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### Welcome!

Welcome to the Child Development and Learning Center (C.D.L.C.) We are looking forward to a new and exciting year. Thank you for sharing it with us. Please take a moment to enter your child's teacher and session on the appropriate lines. This will help you when you need to contact us during the year.

My child's teacher's name is \_\_\_\_\_.

My child attends the \_\_\_\_\_ session.

### Mission

The Christian preschool at Prince of Peace Lutheran Church welcomes all families and celebrates each child as a gift from God. We develop strong self esteem in our children by guiding them to grow spiritually, socially, emotionally, physically, and academically.

### Governed by Whom

C.D.L.C.'s policies and budget are developed and/or approved by an advisory committee of parents, Prince of Peace members, and community members with an interest in young children. Parent concerns may be addressed to administration or the advisory committee.

### Standards

C.D.L.C. is licensed to serve 100 children per session by the Department of Human Services in the State of Minnesota. Ten children are enrolled per class. C.D.L.C. meets and exceeds the State's guidelines for preschools.

Parents may review C.D.L.C.'s Program Plan and Behavior Guidance Plans as submitted to the State upon request in the office. Questions to Human Services may be directed to 612-296-3971.

### For Whom

Children who are toilet trained and 3 years old by October 1st of the current year through 5 years of age are welcome and valued at C.D.L.C. The Center will not discriminate when enrolling children.

Children with special needs such as sensory defects, physical or emotional deficiencies, developmental delays, or emotional disturbances may be admitted after consultation with the parents, director, appointed teacher, qualified consultant, and state licensing agent to determine program modifications, and if our program

can meet the child's need. Enrollment will be made on a trial basis and regular conferences will be held among above mentioned persons to coordinate programs and measure progress.

## Enrollment

Applications are accepted until the number of openings are filled. Each applicant will register online prior to admission to the Center, and submit a registration fee for enrollment processing which is not part of the regular tuition payment. Open positions are filled as our office receives the completed forms. Once all positions are filled, names are placed on a waiting list. These families are contacted as openings occur.

Only children who are eligible for enrollment that current school year will have their names placed on the waiting list. Each child is enrolled for the entire school year. Parents are responsible for notifying the school two weeks in advance of withdrawal, should such an event occur, or pay the difference. **If your child is enrolled after April 1st, you are responsible for tuition for the remainder of the year.** Prior to enrollment, the parent and child may meet with the director to visit the program, discuss policies, enrollment procedures, and answer any questions the parent may have.



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# Health & Safety Information

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## Illness

Your child's health is of major importance to us all. The state health department mandates that before a child can be enrolled in our program his immunization record must on file in our office. An HIB vaccination is required for 3, 4, & 5 year olds. **Children arriving the first day without such must be taken home.** Within 30 days after enrollment, the State further requires a completed health form, signed by physician, be on file.

If your child cannot participate in daily activities including outdoor play due to the following symptoms, he must be kept at home:

1. Unexplained lethargy
2. Vomiting two or more times that day
3. Fever
4. Drainage from eyes/ears
5. Lice, ringworm (must be treated before a child may return)
6. Bacterial infections such as strep and has not completed 24 hours of antibiotic treatment
7. Three or more loose stools that day
8. Undiagnosed rash
9. Significant respiratory distress
10. Chicken pox unless the lesions are all crusted over
11. Requires more care than staff can provide without compromising health and safety of other children

