

Dear Parent,

Thank you for considering Little Scholars Preschool! This age is a wonderful and important time in your child's life!

Included, you will find a Little Scholar's Preschool Handbook. Please read through the information and feel free to contact me by phone, text or email with any questions you may have.

To enroll your children into LSP please follow the enrollment instructions on our webpage. The registration deadline is until all positions are filled. Upon LSP receiving all the required registration forms & the registration payment (\$55.00) you will receive a text confirming that your child has a position with us at LSP.

I look forward to a great school year with you & your child!

Website:

littlescholarpreschool.com

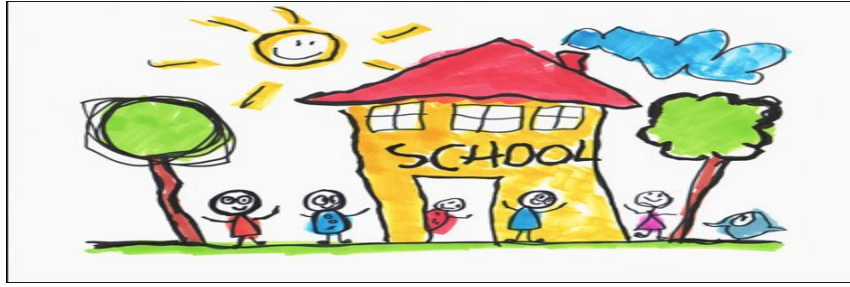
E-Mail: preschool@wil.midco.net

701-572-4074 Home/Fax

701-570-3474 Cell/Call/Text

916 Main Street (preschool
location)

Jody Cymbaluk Director/Owner/Teacher



Little Scholar's Preschool Philosophy

Little Scholar's Preschool has been created for parents who understand that preschool is a very important step in their child's development. Little Scholar's Preschool will offer learning experiences at the physical, emotional, social and educational levels. All four of these are very important levels of learning. "Hands on learning" will be our top priority at Little Scholar's Preschool. At Little Scholar's Preschool we strive to educate your child in a safe and respectful environment.

Little Scholar's Preschool Class Time's

Age 3-5 Tuesday-Wednesday-Thursday: A child entering preschool MUST be 3 years of age and have a birthdate on or before July 31st.

8:20-10:50 Purple Room

8:30-11:00 Orange Room & Blue Room

8:40-11:10 Yellow Room & Green Room

- A LSP School Calendar can be found on our website under the heading School Calendar.
- A LSP School Supply list can be found on our website under the heading handouts. School Supplies become shared among ALL children at LSP (except a notebook and backpack). If you

withdraw your child or your child is removed for any reason your school supplies & extras will be kept by LSP.



Daily Schedule

Times are adjusted for each classroom

8:30-9:00 Children Arrive & choose a center to play with: Tablets, Lego's, Art, Reading, Puzzles, Play Dough, Board Games, and much more.

9:00-9:30 Calendar, Music, Pledge of Allegiance, Weather, Alphabet, Counting, Colors, Solar System, Shapes, Numbers, Trivia, Word of the Day, Journaling, Manners, and Sign Language.

9:30-9:45 Snack & Story time:

9:45-10:45 Core Daily Lesson: Teacher directed in small colored group. Tuesday is Math -Wednesday is Word & Letter Wednesday, Thursday is Science.

10:45-11:00 Clean up: Each week the children will be given a classroom job to do.

Little Scholar's Preschool Library

Who can use the library? Children that attend Little Scholars Preschool.

When does my child take home a library book? Every Thursday.

Exception: We don't go to the Library on Classroom party days or extend school breaks.

Your child will receive a Library Book Bag with their name on it to use for the safe travels between school and home of their library book.

When do I return my child's library book? Your child's first school day of each week.

What if I lose or cannot find my child's library book? I ask that you replace the book with a gently used book from home.

What if I lose my child's library Bag or Damage it? Please let your child's classroom teacher know. You will be charged a replacement cost of \$2.00 for a new library bag.

Where do I return my child's book each week? To your child's classroom. Your teacher will communicate the exact location in the classroom at the Open House.



