

# THE LEARNING KORNER PRESCHOOL



**The Learning Korner Preschool**

**Parent Information Packet 2019-20**

# Welcome to The Learning Korner Preschool

Dear Parent or Guardian;

We would like to welcome you and your child to The Learning Korner Preschool. The school year looks to be an exciting experience for all of us. We thank you for allowing us to be a part of your child's early educational experience. We are dedicated staff and committed to providing a well-rounded age-appropriate program to meet the mental, social, emotional and physical needs of each child.

The preschool years are a critical time for your child to learn the important skills necessary to be successful in kindergarten such as waiting their turn, listening, participating in group activities, and attending to task not to mention all the pre-academic skills they expect kindergarteners to come in with these days. And as important as all those things are, these are also vital years for learning play and social skills and just having lots and lots of fun! We look forward to getting to know you and your child.

As parents, there is much you can do to support your child's success in preschool. Be sure to read the newsletters and notes we send home so that you are aware of what is going on at school. Ask lots of questions and show interest in your child's day so they know that what they are doing is important. And please come to the teachers, Miss Cassie, with any questions or concerns you might have.

It will be important for your child to have regular attendance at preschool - even though they are not in grade school yet, a consistent routine is valuable for their development. If your child is feeling ill (bad cough, headache, stomachache, etc...), has run a fever in the last 24 hours, or has diarrhea or vomiting, we ask that you keep them home until they are well. Our goal is to provide a safe, stimulating, and healthy environment for all the children.

The Learning Korner teachers are excited to begin the year and are so glad that your child will be on the journey with us.

Thank you!

Cassie Challburg (Miss Cassie)



## **Philosophy**

The Learning Preschool believes that a child's early years of development are important. Children develop and learn through play in a safe, secure, and nurturing environment. We know that each child has an individual style of learning and we will foster their individuality by building their knowledge of learning through implementing age appropriate activities that are fun filled and educational.

Self-esteem and self-reliance skills are an important aspect in early childhood and we will emphasize it throughout our program. Since children learn through play and discovery, The Learning Korner will provide materials that will promote creativity and stimulate the child's imagination and learning. We know that language development is also an important aspect for the growth and development of early learners. The Learning Korner Preschool teachers will ask students open ended questions and promote conversations to foster our early learners' growth and language development.

At The Learning Korner we will implement age appropriate that will fosters students' cognitive development and independence in the following areas: Language and Literacy, Social Relations, Initiative, Music and movement, Mathematics, Science, Social Studies, Creativity

Finally, we do believe that it does take a village to raise a child; therefore parents' participation is very important.

*“Education is a social process; Education is growth; Education is not a preparation for life but is life itself.” John Dewey*

## **Program Goals**

The overall goals of the Learning Korner Preschool are:

- To provide a program where children develop intellectually, socially, physically and emotionally.
- To provide opportunities for children to gain independence, self-control, and respect for others.
- To provide an environment, which will enhance the self-esteem of all children through successful learning experiences.

## **Eligibility**

Children must be potty trained to participate. No family shall be excluded from The Learning Korner because of race, color, religion, disability, sex or national origin. Only the child's parent or legal guardian may enroll the children. Application and shot records are required to be on file before The Learning Korner may take your child.

# Curriculum



At The Learning Korner Preschool, we offer a blended curriculum with Creative Curriculum as our base. We use a variety of resources depending on the class and developmental level of each individual child. Keeping in mind that preschoolers learn best through their senses, hands-on activities, play, and repetition, we have combined a variety of preschool curricula and teacher resource materials to provide a well-rounded learning environment for our students. Our theme-based approach fosters cognitive, social and emotional growth as well as fine and gross motor skills.