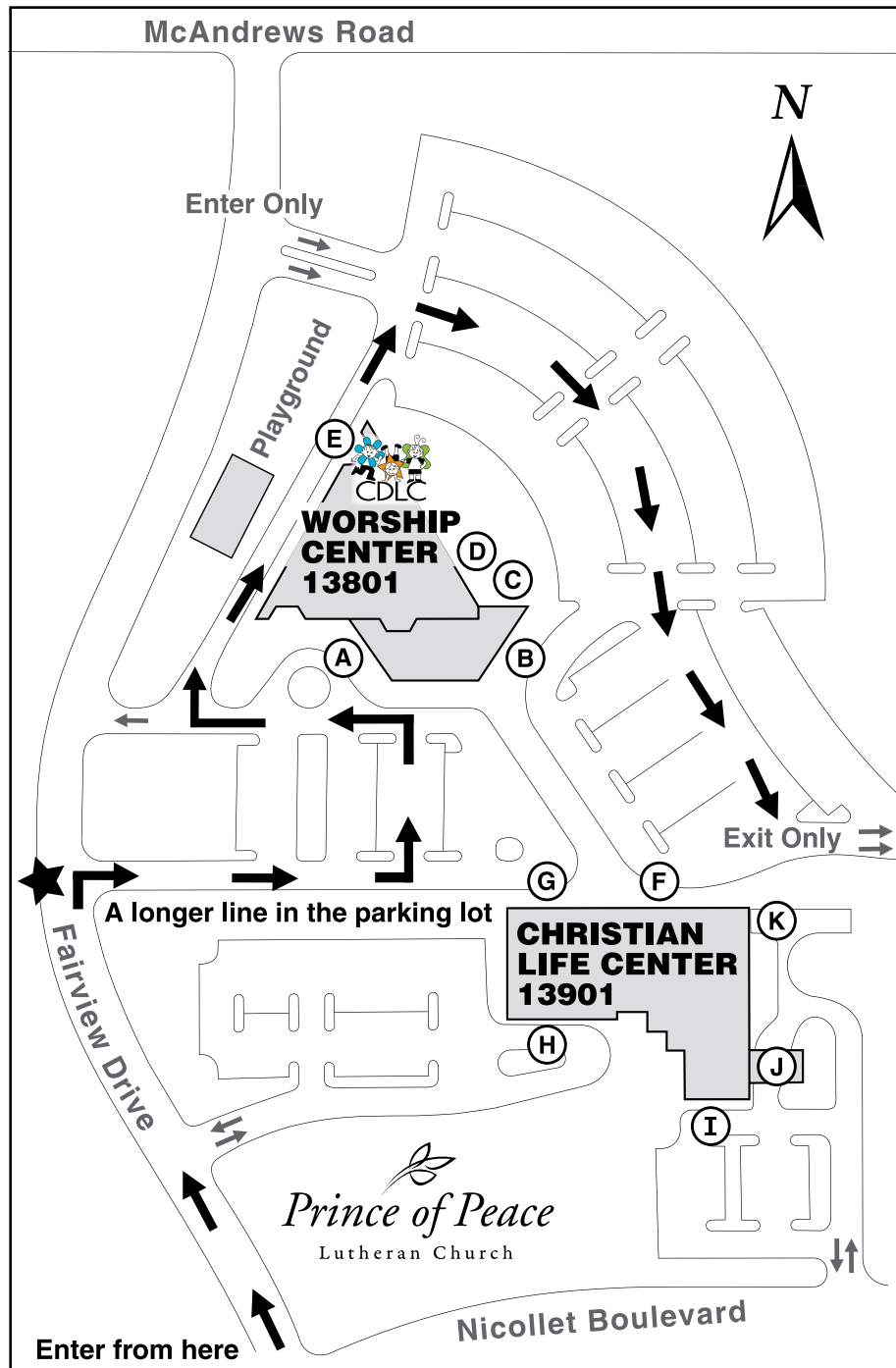
The above symptoms have been established by the Department of Human Services with concern for the health and welfare of all children. Please help us keep illness to a minimum by being aware of these symptoms and keeping your child home if he/she comes down with any of them.

If the symptoms occur, parents will be notified to pick up their child from school. We have a cot and an area where the child may rest until his parent or other authorized person can pick him up.

Please inform the school if your child will not be present. Parents must notify C.D.L.C. within 24 hours when a child has contracted a contagious disease.

When you sign the emergency release form you are allowing your child to be involved in program activities, and allowing our staff to take whatever steps may be necessary for medical emergencies.

## Map (Pickup/Drop off)



## Pickup/Drop off Procedure

For your child's safety, no unauthorized person will be allowed to pick him/her up from C.D.L.C. Be sure to write a note (this is preferred) or call if your child is to be picked up by someone other than you. We will ask anyone we do not recognize for a picture ID. If we are not informed of an unauthorized person picking up your child, we will try to contact you or your emergency contacts.

## Arrival

School hours are from 9:00 to 11:30 a.m. for morning sessions and from 12:45 to 3:15 p.m. for the afternoon sessions. Teachers will be on car duty to take children from your car about 15 minutes before the school session begins.

