



Learning Cross Preschool and Child Care

“Where yesterday meets tomorrow, today”

2225 Canterbury Dr. Hays, KS 67601

and

2517 Canterbury Dr. Hays, KS 67601

620-779-2460

www.learningcross.com

Commit to the Lord whatever you do, and he will establish your plans.” - PROVERBS 16:3

Parent Handbook

Thank you for choosing Learning Cross Preschool as a “partner” in your child’s preschool education. Like you, we are interested in your child’s total development. Our commitment is to provide you and your child with an excellent preschool learning environment.

This handbook is designed to acquaint you with our policies and procedures. In addition to our policies, we are licensed by the state and abide by the state rules and regulations.

Please read and refer to this handbook as needed, and be sure to ask a staff member to answer any questions you may have. Our directors and teachers are highly qualified. They have degrees and/or experience in the child development field.

All staff members are submitted to a background check; are required to have 16 hours of annual training; and current first aide/CPR certification.

Learning Cross has an “open door” policy. We invite you to drop in, unannounced, at any time. If we are not on-site, call 620-779-2460, as we are most likely visiting Via Christi Village.

Again, thank you for choosing Learning Cross Preschool.

ADMINISTRATION & ORGANIZATION

The Learning Cross Preschool Board has the responsibility to provide for the efficient management and operation of the preschool so that it achieves its purpose. It is responsible for hiring and supervising the staff in carrying out the educational policies of the preschool. Questions, suggestions, or complaints regarding the preschool or the actions of the staff should be handled in the following manner. First, discuss the matter with your child's teacher, then the director, and then the board of directors. It is our hope that this will help to expedite and clarify situations so that they do not linger and create further misunderstanding. The school expects all parties involved to conduct themselves according to the highest ethical standards. Frequent interchanges of information about your child help both parents and teachers understand the child's needs. Parents are encouraged to consult with the teachers throughout the year.

The Preschool Board shall reserve the right to accept or exclude any applicant, or ask that any child be withdrawn during the school year.

ADMISSION POLICIES

Learning Cross Preschool offers enrollment for preschool children (ages 3-5 years). Learning Cross admits students of any sex, race, color, national & ethnic origin in its education policies, tuition assistance program, and other school-administered programs. Candidates for admission to the preschool must be three before they may attend.

The preschool limits enrollment to a number that will assure each child the full benefits of personal attention and adequate supervision. The preschool also complies with Kansas state law regarding teacher/child ratios. Children should be potty trained. However, we do understand that not all three-year olds are ready. If your child is still needing pull ups, you will be required to fill out the diaper changing permission form. We also request a change of clothes in the event that your child does have an accident.

A number of other factors should be considered before enrolling your child.

- Classes are filled on a first come first served basis according to the date of paid enrollment. Spaces will not be held without a paid enrollment fee.
- If the classes are full when a parent calls or applies, the child will be put on a waiting list for the admissions process –to fill vacancies as they occur. There is a \$20 fee to put a child on the waiting list.

- As vacancies occur during the year, they are filled from the waiting list or from new registrations.
- Parents who currently or have had one year of absence, of having a child enrolled at the preschool may apply for the upcoming school year with the preschool in January. In February, enrollment is opened to the waitlist.

Registration & Health Records

A. Each child will have completed registration forms, which will include an Enrollment Application, Information Sheet, Authorization for Emergency Medical Care, and a Medical Record. These forms will be kept on file at the preschool.

B. The Kansas Dept. of Health and Environment requires the preschool to keep the complete record of each child's immunizations as well as proof of a physical exam by a doctor before attendance begins. All children are required to have all immunizations needed for their age as determined by the Kansas Dept. of Health and Environment.

C. A written statement must authorize all medication, including prescriptions, given to a child at the preschool from the physician. This is a Kansas State law. All medication must be in the original container, indicating the child's name, type and date of prescribed medication, amount and time of dosage.

When medication is brought to the preschool, it is to be given to a teacher so that it can be stored properly. The parent must complete a medication form.

