

LITTLE INDIAN PRESCHOOL CENTER, INC.

2010-2011

PARENT-STUDENT HANDBOOK

United Methodist Church

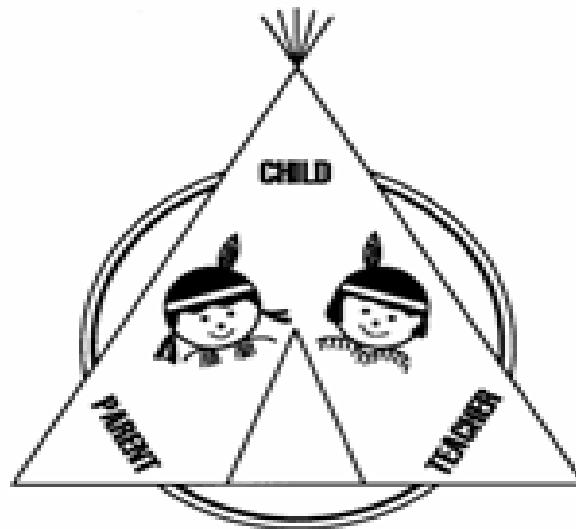
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Licensed by Michigan Department of Consumer and Industry Services

Little Indian Preschool admits students of any race, color, national and ethnic origin.



PHILOSOPHY

A cooperative preschool is, as the name implies, teachers and parents working cooperatively together to establish an environment in which a child can grow and develop according to his or her individual needs. We believe the involvement and commitment of time and energy of the parents in a co-op reinforces the happy experiences for the young in one of his first ventures away from home.

The preschool is a child-sized world, devoted to a child's main business...playing; which is laying the groundwork for more specific and formal academic learning which will follow in years to come.

Here at Little Indian Preschool (LIP), we believe that our program should provide a stimulating and creative atmosphere that allows a child to function where he is developmentally, and at the same time stimulate him (but not force him) to the next stage of growth. The environment is carefully planned to help a child learn to become independent and make choices, yet there are limits to make a child feel secure. Preschool provides an opportunity for a child to become familiar with a group setting, to develop self-expression, creativity, a sense of responsibility, and an interest and joy in learning. Through new experiences a child is allowed to broaden the spectrum of his/her world.

Preschool is a learning experience for parents as well as children. You will be able to observe children, their rates of development, and various methods of child guidance and problem solving. A co-op preschool helps parents toward greater understanding and enjoyment of their own child as they share this very important chapter in their child's life.

OBJECTIVES

The activities and equipment at Little Indian Preschool were designed and selected with the following objectives in mind. The teacher and parents are to strive to help all the children meet these objectives at their own rate and level.

Developmental Objectives:

1. Develop eye-hand and eye-foot coordination, large muscle coordination and small muscle coordination.
2. Develop discrimination by sight, sound, touch, smell and taste.
3. Develop cognitive and language skills.
4. Develop classification skills.
5. Develop seriate skills.
6. Develop number concepts.
7. Develop temporal relationships.
8. Develop spatial relationships.
9. Develop memory.
10. Develop creativity.

Behavioral Objectives:

1. Develop independence in dressing self and caring for personal needs.
2. Develop control of emotions.
3. Develop self-assurance.
4. Develop responsibility for own work.
5. Develop flexibility.
6. Develop ability to make own choices and follow simple directions.
7. Develop ability to share and take turns.
8. Develop tolerance of others.
9. Develop ability to cooperate and participate in a group.
10. Develop respect for people and materials.

ADMISSIONS POLICY

Little Indian Preschool is a cooperative preschool program open to children who are 3 years of age by the first day of December. They must be toilet trained to attend school. The preschool must have the green health Appraisal and white Child Information Record by the first full day of class. We admit students of any race, color, national and ethnic origin.