Look who's Popping into Reading

HUGE FACTOR: A child spends 900 hours a year in school and 7,800 hours at home.
Who's the most important teacher?



This reading program is for ALL children that attend Little Scholars Preschool. You will find a “Reading Log” form on the LSP website under handouts. How does the reading program work? It is your responsibility as the parent to print off “The Reading Log” forms as needed. Most importantly have fun reading with your child every day. Each time you read a book record it with your child on their Reading log. This gives your child such a sense of accomplishment. When your child’s reading form is FULL please turn it into your child’s classroom teacher. Your child’s teacher will then let your child put a popcorn sticker on his/her reading chart. Each month as a reading award each child that has turned in 1 reading form will receive a bag of popcorn. At the end of the school year (APRIL) each Boy & Girl that has participated will receive a trophy & reading certificate for their success.



Monthly Tuition Rate

T-W-TH Class \$210.00/monthly

Tuition Late Fee \$50.00

NSF Fee \$35.00

- Payment will be due the 1st school day of each month.
- If payment isn't received on or before midnight of the 10th of the current month a \$50.00 late fee will be charged to your next month's bill.
- There will be a \$35.00 NSF charge for any returned check.
- Payment not received for a full month will result in removal of your child from Little Scholars Preschool.
- If for any reason your child is removed and notification isn't given to or from the preschool either by phone, verbally, text, or e-mail you will be held responsible to pay each month's tuition until contact is made.
- **When advanced tuition is paid to Little Scholars Preschool and under any circumstance your child is removed from LSP, NO REFUND WILL BE GIVING.**
- We are unable to offer a discount for family's with more than 1 child attending, Military Families, or City and 1st Responder.
- In the situation that school closes prematurely/midway due to any type of Illness, School Closure, Weather, Building Maintenance, Safety Issues, Natural Disaster, or a Pandemic, advanced or monthly tuition will NOT be refunded.
- Monthly Tuition Payments can be made one of 4 ways:

Check / Cash / Pay Pal Account

Snack & Activity Calendar's

each month **it is your responsibility as the parent,** to know when your child's snack day is & what activities your child will be doing at school each day. You can track this MANY ways:

Our Website littlescholarpreschool.com

Parent Communication Board (located on the 2nd and the 3rd floor of preschool)

LSP Facebook Group

Remind App.

Your child will be placed on our snack calendar about every month. I ask that you bring a Peanut Safe healthy Snack along with individual Drinks for his/her class.

- If you bring fruit as a snack it must be peeled/cut up.
- Drinks must be individual NO JUGS OF JUCIE, NO HUG FRUIT BARRELS, or KOOLAID BURSTS.



The Remind App

This is one of the very important forms of communication @ LSP.

Instructions and sign-up for this App. will be given to each parent at the

Open House and can be found on our website.



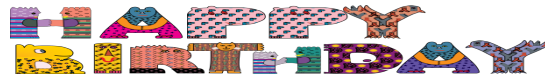
Allergies

Parents are asked to notify the school concerning their child's allergies prior to the beginning of the school year or as soon as the child is diagnosed by a medical professional. Parents are required to provide written medical documentation of the allergy which will include an action plan to keep the child safe while at school. Each Parent is also required to provide a container of "Safe Snacks" to be kept at school.



Student of the week

During the week of your child's birthday they will be our "Student of the Week." I will send a "Read all about me" sheet home with each family at the LSP Open House in August. Please return this sheet as soon as you and your child are done with it. These sheets will be given back to your child as a keepsake at the end of the school year. This sheet will be displayed on a special bulletin board in each classroom. Each child will receive for their birthday a Birthday crown and a Birthday book for being our special student of the week. We don't celebrate summer birthdays or half birthdays.



Classroom Parties

During the school year, we have 5 fun classroom parties for both classes. Without parental help these parties will not be possible.

Halloween

Children are welcome to wear their costumes to school. Costumes must be age appropriate and can have no guns, swords, knives or blood attached or associated to their costumes. I ask that you bring some type of Trick or Treat bag or bucket for their goodies that they will be getting at their party. Please place your child's name on their bag or bucket. Your child is welcome to bring Halloween treats for their class.



