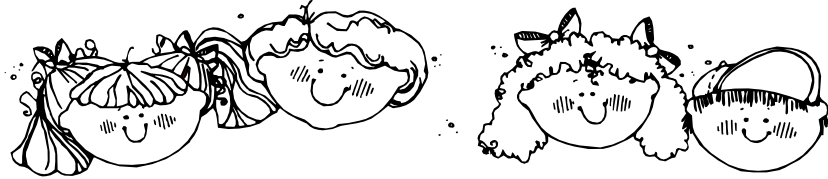


Little Friends Preschool



A ministry of
First United Methodist Church
400 North Michigan Street
Plymouth, IN 46563
(574) 936-2943

Revised March 2008

Periodic changes may be applied to this handbook if deemed necessary.



If I could...

I would teach each child to be positive, to smile, to love and be loved.

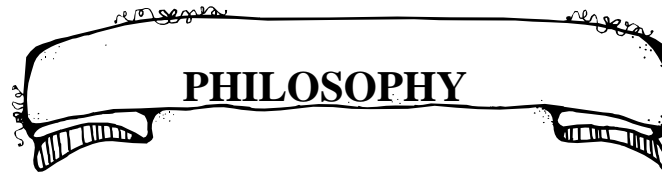
I would teach each child to take time to observe some miracle of nature—the song of a bird, the beauty of a snowflake, the orange glow of a winter sunset.

I would teach each child to feel warmly about the peers for whom the task of learning does not come easily.

I would teach each child that it is OK to show his/her feelings by laughing, crying, or talking with someone they care about.

Every day I would have each child feel special, and through my actions, each one would know how much I really care.





PHILOSOPHY

We believe that all children are a gift from God. We aspire to instill a love of learning in children. Parents are a child's first teacher, and we believe in a teaching partnership. The preschool years are critical in the development of a child. It is in these years that a child's foundation for learning is laid. We believe that the preschool can provide a secure place for each child to develop his/her potential, have successes, be responsible, and enjoy learning. We will foster critical thinking, cooperation, listening, communication, and problem solving skills. We will be cognizant of kindergarten expectations and age appropriate developmental stages. Our goal is to have children grow spiritually, emotionally, physically, psychologically, and intellectually. We want preschool to be a positive experience that leads to a road of lifelong learning.



OUR CURRICULUM

Varied materials and resources with emphasis on various modalities and brain compatible learning to do:

- Language Arts
- Language Development
- Art Activities
- Creative Dramatics and Movement
- Physical Development
- Math
- Science
- Music
- Games and Social Activities
- Play
- Field Trips



OUR GOALS

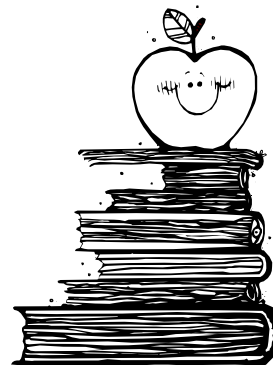
The following list of goals is the basic outline for all of our curriculum and activities. These goals will be considered by our teacher(s) when planning the childrens' day. We sincerely hope that parents will join with us in achieving these goals during the time they are a part of our program:

- To encourage a positive self-image and foster self-confidence
- To be responsible for self and actions
- To recognize exceptional children at an early age so we can help them reach their highest potential
- To create a positive attitude toward learning
- To create a positive learning environment
- To provide the opportunities for structured learning in a Christian atmosphere
- To learn how to get along with others



GOALS CONTINUED...

- To encourage children in creative expression
- To help develop language skills (talk with the children individually, and in small groups, encourage the children to express their ideas verbally, and to use words to build good Christian relationships with others)
- To prepare the children for kindergarten by teaching them their colors, shapes, name, and by introducing them to the alphabet and numbers
- To help the children develop a feeling of belonging and be consistent with classroom behavior
- To develop large motor skills through physical activity and to provide objects and toys to develop fine and small motor skills
- To provide activity centers with books, puzzles, music, and craft items
- To understand that play is learning



DISCIPLINE

The goal of discipline will be to help children gain self-control, learn to respect the rights of others, learn to respect and assert his/her own rights.

