

The Learning Lighthouse Preschool



Parent Handbook
2012-2013

PARENT HANDBOOK

(Updated 2/24/2011)

The Learning Lighthouse Preschool
PO Box 127
504 N Pennsylvania Street
816-296-3210
lighthouse@lawsonumc.com

PRESCHOOL MISSION STATEMENT

“Our mission is to provide a quality preschool within a Christian environment. Our preschool will promote positive self-esteem and enable the children to grow personally, socially, physically, mentally, spiritually, and emotionally.”

Hours

8:15-11:15 A.M.	Monday, Wednesday, Friday	4-5 year olds
12:00- 3:00 P.M.	Morning class will be filled first. If there are enough students enrolled, then we will offer an afternoon class too.	
8:30-11:00 A.M.	Tuesday, Thursday	3-4 year olds

Staff

Director	Missi Jones, Mary Sellers
Teachers	Missi Jones, Mary Sellers

Board of Directors

Homer Davidson, Pastor	
Lawson United Methodist Church	296-7793
Sara Field, Member	
Becky Hartman, Treasurer	
Board Chair	
Shannon Stroud, Member	
Bo Tucker, President	

PHILOSOPHY

The program is designed to provide a quality educational experience for all children enrolled. The preschool recognizes that the family and the home are the first and most significant influence in a child's life. Therefore, we strive to strengthen and complement these influences by giving each child the freedom to develop to his/her capacity in a warm, caring, and Christian educational environment. We provide periods of self-selected play and social interaction as well as planned group activities. We believe that creativity and free expression are enhanced through self-control and respect for the rights of others. We emphasize mutual respect among the children and teachers.

The Learning Lighthouse Preschool accepts all children regardless of race, religion, national origin, or sex. The needs of handicapped children will be considered on a case-by-case basis to determine whether our facilities and staff are capable of meeting the needs of the individual child.

STATEMENT OF PURPOSE

The purpose of the preschool program is to enable each child to:

- A) Develop and maintain a positive feeling about himself/herself,
- B) Use all senses to create, explore, and learn,
- C) Expand his/her awareness of the world around him/her,
- D) Develop language through listening, speaking, and dramatic play
- E) Develop physical growth through motor activities,
- F) Develop respect for the rights and property of others,
- G) Develop ability to express feelings in appropriate ways, both verbal and nonverbal.

OWNERSHIP

The Learning Lighthouse Preschool is a not-for profit organization founded in 1998, governed by a Board of Directors from the Lawson United Methodist Church. Our philosophy is to help each child feel better about him/herself, to grow personally, socially, physically, mentally, and emotionally.

EDUCATIONAL PROGRAM

Our staff consists of a director, teachers, administrative assistants and adult workers. The curriculum offered in your child's class is designed for his/her age level and ability. The program is structured in a manner that consists with units of study relating to the home, community and the environment around him/her. As each unit of study is enjoyed, the children's songs, games, stories and artwork will correlate with each unit. These units will be used with a certain amount of flexibility gearing them to the child's needs and his/her everyday surroundings. Each day is divided into literacy and motor activities, music, arts and crafts, mathematics, science, centers and snack time.

Weekly newsletters will be sent home with the children to keep parents updated on the latest classroom work, upcoming events and reminders.

The Learning Lighthouse Preschool Curriculum

Social and Emotional Development

- ❖ Exhibits self-awareness
- ❖ Develops self-control
- ❖ Develops personal responsibility
- ❖ Builds relationships of mutual trust and respect with others
- ❖ Works cooperatively with children and adults
- ❖ Shows curiosity
- ❖ Takes initiative
- ❖ Exhibits creativity
- ❖ Shows confidence
- ❖ Displays persistence
- ❖ Uses problem-solving skills

Literacy

- ❖ Represents feelings and ideas in a variety of ways
- ❖ Uses language to communicate ideas, feelings, questions, or to solve problems
- ❖ Listens for different purposes
- ❖ Use writing as a means of expression/communication
- ❖ Applies early reading skills
- ❖ Attends to sounds in language

Early Mathematics

- ❖ Uses numbers to show quantity
- ❖ Uses language to represent number of objects
- ❖ Solves problems using numbers
- ❖ Uses numerical representation

Pre-geometry and spatial sense

- ❖ Investigate positions and location
- ❖ Explores shapes in the environment
- ❖ Recognizes relationships in the environment
- ❖ Uses patterns in the environment

Measurement

- ❖ Makes comparisons
- ❖ Uses measurement

Exploring data

- ❖ Collects, organizes and uses information

Early Physical Development Health and Safety

Physical Development

- ❖ Uses gross motor skills with purpose and coordination
- ❖ Uses fine motor skills with purpose and control
- ❖ Responds to sensory input to function in the environment
- ❖ Practices healthy behaviors
- ❖ Practices safe behaviors