Health & Illness

Your child's health is a matter of major importance to all of us. In order to ensure a healthy atmosphere and to prevent the spread of contagious conditions at the Preschool, we cannot admit children who have symptoms of illness. Children who develop symptoms while at our preschool are removed from the group. Their parents are then notified and required to pick up their child as soon as possible. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency.

We are required by state law to follow these procedures. Keep your child at home if he/she:

1. has a fever 100 or higher. The child must be fever free for 24 hours (without fever-reducing medication) before returning to preschool.
2. has a headache or head pain.
3. is vomiting or has vomited within the last 24 hours.
4. has diarrhea or has had diarrhea within the last 24 hours.
5. is excessively irritable or shows unusual passivity.
6. has inflammation of the eye(s).
7. has abscess or draining sores.
8. has a rash, unless the cause is determined by a doctor to be non-contagious.
9. his/her behavior is not normal.
10. has abdominal pain.
11. has been diagnosed as having any contagious conditions. If your child contracts a contagious childhood disease, please let us know as soon as possible so we can notify the other parents that their child has been exposed.

Covid-19

As we continue to learn more about the Covid-19 virus, our policies will continue to change. We will update you as we get new guidance from KDHE. Currently (8-1-2020), parents are required to drop off at the door. Students will be screened by having their temperature taken and asked a few health questions. If a student does have a fever, they are required to be fever free for 72 hours without the use of medication. In the event of a Covid-19 exposure, the Dept. of Health will be notified and they will guide us on the procedures to decrease the chances for any larger spread.

Absences

If your child does not come to school on any day, either because of illness, vacation, or just to take a break with you, please notify us as early as possible, so the teaching staff knows how many children to expect for the day. We especially need to be notified when illness is the cause. Use the Brightwheel app to notify. call or text 620-779-2460 to report an absence.

Tuition

The preschool is a non-profit organization that operates primarily on the tuition fees from each child. We are dependent on tuition for the operation of our preschool. All tuition monies are used to pay preschool staff salaries, buy and maintain equipment/toys, insurance, and consumables. Annual tuition for your child is calculated according to school days in the year, and for your convenience is billed in 12 equal payments. Therefore, the payment is the same each month even if the school is open only part of the month. We do not offer make-ups for missed classes due to illness, vacations, or holidays. Our operating expenses do not change when your child is on vacation.

CLASS Monthly Fees starting Sep 1st, 2019

Preschool Morning Sessions M-TH 8-11am: \$245

Full Day Session 7:30am-5:00pm: \$585 not including lunches

Rates are revised on a yearly basis.

Tuition Prepayment Discount Policy 2015-2016

Tuition prepayment discounts will be offered as follows:

- Class Normal Tuition if paid Monthly on the 1st
- If Entire 1st Semester is paid by 10/11/2015 (2%)
- If Entire 2nd Semester is paid by 1/11/16 (2%)
- If Entire Year is paid by 10/11/2015 (4%)

If tuition is prepaid and a student subsequently withdraws, the amount refunded will be equal to the amount paid less the full tuition amounts for the months attended.

Tuition Payments

Tuition is due on the first of each month as payment in advance for the current month. We accept cash, account transfers, or checks. Please make your checks payable to Learning Cross Preschool and print your child's first and last name in the memo section on each check. A late charge of \$5.00 will be added to any tuition not received by the 10th of the month. A late notice will be sent after 10th of any month if payment is not received. If payment is outstanding by the 15th of the month, your child will not be allowed to attend preschool unless other payment arrangements have been made. If payment is still not received in full or payment arrangements are not made by the end of the second month, your account will be referred to our collection agency. You will be responsible for any additional collection fees. A fee

of \$10.00 will be assessed each time a check is presented for payment on your account and is returned. If you are having difficulty paying tuition or do not understand our policies, please talk to the director.

Adjustments

If you register your child after the school year has begun in September, tuition for the 1st month will be due in full if your child's 1st day is on or before the 15th of the month. If your child's 1st day is after the 15th month, tuition for the month of registration is half the monthly tuition.