Christmas

Each year we do a holiday Book gift exchange among the kids. This gift must be wrapped and labeled as follows:

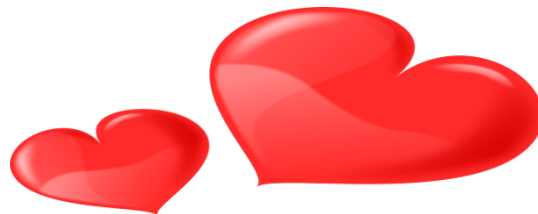
To: My Preschool Friend

From: Your Child's Name.



Valentines

Each child will be asked to bring a decorated valentine box from home on or before the Valentine party date. The Valentine box needs to have an opening at least the length of a dollar bill and the width of a juice box. Each child will be able to give Valentines to each of their classmates.



Easter

Each child will be asked to bring some type of a bag or bucket to their Easter Party. Please place your child's name on this item. We will enjoy many fun spring activities like dying Easter eggs, going on an Easter egg hunt, and playing Easter games.



End of the Year Party:

The end of the year party, weather permitting, will be held outside at school. We will plan some fun outdoor games/ activities and provide fun summer treats.



Healthy Preschool

In order to have a healthy preschool & environment please keep your child at home if he/she shows any contagious symptoms. Students with infectious diseases such as fever, pink eye, influenza, undiagnosed rashes, etc. If your child becomes ill while at preschool, I will contact the parent(s) or guardian and ask that the child be taken home immediately. After a child has been sick and absent from school they must show no signs of illness for 24 hours before returning to preschool. .



Bathroom Business

Each child that is accepted into LSP must be fully toilet trained & bathroom independent. **No Diapers or Pull ups are allowed at LSP.** If during school hours your child has a bathroom accident where new clothes are required a staff member will contact a parent to come to school and either change or pick up the child.



Medication & Allergy's

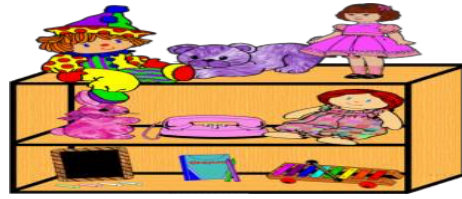
Medication will never be given to a child while at preschool unless there is documentation from a Doctor. All medications will be locked-up and kept out of the reach of all children. If your child has an allergy please let me know before the school year starts and we will visit about proper procedure.



Toys/Personnel items from Home

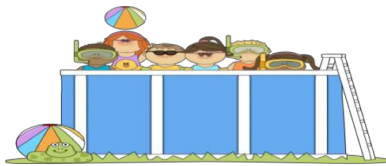
I ask that you **DO NOT** allow your child to bring any toys, cell phone or any electronic devices from home. (Exception Bring and Brag) They will have plenty of time to play with games & toys that we have at preschool. Anything that is brought

from home will remain in their backpack and will be sent home with them. Thank you for your cooperation!



Aquatics Activities

Little Scholars Preschool doesn't offer or engage in any aquatics activities.



Bring & Brag

This will be a special time for each child to bring and brag about something that is special to him/her. Please don't send a special item with your child that could be lost or broken while at school. It is sure to happen!



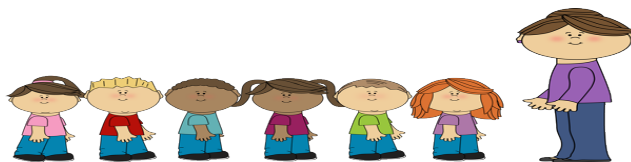
Safety Drills

Throughout the school year we will be learning about fires, tornadoes and other weather conditions. We will participate in Monthly fire drills.



Transportation Policy

No transportation is provided for any child whom attends Little Scholar's Preschool to and/or from this location during school hours or hours of operation.



Guidance Policy

Little Scholars Preschool understands that proper guidance is a very important link in a positive learning environment for each child. We participate in a system called "stop light". Each school day children began on a green light. If a child's behavior becomes inappropriate they will receive a yellow or red light for the day. On the last day of your child's school week a stop light form will be sent home in their backpack. This form will tell you how your child's week has gone. If for any reason at any time your child receives anything but green lights a written explanation will be on the stop light form. When a child has received a week of green lights, they will be treated to the LSP Treasure Box as a form of positive reinforcement.