Although teachers are in the building prior to this time, the teachers need the time to prepare interest centers to be of maximum benefit to your child. For this reason, we ask that you DO NOT bring your child in early. Please try to bring your child by the starting time so he will not feel uncomfortable arriving after the other children are involved in play. All children who arrive late must be delivered to the office or to the child's teacher. We cannot assume responsibility for children who are just dropped off. We will begin programming at 9:00 a.m. and 12:45 p.m. sharp.

When bringing your child to C.D.L.C., parents must enter at the star (see map), then go down the one way drive to Door E for drop off.

## Dismissal

At dismissal, you will be given a carpool number to show while driving up. Carpool parents drive up to Door E (see map). The children in your carpool will be brought out to your car by one of our staff members or parent volunteers.

Parents who walk in to pick up their children are to be picked up at Door D. This is the entry on the North side of the building adjacent to the outdoor concert platform. We ask that you park in the church lot and walk in to pick up your child. You will be given a name card for this door and need to use it daily.

However, because we have had a number of families who are consistently late, we have had to institute a late charge to encourage prompt pick up. Beginning at 11:45 a.m. for the morning sessions and 3:30 p.m. for the afternoon sessions or when our staff members come in from car duty there will be a late charge of \$5/15 minutes after two late pick ups. This fee is payable to the staff person waiting with your child/children at the time of pick up.

Please observe the Entrance and Exit driving regulations explained on your driving pattern map in order to prevent accidents. Prince of Peace has directional signs that must be followed.

## **Medications**

No medication (prescription or non-prescription) will be given to your child without a current and accurate prescription label on the bottle and a Medication Permission form filled out and signed by a medical doctor. You can receive one of these forms from the office or download one from our website. All medications will be kept out of reach of children (and refrigerated if needed). Administration of medication will be recorded and verified to the parent.

## **Health Consultant**

Each year a health consultant will review our health and safety policies as stipulated by Rule 3. The consultant reviews required first aid and safety policies and procedures and practices for food preparation and cleanup.

## **Toilet Training**

The school is not equipped to change soiled pants. In the case of an accident, the parents will be called after 2 occurrences.

## **Personal Hygiene**

Your child is encouraged to develop independent habits for personal hygiene such as washing hands and face before and after snacks and after toileting. We try to help children gain an appreciation and a feeling of responsibility for personal cleanliness and neatness.

## **Safety**

We inspect our school area and playground to make sure all areas are free of hazards and safe for children.

## **Carpools**

We will provide a carpool list of parents interested in carpooling. Parents can then make their own arrangements. The school does not assume liability for the transportation of children to and from school.

## **Parent Supervision**

Children are expected to be with parent(s) or carpool parent(s) prior to drop-off and after pickup. We want to ensure safe entry and exit from the building for everyone. Children are to be supervised at all times in the building or outside. If you are waiting for class to begin or are visiting with other parents, children are to be within your sight.

## **Maltreatment Policy**

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs.

### ***Who should report child abuse or neglect?***

Any person may voluntarily report abuse or neglect. If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### ***Where to report:***

If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-297-4123. Reports regarding incidents of suspected abuse or neglect occurring within a family or in the community should be made to the local county social services agency at 952-891-7459 or local law enforcement at 952-890-2460. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-296-3971.

### ***What to report:***

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy. A report to any of the above agencies should contain enough information to identify the child involved, and persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed family, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### ***Failure to report:***

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs

## **Maltreatment Policy cont'd**

licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

### **Retaliation Prohibited:**

An employee of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Internal Review:**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of children in care.

### **Primary & Secondary Person/Position to Ensure Internal Reviews are Completed:**

The internal review will be completed by the Director. If this individual is involved in the alleged or suspected maltreatment the Assistant Director will be responsible for completing the internal review.

### **Documentation of the Internal Review:**

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

### **Corrective Action Plan:**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

### **Staff Training:**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation

by staff, and ensure that the policy is readily accessible to staff, as specifies under the Minnesota Statutes, section 245.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

*MN Department of Human Services  
Division of Licensing  
January 8, 2008*

## **Child Abuse**

All C.D.L.C. staff members are mandated reporters. We will report all suspected sexual abuse, neglect, physical maltreatment and threatened injuries to the local Child Protection Agency, 952-891-7459.