Early Science

Physical Science

- ❖ Explores and investigates physical properties of objects and materials
- ❖ Solves problems involving physical properties of objects and materials
- ❖ Represents observations of the physical world in a variety of ways

Life Science

- ❖ Explores and investigates characteristics of living things
- ❖ Solves problems related to living things
- ❖ Represents observations about living things in a variety of ways

Earth and Space

- ❖ Explore and investigates properties of Earth and Space
- ❖ Solves problems involving Earth and Space
- ❖ Represents observations

Developmental Skills

Following are skills that will be addressed during the school year. Parents are encouraged to practice these skills at home to help ensure their child's success.

DEVELOPMENTAL SKILLS CHECKLIST 3 & 4 YEAR OLDS

LANGUAGE

- **Speaks in 4-6 word sentences**
- **Memorizes and repeats simple songs/nursery rhymes**
- **Follows simple directions**
- **Verbalizes feelings (e.g. happy, sad, angry...)**
- **Listens to short stories, fairy tales, songs and poems**
- **Names objects in immediate environment**
- **Participates in group activities**

MATH

- **Identifies colors: red, orange, brown, green, blue, pink, yellow, purple, black**
- **Matches colors**
- **Sorts objects by color**
- **Identifies shapes: circle, triangle, square, star, rectangle, heart, oval, diamond**
- **Counts to 10 orally**
- **Counts up to 10 objects**
- **Understands one-to-one correspondence (e.g. matches four socks to four shoes)**
- **Identifies numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10**

SELF HELP/INDEPENDENCE

- **Names major body parts**
- **Can state own name and age**
- **Washes hands properly without help**
- **Helps clean up after play**
- **Attends to bathroom needs without help**
- **Beginning to understand likenesses and differences between self and others**
- **Asks questions**
- **Beginning to participate in group settings**
- **Enjoys being with other children**

LARGE/SMALL MOTOR SKILLS

- **Claps to music**
- **Makes “snakes” with play dough**
- **Uses scissors**
- **Hold crayon properly**
- **Paints with large brush**
- **Runs, skips, hops, gallops, jumps, walks on balance beam**
- **Can draw lines, circles, start writing letters in first name**
- **Colors within the lines**

DEVELOPMENTAL SKILLS CHECKLIST 4 & 5 YEAR OLDS

LANGUAGE

- Speaks in complete sentences
- Speaks clearly
- Memorizes and repeats simple songs/nursery rhymes
- Follows simple directions
- Verbalizes feelings (e.g. happy, sad, angry...) appropriately
- Listens to short stories, fairy tales, songs and poems

MATH/ACADEMIC/PRE-READING/PRE-WRITING

- Identifies colors: red, orange, brown, green, blue, pink, yellow, purple, black
- Says the alphabet
- Recognizes upper & lower case D'Nealian letters
- Rote counting to 20
- Meaningful counting to 20
- Identifies shapes: triangle, circle, square, rectangle, diamond, star, oval, heart
- Identifies numbers: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
- Understands concept of opposites
- Able to classify objects correctly
- Understands concept of biggest and smallest
- Understands how to make a pattern

SELF HELP/INDEPENDENCE

- Leaves parents at the door when arriving at school
- Shares or takes turns with peers
- Plays well with others and develops relationships
- Washes hands properly without help
- Helps clean up after play
- Attends to bathroom needs without help
- Pays attention during tasks and completes them
- Cares for group and personal possessions
- Asks questions (expresses curiosity)
- Is a problem solver
- Knows own personal information (name, age, gender, etc)

LARGE/SMALL MOTOR SKILLS

- Zips and buttons pants or coats
- Holds and cuts with scissors properly
- Uses small dots of glue
- Holds pencil correctly with an adult-like grasp
- Runs, skips, hops, gallops, jumps, walks on balance beam
- Can draw simple pictures (e.g. stick people and shapes)
- Colors within the lines
- Writes first name correctly using D'Nealian handwriting

ADMISSIONS AND ENROLLMENT POLICIES

- A) Each child must have a completed state Child Enrollment Form.
- B) Each child must have a completed Medical Exam Report signed by their physician.

- C) Each child must have a current copy of their immunization record.
- D) Each child must have a signed copy of the Notice of Parental Responsibility form.
- E) Each child must have a completed and NOTARIZED Medical Authorization form.
- F) Parents may view their own child's records with written request during school hours. Any special needs information will be kept on file.
- G) ALL FORMS MUST BE COMPLETED AND RETURNED TO THE LEARNING LIGHTHOUSE PRESCHOOL BEFORE THE FIRST DAY SCHOOL.