CHILD Abuse/Neglect Reporting Law

In order to comply with the Child Abuse/Neglect Law it is the policy of LSP that any school employee who knows of or reasonably suspects that a child's health or welfare has been or appears to be harmed as the result of abuse, neglect, and/or sexual molestation, shall be reported to the proper authorities.

Grievance Procedure

If along the way a problem arises concerning your child at Little Scholars Preschool please feel free to schedule a time with myself to discuss and resolve the issue at hand.

Speech or Learning Delayed

LSP will always support your child's best interest. If at any time we feel that your child would benefit or is in need of additional learning/speech services that we can't provide a referral will be made.

Attendance

Each day attendance is taken at preschool by 9:00. I ask that if for any reason your child will be absent from preschool that you either call, email, or text your child's teacher. This is simply for the safety of your child.



School Cancellation

If at any time school/classroom must be canceled due to weather, facility issue, emergency, personal, or illness, a LSP staff member will contact each parent by using the Remind App & our Facebook page. If at any time School District #1 cancels school due to the weather, this will also apply to LSP. School District #1 posts school cancellations on the local NBC & CBS stations.



School Programs

We will be having 2 very special school programs during the school year. A Christmas Program in December & A Graduation Program in May.

st

These programs are all held at 1 Lutheran Church. Details will follow as time gets closer to each program. Preschool Graduation is ONLY for the children who will go onto Kindergarten in the fall of the current school year.

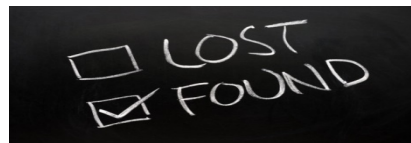


Parent Communication Board

These boards are located at preschool on the left hand side of the 2nd & 3rd floor entrance. Items you will find on this board are: Monthly Snack Calendar, Monthly Activities Calendar, A School Calendar, Homeroom Party Signup sheets, Book Order Information, Community Activities & much more.

Lost & Found

Each day after the children have left preschool all personal items left behind not known to a teacher will be placed in the lost & found box. This box is located under the Parent Communication Board. Please don't allow your child when walking past this box to take something home with them that isn't theirs.



Legal Custody

Parents/Guardians who are divorced/separated and have a child (ren) enrolled at LSP must show legal documentation indicating who has custody, visiting rights, and who may receive information pertaining to the child.



Parent Teacher Conferences/Progress Reports

Kindergarten Readiness Reports will be assessed on each child that will be attending Kindergarten after 1 year of preschool. After reviewing this report if a face to face conference is needed, that will be set up between teacher/parent. Kindergarten Readiness Reports will be performed on each child 2 times per year, December & April.



Little Scholars Facebook Group

We have created a closed Facebook group to share our daily activities with each child's family. Please take a moment to send us a friend request so that you will not miss out on your child's day at Preschool. All LSP children will be included in this group.



Hiring Policy

Each Staff member at Little Scholars Preschool is: First Aid and CPR certified, completed and passed a Criminal Back Ground Check and submitted Finger Printing. Each classroom teacher holds the recommended/required qualifications for teaching in a preschool setting. Throughout the year we continue to educate our self by taking online classes and/or attend in person trainings to better educate the children that attend LSP.



Volunteers

LSP is always looking for parent volunteers throughout the school year who are willing to give their time, talents, energy for the benefit of the children & our Preschool. Many opportunities for involvement are available both at home and at school. If you are interested in helping please let your child's classroom teacher know.



Visitors

Parents are always welcome at LSP! All visitors/parents whom enter the preschool other than at drop off, classroom parties, and pickup times must sign in at the school office. We require this for the safety of the children & our staff.



School Pictures



Professional school pictures will be offered to all LPS students in September. The picture form can be found online under the Heading: Handouts. SMILE!

THANK YOU FOR SHARING
YOUR CHILD WITH US!