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# Emergency Procedures

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## Accidental Injury

In case of accidental injury, we will make an immediate attempt to contact a parent or guardian; attempt to contact the child's physician or attempt to contact you through the emergency numbers you have listed. Depending on the injury, we will contact you by phone, note or in person. If your child is injured in our care, our first step is to administer first aid. All staff has taken 8 hours of First Aid training. A first aid kit is available in the office. The most common treatment given is ice on bumps, soap and water cleansing and a Band-Aid on a minor wound. If necessary, we will also call an ambulance to take the child to the emergency center at the Ridges Fairview Hospital in the accompaniment of a staff member. Until the arrival of a parent, physician, or ambulance, the director, office manager, or teacher supervisor will accompany the child to the medical facility. All staff is certified in First Aid and CPR.

Neither C.D.L.C. nor Prince of Peace Lutheran Church covers your child for medical insurance. This coverage is up to each family to provide for the child. Prince of Peace holds liability insurance coverage for C.D.L.C. Each child must have a signed emergency release form in his file as distributed to parents at orientation.

My favorite thing to do...  
is to play with my baby brother's lion



Maya

## Emergency Information

You are required to fill out an Emergency Form upon your child's entrance into the program. This form includes the name, address and telephone numbers of the doctor, dentist, friends or relatives to be contacted in the event of an emergency if you cannot be reached. We request we have the local phone numbers where you can be reached while your child is at school.

## Accident Log

An injury that occurs at C.D.L.C. is recorded in an accident log. The child's name, date, nature of the injury and first aid treatment are recorded and the parent will be notified. This log is kept in the administration cabinet in the office. A copy of this report is also sent home to the parent.

## School Closings

C.D.L.C. may have to close school because of emergencies and/or conditions, which are beyond our control:

1. In case of severe weather or hazardous road conditions, school will be closed for the full day. These days will coincide with Burnsville Public Schools (District 191) and Prince of Peace Lutheran Church severe weather closings or delays or by special announcement on WCCO-A.M. Radio (830) and Channel 4 Television.
2. In case of emergencies other than severe weather, i.e. building maintenance problems or special circumstances affecting a majority of our staff, a special announcement will be placed on WCCO-AM Radio (830) and Channel 4 Television.

No tuition will be refunded for the first five days missed. Commencing with the sixth day and thereafter, tuition will be refunded for each missed day.

Somebody You Love



my Mom

Alex

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# More for Parents to Know

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## Holidays

Days that C.D.L.C. is not in session are indicated on the school calendar. Adjustments are not made in tuition for absences including illness or family vacations.

## Visitation

We are partners in your child's preschool experience. Our parent volunteer program is an opportunity to become involved. You are always welcome to visit. Adults allowed on school premises during school hours are parents of enrolled children and C.D.L.C. staff. Exceptions are made by permission of the director for relatives, tours, etc. Visitors will sign in upon arrival in the office and wear a visitor tag. We ask that you make other arrangements for toddlers or non-enrolled preschoolers when you visit your child's class. You will then be able to focus on your preschooler and not be distracted by a younger child.

## Field Trips

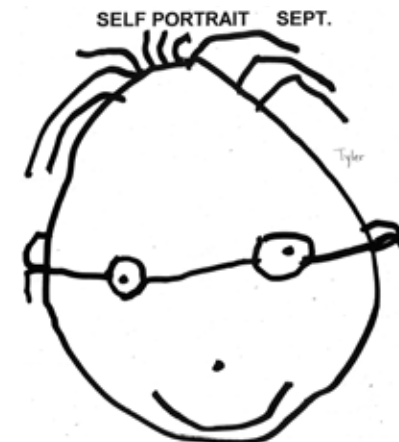
Children at C.D.L.C. will not be taken on any bussed field trips during the school year. (Notices of events of special interest will be sent home via newsletters so if you wish to take advantage of them as a family you may do so.) Instead we will have as many special interest people as possible come to our Center to share skills and talents with the children. We will go on short walking trips within our Ridges Campus.

## Tuition & Scholarships

**Policy Statement:** It is the intent of C.D.L.C. to provide financial assistance to children based on family eligibility. Financial assistance is granted in the form of partial scholarships, contingent upon the availability of funds. Determination of eligibility and the amount of the scholarship granted is by decision of the CDLC Scholarship Committee. If your child is enrolled after April 1st, you are responsible for tuition for the remainder of the year.

The following guidelines are used for this determination:

1. Scholarship fees will be limited as to availability of funds and limited to a total of two years per family.
2. Eligibility for special circumstances is determined on a case-by-case basis, taking such factors into consideration as job loss, illness, death, non-working, non-student parent in the home, or other situation(s) that affect the family's ability to pay.
3. Scholarship amounts will not exceed half the tuition cost of a Tuesday – Thursday session.



