



# Lil' Cubs Preschool

A Kindergarten Readiness Program

## **Lil' Cubs Preschool Parent Information Booklet**

### **Program**

It is the philosophy of Lil' Cubs Preschool that early learning should consist of fun, warmth, exploration, security, creativity and discovery. Preschool children are very creative and receptive at this age and the preschool will strive to nurture and encourage these qualities in the children who are enrolled.

The preschool's purpose is to provide an atmosphere that encourages social, emotional, physical, intellectual and developmental growth of the child.

Planned within the framework of philosophy and purpose, Lil' Cubs Preschool's curriculum includes circle time, sharing, reading, songs and finger plays, creative art activities and crafts, games, large and small muscle activities, field trips, food preparation, nature and science activities, exposure to shapes, numbers letters and colors, celebration of birthdays and holidays.

### **Standards**

Lil' Cubs Preschool is Licensed by the State of Iowa's Department of Human Services, and complies with all of the standards put forth by that Department. The center is governed by an owner who also acts as the Director. Each preschool class will be taught by a degreed person.

### **Affirmative Action Statement**

Lil' Cubs Preschool advertises in the public media to make aware that enrollment of classes is taking place. By doing this it makes openings available to all persons. Children will be admitted regardless of race, creed, color, sex, religion or national origin. Handicapped children will be accepted with the approval of the Owner and Director.

### **Admissions**

Children who are 3 years old by September 15 will be eligible to enroll in the preschool. Enrollment may continue until a child begins kindergarten. Classes are filled on a first-come/first-serve basis. If all the classes are filled when a parent calls, the child's name will be put on a waiting list. Those children will be called if an opening occurs.

**Location** Seventh Day Adventist Church (224 S. 6<sup>th</sup> Street)

**Tuition**

Tuition is based on an annual monthly fee. It may be paid in full at the time of registration or in monthly payments. Each payment will be due on the first of each month. The school year begins with September and ends with May. Because tuition is an annual fee, no refunds will be given for illness, vacations or snow days and those days are not made up.

In the event that tuition is not paid on time, a reminder will be sent home with your child. There will be a late fee of \$10.00 added to the tuition reminder if payment has not been received by the fifth day of the month. If tuition has not been paid after the eighth day of the month, parents will be asked to withdraw their child from preschool. Lil' Cubs Preschool reserves the right to take further action if necessary to collect on unpaid tuition.

**Health Information**

Each child is required by state regulations to have on file a physical, which includes a record of up-to-date immunizations and the signature of the child's physician. The physical must be for the previous 12 months. These records will need to be on file at Lil' Cubs Preschool before the child begins the program.

The preschool must have on file for each child a signed Parental Emergency Medical Consent, Pick-Up permission Form, Authorization of emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.

If a child arrives at preschool noticeably ill, running a fever, with a rash or other contagious illness, they will not be permitted to stay at preschool that day. Should a child become ill during the day, the parent is notified immediately. The child is expected to be picked up as soon as possible to prevent others from becoming ill.

In the event that a child contracts a communicable disease and exposes the other children, a notice will be posted and a verbal notification will be given when they pick up their children. In the event of head lice, a signed statement from a physician may be required before the child can return to preschool.

If a medical emergency occurs while at Lil' Cubs Preschool, first aid will be administered and the parent will be contacted as quickly as possible. If medical attention is needed, 911 will be called and the child will be transported to the local hospital. Every effort will be made to contact the child's own physician.

**Dress**

Children are encouraged to wear play clothes and tennis shoes. Remember that our daily activities may include messy play such as painting, coloring, markers

etc. and the children shouldn't have to worry about getting things dirty. Sometimes fun play is messy play. Please make sure that names are marked on the child's outdoor clothing so we know who's possessions are who's.

### **Field Trips**

Lil' Cubs Preschool will be going on several field trips per year. This will expose the children to many different experiences within the community. Parents will be notified prior to the field trip and a signed permission slip will be sent home. Parents are welcome to attend the field trips.

### **Snacks**

Each class will have a snack time. Lil' Cubs Preschool will provide healthy snacks and 100 % juice during each class. If your child has a food allergy, please discuss this with the Director. If you would like to bring a special snack due to a birthday or special occasion, please feel free to do so, just notify the classroom teacher so they are able to plan accordingly.

