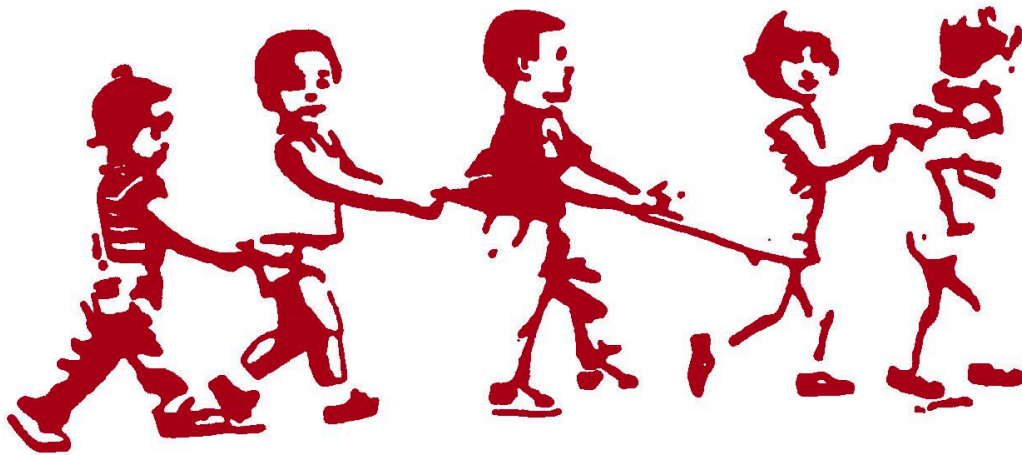


LITTLE RED PRESCHOOL FAMILY HANDBOOK



The Little Red Preschool

The Little Red Preschool Middleton

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Youngstar 5-Star Provider

NAEYC Accredited

“Providing Quality Care for 2-11 year olds: Half-Day Preschool, Full-Day Preschool, 4K, Schoolage, and Summer programming for Middleton and Cross Plains Area Families since 1979.”

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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. 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 family culture have helped create programs designed to contribute to your child's physical, intellectual, emotional, and social development.

PHILOSOPHY

We believe that children thrive when provided with a loving setting in which the structure/ pattern of each day is dependable and paced 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 enriching environment in which children are encouraged to grow and develop in ways that are harmonious with their individual levels of readiness and interests. The foundational goals of our program are learning to share, taking turns, increasing attention span, encouraging creativity, and mastering school readiness skills. Careful attention is given to understanding individual uniqueness and designing learning experiences that encourage each child to develop a positive sense of self and joy for the lifelong process of learning. At Little Red Preschool, we believe that the world of the child is play, and through play children learn.

STAFF

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

PROGRAMMING

Children learn through play oriented activities, and 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 and curriculum. While we encourage children to increase 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, 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 developing large motor and social skills that are often learned more effectively in the sandbox than in the classroom.

GUIDING CHILDREN'S PLAY

Positive 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 to minimize conflicts and maximize learning opportunities. If a child experiences challenges 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. Reset time is only used when a child has become overstimulated 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.

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 to ask for clarification of our school policies and/ or suggest additional policy statements that would be helpful to the school's overall operation at any time. Parents will be informed in advance of any changes in school policies or fees.

CONFIDENTIALITY

We shall maintain confidentiality and 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 will be sent photos of your child through a communication/photo web-based program. 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 in our classrooms, on the playground, during field trips or during school family events. 3. We ask that you not record or photograph staff and/or children without expressed consent.

ENROLLMENT

The Little Red Preschool 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, family makeup, or national origin. We are licensed to provide programs for children ages 24 months through 11 years. We provide a wide range of programs to meet your family's needs: red loft preschool, full/half-day preschool, 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: e.g., child-teacher ratios, health/safety, the reporting of suspected child abuse or neglect, etc. You may enroll face to face, via email, via mail, or request information over the phone.

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

1. Signed Little Red Child Enrollment Contract
2. Contract Questionnaire
3. Electronic Funds Transfer (EFT) Form (if we don't have a current one on file in Little Red office)

An email will be sent closer to your child's start date that will include additional forms that are required PRIOR to your child's first day at Little Red Preschool.