## Tuition & Scholarships cont'd

**Scholarship Tuition Payment:** Tuition payments must be made in accordance with C.D.L.C. policies and any past due amount will cause the scholarship to be cancelled.

## Grievance Procedure

If you have a grievance over our program or procedures, please contact your child's teacher first and then the director. If you do not feel satisfied, please issue your complaint formally in written form to the director. It will then become the responsibility of the director to consult with the Advisory Committee of C.D.L.C. or the senior pastor of Prince of Peace. The director will be responsible to see the grievance is handled properly. Further concerns may be addressed to the Department of Human Services at 612-296-3971.

## Lunch Bunch

Lunch Bunch is an extended day program (11:30 a.m. – 3:15 p.m.) offered during the school year. The program includes supervised lunch (bag lunch provided by parents); rest period, stories, games, art and music.

**Registration:** Families may contract for one or more days per week for the year or register on a drop in basis depending on space available.

**Tuition:** \$25 per day (payment due on the date of service)

**Pick-up:** All Lunch Bunch participants must be picked up at the back door unless they contract for the full year.

**Cancellation Policy:** A 24 hour notice is required to receive a full refund. If school is closed on a day your child is registered for Lunch Bunch due to inclement weather no refund will be given for the first 5 days missed. Commencing with the sixth day and thereafter, tuition will be refunded for each missed day.

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# Classroom Operations

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## Placement

Administration has the right to place children in appropriate classes. Requests for class placements will be honored when possible, however, administration will make the placement in the best interest of the child and staff involved.

## Parent Conferences

Parents will be kept informed of the school's activities and child's progress through regular newsletters, conferences, and teacher's notes. There will be two formal conferences scheduled. The first, in the fall, will inform you as to your child's social adjustment to school. The second conference, in the spring, will be a comprehensive evaluation as to his progress throughout the school year, intellectually, physically, socially, and emotionally.

Each conference will be scheduled during your child's regular session. Children will not attend school on those days.

We also encourage parents to call the school, the director, or your child's teacher at any time for informal conferencing. If you call during school hours, a message will be taken for your child's teacher to return your call. During school, her first responsibility is to her children.

My Teacher Joan



## Curriculum Information

The curriculum developed at C.D.L.C. has evolved over a period of years since 1973. In the 70's psychologists and educators, Jerome Bruner, Benjamin Bloom, and Jean Piaget formulated theories on the development of intelligence in preschoolers. The conclusion was that young children are more capable learners than given credit for and they absorb more than at a later age. The focus swung to intellectual stimulation with heavy academic instruction for preschoolers to give them a jump on their elementary years.

In the 80's Dr. David Elkind, a professor of Child Study at Tufts, warned of the dangers of "pushing our preschoolers." Elkind states, "Early childhood is a very important period of life. It is a period when children learn an enormous amount about the everyday world. It is also the time during which young children acquire lifelong attitudes towards themselves, toward others and toward learning. It is not the time for formal academic instruction."

Early Childhood Education today draws on the programs of Reggio Emilia and High/Scope learning to direct their programs. Drawing from Piaget's theory of the "laws of intelligence," the fundamental premise of the High/Scope curriculum is that children are active learners who learn best from activities they plan and carry out themselves. This premise is also the foundation of the Reggio Emilia program founded on the conviction that children are the principal agents of their own learning and that learning best occurs through active exploration in a rich environment.

The program at C.D.L.C. has grown to be aware and inclusive of the previously mentioned programs. We recognize children as unique individuals and present a curriculum designed to be at the preschooler's level by allowing them to develop academically and socially. Because social skills are vital for us to live together and respect one another, this will be an emphasized area. Children will be encouraged to be active participants and make frequent choices in their daily routine. They will be encouraged and directed to show respect for themselves and for others. It is the teacher's role to help each child think about what he/she is doing, make observation, notice relationships and define and solve problems. Key experiences are essential to children's early intellectual growth and the teacher deliberately and systematically helps children predict, observe, describe, explain, manipulate, hypothesize and find alternatives.

The highly trained and dedicated staff at C.D.L.C. will work with the parents to provide the best possible early childhood experience for children. We want to build valuable relationships in the community among children, staff and parents. A strong Christian Curriculum based on family values intended to teach children respect for one another, the earth on which they live and those around them will be a daily part of our curriculum.

