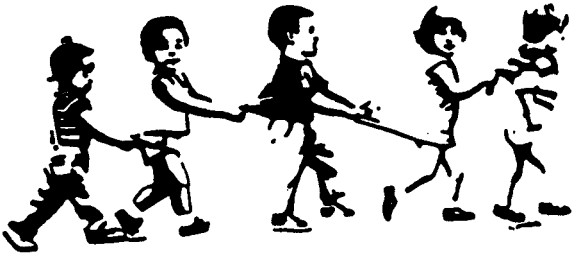
2017–2018
FAMILY HANDBOOK



The Little Red Preschool
Middleton

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OUR COMMITMENT TO YOU

We deeply appreciate the trust you place in us when you enroll your child in a program at Little Red Preschool-Middleton. We hope from your very first telephone call or visit that you have felt our commitment to providing your child with a happy and positive introduction to learning and playing in a small group setting. Our homey and child-friendly facilities, our highly qualified staff, and our supportive parent group have helped create programs designed to contribute to your child's physical, intellectual, emotional, and social development.

PHILOSOPHY

The best way to experience the "philosophy" of the Little Red Preschool-Middleton is to visit with us often—and you never need an appointment! If you're out running errands and have a few extra minutes, please stop by and join us. In our "Helping Hands" program, you're invited to assist your child's classroom teachers to get a real feel for what your child's day is like at LRP. We hope you'll join us on our high-interest field trips and share in the great food and fellowship at our all school family events.

Look about at the artwork on the walls which we hope reflects children's unique expressions in a great variety of art mediums. Read through the activity plans provided to you at the beginning of each curriculum unit so you can know the purposefulness of our staff's program planning. Highlights of each day's program are posted for you on your parent board. We ask that you confer often with your child's teachers to keep abreast of your child's development and achievements.

We hope that in these ways that you can truly come to know and appreciate the philosophy of The Little Red Preschool-Middleton in a vital and meaningful way.

We believe that children thrive when provided with a loving setting in which the structure/pattern of each day is dependable and paced in such a way to provide lots of individual attention with the right balance of structured activities and free-play in which the child may initiate his/her own activity individually, with friends, or teachers. We provide an enriched environment in which children are encouraged to grow and develop in ways that are harmonious with their individual levels of readiness and interests. Learning to share, taking turns, increasing attention span, encouraging creativity, and mastering school readiness skills are the goals of our programs. Careful attention is given to understanding individual differences and designing learning experiences that encourage each child to develop a positive sense of self and a joy in the lifelong process of learning.

At Little Red Preschool-Middleton we believe that the world of the child is play, and through play children learn. Please come and spend time with us at Little Red Preschool-Middleton. In every sense we want this to be YOUR school too!

STAFF

Our teachers and staff are carefully selected for their training, ability to work in a loving and caring way with children, their skills and special talents, and their professional commitment to providing high-quality play and learning experiences for your child. Our unusually low staff turn-over helps children and parents feel more secure and at home in our programs at all times.

PROGRAMMING

The world of the child is play and through play oriented activities children master those skills necessary for a successful transition to kindergarten. We feel that children learn naturally in a thoughtfully designed environment guided by caring, resourceful, and creative teachers and staff. While we encourage children to increase their attention span for learning activities, we do not feel that it is appropriate for children to spend lots of time sitting and working on "worksheets." We do our best to respond to each child's readiness to learn with encouragement and appropriate resources. Some children will be "readers" when they leave The Little Red Preschool-Middleton, but we do not teach reading per se. Rather, we offer a broad range of language experiences that will help all children develop readiness skills for their kindergarten reading programs.

We spend lots of time outside because we recognize the importance of large motor development and the special social skills that are often learned more effectively in the sandbox than in the classroom.

GUIDING CHILDREN'S PLAY

Good behavior is best achieved by continually orienting children to what is expected and by managing the play and learning environment in such a way as to minimize frustration. In these ways we have found that children are less apt to act out in aggressive or inappropriate ways. The physical environment and curriculum are designed to promote a sense of confidence and good feelings about oneself. All activities, including outside recess time, are carefully supervised by our staff at all times to minimize conflicts and maximize learning opportunities. If a child experiences difficulties with behaving appropriately, a teacher will remind the child of the expected behavior. If the problem persists, the child may be directed to another activity. Time out is only used when a child has become over stimulated or frustrated and needs a couple of quiet minutes to regain self-control and focus. Our guidance approaches are followed consistently by all teachers and staff and work very well to create an atmosphere for play and learning that is cooperative, fair, and friendly. All staff have been trained in the highly effective "One-Two-Three Magic" method of guiding children's play.