Withdrawal from Preschool

If you intend to withdraw your child from Learning Cross Preschool at any time, please notify your child's teacher as soon as possible. If you provide proper notification of a written 2 week notice and your child's last day of school is on or before the 15th of the month, only ½ the month's tuition is due. If your child's last day is after the 15th of the month, a full month's tuition is due. If no notice is given, the full month's tuition is due.

Hours of Operation

Preschool 8:00-11:00am

Morning classes are from 8:00-11:00 am.

Parking – You may use the parking lot to the East of our building or the street or parking lot north of our classroom. Enter through the north-east entrance located on Canterbury.

Full Day 7:30am-5:00pm

The full day sessions will begin at 7:30am-5:00pm.

Parking – You may use the parking lot to the East of our building or the street or parking lot north of our classroom. Enter through the north-east entrance located on Canterbury.

Departure

Children should be picked up promptly at dismissal time. When picking your child up, be sure the teacher is aware that your child is leaving. This procedure is for your child's protection. Children will only be released to parents or individuals designated on the parent's pick up list. In case of an emergency, or when a person on your list cannot pick up your child, you must notify the preschool by calling or preferably in writing. Otherwise, we are not permitted to release the child. Please tell the person picking up your child that we may require photo identification for verification.

Late Pick-up Fees

Children anxiously anticipate the expected arrival of a parent, and we appreciate your promptness in picking your child up from preschool. Additionally, our staff frequently has their own children waiting for them, classes, or meetings immediately after operating hours. The late pick-up charge is \$5.00 for the first 10 minutes after class ends and then \$1.00 per minute after that unless otherwise agreed upon. Please call the preschool if an emergency should arise that will prevent you from picking up your child on time.

Bad Weather

If bad weather closes the Hays Public Schools, Learning Cross will be closed. We will inform you if we are able to stay open.

In the event of a 2-hour delay, the Child Care will open at 10:00, the preschool will be closed. Listen to the local TV and radio stations for closings.

Birthdays

Because each child is special and deserves the extra attention on their special day, we do recognize and celebrate birthdays at preschool. Cookies, ice cream, frozen novelties, etc. are great. The director will attempt to list your child on the snack calendar as close to his/her birthday as possible. Birthday party invitations may not be passed out at school unless all members of the class (or all the boys or all the girls) are invited.

Snacks

Each child will have a special day to provide snacks, show & tell, and be our GRAND Helper. This will be scheduled monthly. We also encourage parents to join us for snacks or "cooking" instruction with the children.

CLOTHING

Children need to be dressed in comfortable clothing. Make sure the clothing is easy for the child to take on and off. Belts, snaps and suspenders can be difficult for young children. Pants with elastic are the easiest to manage. Avoid lost clothing by labeling their clothes & “show & tell” items with their name. Also, don’t forget to dress the children appropriately for the weather, especially on “fieldtrip” days. We usually have outdoor playtime each day even during the winter.

Field Trips

Field trips are an important part of our program. They expand a child’s experience through a variety of out of school opportunities. Parents will receive advance notice of upcoming field trips.

Permission slips must be signed and returned to the preschool if the child is to participate in the field trip. Please provide your child with a car or booster seat that meets the requirements of Kansas State Law! We transport children by carpooling. We will transport children to our off-site field trip at Via Christi Village or will be contracting with Via Christi to transport us. Staff and parent volunteers will transport children in their cars with appropriate safety restraints and insurance. If you plan on driving on a field trip, please let your child’s teacher know in advance. We will require a copy of your driver’s license and auto insurance to be kept in your child’s preschool folder.

DISCIPLINE

We believe that all people are good, especially children! Occasionally they make bad choices, but haven’t we all. We will utilize a whole-brain approached behavior plan. This will allow children to have power over their choices. Children will be rewarded and acknowledged for their positive behaviors. It will be our practice to label and describe their actions which they will be rewarded for.