SCHOOL HOURS

1. The 2-day class meets Tuesday and Thursday from 9:00-12:00 a.m. The 3-day class meets Monday, Wednesday, and Friday from 9:00-12:00 a.m.
2. Tecumseh Public Schools (TPS) holidays will be observed. When Tecumseh schools are closed or delayed due to bad weather, LIP will be closed. Listen to the local radio stations for information. If there is a one-hour delay, LIP will open at the usual time. If there is a two-hour delay, LIP will be closed. There will be no make-up days, and no refund of tuition for fog or snow delays and/or closures. There will be school on in-service days unless otherwise notified.

ARRIVAL & DEPARTURE

Please note that we have a one-way traffic pattern; enter LIP from the east, but exit going west around the church. Children must be accompanied into the building and helped with their outerwear. A coat rack is down the hall from the entrance. We ask that children arrive no earlier than 9:00 a.m. (This will allow the assists and teacher to set up classrooms from 8:45-9:00). Please pick up your children at 12:00 p.m. Also at that time, check the bulletin board, mail boxes, and table for information, art work and show and tell. In the case that someone other than the parent or persons listed on the Child Information Record will be required to pick up a child; the Preschool has established and will follow the Child Release Policy stated in the LIP Bylaws. This policy includes, but is not limited to, providing the Teacher with a signed and dated written note as well as requiring identification (i.e., a driver's license) should the Teacher not recognize the individual picking up the child.

DRESS CODE

The children are encouraged to wear comfortable clothing to school. They should be dressed for play and be prepared for inside and outside activities. Remember to bring hats, mittens, snow pants, and boots for outdoor play in winter. Clothing that might be removed, and any other items brought to school, should be marked clearly with your child's name.

SHOW AND TELL

Mid to late year, the children are allowed to bring "one" item for show and tell on special days as noted on the schedules. Please refrain from sending items such as guns, toys with sharp edges or small parts, and gum or candy. LIP is not responsible for loss of or damage to items brought for show and tell.

DISCIPLINE POLICY

The goal of discipline is to teach each child to be responsible for himself and his actions. Each child must learn to respect others and the property of others. This goal is to be achieved by these basic directives:

1. Talk positively with the child, re-directing or giving positive choices.
2. Be consistent with classroom rules.
3. By removing the child from the group until he has regained control.
4. By conference between parent and teacher.

BASIC CLASSROOM RULES

1. Treat others in a kind way. No running, throwing, or negative behavior such as pushing, hitting or shoving will be allowed.
2. Furniture will not be moved from one area to another by children. For safety reasons, no standing or sitting on tables or counters.
3. Take good care of preschool equipment. Keep the toys from each designated area within that area.
4. Children are responsible for putting an activity away when finished.

NUTRITION POLICY

When you are scheduled to bring a snack, try to make it both nutritious and interesting. If you want to bring something to drink, it must be pasteurized, 100% fruit juice or milk. Also, the children may have water from the drinking fountain. This must be in a cup served by the parent. Although we discourage sweet snacks, we do make exceptions for birthdays and special person day. The class schedulers try to schedule members for snack on or near their birthday. Sometimes the teacher will ask you to bring a particular snack or specific ingredient. The snack parent should bring cups and napkins along with their snack to school. Children are to wash hands before snack and clean up after themselves after snack. Please see the suggested snack list and keep it healthy and simple.

PARENT RESPONSIBILITIES

The Bylaws provide a full description of what is required of the parents as members of a cooperative preschool.

Some parent responsibilities are listed below. This is not a complete list.

1. Attend orientation (both should attend if both will be assisting) and all other mandatory membership meetings.
2. Participate on your assigned days.
3. Bring snack on your assigned days.
4. Participate in one cleaning bee a year, except board members. (This is on a Saturday from 9-12; assignments will be in September.)
5. Fulfill obligations such as: committee coordinator positions, board positions, and other job assignments.
6. Participate in set-up in August.
7. Participate in all fundraisers.

New information will be given in a monthly newsletter or the children's mailboxes. Schedules will also contain information pertaining to each school day's events. For example; children might be asked to wear a particular color shirt.