### **Discipline**

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work on self control and the appropriate behavior.

If a child is not cooperating in a group listening situation, the child will be reminded to listen to instructions. If a child continues to not cooperate, the child will be seated next to the teacher and reminded of appropriate behavior. If this doesn't help the situation, the child will be removed from the group activity. This time out is not a punishment but rather a time for the child to calm down and remember what behavior the teacher is asking for. The child will then be asked to rejoin the group when he/she is ready to demonstrate appropriate behavior.

Corporal punishment is not an accepted method of dealing with a child's behavior. Children will not be hit, slapped or spanked in any manor.

If a behavior problem persists, a conference will be scheduled so that the parent and teacher can discuss methods of changing the child's behavior in a positive way. If the inappropriate behavior continues and disrupts the others in the class, the child may be asked to withdraw from the program.

### **Days and Hours of Operation**

Lil' Cubs Preschool is open from the first Tuesday after Labor Day until the last Friday before Memorial Day. The classes are as follows:

Monday/Wednesday/Friday AM class (4 year olds); 8:30am to 11:00am

Monday/Wednesday/Friday PM class (4 year olds); 12:30pm to 3:00pm

Tuesday/Thursday AM class (3 year olds); 8:30am to 11:00am  
Tuesday/Thursday PM class(3 year olds); 12:30pm to 3:00pm

The Lil' Cubs Preschool follows the Nevada Public School yearly calendar, closing for the same holidays and vacations. Because of the state regulations concerning class size and teacher ratio, missed days may not be made up on nonscheduled days.

Lil' Cubs Preschool follows the Nevada Public School's emergency closing procedures. If public school is dismissed early due to weather conditions, preschool will close at the same time. If the Public School's have a delayed start in the morning, we will not have morning preschool. There will not be a deduction in tuition fees.

### **Pick-Up and Delivery of Children**

No child is to arrive earlier than five minutes before class time. The time prior to class is very important for the teacher to prepare a successful day for your child. Therefore, please stay with your child outside the classroom until the teacher opens the door to greet the children. For your child's safety, parents are required to come into the building to pick up and drop off the child. Please arrive on time. A child left waiting can become quite upset.

Parents will be charged a late fee for frequent or recurring late pick-ups. The late fee will be \$5.00 for every 10 minutes (or portion thereof) after the end of class.

### **Withdrawal**

If it becomes necessary for the child to be withdrawn from Lil' Cubs Preschool, a two week written notice is required. This enables another child to fill the vacancy.

### **Confidentially of Records**

Under no circumstance will a child's record be opened by unauthorized persons. The Director, child's teacher, authorized employee of licensing agency or a child's parent / legal guardian will be allowed to view the child's file.

### **Picture Release**

I do  do not  give my consent to let my child be photographed for use by the center in newspapers or other media for the purpose of publicity or advertisement.

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

### **Communications with Parents**

This booklet has been supplied in an effort to answer any of the questions you may have. Please contact the Director if you have any more questions.

Parents are informed of the weeks activities through a weekly informational

sheet. The sheet will include the weeks unit topic and class activities. Parents are encouraged to discuss the informational sheet with their child. This will offer a great follow up for your preschooler and keep you informed as well.

Parents are encouraged to visit Lil' Cubs Preschool at any time. If the teacher is not free to talk to you at that time, please remember that the children come first during scheduled class time. After the children are dismissed for the day, she will be glad to speak with you. You may also schedule a time to meet with your child's teacher if you are having concerns. This is the beginning of your child's education, it will be a wonderful experience for your child as well as you!

Thank You

Amy Coogler - Owner / Director  
Lil' Cubs Preschool

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The above handbook is for the parent/legal guardian to keep for their records. Please sign, date and return the bottom portion of this page to the Director prior to the beginning of the Preschool year.

I have read and understood the above parent handbook outlined for Lil' Cubs Preschool. I accept the above terms and conditions.

Child's name: \_\_\_\_\_

Parent(s) signature(s): [mother] \_\_\_\_\_ Date: \_\_\_\_\_

[father] \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_