GENERAL POLICIES FOR ALL CHILDREN IN ALL PROGRAMS

Close communication between families and staff is vital to ensure that we can cooperatively meet your child's needs. Please read these policies carefully and ask any questions you might have before you sign your child's enrollment contract. While we have tried to anticipate most questions typically asked by parents, undoubtedly we have not answered them all. Please feel free at all times to ask for clarification of our school policies and/or suggest additional policy statements that would be helpful to the school's overall operation. Parents will be informed in advance of any changes in school policies or fees.

CONFIDENTIALITY

We shall maintain confidentiality and shall respect the family's and staff's right to privacy at all times. Children's records will be kept confidential unless written consent is provided by the legal guardian.

We appreciate how much fun it can be to share photos of your child with family and friends. However, in an effort to protect everyone's privacy we ask that you adhere to the following guidelines if you use social media networking sources (i.e., Facebook, etc.).

1. You are welcome to take photos of your child in the classroom, on field trips or at school events.
2. You may NOT post photographs or names of classmates and/or teachers on any social media network. You may post photos of your child ONLY. This includes pictures taken in our classrooms, on the playground, during field trips or during school family events.
3. We ask that you not record or photograph staff without expressed consent.

ENROLLMENT

The Little Red Preschool-Middleton is a state licensed and nationally accredited center. State licensing regulations are posted in each parent information area for your review. We accord equal treatment and services without regard to race, color, sex, sexual orientation, religion, creed, political persuasion, handicap, or national origin. We are licensed to provide programs for children ages 30 months through 11 years. We provide a wide range of programs to meet your family's needs: half-day preschool, full-day preschool, before- and after-school care for elementary school children, and summer school programs. It is expected that children will have started the toilet training process before enrollment. (Pull-ups are acceptable.) As a state licensed center we follow all mandated guidelines: eg. child-teacher ratios, health/safety, the reporting of suspected child abuse or neglect, etc.

The following forms are required as part of your child's registration:

1. Signed Little Red Preschool-Middleton Enrollment Contract
2. Signed Child Enrollment and Health History Form
3. Daycare Immunization Record
4. 2 Emergency Contact Forms
5. Request For Transportation Form for schoolage children
6. Child Health Report
7. Photo Permission Form

(All forms are required by the time of your child's first day at Little Red Preschool-Middleton.)

All enrollments are considered to be on an initial two-week trial basis. After the two-week trial, subsequent decisions by school or parents to discontinue enrollment require a two-week written notice. Parents are responsible for tuition during this period. Little Red Preschool-Middleton reserves the right to discontinue a child's enrollment, without two-week's notice, if it is determined by the school's administrator and/or director that the child's continued enrollment would put the child or others at risk or if the child's needs cannot be reasonably met within our regular programs. Parents will be fully involved and informed if any such action is considered necessary. The $50.00 yearly per-child registration fee is nonrefundable. If disenrollment is initiated by Little Red Preschool-Middleton, a prorated refund of the semester activity fee (and snack fee for school agers) will be given. Please inform our administrator/director if there are special circumstances or needs for your child so that we can better help your child have a happy and successful experience at Little Red Preschool-Middleton.

We work hard to earn your trust and approval. Please feel free to share questions and concerns with your child's teachers, school directors, and school administrator. If you are not fully satisfied with our responses to your concerns, we encourage you to contact the Department of Children and Families.

FEE INFORMATION
(FULL- AND HALF-DAY PRESCHOOL)

A. Registration Fee: A $50.00 (nonrefundable) per-child yearly registration fee is paid at the time of enrollment each year. (Maximum $75.00 per family registration fee.)

B. Advance Payment: All tuition and fees are due in advance either on a monthly basis (half-day preschool programs) or biweekly for full-day preschool. To confirm final class sizes, half-day preschool September tuition and fall activity fee are due by August 1st. Full-day preschool tuition for the first two weeks (plus activity fees) are due August 1st. Late payment of these initial fees forfeits your child's guaranteed space and no refund of the registration fee is given. A late fee

of 10% may be charged for all late payments. We rely on your prompt payment of fees!

C. Personal Credit Days: Children who attend full-time M-F for a full calendar year are entitled to 5 personal credit days which may be applied to tuition in case of illness, family vacations, winter and spring break, or emergency school closings.