- Children participate in a variety of activities including the following:
- Learning Centers - These are areas set up by teachers and students and are changed monthly to fit the theme for the month. Learning centers have activities that are suggested either by written or verbal cues from the teacher or can be developed daily by the children. Materials and equipment in each area are displayed in a manner that promotes individual and independent play. Often, problems are presented for children to solve for creative and cooperative problem solving sessions.
- Practical Life - All children are encouraged to behave independently according to their individual development level. The staff encourage children to problem solve creatively, to learn to accept and appreciate diversity, and negotiate for what they want when it is in conflict with another's desires. Staff will assist children in areas of practical life and self-help skill development by providing activities that encourage using undeveloped skills. The goal for children of all ages is to promote positive self-esteem and competence. Whether buttoning, pouring, folding, preparing food, or cleaning a table, children experience real life situations and activities that encourage them to expand their independence.
- Monthly Themes - The program has general monthly themes that are established and designed to promote developmental skills, and to enrich all children's understanding of their world. The themes have educational, social, cultural, and emotional value.
- Circle Time - Circle time provides the children with the opportunity to interact with each other as a group. During this time, we will learn calendar skills, weather skills, sing songs, play games, read stories and learn about each other. During this time, the teacher will prepare children for the day and review the letter, number, theme, and color of the week.
- Arts Studio - The majority of our projects are focused around the holidays and theme units. Arts and Crafts projects stimulate a child's mind to be creative. These activities also assist in the development of fine and gross motor skills. Children also achieve a sense of pride and accomplishment through the development of projects. Our program is filled with hands-on learning activities as well as open-ended art activities. Open-ended art allows the child to explore the use of various materials and processes and enjoy what happens. Craft projects are designed to help the children develop their creativity and the use of specific skills. Uneven or lopsided projects are to be expected from children of this age. The children are in the process of learning. It is the "process not the product" that is important. Please keep this in mind and treat all of your children's projects as masterpieces!
- Letters and Numbers - Children will learn to recognize, identify, and eventually write the numbers and letters with Hand Writing without tears curriculum. We will concentrate on

one letter and number each week. During this time, many of our songs, crafts, and games will focus on the letter and number of the week.

- Specials – Specials will include math, science, and star of the week activities. Math skills will focus on number recognition, counting, sequencing, patterns, charts, and addition. Science will consist of simple science experiments usually focused around the theme of the week. Star student of the week activities will include show and tell, ask the star, and learn about the star of the week.
- Manipulatives – Manipulative develop organizational skills like sorting, counting, comparing, classifying, matching, and shape recognition. Children integrate concepts through more physical involvement. By using more senses, children form more associations and learn.
- Sensory Experiences – Children will be provided with a wide variety of hands on, concrete, real world sensory experiences appropriate for the child's age and stage of development. They will learn about all of their senses and how to use them.
- Computer Skills appropriate for each child's age and developmental level will be introduced and reinforced.
- Kindergarten Readiness – Children will be taught the necessary skills to ensure success in kindergarten

## **Positive Discipline Techniques**

One of our goals is to build self-esteem in children. This is done in a positive manner and by setting limits and/or redirecting the child's inappropriate behavior.

### **Examples of Techniques used:**

- Treating all children with respect and dignity.
- Establishing rules for children in the classroom and on the playground.
- Praising children for specific appropriate behavior.
- Handling inappropriate behavior in the environment in which it occurs through natural and/or logical consequences of behavior.

## **Suggestions for Parents at Home**

- Read to your child every day. Reading materials are available at the public library, school library and the classroom library. Ask your child's teacher for more information.
- Praise your child when he/she successfully completes a task.
- Set aside a special time each day to listen to and talk with your child. In this manner, you are encouraging listening and showing interest in your child.
- Discuss school activities, school friends, and new experiences with your child.
- By doing this, you encourage learning.
- Establish bedtime and wake-up routines.
- Have your child participate in every day chores in order to develop a sense of responsibility (i.e. picking up toys, folding clothes).

## **Parent-Teacher Conferences/Assessments**

Parent-Teacher conferences are held at least twice a year and are usually informal in nature. If

you have concerns at any time about your child or about the program, please talk to the teacher. Assessments are implemented for all children using the Creative Curriculum. We will utilize an ongoing assessment tool addressing each developmental area. We will also maintain a portfolio for each child. These portfolios will contain work samples, art projects, pre-academic activities, and pictures. The teachers will use observations to monitor each child's progress in the classroom. The Learning Korner has an open door policy. Parent's concerns, questions and/or input are always welcome. Child's progress will be measured in three different ways.

## **Authorized Persons**

It is important that the registering parent notify The Learning Korner Preschool in writing of persons authorized to pick up the child. Anyone picking up your child should be prepared to show proper identification before the child will be released. It is important that the registering parent indicate in the enrollment application who has legal custody and who may pick the child up.

**If your child does not attend Kid's Korner**, please arrive no earlier than ten minutes before the session starts (7:50 in the am programs or 12:20 in the pm programs). The teachers will be at the front door of the classroom to meet the children. At the end of the session, the teachers will wait with the children at the front door of the building.

## **Permission**

The Learning Korner requests that responsible party signs the General Authorization portion of the Enrollment Form. This hereby releases your child to participate in general activities within the center.

