



Purpose/Aim

At Little Elks Preschool, your child will have access to a program that is guided and supervised by staff trained in early childhood education and presented in a safe environment. We have developed a curriculum designed to provide happy and stimulating activities for children to experience as they begin the journey into the world of formal education.

Program Goals

- Help your child develop a love of learning through discovery, creativity, self-expression and new experiences.
- Stimulate and challenge your child with materials and activities suitable for their age and developmental level. We will include a combination of indoor and outdoor activities, art, music, movement, dramatic play, math and reading readiness. These opportunities will prepare a strong foundation and kindergarten readiness.
- Foster social skills and learning to manage their feelings through interactions with peers and adults during work and play.
- Develop your child's confidence, self-esteem and independence.
- Provide an atmosphere where Christian ideals of love and respect are demonstrated and practiced
- Days are well planned and have routine; but flexible to provide a relaxed and fun atmosphere for the children.
- Our programs are varied and challenging for each child's developmental stage. Each child is encouraged to respond according to his/her age and maturity.
- There are no failures, only different levels of achievement.

Children of all races, religions, nationality and sex are welcomed as equals.

Enrollment

- We accept children ages 2-5. (Age of the child is decided on August 1st of the current school year). That age is used class placement. They stay in that class for the school year.
- Children entering the 3-year-old and Pre-K (4 and 5-year-old) program MUST be toilet trained. Children entering the 2-year-old program DO NOT need to be toilet trained.

Toilet Trained Policy and Definition

- Toilet trained is defined by being able to go to the restroom with little to no help.
- We understand that "accidents" do happen occasionally. If a child has a wet accident we change into dry clothes quickly and continue with the day. We keep extra clothing at school and will send home wet clothes in a bag for you to wash and return. If your child has soiled themselves, we will call you.
- Children who have multiple accidents (3 accidents in a two-week period) at school may be asked to stay at home for a one-week period to reinforce toilet training before returning to school. If this happens multiple times you may be asked to withdraw.
- A registration form and nonrefundable registration fee must be turned in to hold your classroom placement.
- We start accepting registrations January 1st for current and previous families and church members. Registration opens to everyone on February 1st each school year.
- Class placement is on a first come first serve basis, if we have an opening. A waiting list will be started when a class is full, and parents will be notified when an opening becomes available.

Tuition

- Tuition is billed by the 1st of each month and due by the 10th
- Tuition statements are emailed.

- Payments can be made by credit card (the link to pay will be on each invoice); or check or cash (send in attached to outside of the backpacks).
- After the 10th a \$10 late fee will be added. There is a \$15.00 charge for returned checks.
- Tuitions are paid one month in advance, beginning with September (September fee is paid by August 10 to secure your place in the class) and ending with May (being due on April 10th).
- When tuition is 30 days past due the child may not attend Little Elks Preschool until payment has been made in full or other arrangements have been made through the Director. (See the director if there are any financial issues.)
- A 10 percent tuition discount for each child is given if you have more than one student attending Little Elks Pre-School.
- A 30-day written notice is required for all students who withdrawal.

Change of Address

- Please be sure that you keep your work, home and cell phone numbers updated in the office in case of an emergency. If you need to make changes in any phone number or changes to your emergency list, please do so through the office immediately.

Morning Drop Off

Doors unlock at 8:50am. All classes begin at 9 am.

Please be prompt when dropping off so that your child so that they can get the full benefit of our program.

2-year-old class

Parents must walk their child in and sign the sign in sheet at the door.

3-year-old and Pre-K classes

The first few days of school younger/new students may need an adult to bring them all the way to the classroom. After that parents are encouraged drop their child at the Little Elks door if a teacher is supervising the door. (A teacher should be there from 8:50 – 9:05).

Please DO NOT PULL AWAY until he/she is INSIDE the building and you have seen a teacher at the door.

DO NOT DROP YOUR CHILD OFF WITHOUT SUPERVISION!! If a teacher is not at the door walk your child to the classroom.

Doors will be locked at 9:05, if you need to drop off after the doors lock you may buzz for the door to be unlocked. WALK YOUR CHILD TO THEIR CLASSROOM IN THIS EVENT!

Never park or leave your car in the carpool lane at any time. Park only in the parking lot.