D. Absence Policy: Tuition is not reduced for the first week of absence or family vacation. A 50% reduction in tuition for absences in the second consecutive week of illness or vacation is granted. Absence Policy does not inlcude half-day preschool in the Red Loft. Further tuition reduction will be considered in the case of extended illness beyond the first two weeks for full day programs only.

E. Reduced Rate for Siblings: Families with more than one child enrolled full time for the full year will be granted a 30% reduction in tuition for the second child. (This policy does not pertain to half-day preschool, part-time schedules, or schoolage children.) If the schoolage sibling of a regularly enrolled full-time child enrolls for the summer on a full-time basis, a 15% reduction in tuition for the schoolage child will be granted. There is no reduction in registration, activity, or snack fees for siblings. *The discount is always applied to oldest child.*

F. Schedule Changes: A two-week written notice and two weeks of tuition payment are required at time of disenrollment. Requests for permanent preschool schedule changes require two weeks written notice and will be honored if space and staffing permit. If you wish to extend your child's day from half-day to full-day or to add an extra day, we must receive at least one day's notice (except in emergencies), and extra time depends on the space being available. You may add days to your child's schedule if space permits. An additional daily fee will be charged. You may not switch days.

G. Holidays: We charge tuition for the following holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Regular tuition is charged for these holidays if your child usually attends on these days. Regular tuition is charged for all full-day preschool children during winter/spring breaks whether your child attends or not. Advance sign up for these weeks is required.

H. Staff Training: On a date to be announced, the school will be closed in order to allow our staff to participate in training opportunities. Regular tuition will be charged. A calendar including this training day will be sent to families prior to the start of the school year session. One Tuesday a month, the school will close at 5:00 p.m. in order

to conduct staff in-service training. Regular tuition is charged, and late fees apply to children picked up after 5:00 p.m.

I. Late Pick-up Fees: Children need to be picked up promptly from half-day preschool and full-day school at the end of the program time. A late fee of $1.00 dollar per minute will be charged per child left at LRP after program-ending time. This includes early release days for staff meetings. After 3 late pick-ups, LRP reserves the right to initiate disenrollment.

FEE INFORMATION (SCHOOLAGE CHILDREN)

A. Registration Fee: A $50 (nonrefundable) per-child yearly registration fee is paid at the time of enrollment each year. (Maximum $75.00 per family registration fee.)

B. Billing and Advanced Payment:
All schoolage children will be billed on a weekly basis. Accounts will be billed on the Friday prior to the week of care. Payments can be made weekly or biweekly and are due in advance.

C. Absence Policy: Tuition is not reduced for the first week of absence or family vacation. A 50% reduction in tuition for absences in the second consecutive week of illness or vacation is granted. Further tuition reduction will be considered in the case of extended illness beyond the first two weeks.

D. Reduced Rate for Siblings: If a schoolage child is enrolled full-time and has a sibling enrolled full-time in the full-day preschool program, a 15% reduction in tuition for the schoolage child will be granted. There is no reduction in registration, activity, or snack fees for siblings. *The discount is always applied to oldest child.*

E. Schedule Changes: A two-week written notice and two weeks of tuition payment are required at time of disenrollment. Requests for permanent schoolage schedule changes require two weeks written notice and will be honored if space and staffing permit.

F. Holidays: We charge schoolage children tuition for the following holidays: Labor Day, Thanksgiving, day after Thanksgiving, Martin Luther King Jr. Day, Memorial Day, Independence Day, and Good Friday. Regular tuition is charged for these holidays if your child usually attends on these days.

G. When public schools are closed, The Little Red Preschool will consider optional all-day care for schoolage children during these days provided the school has space and staffing. A specific calendar will be created after the school district releases these dates and before the fall semester begins. Advanced sign-up for optional care will be required.

H. Staff Training: On a date to be announced, the school be closed in order to allow our staff to participate in training opportunities. Regular tuition will be charged. One Tuesday a month, the school will close at 5:00 p.m. in order to conduct staff in-service training. Regular tuition is charged, and late fees apply to children picked up after 5:00 p.m.

I. Late Pick-up Fees: Schoolage children need to be picked up promptly at the end of program time. A late fee of $1.00 dollar per minute will be charged per child left at LRP after program ending time. This includes early release days for staff meetings. After 3 late pick-ups, LRP reserves the right to initiate disenrollment.