## **Weather Policy and Appropriate Clothing**

Your child will participate in a variety of experiences designed to enhance his/her social, emotional, physical and intellectual development. These experiences include activities such as painting, pasting, and outdoor play. At the Learning Korner Preschool, we believe highly in the value of outdoor gross motor play. Therefore, unless the actual temperature or the wind chill is below freezing (32° F) or it is raining, lightening, snowing, etc..., our class will be playing outside for at least 10-15 minutes. Please note the following suggestions.

- Dress your child in comfortable play clothes.
- Send your child in appropriate clothing for the weather.
- Send your child in sturdy shoes with non-slip soles.
- If wearing a dress please have your child wear shorts underneath.



## **Backpack and Supplies**

Please be sure that your child has a backpack large enough to fit a standard size folder inside. It is a good idea to write your child's name on their backpack, coat, and extra set of clothes (which will remain in their backpack until needed). **The rest of the school supplies do not need to be labeled with their name – we will combine them into a community container.**

## **Communication**

We believe strongly in parent-teacher communication, especially when working with kids at such an early age. We will be sending home monthly newsletters, occasional daily notes, and communicating on a regular basis about your child's progress. Please check your child's papers daily and feel free to leave messages, as we will check those daily. Family involvement is highly encouraged and teachers will take the time to answer any questions or concerns. The Learning Korner Preschool also have a Facebook page, which we keep up dated with pictures, announcements and reminders. <https://www.facebook.com/LearningKornerPreschool>

## **Birthdays and Half-Birthdays**

We will be celebrating birthdays in our classroom and half-birthdays if your child's birthday falls during the summer months. We will have a small classroom celebration for every child's birthday. Please contact the teachers to make arrangements if you wish to send treats. Treats may NOT contain Peanut products.



## **Classroom Parties**

We will be having four classroom parties this year. We will have a Halloween, Christmas, Valentine's Day, and Easter party. A sign up sheet will be provided at Open House and kept available in the classroom for parents who would like to help with the parties. Additionally, we will have a Christmas Program and Graduation Program during the year. In the first newsletter, the dates for these events will be posted so that you can plan accordingly.

## **Snack**

A daily snack will be provided by the Learning Korner Preschool. This will be a small snack unless it is a cooking project day and then we will eat what we have made or a birthday and there is a birthday treat. For drinks, we will have water or juice. We are a peanut free facility!

## **Show and Tell**

We will be having show and tell once each month. We will ask that the children bring something from home that begins with letter we are currently working on. Typically show and tell will occur on the last session day of the month. We will send out reminders and post the information in the newsletter/facebook page as the date approaches.



## **Visiting the Classroom**

Parents are always welcome to visit the classroom. If your child has difficulty separating from you, we may ask that you consider visiting only at the end of the session when your child can leave with you. For other guests, such as friends or other family relatives, we will need written permission from the parents for them to visit the classroom. We ask that these visits be kept to a minimum. During preschool hours, we will ask that the children in our class stay in our room and participate in all preschool activities. Likewise, we will not allow visits from siblings who are attending Kid's Korner Childcare.

## **Toys from Home**

We understand that some children may have a difficult time separating from their parents for preschool, especially those first few weeks. Children may bring a comfort object from home to help ease the transition. However, once the child begins playing and is ready to join in the group, we will ask them to keep their comfort object in their backpack for the duration of the session.

As for toys, we will not allow children to play with toys from home at preschool. If they bring a toy from home, we will store it in their backpack for the duration of the session. This is for the protection and safe-keeping of the child's toy as well as to minimize sharing problems amongst the children in our classroom. The Learning Korner is not responsible for lost brought to preschool.

## **Payment Policy**

Parent's or legal guardians will be responsible for payments to the Learning Korner for preschool services ***before*** they are rendered. We accept checks, credit cards, debit cards or you may opt to pay online or have it automatically deducted from a checking account. Families opting to pay online will need to contact the Director to obtain a Tuition Express ID number. If you wish to pay for preschool in cash, please see the director or teacher for a receipt. Payments may be placed in the lock box located at the front desk. Please make sure it is specified that the payment is for The Learning Korner.

The enrollment form and a deposit (first month tuition) are required to secure a slot for the preschool program. If the responsible party chooses to pay the yearly fee, which includes a 10% discount, minus the deposit it must be paid in full by August 1, 2016. When choosing the monthly rate, you will receive a bill at the end of every month for the following month's tuition. This is due before or on the 1<sup>st</sup> of every month. Failure to pay by the 5<sup>th</sup> of the month will result in a \$25.00 late fee. If that month's tuition still has not been submitted by the given date, preschool services will be terminated. Yearly and monthly payments are **NOT** refundable under any circumstances.