WORKING WITH THE CHILDREN

1. Be constantly alert to the safety of the children. If an accident should occur, procedures for serious accident or illness are posted in each room. A first-aid box is in the art room and ice packs are in the freezer.
2. Be genuine and friendly. Don't talk down or in an artificial voice.
3. Be generous and sincere in giving praise.
4. Remember that manners are "caught" rather than taught. Treat the children with respect.
5. Go to a child to speak to him. Be sure that you have his attention before beginning and speak briefly and simply.
6. When a conflict between children occurs, do not be too eager to help. Many times children can settle their own conflicts and learn in the process. Also, if a child has chosen an activity, (s)he may say "no" when someone wants to join in.
7. Be positive. Use "do" instead of "don't".
8. Expect cooperation and you will usually get it.
9. Foster independence by helping a child to help himself.
10. Encourage - do not do for a child. It is the doing, not the finished product, that is the most important.
11. Do not expect all children to participate in all activities at all times. A child may just "look on" so long as (s)he does not disturb those who are participating.
12. If you must leave the room, have the teacher stand in until you return. Also, no child may be outside without supervision.
13. Do not be dismayed if your child seems to exhibit his negative side when you assist. That often happens. Try to be positive and let another adult handle him if that helps. Do not push your child aside.

ASSISTING -- IN GENERAL

1. Members are required to assist in the classroom on a rotating basis unless the no-assist option has been chosen. Class schedulers will distribute monthly schedules. Please let the scheduler know if you can work certain days or if you would like to adjust your assist schedule. If you are pregnant, you are allowed to work ahead the days you would be scheduled for the month that you are due and the month after the baby is born.
2. If you cannot assist on your scheduled day, you must arrange to have another member work in your place. You may switch days with another member or pay another member to work for you. The amount for a paid assist is \$10.00. If you change assist days, please change the schedule posted on the bulletin board in the hall and let the teacher know.
3. Assisting members are required to be at the school by 8:45 a.m. on the days they are scheduled to work. Assist parents must sign arrival time on sheet provided. On the first violation of late arrival, a letter from the Board will be sent. On the second violation, a \$10.00 fine will be levied. The third violation will require the parent to appear before the Board for possible expulsion. Please arrive on time to discuss the plans for the day with the teacher and to set out equipment and supplies.
4. Dress comfortably! Jeans are fine! Expect to get messy at times!
5. Please do not bring any children NOT ENROLLED in preschool with you on your assist days.
6. After arrival, please check the clipboard with instructions for that room. This will tell you what you are expected to do. The teacher will also explain what specific activities you are to do in that room with the children.

We have three rooms:

Muscle Room- large muscle equipment and movement activities

Art Room - art projects and science experiences

Housekeeping Room- small muscle equipment and dramatic play

PLEASE REMEMBER TO SIGN ARRIVAL TIME ON SHEET PROVIDED AND WRITE IN THE SNACK YOU PROVIDED.

7. The children are to clean up equipment when they are finished with it and when the clean up song is sung; they are to clean up in general. Remember, the first priority is the children, the second is cleaning. The assist parent's main responsibility at group time is to assist the teacher and help the children participate. When the children go outside, assist parents go out also. Bring your boots!!!
8. Please refrain from smoking in the church or on the church grounds.
9. The teacher is the final authority at preschool. If differences arise, discuss the matter with the teacher after preschool hours and/or contact a board member.
10. The children come first!! Please do not talk with other assist members any more than is necessary; resist the temptation to visit during class time. No cell phone conversations or texting during class unless an emergency. NEVER discuss the children's behavior during class time.
11. If you are sick the night before you are scheduled to work, call another parent to work for you.
12. Relax! Have fun and show your enthusiasm!

PARENT IN CHARGE DUTIES

Check to see if parents signed the sign in list. Recheck floors and daily clean up lists. Stay until all children are picked up. Double check that the garbage cans have been emptied.

SNACK PARENT DUTIES

Check the schedule to see if you are to bring a snack. The scheduler will assign parents on their child's birthday or close to it and you will bring snack. The snack parent will work in the Art room. Record the snack you provided.