FEES/PAYMENT OPTION

Preschool tuition is based on a yearly rate regardless of days missed. Tuition is due the 1st of each month. If not paid by the 1st, parents will be notified from the preschool Financial Coordinator. If payment has not been received by the 5th of the month, parents will be notified that their child cannot attend preschool until payment has been made. The Learning Lighthouse Preschool will offer three methods of payment. Make checks payable to Learning Lighthouse Preschool. Please read and indicate your payment preference. Tuition Fees are:

- \$720 a year for 3 days a week
- \$630 a year for 2 days a week
- \$75 non-refundable enrollment/snack fee (Due at time of sign up)

Sibling discount applies to enrollment fee which would be 1/2 of current enrollment fee (1st child-full rate, 2nd child and each additional, would be 1/2.)

PRE-KINDERGARTEN 4-5 yr. old

_____ *Option 1: One \$705 payment paid by first day of school. (Receive \$15 tuition discount)

_____ *Option 2: Two \$355 payments paid by first day of school and by the first school day in January 2012. (Receive \$10 tuition discount)

_____ Option 3: Nine \$80 payments paid first day of each month. The last tuition payment due May 1, 2012.

EARLY PRESCHOOL 3-4 yr. old

_____ *Option 1: One \$615 payment paid by first day of school. (Receive \$15 tuition discount)

_____ *Option 2: Two \$310 payments paid by the first day of school and by the first school day in January 2012. (Receive \$10 tuition discount)

_____ Option 3: Nine \$70 payments paid first day of each month. The last tuition payment is due May 1, 2012.

*Note a discount has been applied for Option 1 and Option 2. Options listed above do not include the enrollment/snack fee.

LATE PICK-UP

Please be on time to pick up your child or make other arrangements. We appreciate your promptness.

SEPARATION ANXIETY

Our staff will work to make the learning environment as positive as possible for your child. However, separating from parents can be very difficult. Anxiety about staying with new adults can be scary and tears/clinginess can occur. By establishing a consistent routine of arriving promptly to school and leaving immediately, your child will become more independent and self-confident. If parents feel anxiety and stay around too long, children tend to sense their parents' worry and then react in a negative fashion.

If you would like to set up a time to come and visit the preschool, please wait until a routine has been established and your child can successfully leave you at the door. Contact the Director so she will know that you would like to visit. Together as a team, parents and teachers can help prepare your preschooler for their future and life's challenges.

NUTRITION/SNACKS

Each child will pay a snack fee at the time of enrollment. This will ensure that they receive a snack and drink during each class they attend. The preschool will be responsible for providing the snack and drink. The state recommends that the snack and drink be a healthy part of 2 food groups.

ADULT WORKERS

The preschool may have adult workers in the classroom to assist the teacher. If anyone is interested in being an adult worker please contact the Director. Each adult worker **MUST** have the following completed to work with the children:

- Safe Sanctuary Certified
- Completed Medical Examination form signed by your physician
- Completed TB test with verification of results
- Background check through the MO Department of Health and Senior Services Family Care Registry
- Signed Statement of Acknowledgement
- Signed Statement of Confidentiality

SERVICE OPPORTUNITIES

There are several opportunities for you as a parent to be involved with the preschool.

- ❖ Serve on the preschool board
- ❖ Help with preschool programs (Christmas, Graduation)
- ❖ Repair broken equipment
- ❖ Help with the class parties
- ❖ You may also purchase a gift for the preschool in honor of any occasion.

CHILD HEALTH POLICIES

On or before the first day of school the student shall return to school the Medical Exam Report along with a current copy of their immunizations. (See Admissions and Enrollment Policies)

Each child shall be observed for contagious diseases and other signs of illness on arrival and throughout the day. A parent or guardian shall be contacted when signs of illness are observed. When a child exhibits any of the following symptoms the parent shall be contacted and sent home. Parental contact shall be recorded and filed in child's records.