# **INJURY AND EVACUATION PROCEDURES**

## **NON-LIFE THREATENING**

Non-life threatening injuries will include things such as stitches, general illness (i.e. flu) etc. These injuries or illness either need medical attention or the child will need to go home. In these cases, every effort will be made to contact the parents first. In the event that the parent cannot be reached, an emergency contact person that has been designated will then be contacted. In the event that parents and emergency contacts cannot be reached, and the child needs to seek medical attention, the teacher and director will see to it that the child receives proper care. Teachers will follow the instructions given on the child's information sheet concerning which doctor to be utilized. In the event that the physician cannot be reached, the child will be taken to ER and provided care as instructed by the attending physician and/or nurse. Kid's Korner will continue to call parents and emergency contacts during this process.

## **LIFE THREATENING**

If a child becomes ill or injured and it is life threatening, the providers will handle the injury from their training in First-Aid. They will call the ambulance and notify the Childcare Director. When the response team arrives the teacher will notify the parents. In the event that the parent cannot be reached, the staff will notify the emergency contacts and continue to do so until someone is notified. The hospital staff will continue to provide proper care until a parent arrives.

## **CODE BLUE**

A code blue is called when someone is not breathing or his or her heart has stopped. In this case the teacher will begin CPR while another provider notifies the ambulance. The director and parents will then be notified. Other children in the room will be relocated to a different room immediately.

## **FIRE EVACUATION**

The children will be escorted outside the east doors and across the parking lot to wait on the grass. A head count will be done and will remain outside until an all clear has been given. If a fire is in the east entrance the children will go west and proceed out the north entrance door.

## **CODE BLACK**

A code black is known as a bomb threat. The children will be removed from the center and transported to an undisclosed location. Once The Learning Korner has arrived at our "safe haven" providers will then notify parents.

## **LOCK DOWN**

A lock down will be warranted when an unwanted person that may be harmful enters our facility or there is a problem in the community. We will determine which level to go into depending on the severity of the matter.

\*Level One: Teachers will be notified to lock room doors. Staff will be on alert and aware of the surrounding happenings and who is present in the building at all times.

\*Level Two: In addition to level one the daycare doors will be closed and locked. Parents picking up will need to call the center for access to the building.

\*Level Three: In addition to level one and two the children will be placed in the bathroom and away from doors and windows. Authorities will be called immediately and parents will be notified as soon as possible.

These steps will be practiced on a quarterly basis along with our tornado and fire drills.



## **The Learning Korner Preschool's General Policies and Procedures**

**HOURS AND DAYS:** The Learning Korner will run 9 months out of the year. Program begins in August and ends in May.

Honeybees: (Children must be 3 before July 31<sup>st</sup>, 2018)

- Tuesday & Thursdays from 8:00 AM to 11:00 AM

Meadowlarks: (Children must be 3 before March 30<sup>th</sup>, 2018)

- Mondays, Wednesdays and Fridays from 8:00 AM to 11:00 AM

Sunflowers: (Children must be 4 before July 31<sup>st</sup>, 2018)

- Mondays, Tuesdays, Wednesdays and Thursdays from 12:30PM to 3:30PM

# **DAILY SCHEDULES:**



## **Morning Daily Schedule**

- 8:00 – Small Group Table Time (puzzles, fine motor tubs, books, etc...)
- 8:20 – Circle Time (Calendar, Weather Chart, Letter of the Week)
- 8:35 – Planning
- 8:45 – Work Time (Center play time)
- 9:35 – Recall and Group Bathroom Break
- 9:55 – Snack
- 10:05 – Large Motor Play (playground, gym time, walks at park)
- 10:25 – Directed Activity (art projects, handwriting papers, cooking projects)
- 10:45 – Large Group Time (read-aloud, songs, games, etc...)
- 11:00 – Dismissal

## **Afternoon Daily Schedule**

- 12:30 – Sign-In and Partner Pre-Academics
- 12:50 – Circle Time (Calendar, Weather Chart, Letter of the Week)
- 1:05 – Planning
- 1:15 – Work Time (Center play time)
- 2:05 – Recall and Bathroom/ Hand-Washing
- 2:25 – Snack
- 2:35 – Large Motor Play (playground, gym time, walks at park, Music & Movement)
- 2:55 – Directed Activity (art projects, sensory experiences, cooking projects)
- 3:15 – Large Group Time (read-aloud, songs, games, etc...)
- 3:30 – Dismissal