HEALTH

Sickness - Please do not send your child if (s)he is sick (fever, flu, runny nose or other communicable disease). If your child is not well enough to participate in outdoor play, (s)he should not come to school. An assist parent will call you to find out why your child is not in school. This information will be given to the Health Coordinator who in turn, will give this information to the Health Department.

Little Indian Preschool, Inc. will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, LIP cannot guarantee that contagious illnesses or diseases will be completely contained or will not be spread to other children. Parents must recognize that, while in care of LIP, it is possible that the child may be exposed to a contagious illness or disease.

SAFETY AND FIRST AID

Every parent, whether assisting or delivering his child to LIP, should be aware of the following safety rules:

1. No child may be outside playing without supervision. The child should be in within sight of the assisting parent or teacher at all times.
2. Parents **MUST** park their cars and accompany their children into preschool.
3. Parents picking up their children at the end of the session **MUST** park their cars and come into the building to pick up the child.
4. As previously stated, **NO SMOKING** is allowed!

A well equipped first aid box with instructions is located in the Art Room on the top of the file cabinet. In case of emergencies, LIP keeps a file containing the name of the doctor and hospital preferences for each child.

EMERGENCY PROCEDURES FOR SERIOUS ACCIDENT OR ILLNESS

1. Send word to the teacher who will then take charge of emergency and render any first aid needed.
2. An assisting parent should notify the child's parent of the emergency and agree on a course of action.
3. If neither parent can be notified, notify additional emergency contact(s) listed on Child Information Record and call either the physician or the hospital designated by the family on the emergency card. If there is an extreme emergency, LIP will call 911 and the child will be transported to Herrick Hospital no matter what institution is specified on the Child Information Record. Transportation will be provided by ambulance or EMS. (Any costs incurred for 911 emergencies are the sole responsibility of the parent.)
4. A responsible person should stay with the child until the parent arrives.
5. **DO NOT MOVE** a severely injured or ill child **UNLESS ABSOLUTELY NECESSARY** for his immediate safety. If it is necessary to move an injured child, carry him on a stretcher with his back and neck supported in a straight position, not doubled forward or bent to the side. If pulling is necessary, pull in the direction of the long axis of the body, not sideways.
6. A folded up tumbling mat could be used as a stretcher.
7. **DO NOT GIVE ASPIRIN OR OTHER MEDICATIONS.**
8. When LIP must give medications (such as allergies to bee stings) the following provisions shall apply:
 - Medication shall be given or applied only with prior written permission from the parent.
 - Prescription medicine shall have the pharmacy label indicating physician's name, child's name, instructions, and name and strength of the medication. medication will be given in accordance to those instructions.
 - The caregiver shall maintain a record as to the time and amount of any medication administered or applied.

FIRE DRILL PROCEDURES

Each class will have the following fire drill:

1. Children in each room will line up and go out the front door accompanied by the parents in the housekeeping and art rooms. They are to go out and follow the sidewalk as far to the east as they can go.
2. Muscle room parent will check rooms and bathrooms for children and make certain all windows and doors are closed.
3. The Teacher will take roll outside to make certain all children are present.

TORNADO PROCEDURES

In the event of a tornado watch, (which means that weather conditions are right for a tornado to develop) the class scheduler or a designated parent from the class in session will call the school to inform the teacher. The classes continue as usual and will be dismissed at the usual time. Parents are requested to pick their children up at usual time! The class scheduler or designated person will continue to listen for further information and will inform the teacher immediately if there is a change.

In the event of a tornado warning, (which means that funnel clouds have been sighted in the area) the class scheduler or designated person will call the school and alert the teacher. The fire siren is also sounded. The teacher and assisting parents will immediately take the children to the hallway, or if time permits, to the tornado shelter area in the basement. **NO CHILDREN WILL BE EXCUSED FROM SCHOOL UNTIL THE WARNING HAS BEEN LIFTED!** Parents are asked not to call LIP at this time as the phone cannot be heard from the tornado shelter area.