HEALTH

Ill children who cannot fully participate in a normal day, including outside recess, may not attend. Children with obvious signs of illness (fever, chills, diarrhea, lethargy, unusual irritability, running nose, etc.) will not be permitted to attend until your child is fever-free for at least 24 hours without the use of medication and all such symptoms have abated or until we receive a signed and dated note from your child's physician indicating that your child does not have a communicable disease and is able to participate fully in our program. It is recommended that all families have backup childcare arrangements in place for such occasions. Your full cooperation on observing these health policies is essential if we are to maintain a healthy group of children and staff.

A. Please call your child's classroom or our main office at 831-0033 if your child is ill or will be absent for any reason. We must also be informed if your child is ill with a communicable disease such as chicken pox, impetigo, strep throat, giardia, etc.

B. Medications prescribed by your physician may be administered by our staff. Please fill out the medication form required for this assistance. All medications must be in the original container, labeled with child's name, name of drug, dosage directions for administering, date, and physician's name. Medications must be given to the classroom teacher for safe keeping. Non-prescription medications can be administered by our staff if we receive a note from your child's physician indicating that this medication will help enable your child to participate comfortably in a normal classroom routine. A form for administering non-prescription medication is also required. Please do not send any medication to school in your child's lunch box or knapsack.

C. If your child becomes ill during the day, you or your designated emergency contact person will

be promptly notified and your child must be picked up within the hour.

D. If your child is seriously injured or becomes ill we must be able to contact you or your designated emergency contact person immediately. Please make sure that you keep us updated regarding any changes in home or work numbers or names of designated emergency contact person. If a child is injured seriously we will call the Middleton Emergency Squad and you or your designated emergency contact person simultaneously. If we are unable to reach you, and the emergency team recommends immediate medical attention, your child, accompanied by a staff member, will be transported to the UW Hospital Emergency Room.

E. If your child has head lice they must be completely nit-free before returning to Little Red Preschool. (This may differ from the policies of your child's elementary school.)

FAMILY DAYS

Each year we have several school wide events for all family and staff. In the spring we hold a gala year-end picnic at Lakeview Park. We hope you'll join us for the good food and fellowship. See you there!

PARENT CONFERENCES

Twice each school year your child's classroom teachers prepare a progress report to give you an overview of how your child is doing at Little Red Preschool-Middleton. This is a great time to have an individual conference with your child's teachers. Every effort is made to hold these conferences at mutually convenient times. We hope that you'll take time each day to discuss your child's day.

CLOTHING

Each child is provided his/her own cubby. Half-day and full-day preschool children are required to keep a complete change of labeled clothes at Little Red appropriate to the season. We go outside in almost all kinds of weather and from the end of October to mid-April it is important that all children have a complete set of snow gear at school (boots, mittens, snow suits, hat, etc.) Although there will be some warmer days late in the winter and in early spring, our playgrounds during this period are often "mudlucious!"

PARENT AREAS

Each program has a special area for parent information. Teachers post highlights of the day and news of special events. Tuition reminders, field trip sign up, and other program information is posted for your information. Please check parent boards and mailboxes daily. Full-day preschool and schoolage parents must sign their children in and out each day. Daily attendance is taken in half-day preschool classrooms at time of arrival.

HELPING HANDS

Twice each year (more often if you can) parents are asked to join their child's classroom as helping hands. Children love your visits, and this is a great way to really see what your child's day is like at Little Red. Parents regularly help out on field trips. Our programs always welcome your help.

EMERGENCY SCHOOL CLOSINGS

As we are located in the Middleton-Cross Plains Area School District, we follow their weather-related school closing policy. When the weather looks questionable, please tune into local radio, TV stations or check our website at littleredpreschool.com for possible word of school closings. We strongly recommend that each family have backup emergency help for such events and that such plans be in place before winter snows fly!

A. If the Middleton schools are closed for the day due to weather conditions (snow, cold, ice), Little Red Preschool-Middleton is also closed. Parents pay regular tuition for the first emergency closing in a week but do not pay if there are any more in that week. Personal credit days may be used to pay for tuition charged on these days.

B. If the Middleton schools decide to dismiss early due to weather conditions, we will close one hour after the elementary schools close. Parents of all children, including school-age, will be notified by phone to come and pick up their children. Buses will bring school-age children to Little Red Preschool-Middleton if the child would have been attending that day. Regular tuition is charged for this day.