**Lesson Plan Sample September 20-24**

*This Week at a Glance: September 20-24, 2010*

Vocabulary: September, 2010, outside, inside, first, last, morning, afternoon, here, there, in, out, in a line, playground, hola (hello), adios (goodbye), rabbit, guinea pig, gecko

Subject	Day	Theme	Vocabulary	Objectives
<b>Cooking</b> <ul style="list-style-type: none"> <li>Math Skills - Counting &amp; Measuring</li> <li>Social Skills - Manners &amp; Sharing</li> <li>Nutrition</li> </ul>	Mon	Smoothies	Blender, add bananas, strawberries, yogurt, milk, pour, measure	<ul style="list-style-type: none"> <li>Review prayer</li> <li>Enjoy a healthy snack</li> <li>Take turns</li> </ul>
	Tues/Wed	Fossil prints	Bread, slice, press, imprint, fossil	<ul style="list-style-type: none"> <li>Assemble own snack</li> <li>Learn how to spread</li> </ul>
	Thurs/Fri	Apple rolls	Slice, red, green, wrap, bake	<ul style="list-style-type: none"> <li>Use senses of touch, taste, smell</li> <li>Make own snack</li> </ul>
<b>Christian</b> <ul style="list-style-type: none"> <li>Develop Christian Morals &amp; Values</li> </ul>	Tues/Wed	Introduction to the Bible	Bible, God's book, stories, Jesus	<ul style="list-style-type: none"> <li>Bible is God's special book</li> <li>It teaches us how to live our lives</li> </ul>
	Thurs/Fri	Big things come from small things	Apple, apple seed	<ul style="list-style-type: none"> <li>God makes things grow</li> </ul>
<b>Science</b> <ul style="list-style-type: none"> <li>Awareness of the World Around Us</li> </ul>		The Earth - rocks, stones, gems	Magnifying glass, size, color, weight, hard, soft	<ul style="list-style-type: none"> <li>Earth is made of rock</li> <li>Different kinds of rock</li> <li>Gems are rare rocks</li> </ul>
<b>P. Mooney</b> <ul style="list-style-type: none"> <li>Safety Issues</li> <li>Language Skills</li> </ul>		Introduction to P. Mooney	P. Mooney, Miss Barb, puppet, room	<ul style="list-style-type: none"> <li>Meet P. Mooney and Barb</li> <li>Familiarize with room</li> <li>Expectations</li> </ul>
<b>Music</b> <ul style="list-style-type: none"> <li>Basic Music Terms, Songs &amp; Instruments</li> </ul>		Steady Rhythm & Beat	Rhythm sticks, claves, rhythm, beat, nursery rhymes, songs	<ul style="list-style-type: none"> <li>Discover music is fun</li> <li>Sing familiar songs</li> <li>Introduce rhythm sticks</li> </ul>

**Emerging Literacy Skills in Reading and Writing**

Recognize printed first name (capital and lower case letters). Small muscle control activities. Tear, fold and paste. Hold a writing instrument to make marks, work on holding it correctly. Personal responsibility: orally provide first and last name when asked, wash hands, ask to use the bathroom.

**MOTOR - Personal Space**

**Stop and Start on Signal**

**Spatial:** in-out; too far-too near; in a line    **Locating in space:** here - there, ahead - behind    **Comparisons:** bigger-smaller, open-shut, more- less

**Plan:** Review personal space, FREEZE, do creeping and crawling, move through tunnel and play a game called Scamper. (for older classes)

**Warm-up:** Movement ed. - Find your personal space. Reach to the top and stretch up. How could you reach even higher? (jump) You are HERE, point to the clock THERE. You are HERE. Point to the door over THERE. Etc. Who can make themselves as big as they can? Use up a lot of space. Now make yourself SMALLER and SMALLER and even SMALLER. But now you are growing BIGGER and BIGGER. You are a giant! Walk to the wall, get very near the wall. Too NEAR, so you can't get any closer. Now move as far away from the wall as you can. Can you touch the wall? No you are Too FAR. Practice OPEN- SHUT them used in cooking.

**Games or Activities:** Who can move by creeping - using only your arms to move you? Is that hard to do? Who can move by crawling ? (using your hands and knees) Crawl or creep through the tunnel. Pretend to be a worm, snake, or other crawling creatures. Game: Scamper - Witches Brew side 1 - "Farmer in the Dell." Practice walking IN A LINE.