The methods used may vary depending upon circumstances and the needs of the child. Some methods used are as follows:

- Redirecting or removing the child from the situation
- Setting good examples and rewarding good behavior— a comment, smile, hug— some type of positive recognition
- A major part of any disciplinary action is talking about the behavior in question and discussing possible consequences and alternative actions which may be more acceptable
- Let the child know how the action makes others feel— the feelings as well as that of any other child involved
- Use logical, appropriate consequences when dealing with inappropriate behavior
- Provide opportunities for the child to assume responsibility within the group and individually for his/her actions
- Conference with parent(s)/ guardian(s)

Actions for inappropriate behavior:

1st offense: Parents notified in writing

2nd offense: One day class suspension

3rd offense: One week class suspension

4th offense: Termination



ARRIVAL AND PICKUP

Arrival is to be promptly at 9:00 a.m. with no more than five minutes early. Pickup needs to be at 11:30 a.m. with no more than five minutes late.

No child will be dismissed to an unauthorized person unless prior arrangements have been made. Please provide written notification to your child's teacher.

The car pools that form need to be shared with the teacher.

AGE

Child must be 3 years old by the August 1st cut off date for the 3 year old class or 4 years old by August 1st for the 4 year old class or teacher/preschool board discretion will be used. Child must also be independently potty trained.



FEES

A non-refundable registration fee and activity fee are due upon registration. New students receive a \$10.00 discount on the registration fee if registered by June 1st. A \$10.00 discount will apply on the registration fee of a second child within the same family.

If tuition for the year is paid in full at the beginning of the year, a \$50 discount will apply. Otherwise, it may be broken into nine monthly payments. A \$10.00 monthly discount will apply on the tuition for a second child within the same family.

Tuition payments are due the first week (full or partial) of the month. Any payments received after the first week will be assessed a \$5.00 late fee. A friendly reminder will be sent home with a child whose tuition payment is not received the first week. The child may not attend school/field trips if payment or arrangements have not been made by the 15th of the month.

There will be a \$25.00 charge for any check returned because of insufficient funds.

If you are temporarily experiencing financial problems and know your payment will be late, please inform us so that other arrangements can be made.

Please be sure your payment is placed in an envelope with the child's name on the outside of the envelope. Questions concerning your child's tuition account should be addressed to the main office, 936-2943.



NUTRITIONAL



Parents will be asked to furnish a nutritional snack several times throughout the school year. We will try to have your child bring treats on or near his/her birthday. Those children having summer birthdays will be assigned another day throughout the year. Special holidays will be handled differently than snack days. Some suggestions for the snack are as follows: small boxes of raisins, peanut butter crackers, pretzels, graham crackers, fruit, cheese, and veggies and dip.

A monthly snack calendar will be sent home. Please be sure to include appropriate utensils to serve and eat your snack if needed.

Please no chewing gum or candy during the regular school time.

HOME ITEMS

We would prefer the only items brought from home are the specified items for Show and Share Day. If items belonging to the preschool make their way to your home in pockets, please return them.

WITHDRAWAL

If it is necessary for the child to permanently cease attending the preschool, a two-week written notice of this intention is required. Those not making written notification will be responsible for paying tuition, even if the child no longer attends. If your child attends two weeks in a month before withdrawal, tuition must be paid for that month.





CHILD'S FILE

Included in each file:

- **Registration form**
- **Medical release form**
- **Financial agreement form**
- **Transportation form**
- **Copy of up-to-date immunization record**
- **Photo release form**

SCHOOL SUPPLIES

3 yr Old Class

(each child needs to bring)

- **A backpack (large enough for a pocket folder)**
- **One non-perishable snack for the class**
- **One box of baby wipes (or refill)**
- **One 4-pack container of 5 oz. cans of Play-Doh**
- **One pkg of washable glue sticks**
- **Two rolls paper towels**
- **One pkg of plastic spoons**

4 yr Old Class

(each child needs to bring)

- **A backpack (large enough for a pocket folder)**
- **One non-perishable snack for the class**
- **One container of disinfecting wipes**
- **One pkg of regular size basic colors Crayola washable markers**
- **One pkg of washable glue sticks**
- **One family size box of Kleenex**
- **One pkg of dinner size paper plates**



Parental Acknowledgement
Of
Little Friends Preschool Handbook

I (We) _____

Parent(s) or Guardian(s) of

_____,

(name of student)

have read and understand all
statements made in this handbook.

(Parent or Guardian Signature)

(Parent or Guardian Signature)

Date _____

**Please return this completed form to your
child's teacher on his/her first day of
attending preschool.**

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