Our classroom rules are simple:

Be Respectful, Be Responsible, and Always Have Fun!

The use of physical punishment is never permitted. If your child is experiencing any stress in the home environment that may result in changes in behavior at preschool (move, birth of a sibling, new job for parent, etc...), please notify your child’s teacher. The preschool staff will keep parents informed of any behavioral problems that may occur with your child. Every effort will be made to resolve any problem that may arise. However, the preschool reserves the right to ask the child’s parents/guardians to make alternative arrangements for the preschool education of their child.

The Preschool Program

Learning Cross Preschool believes that the best way to serve children & families is to provide a supportive educational environment. Our school believes that a fun, warm, and nurturing atmosphere is the best environment for children to learn and grow. Therefore, our focus is to provide age appropriate activities for children. The Preschool program's philosophy, curriculum and objectives are based upon the following beliefs:

- Children learn best by doing.
- Children benefit from planned educational activities.
- For children, play is work.

The areas of development around which our curriculum is organized are as follows:

- Social: to help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of a group.
- Emotional: to help children experience pride and self-confidence, develop independence and self-control, and have appositve attitude toward life.
- Cognitive: to help children become confident learners by letting them experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- Physical: to help children increase their large and small muscle skills and feel confident about what their bodies can do.
- Spiritual: to help children come to know God's love for them.

The daily schedule offers a balance between the following types of activities:

- Active and quiet times (motor lab, Imagination Playground, quiet reading time, story time, and our adventures to Via Christi Village).
- Large group activities, small group activities, and time to play alone or with others.
- Indoor and outdoor play times (mud play, dramatic play, coordination activities)
- Time for children to select their own activities and time for teacher directed activities.

Area of Development: Spiritual

Children are provided varied opportunities and materials:

1. that introduce them to Christian values: love, forgiveness, caring, sharing, respect among peers, staff, and family.
2. to learn about Jesus through Bible stories, scriptures, songs, prayers, etc...
3. that promote awareness of ideals and beliefs of Christian lifestyles.
4. to express questions and curiosities about the world around them.
5. to learn to pray as a way to talk to God.
6. to know that God is the creator of the world and our Savior.

Curriculum Content for Cognitive Development: Early Mathematics

Children are provided varied opportunities and materials:

- to build understanding of numbers, number names, and their relationships to object quantities and to symbols.
- to categorize by one or two attributes such as shape, size, and color.
- that encourage them to integrate mathematical terms into everyday conversation.
- that help them understand the concept of measurement by using standard and nonstandard units of measurement.
- to understand basic concepts of geometry by, for example, naming and recognizing two- and three-dimensional shapes and recognizing how figures are composed of different shapes.
- to build an understanding of time in the context of their lives, schedules, and routines.
- that help them recognize and name repeating patterns.

Curriculum Content for Cognitive Development: Early Literacy

Children have opportunities to become familiar with print. They are actively involved in making sense of print, and they have opportunities to become familiar with, recognize, and use print that is accessible throughout the classroom.

- Items belonging to a child are labeled with his or her name.
- Materials are labeled.
- Print is used to describe some rules and routines.

- Teaching staff help children recognize print and connect it to spoken words.

Children have varied opportunities to:

- be read books in an engaging manner in group or individualized settings at least once daily.
- be read to regularly in individualized ways including one-to-one or in small groups of two to six children.
- explore books on their own and have places that are conducive to the quiet enjoyment of books.
- have access to various types of books, including storybooks, factual books, books with rhymes, alphabet books, and wordless books.
- be read the same book on repeated occasions.
- retell and reenact events in storybooks.
- engage in conversations that help them understand the content of the book.
- be assisted in linking books to other aspects of the curriculum.
- identify the parts of books and differentiate print from pictures.