1. These forms include but are not limited to:
2. Child Enrollment and Health History
3. Authorized Pick Up
4. Photo Permissions
5. Insurance
6. Child Health Report
7. Immunizations or Waiver
8. Allergy Forms(If Needed)
9. Action Plans(If Needed)
10. Alternate Arrival and Release
11. Intent to Attend

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 reserves the right to discontinue a child's enrollment, without two-weeks' 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 per-child, pre-contract registration fee is nonrefundable. If disenrollment is initiated by Little Red Preschool, 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. 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.

Little Red Preschool, Inc. carries a liability insurance policy.

FEE INFORMATION

FULL/HALF-DAY AND RED LOFT PRESCHOOL

- A. **Registration Fee:** A \$50.00 (nonrefundable) per child registration fee is paid at the time of enrollment. Each contract requires a registration fee (Summer and School Year Contracts).
- B. **Payment:** All families must enroll in Little Red Preschool's Electronic Funds Transfer (EFT) program at the time of enrollment. All tuition and fees are due in advance either on a monthly basis (Red Loft Preschool) or bi-weekly for full/half-day preschool programs. Registration fee(s) will be withdrawn shortly after enrollment.
 - a. School year contract: semester activity fees will be withdrawn at the beginning of each semester (start of school year and January).
 - b. Summer contract: activity fee will be withdrawn with the first summer tuition withdrawal. Tuition schedules will be sent to all families.If your EFT payment is returned for nonsufficient funds (NSF) your account will be billed the bank processing fee. A late fee of 10% may be charged if the NSF continues to occur without efforts to correct funds.
- C. **Personal Credit Days:** Children who attend full time M-F for a full calendar year (this includes both full time for the school year and summer contract) 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. (If the personal credit days have been used the absence policy will no longer be in effect).
- 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. If personal credit days have been used absent policy can not be used. Absence Policy does not include Red Loft Preschool. 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 in a preschool program for the full year will be granted a 10% reduction in tuition for the second child. (This policy does not pertain to half-day preschool or part time schedules). There is no reduction in registration, activity, or snack fees for siblings. The discount is always applied to the oldest child. (Multiple children discounts will apply.)
- 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 halfday 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, July 3, 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/half-day preschool children during winter/spring breaks whether your

child attends or not. Advance sign-up for these weeks is required. Red Loft preschool does not have programming over winter/spring breaks.

- 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. In addition, 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. Hours of Operation: 7:00 a.m. – 5:30 p.m. Please be at your child's classroom door or outside area by 5:20pm for communication with your child's teacher.
- J. 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 \$5.00 per minute will be charged per child left at LRP after program ending time. This includes early closing days for staff meetings. After 3 late pick-ups, LRP reserves the right to initiate disenrollment.

SCHOOLAGE CHILDREN

- A. Registration Fee: A \$50.00 (nonrefundable) per-child registration fee is paid at the time of enrollment. Each contract requires a registration fee (Summer and School Year Contracts).
- B. Billing and Payments: All families must enroll in Little Red Preschool's Electronic Funds Transfer (EFT) program at the time of your enrollment. All tuition and fees are due in advance on a bi-weekly basis (tuition is billed weekly). Registration fee(s) will be withdrawn shortly after enrollment. School year contract: semester activity/snack fees will be withdrawn at the beginning of each semester (Start of school year and January). Summer contract: activity fee will be withdrawn with the first summer tuition withdrawal. Tuition schedules will be sent to all families. If your EFT payment is returned for non-sufficient funds (NSF) your account will be billed the bank processing fee. A late fee of 10% may be charged if the NSF continues to occur without efforts to correct funds.
- 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. If your child has not arrived by 3:30 a.m., and we haven't received notice that they will be late or absent, we will call the child's guardian(s) and emergency contacts until we reach someone to confirm the child's safety.
- D. Reduced Rate for Siblings: If a school age child is enrolled full time and has a sibling enrolled full time in the full-day preschool program, a 10% reduction in tuition for the school age child will be granted. There is no reduction in registration, activity, or snack fees for siblings. The discount is always applied to the 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 school age schedule changes require two-weeks' written notice and will be honored if space and staffing permit.
- F. Holidays: We charge school age 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 school age 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 will be closed in order to allow our staff to participate in training opportunities. Regular tuition will be charged. In addition, 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 have a parent be at your child's classroom door or outside area by 5:20pm for communication with your child's teacher. A late fee of \$5.00 per minute will be charged per child left at LRP after program ending time. This includes early closing days for staff meetings. After 3 late pick-ups, LRP reserves the right to initiate disenrollment.