- ❖ More than one abnormally loose stool.
- ❖ Red or blue in the face or makes high-pitched croup or whooping sounds after coughing.
- ❖ Difficult or rapid breathing.
- ❖ Yellowish skin or eyes.
- ❖ Unusual spots or rashes.
- ❖ Sore throat or swallowing difficulty.
- ❖ An infected skin patch that is crusty, bright yellow, dry or gummy areas of the skin.
- ❖ Unusually dark, tea-colored urine.
- ❖ Gray or white stool
- ❖ Fever over one hundred degrees Fahrenheit (101) by mouth or one hundred degrees Fahrenheit (100) under the arm.
- ❖ Headache and stiff neck
- ❖ Vomiting
- ❖ A child is in the contagious period of a disease
- ❖ Sever itching of the body or scalp, which may be symptoms of lice or scabies.
- ❖ An ill child shall be kept isolated from the other children and a caregiver shall be in close proximity to the child until a parent arrives. Close proximity means that a caregiver is close enough to hear any sounds a child might make that indicate a need for assistance.
- ❖ Should a child become ill at school the parent or friend listed on the application will be called to come for the child.
- ❖ Please notify the school if your child becomes ill with one of the contagious diseases such as mumps, chicken pox, measles, etc., so that we may notify the parents of other children in the class who were exposed.
- ❖ If your child has head lice, you need to get the medicated lice treatment shampoo. All eggs (nits) must be removed from the child's head before your child will be readmitted to the preschool. Please bring the shampoo bottle or label and after a visual head check by the directors, your child will be readmitted.

MEDICATION

Due to sessions of 2 ½ to 3 hours, please arrange your child's medication to be taken before or after the school sessions. The Director will administer medication to a child **ONLY** if determined by the Preschool Board of Directors.

INJURIES

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at The Learning Lighthouse Preschool. In order to keep you informed, the Director/Teacher will contact you about any injury. If the

Director/Teacher is unable to contact the parent, written notice will be sent home with the child. In case of a serious accidental injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the enrollment form to make medical emergency decisions about your child. Please keep these numbers updated on all enrollment forms. The signed AND notarized emergency medical release will also assist us in getting prompt medical attention for your child.

CHILD SAFETY AND SECURITY

The children shall not be left without adult supervision. A caregiver shall personally admit each child upon arrival and personally dismiss each child upon departure. Children shall be dismissed only to a parent, guardian, and legal custodian or to individuals approved by a parent, guardian or legal custodian. You must personally admit each child by signing the “Sign In/Sign Out Form”.

DISCIPLINE POLICIES

All children need guidance and discipline to help them grow emotionally, to learn to make good decisions and to learn self-discipline. Children benefit most when adults explain their expectations in simple, understandable terms and encourage acceptable behavior with praise and encouragement. The following guidelines for discipline will be used:

- When a child exhibits an inappropriate behavior, an explanation is given as to why it is inappropriate. The child is asked to change the behavior. The child is told that if he exhibits this behavior again, he/she will receive a time-out or will go to a safe spot.
- If inappropriate behavior continues the parent will be called and a course of action will be determined.

At the Learning Lighthouse Preschool corporal punishment is never used. Children are never hit, slapped, or spanked, even with parental permission or request. Children are not ridiculed, humiliated, teased, or embarrassed. When children are engaged in an enjoyable activity, the need for discipline is diminished. It is important for good communication to exist between the family and The Learning Lighthouse Preschool. If a child is experiencing a change in the home environment that may result in behavioral differences, it is important for you to notify the Director/Teacher. The Director/Teacher will keep you informed of any behavioral problems concerning your child. Every effort will be made to resolve any problem that may occur. The Learning Lighthouse Preschool reserves the right to ask you to make alternative arrangements for the care of your child.

CLOTHING

Children are encouraged to wear play clothes. We require that a complete change of clothes (no shoes) should be placed in a plastic bag and kept in the child’s backpack in the event of a spill or an accident. Please replace with another set of clothes if we send any soiled ones home. Boots, hats, coats, gloves and other clothing generally removed at school must be plainly marked with the child’s name.

TOY POLICY

In order that children are not disappointed with a broken or lost toy, we ask that they use the toys that we provide.

EMERGENCY DRILLS

Emergency drills are held periodically to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and now just what to do.

SCHOOL CLOSINGS FOR WEATHER

If it is announced on the radio or TV that the Lawson RXIV School District is closed because of severe weather, the Preschool will be closed. If the Lawson RXIV School District closes early due to weather the Preschool will also close early. During the winter please watch the weather and listen to the radio or TV for early dismissals.

SCHOOL PICTURES

Individual and class pictures will be taken at the school when it is convenient for teachers and students and at the discretion of the Director. Purchase arrangements will be announced prior to picture day. Purchase of the pictures is optional.