Area of Development: Social-Emotional Development

Children have varied opportunities to:

- engage throughout the class period with teaching staff who are attentive and responsive to them, facilitate their social competence, and facilitate their ability to learn through interacting with others.
- to recognize and name their own feelings and others' feelings.
- learn the skills needed to regulate their emotions, behavior, and attention.
- develop a sense of competence and positive attitudes toward learning, such as persistence, engagement, curiosity, and mastery.
- develop skills for entering into social groups, developing friendships, learning to help, and other pro-social behavior.
- interact positively, respectfully, and cooperatively with others; learn from and with one another; and resolve conflicts in constructive ways.
- learn to understand, empathize with, and take into account other people's perspectives.

Area of Development: Language Development

Children are provided with varied opportunities:

- for language acquisition that aligns with the program philosophy, consider family perspectives, and consider community perspectives.
- to experience oral and written communication in a language their family uses or understands.
- develop competence in verbal and nonverbal communication by responding to questions; communicating needs, thoughts, and experiences; and describing things and events.
- develop vocabulary through conversations, experiences, field trips, and books.
- children who are non-verbal are provided alternative communication strategies.
- that encourages them to have discussions to solve problems that are interpersonal and those that are related to the physical world.
- to use materials that encourage them to engage in discussions with one another.

Curriculum Content for Cognitive Development: Technology

- The use of passive media such as television, film, videotapes, and audiotapes is limited to developmentally appropriate programming.
- Technology is used to extend learning within the classroom and to integrate and enrich the curriculum.

Curriculum Development for Cognitive Development: Creative Expression

& Appreciation for the Arts

Children are provided varied opportunities/and or materials:

- to gain an appreciation of art, music, drama, and dance in ways that reflect cultural diversity.
- to learn new concepts and vocabulary related to art, music, drama, and dance.
- to develop and widen their repertoire of skills that support artistic expression (e.g., cutting, gluing and caring for tools).
- to express themselves creatively through music, drama, dance and two- and three dimensional art.
- to respond to the art of other children and adults.

Curriculum Content for Cognitive Development: Social Studies

Children are provided varied opportunities and/or materials:

- that foster positive identity and an emerging sense of self and others.
- to become a part of the classroom community so that each child feels accepted and gains a sense of belonging.
- to build their understanding of diversity in culture, family structure, ability, language, age and gender in non-stereotypical ways.
- to explore social roles in the family and workplace through play.
- to learn about the community in which we live.
- to engage in discussions about fairness, friendship, responsibility, authority, and difference.
- to learn about physical characteristics of their local environment as a foundation for learning geography.
- to learn how people affect their environment in positive (e.g., recycling) and negative (e.g., polluting) ways.
- that allow them to contribute to the well-being of their classroom and community, including care for the social and physical environments in which they live.
- that build a foundation for understanding economic concepts (e.g., playing restaurant, managing a store, and identifying and exchanging money).

Curriculum Content for Cognitive Development: Science

Children are provided varied opportunities and/or materials:

- to learn key content and principles of science such as
 - the difference between living and nonliving things (e.g., plants versus rocks) and life cycles of various organisms (e.g., plants, butterflies, humans).
 - earth and sky (e.g., seasons; weather; geologic features; light and shadow; sun, moon, and stars).
 - structure and property of matter (e.g. characteristics that include concepts such as hard and soft, floating and sinking) and behavior of materials (e.g., transformation of liquids and solids by dissolving or melting).
- that encourage them to use the five senses to observe, explore, and experiment with scientific phenomena.
- to use simple tools to observe objects and scientific phenomena.
- to collect data and to represent and document their findings (e.g., through drawing or graphing).
- that encourage them to think, question and reason about observed and inferred phenomena.
- that encourage them to discuss scientific concepts in everyday conversation.
- that help them learn and use scientific terminology and vocabulary associated with the content areas.

Curriculum Content for Cognitive Development: Health and Safety

Children are provided varied opportunities and/or materials:

- that encourage good health practices such as serving and feeding themselves, rest, good nutrition, exercise, hand washing, and tooth brushing.
- to help them learn about nutrition, including identifying sources of food and recognizing, preparing, eating, and valuing healthy foods.
- that increase their awareness of safety rules in their classroom, home, and community.
- to practice safety procedures.
- to discuss, ask questions, and express fears about visiting the doctor, clinic, hospital, or dentist; getting shots; and taking medicine.