C. If the Middleton schools have a delayed start due to weather conditions, Little Red Preschool-Middleton also opens later. When the Middleton schools call a 2-hour delay, we open at 9 a.m. Half-day preschool programs would begin at 9 a.m. and end at the regular time. When the Middleton schools call a 1-hour delay, we open at 8 a.m. Half-day preschool programs would start at the regular time. Before school care is <u>not</u> offered for students being bussed to Elm Lawn on these delayed start days.

D. In the event that the public schools are on break/vacation, the administration at LRP will confer with local police and highway deputies to determine closing, late starts and early dismissal.

E. If Little Red Preschool-Middleton needs to close because of an emergency situation (we had a furnace go out one cold winter day), parents will be phoned and expected to pick up their child promptly (within an hour). Regular tuition is charged for this day.

OTHER IMPORTANT PROGRAM NOTES

FIELD TRIP PROGRAM

We schedule lots of special outings for your child's classroom. Parents and siblings 3 and older are welcome too! The dates and itinerary for all excursions, including our frequent walking tours to nearby spots, are posted well in advance. Alternative daycare is not available for children whose parents do not wish for their child to participate. All transportation for field trips is provided by school buses chartered from the local school district. All children are invited to participate in all field trips—even if scheduled on a day your child does not usually attend school. In such cases we ask that you arrive 10 minutes before departure and be at Little Red at our scheduled return time to pick up your child. There is no charge for the time of the field trip. All field trip expenses for your child are covered by the semester activity fee. Parents and siblings may be asked to pay for tickets on some outings. Parent volunteers are needed on most field trips to ensure safe supervision.

SNACKS

Once each month children are asked to provide a nutritional snack for their classmates. All other snacks are provided by Little Red Preschool-Middleton. A snack assignment note will be placed in your parent mailbox indicating the date of the snack, number of children to be served, and food items needed. Snacks are often planned to compliment our curriculum units and emphasize self-help skills. Snacks brought from home are whole fruits or commercially prepared packaged foods. We are a peanut- and tree-nut free school.

SHOW-AND-TELL AND BIRTHDAYS

Children really enjoy their "special day" when they may bring a special item from home for show-and-tell. As each group handles this day differently, please check with your child's teachers for details. Please leave your child's show-and-tell item for safe keeping with your child's teachers. Toy guns or weapons that lead to aggressive acting out are not permitted. Having your child select a show-and-tell item that relates to our unit themes adds a special dimension to show-and-tell time. Parents will be notified in advance if any animals will be in the school. No pets in the classroom without prior approval.

We try to make each child's birthday at Little Red Preschool-Middleton special; birthday crowns, grab-bag present, etc. Children sometimes give a little surprise to their classmates by presenting them with a small inexpensive gift; a few colorful stickers, a small plastic dinosaur or animal, a jar of bubbles, etc. Teachers have lots of neat suggestions to help you. We do not serve sweet treats for birthdays at school, however, if you individually wrap such items they can be taken home by children at the end of the day.

Due to allergies and licensing regulations, we ask that you refrain from bringing family pets for show and tell and at drop off and pick-up times.

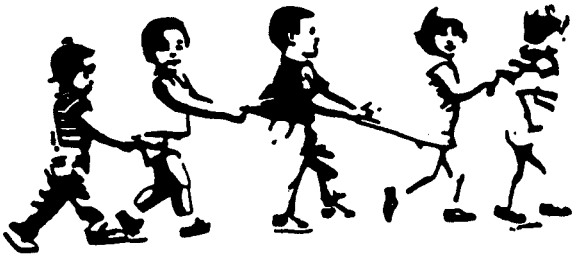
LUNCH PROGRAM

We provide milk with each meal and children bring their lunch from home in insulated lunch bags. State licensing regulations require that a child's lunch from home contain a protein item and a fruit or vegetable. Please limit dessert items to one item only. Children's lunches should not require refrigeration or heating. We are a peanut- and tree-nut free school.

A TYPICAL DAY AT LITTLE RED PRESCHOOL-MIDDLETON

Each half-day and full-day preschool classroom has its own unique routines, but all programs incorporate the following learning elements: supervised free play, centers of teacher-directed activities/units, story time, snack, language arts, singing, math, art, science, and large motor activities. Afternoon programs also incorporate these elements, but with more time available for children to choose their own activities. Full-day programs include an afternoon rest period.

Please note that the exact time and sequence of activities may vary somewhat from classroom to classroom. We hope that you will check your parent board daily for details about your childs day.



"We are a nationally accredited school
that always welcomes your visit."

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