Pick up

2-year-old classes

Doors will be unlocked at 1150. Parents must come in and sign out their child at the classroom door.

3-year-old and Pre-K classes

- Children should be picked up at the appropriate dismissal time.
- You will receive a car tag with a map. Hang the tag with a child size pant hanger from your rear-view mirror and pull through the car line. Children will be brought out to your car.
- Please do not come to the door unless you walk home.
- **NEVER PASS A CAR IN FRONT OF YOU!** Sometimes the car in front must buckle up several children and you must wait a couple of minutes. This is for the safety of all children.

We do not permit children to go home with anyone other than the parents or emergency contacts unless a note is sent or a phone call is made to the school. Please have ID ready to be checked the first few weeks of school.

A \$ 5.00 charge per 15 minutes is charged after the first 15 minutes that you are late. If you are more than 15 minutes late the person on your emergency list will be called to come and get your child.

Picking up early or visiting the building

- For security, the building has installed cameras that view entrances and the building remains locked. If glass doors are locked, there is a buzzer to the right of the door or call us 223-3557 or 509-8399 and you will be admitted.
- We encourage everyone to use the carpool lane but understand that sometimes you need to come in to pick up your child. If you need to pick up your child early call the office to let them know or use the buzzer to gain entrance to the building.

Discipline

- It is against policy of Little Elks Pre-School to use corporal punishment. We have never used physical punishment and we will never use it.
- Our goal is to help your child realize what behavior is acceptable and what isn't. Clearly defined rules and expectations are set. We hope to help your child work through conflicts in their own by giving them the tools that they need to resolve the issue. Little Elks tries to redirect to constructive activity. We believe in talking with the children about their actions and the effects on others. The Thinking Chair (time out) is used (sparingly) when children need time to "cool off and get control". Teachers use love and understanding when disciplining a child.
- When a problem is repetitive we will send a note asking for parents' insight. When a problem remains a concern or if a serious nature arises, a parent conference is encouraged.
- At the discretion of the Director and teachers, a child unable to make acceptable progress may be dismissed. A conference with parents will be held prior to this action.
- If at any time you would like to discuss your child and discipline, please feel free to email, call, send a note or stop by the office to set up a conference time.

Health Requirements

- YOUR CHILD CANNOT ATTEND SCHOOL UNLESS WE HAVE A KENTUCKY IMMUNIZATION CERTIFICATE. Notice the expiration date, the certificate must have one listed. If it expires during the year, secure a new one at that time.
- If your child becomes ill while at school, we will call home or the emergency number on the registration form.
- Children with illnesses that are contagious should not be sent to school. This is for your child's benefit as well as others.
- *Do not send child if he/she has any of the following symptoms*
 - *Fever (24 hours fever free with no medications)*
 - *Vomiting (24 hours)*
 - *Diarrhea (24 hours)*
 - *Contagious illness (strep, flu, etc.)*
 - *Runny, red eye or pink eye*
 - *Lice (must have been treated and be "nit free")*

Injury / Accident Notice to Parents

If your child has an accident and it is a minor injury at school, we will send you a note, so you can check on bumps and scrapes at home. If it appears to be more serious in nature, we will call you immediately.

Medicine Information

- We do not give medications to children at school.
- Rescue medications such as Epi pens, Advil-Q and asthma inhalers are an exception. They are to be given to the office, with the original label, and will be kept under lock in office. A medical form must be filled out for each medication that we keep here at school. Please see the director about all medications.

Allergy Information

NO APPLES, PEANUTS, and TREE NUTS.

- Our allergy list changes each year with enrollment. We may need to restrict certain items due to allergy severity or contact allergies. This list is updated as enrollment change all parents will be notified in the newsletter several times.
- Currently the restricted allergens are as follows: **APPLES, PEANUTS, and TREE NUTS.**
This means NO peanuts, tree nuts, or apples or any products that contain any of those 3 ingredients This would include things like Applesauce or Fruit Snacks / Fruit Rollups.
- Please take special precautions when preparing snacks by checking the ingredients of the snack or lunches before sending it to school.
- I appreciate your understanding and helping in keeping all our children safe.

Snack/ Lunch and Lunch Bunch ----- NO APPLES, PEANUTS, and TREE NUTS.