Area of Development: Physical Development

Children are provided varied opportunities and materials:

- that support fine-motor development.
- and are provided equipment to engage in large motor experiences that
 - stimulate a variety of skills.
 - enhance sensory-motor integration
 - develop controlled movement (balance, strength, coordination).
 - enable children with varying abilities to have large-motor experiences similar to those of their peers.
 - range from familiar to new and challenging.
 - help them learn physical games with rules and structure.

Preschool Daily Schedule

- Manipulative Play Construction toys/books/puzzles
- Group Time Calendar, Pledge, & Theme discussion
- Centers Art/Crafts, Books, Blocks, Science, Housekeeping, Fine motor
- Clean up
- *Via Christi Village Grandparent time (when restrictions are lifted)
- Library Center
- Snack Time Manners, Meal Prayer, Socialization, & Nutrition
- Outside Play
- Dismissal

Schedule is approximate and flexible based upon the children's interest level and weather conditions.

Full Day Daily Schedule

- Manipulative Play Construction toys/books/puzzles
- Group Time Calendar, Pledge, & Theme discussion
- Centers Art/Crafts, Books, Blocks, Science, Housekeeping, Fine motor
- Clean up
- *Via Christi Village Grandparent time (when restrictions are lifted)
- Library Center
- Snack Time Manners, Meal Prayer, Socialization, & Nutrition
- Outside Play
- Lunch
- Rest Time
- Interactive Play
- Theme based activity
- Outdoor Play
- Dismissal

Parent Tested Ways to Ease Separation Anxiety

- Kiss to Keep: Use the technique found in the book *The Kissing Hand*. Try planting a kiss in your child's palm. It may comfort your child to know a part of mom/dad is with her during the day.
- Goodbye Game: Every day before preschool pull out 10 cards showing a picture of lips (indicating a kiss) and a mom/dad hugging a child. Next to each picture there is a number which tells your child how many kisses and hugs they will get from mom/dad before they leave the child at preschool. Shuffle the cards each day and have your child choose one.
- Especially for You: Find a toy in the classroom that you know your child will like as soon as you arrive. It may distract your child and it will be special because you picked it out.
- The Simple Truth: Sometimes, a simple reassurance works wonders. Say to your child, "You don't have to cry. Mommy and Daddy always come back."

Thank you for choosing Learning Cross Preschool. Please help us get to know your child and his or her family. We look forward to forming a collaborative relationship that will ensure your child reaches his or her fullest potential. Thank you for sharing this information with us so that we can get to know your child a little better. Please turn in the completed form with the rest of the Enrollment Packet which is due one week prior to his or her first day.

Child's Name and Nickname: _____

Family

1. Who lives in your child's home including any pets?
2. Describe your family's daily schedule.
3. How does your child help at home?
4. What are some of the family rules you have for your child?

Family Culture

5. What are some cultural celebrations, holidays, or traditions that your family observes?
6. What languages are spoken in your home or within your extended family?
7. What activities does your family enjoy doing together?

Parenting

8. How and when are meals served in your family?
9. Does your child share a room and if so, with whom?
10. Describe your child's napping/sleeping routine.
11. Is your child potty trained and if so, does he or she stay dry through the night?
12. If your child is not potty trained, what strategies do you (or will you) use to assist him or her in this process?
13. How does your child react to frustration? How does your child calm or soothe him or herself?

14. Do you have any special concerns regarding your child? (i.e. fears, anxiety, separation)

15. What kinds of things does your child like to do at home?

16. How do you discipline your child?

17. Is there anything else that you would like to share about your child?

Please sign and date this page and return to your child's teacher.

_____ Child's Name (printed)

I have read the Learning Cross Preschool Handbook and understand all policies and procedures.

(Print) Parent/Guardian Name DATE

Parent/Guardian Signature

