B.D.</i>)

Friday	February 3 rd	No School (Teacher Work Day)
Monday	February 13 th	Valentine Party
Tuesday	February 14 th	Valentine Party
Monday	February 20 th	No school (<i>President's Day</i>)

March 26th - March 30th Spring Break

Wednesday	April 4 th	Easter Party
Thursday	April 5 th	Easter Party
Friday	April 6 th	No school (<i>conference</i>)
Friday	April 13 th	No School (<i>conference</i>)
Friday	May 11 th	Mothers Day Tea 4 & 5's
Monday	May 21 st	Program for A.M. 4 & 5's
Wednesday	May 23 rd	Program for P.M. 4 & 5's
Thursday	May 24 th	Last day for 3 & 4's
Friday	May 25 th	Last day for 4 & 5's