FIELD TRIPS

Due to recent changes in Safe Sanctuary requirements with the United Methodist Church and new car seat laws the preschool will not be able to take students on field trips.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SECTION FOR CHILD CARE REGULATION
CHILD ENROLLMENT

CHILD'S NAME	SEX	BIRTH DATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)		HOME TELEPHONE NUMBER ()

OPTIONAL

SCHOOL CHILD ATTENDS	
NAME	TELEPHONE NUMBER ()
ADDRESS (STREET, CITY, STATE, ZIP CODE)	

IDENTIFYING INFORMATION

MOTHER'S OR GUARDIAN NAME	HOME TELEPHONE NUMBER ()
ADDRESS <input type="checkbox"/> CHECK HERE IF SAME AS CHILD. (OR LIST STREET, CITY, STATE, ZIP CODE.)	CELL PHONE NUMBER (OPTIONAL) ()
EMPLOYED BY (OR SCHOOL ATTENDED)	HOURS OF EMPLOYMENT FROM TO
ADDRESS (STREET, CITY, STATE, ZIP CODE)	BUSINESS TELEPHONE NUMBER ()
FATHER'S OR GUARDIAN'S NAME	HOME TELEPHONE NUMBER ()
ADDRESS <input type="checkbox"/> CHECK HERE IF SAME AS CHILD. (OR LIST STREET, CITY, STATE, ZIP CODE.)	CELL PHONE NUMBER (OPTIONAL) ()
EMPLOYED BY (OR SCHOOL ATTENDED)	HOURS OF EMPLOYMENT FROM TO
ADDRESS (STREET, CITY, STATE, ZIP CODE)	BUSINESS TELEPHONE NUMBER ()

EMERGENCY CONTACT(S) (ONE REQUIRED)

NAME	TELEPHONE NUMBER ()
ADDRESS (STREET, CITY, STATE, ZIP CODE)	RELATIONSHIP
NAME	TELEPHONE NUMBER ()
ADDRESS (STREET, CITY, STATE, ZIP CODE)	RELATIONSHIP

OPTIONAL

PERSONS AUTHORIZED TO TAKE CHILD FROM CHILD CARE FACILITY (ONE REQUIRED)

NAME	NAME
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COMMENTS ON CHILD'S DEVELOPMENT

(NOTE ALLERGIES, HABITS, SPECIAL LANGUAGE, ETC.)

TO BE COMPLETED BY CHILD CARE FACILITY (FORM TO BE RETAINED FOR ONE YEAR AFTER DISCHARGE)

CHILD'S NAME

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I understand that I will be notified at once in case of accident or illness to my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice.

If I cannot be reached to make necessary arrangements, or in a critical emergency requiring medical care, I authorize

PROVIDER/LICENSEE

to contact the following:

PHYSICIAN OR CLINIC
(Please list name and phone number of physician and/or clinic.)

NAME

TELEPHONE

()

ADDRESS (STREET, CITY, STATE, ZIP CODE) - OPTIONAL

PREFERRED HOSPITAL
(Please list name and phone number of hospital.)

NAME

TELEPHONE

()

ADDRESS (STREET, CITY, STATE, ZIP CODE) - OPTIONAL

TRANSPORTATION TO AND FROM SCHOOL

I (DO) (DO NOT) GIVE PERMISSION FOR THE FACILITY TO TRANSPORT MY CHILD TO AND FROM SCHOOL.

FIELD TRIPS

I UNDERSTAND THAT I MUST GIVE WRITTEN PERMISSION FOR FIELD TRIPS/EXCURSIONS AND THAT I WILL BE NOTIFIED WHEN THEY ARE PLANNED.

ACKNOWLEDGEMENTS

- A) I HAVE RECEIVED A COPY OF THIS FACILITY'S POLICIES PERTAINING TO THE ADMISSION, CARE AND DISCHARGE OF CHILDREN.
- B) I HAVE BEEN INFORMED THAT A COPY OF THE LICENSING RULES FOR CHILD CARE HOMES OR THE LICENSING RULES FOR GROUP CHILD CARE HOMES AND CHILD CARE CENTERS IS AVAILABLE AT THIS FACILITY FOR REVIEW.
- C) THE PROVIDER AND I HAVE AGREED ON A PLAN FOR CONTINUING COMMUNICATION REGARDING MY CHILD'S DEVELOPMENT, BEHAVIOR AND INDIVIDUAL NEEDS.
- D) WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.

PARENT/LEGAL GUARDIAN SIGNATURE

DATE



Learning Lighthouse Preschool
 504 N. Pennsylvania
 Lawson, MO 64062
 816-296-3210
 lighthouse@lawsonumc.com



PAYMENT AGREEMENT FORM

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EARLY PRESCHOOL 3 & 4 yr

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*Note a discount has been applied for Option 1 and Option 2. All Options above are for tuition only. This does not include enrollment/snack fee.

Child's Name: _____

Name and phone number of person responsible for payment: _____

Signature: _____

Date: _____