- Most classes have a snack time. The exception is the Pre-K T/Th classes that stays until 1:30pm.
- Each child will need to bring their own snack in a disposable container or baggie. Write their name on the outside of the package with a Sharpie.
- Milk (or water if your child can not have dairy) will be provided to your student by the school.

Pre-K T/Th students

- We will be providing milk (and water to those who can not have dairy, you can also send in an alternative milk product) who bring their lunches.
- The only drink that is ok to send in is a water bottle.
- Children bringing their lunches need to have a lunch box with their name clearly on the outside of the lunch box. You may need a cooler pack to keep lunch cold. We do not refrigerate lunches.

Lunch Bunch for Pre-K children who attend on MWF and 5 day

- Lunch bunch is available to Pre- K children who attend MWF and 5 days only.
- All you need to do to stay is bring a lunch that morning. A \$5 fee will be added to your account.
- Lunch bunch days are scheduled after the morning sessions on Wednesdays check the calendar in the newsletter.
- **Lunch Bunch is over at 1:00 PM. Please be on time to pick up your child. A \$5.00 late fee per each 10 minutes.**
- All allergy restrictions apply to these lunches also. Check all ingredients on *back of the packaging.*
- We will be providing milk (and water to those who can not have dairy) who bring their lunches.
- The only drink that is ok to send in is a water bottle.
- Children bringing their lunches need to have a lunch box with their name clearly on the outside of the lunch box. You may need a cooler pack to keep lunch cold. We do not refrigerate lunches.

What to Bring / Wear to School

- Children are encouraged to wear play clothes and tennis shoes. We get messy, especially during art and outside play.
- Wear a coat every cool day. We go out even when it is cold!
- EVERY child will need to bring a backpack daily to school. PRINT his/her full name in large letters on the OUTSIDE of the back pack.
- The child's name should be placed on all COATS and other belongings.

- Personal TOYS and other belongings are NOT ALLOWED AT SCHOOL, unless they have the “share bag”.

Birthdays

- Birthdays will be celebrated on the day of the birthday, the last day of school before the birthday or, in case of a summer birthday, near the end of the school year.
- We will celebrate at snack time with a birthday crown, birthday song, and a prize from the birthday box.
- Due to so many allergies we are asking that you NOT send in birthday snacks. If you want to send in something to celebrate, a small object (pencil, sticker, bubbles, playdough) can be sent in to share with classmates.
- You can send in birthday invitations if everyone in the class is invited. If you want to invite specific children use the email addresses listed on the directory sheet.

Parent Conference/ Communication

- If you would like to send in any correspondence, please attach it to the outside of the backpack with a safety pin or paper clip. We do not check the insides of backpacks!!
- To contact your child’s teacher you may
 - You may send an email to littleelkspreschool@gmail.com State your child’s teacher name and your child’s name and the director will get the email to the teacher.
 - You may send in a note. Attach the note to the OUTSIDE of the backpack with a safety pin or paper clip. We do not go through backpacks.
 - You may call the office and speak to the director.
 - You may also set up a conference to speak with the teacher before school, set this up through the school email with the director.

Separation

Children may have an adjustment period when separation is difficult. We encourage you that this is normal child behavior and we have lots of experience. It is best to separate quickly after arriving with your child. A quick hug and a have a great day, I love you is the best goodbye for everyone.

Fall and Spring Consignment Sale

- Each family is strongly encouraged to work 1 work shift at each sale. This sale helps keep our tuitions as low as possible and gives us funds to do improvements to our facility.
- To volunteer www.myconsignmentmanger.com/littleelksconsign or www.littleelks.com, more information will be listed under the parent information link.

Snow Day Cancellation Policy

- If Fayette County delays or cancels school for inclement weather, look for an email by 7 AM. We decide independently to have school or cancel for inclement weather.
- Always use your best judgement when coming to school in inclement weather.
- Snow days are not made up unless we have an unusual amount.

Fire and Severe Weather Drill

- We hold fire and severe weather drills at school. If you want more information, ask the Director.
- If we ever need to evacuate the property, for any reason, we will relocate to Ramsey’s Diner.

Field Trips

We do NOT transport children at any time. Therefore, we do NOT have field trips.