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-Cross Plains schools are closed for the day due to weather conditions (snow, cold, ice), Little Red Preschool is also closed. Parents pay regular tuition for these emergency closings. Personal credit days may be used to pay for tuition charged on these days.
- B. If the Middleton-Cross Plains 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 if the child would have been attending that day. Regular tuition is charged for this day.
- C. If the Middleton-Cross Plains schools have a delayed start due to weather conditions, Little Red Preschool also opens later. When the Middleton-Cross Plains schools call a 2-hour delay, we open at 9 a.m.. The Red Loft preschool program would begin at 9 a.m. and end at the regular time. When the MiddletonCross Plains schools call a 1-hour delay, we open at 8 a.m. The Red Loft preschool program would start at the regular time.
- 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 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.

HEALTH

Little Red Preschool will continue to follow the guidance of Dane County Public Health. Children with obvious signs of illness (fever of 100.0 or above, chills, diarrhea, vomiting, lethargy, unusual irritability, congestion/running nose, etc.) will not be permitted to attend unless they are symptom free for at least 36 hours without the use of medication and all such symptoms have abated. If your child has been diagnosed by a physician with an illness that requires antibiotics (ear infection, strep throat, sinus infection, etc.), they must be on antibiotics for a minimum of 36 hours and be able to fully participate in the program to return. If your child develops a noticeable change in the texture or color of their skin (their skin may become scaly, bumpy, itchy, or otherwise irritated) by Little Red Preschool Staff, the child must be picked up within the hour and evaluated by a physician to determine that your child does not have a communicable disease and is able to fully participate in our program. Children who are ill and who cannot fully participate in the normal day (including going outside) or are spending a significant amount of time wiping their nose, coughing and washing hands, may not attend.

- A. Please call your child's classroom directly or send a message on procare to the classroom by 8:30am, if your child is ill or will be absent for any reason. Do not leave a message on the main Little Red Preschool Office voicemail if you are reporting an absence(s). We must also be informed of the reason for your child's absence, illness, appointment, family day, etc. Little Red Preschool must be notified if your child is ill with a communicable disease such as chicken pox, impetigo, strep throat, giardia, fifth disease, hand foot mouth, COVID, 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 the 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 backpack.
- C. 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 Services 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 if allowed, will be transported to the UW Hospital Emergency Room.
- D. 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.)

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. 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. All preschool/school-age 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 "mud-luscious"! Inside shoes that are left at school and outside shoes are required.

SNACKS

Once each month children are asked to provide a nutritional snack for their classmates. All other snacks are provided by Little Red Preschool. A month snack calendar and individual snack assignment note will be given to parent(s)/ guardian(s) indicating the date of the snack, amount, and food items needed. Snacks are often planned to complement 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 classroom 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 special with birthday crowns, singing, 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.

PETS

Due to allergies and state licensing regulations, we ask that you refrain from bringing family pets for show-and-tell and at drop-off and pick-up times. Special considerations may be made with Little Red Preschool Staff for show-and-tell. There are chickens and hermit crabs on site. If another pet/animal is brought onto Little Red Preschool grounds the contact classroom will notify parents and ask for approval in writing for your child to interact with the animal.

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 small item only. Children's lunches should not require refrigeration or heating. We are a peanut and tree- nut free school.

TYPICAL DAY AT LITTLE RED PRESCHOOL

Each 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 encourage you to actively/daily check communication/photo web-based programs for details about your child's day.

"We are a nationally accredited school that always welcomes your visit." No portion of this handbook may be reproduced without the written consent of The Little Red Preschool.