**Review game:** Red Light- Green Light    **Free time:** Encourage use of the tunnel    **Pick-up time**

**Relaxation:** Sit on floor with legs straight out- stretch forward- put hands BEHIND you, and now AHEAD of you. Lay back on the floor and take 2 deep breaths.

**Suggested equipment:** Carpet squares, tunnel, hoops, pull apart squares.

## Clothing

Because the children will be involved in a variety of play experiences, we ask you to send your child in play clothes so he will not have to worry about being totally involved and you will not be angered when the art media used does not totally wash out of a favorite outfit. Also, we ask you to please label your child's outer clothing. It will help us at dismissal time to tell which size 3 blue windbreaker is your child's. During the winter months, the children will not go outside to play. To compensate, we have built an extensive motor skills development program into our curriculum. For these reasons, your child will not need to wear boots or snowsuits to school. Our walkways will be sanded and shoveled so your child will be able to easily get from your car to the building.

## Sharing Time

Bringing a toy or object from home often helps to bridge the gap between home and school and also facilitates language development. Each teacher sets her own days for sharing and will give this information to you during orientation. If your child chooses to share a favorite toy, valuable object, or pet, we ask parents to bring it in, allow your child to share it with the class, and then take it home with you. This will assure us the object will not be broken or abused. Guns and other war toys are not allowed in our school. We do realize that children need many means to express feelings of aggression. For this reason, we provide play dough for pounding (also manipulative dexterity), finger paints, and water play (to soothe jangled feelings), to name a few.

## School Pets

Our school pets are a guinea pig, a rabbit, a gecko and a fish.

## Behavior Guidance

Behavior guidance procedures utilized at school are of concern to all parents. Our methods of discipline (not punishment) are as follows. Our staff firmly believes that a child is not bad but rather at times his behavior does not fit within the guidelines and limitations established for the safety of all children in our school. Our first approach is to talk with the child and remind him of the rules. If this does not correct the problem, the next approach would be to divert the child to another activity. Finally, if needed, the child will be asked to sit on a chair to take "time out," to give him a chance to pull himself together, to talk with the teacher about the consequences of his actions. Policies are on file in the office for reviewal by parents.

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## Tips to Parents from your Preschooler

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*Written by Linda Caldwell, director of Lollipop U. Daycare, Fairview, PA*

- Be positive! Don't tell me that I'll have a great time at child care and then tell Grandma that you feel guilty about enrolling me. I pick up on your feelings very easily! If you feel great about leaving... I'll feel great about staying.
- Don't mind me if the first day I love it, and the second day I hate it!! It's a new place, new kids, new adults, and new schedule. Keep my schedule consistent and I'll be fine!
- When you drop me off in the morning, give me a kiss and a hug and leave!!! When you linger around for a while to see how I'm doing, it makes me feel uncertain because you feel uncertain. Then I don't want to stay... I want to go with you. If I'm crying, the teachers will hold me. They love me also and want the best for me.
- Please take time to look at my artwork that I created. I work long and hard at it all day while you are at work. If you do not care, I will not be enthusiastic about creating it. And if I see it laying in the trash at home, I will lose my creativity!
- Spend time with me after we get home. I know that you're tired, and I'm full of energy because I took a nap! Let's go for a walk after dinner. I need time with my mom and dad, too.
- Sometimes I would like it if you would talk to me and explain to me what is going to happen to me, before it happens. Tell me what day I am going to start preschool, and what I am going to do there all day long. It would help to lessen my fears. Point out the center to me as we drive by, so I can be excited about it.
- Give me the choice to do things by myself. I'm little and slower than you are, but I can do things all by myself. I can get dressed by myself, and I can pick what breakfast cereal I want to eat. Making decisions can make me feel very important.
- Sometimes I don't want to go to preschool. Sometimes you don't want to go to work! But after we both get there, we're fine.
- Don't be mad at me if after I pass that "adjustment period" I don't want to go home with you when you come to pick me up. Be glad that my teachers are wonderful people to make me feel that way.
- Please don't feel guilty about leaving me! I know that you love me and that you would not do anything bad for me! I also know that when I start kindergarten I will be well adjusted socially and mentally I will be asking questions way ahead of other children. Why? Because you had the insight to put me with other children at a young age when I learned new things and met new friends.