Lakeview Preschool
Community Education

Preschool Handbook

Home - School Connection:

Please feel free to contact your child's teacher if at any time you have any questions or concerns.

Diana Foy, *Preschool Teacher and Early Childhood Coordinator*
dianafoy@lakeview2167.com
507-423-5164, Ext. 1105

Cassie Evans, *Preschool Teacher*
cassieevans@lakeview2167.com
507-423-5164, Ext. 1149

Sara Keleher, *Preschool Teacher*
sarakeleher@lakeview2167.com
507-423-5164, Ext. 1101

Ali Hall, *Preschool Teacher*
alihall@lakeview2167.com
507-423-5164, Ext. 1148

Mandi Krutchek*, Elementary Secretary*
mandiekrutchek@lakeview2167.com
507-423-5164 - Ext. 1150

Karen Meiners, Community Ed Director
karenmeiners@lakeview2167.com
507-423-5164 – Ext. 1320

Shawnee Dechant, Preschool & ECFE Office
shawneedechant@lakeview2167.com
507-423-5164 – Ext 1103

If your child will not be attending school for any reasons, please call the classroom teacher and the elementary secretary.

Revised 02/14/2025

Table of Contents

About our Preschool Programs....4
Programming & Fees....5
Tuition and Make-up Days....5
Delinquent Accounts....6
Early Learning Scholarships....**Error! Bookmark not defined.**
Transportation....6
Late Drop off or Early Pick Up....7
Behavior Guidance and Discipline Policy....7
Clothing and Items from Home....8
Potty Training – Three's....8
Accidents or Illness....8
Inclement Weather....9
Parent Involvement....9
Purpose of Parent Involvement....9
Parent/Teacher Conferences....10
Parent Involvement Hours....**Error! Bookmark not defined.**
Ways to Get Involved....10
Rest Time....10
Field Trips....10
Birthdays....11
Book Orders....11
Money....11

About Our Preschool Programs

Mission Statement

The mission of the Lakeview Early Childhood Program is to provide a foundation for each child to gain a lifelong love of learning through play. Our goal is for each child to delight in learning and grow emotionally, socially, and academically. We are dedicated to providing a developmentally appropriate environment, including hands-on experiences and learning through play.

Philosophy

Children learn best when they are interested and engaged in activities. Young children thrive on active, hands-on experiences. At Lakeview, we believe in child-centered and play-based learning. We encourage children to explore by using their senses and imaginations. Children learn by doing this in a safe and developmentally appropriate environment. Many opportunities, including a healthy balance of teacher-directed and child-lead activities, allow for the development of social, emotional, cognitive, language, creative, science, sensory, and motor skills. We believe in authentic learning experiences, taking advantage of "teachable moments." We value family engagement and strive to be advocates for young children in our community and beyond. Lakeview Preschool offers a developmentally appropriate learning experience that fosters the skills children will need in kindergarten, including social and emotional skills, cognitive, language and literacy, math and science, fine motor and gross motor skills, and many other exciting experiences. Because play is a young child's "work", play and many other hands-on experiences are an important part of your child's day. During play with other students, children learn problem solving skills, sharing, creativity, imagination, development of relationships, and much more. We offer a fun, safe, and caring learning environment that seeks to meet the needs of every child, filling their days with endless learning opportunities.

Our Daily *routines* consist of circle times that promote learning through books, songs, and discussion. During centers and free play, the teachers will facilitate your child's learning through small group and individual instruction. We incorporate the *Creative Curriculum, Handwriting Without Tears Curriculum, Heggerty's Phonemic Awareness Curriculum,* and use *Core Advantage* for assessment. All instruction and learning experiences are developmentally appropriate and based on the Early Childhood Indicators of Progress (ECIPS), which are the state standards for learning, growth, and development in 3- to 5-year-olds.

The Community Ed Director and the Early Childhood/ECFE Coordinator, who are both licensed teachers, oversee our programs. Our classrooms are equipped with licensed early childhood professionals as lead teachers and experienced classroom assistants to support the teachers. All preschool programs will maintain at least a 1:10 adult to child ratio according to state law. Additional paraprofessionals may be involved in the classroom as special circumstances dictate.

Programming & Fees

A registration fee and completed registration form is required to hold a spot for your child in the preschool program. This is a non-refundable fee that is due upon registration. If you have completed the form but not paid, we will not reserve a spot until that is paid.

Our registration form with program fees is on our website.
www.lakeview2167.com/communityeducation

- Choose Preschool and follow the links under "Two Steps to Register"
- Email your form (as well as any questions) to shawneedechant@lakeview2167.com –OR-
- Drop off your forms with cash or check:

  Lakeview Public School
  875 Barstad Road N
  Cottonwood, MN 56229

Make-up Days

Tuition for our program is an average payment over nine months so the number of classes or days may vary slightly each month while the tuition amount remains constant. This fee is only a portion of what is required to educate each child in our program. You will not receive a refund for sick days, vacation days, or family days. School days cancelled due to weather will be made up according to the Lakeview make-up schedule. If a make-up day occurs after our scheduled last day of school, it will not be made up in preschool. We will keep families informed of these dates as they arise.

Additional Days

Your child will be placed in a classroom and is enrolled in a certain number of days. We do not allow families to add additional days separate from their agreed upon enrollment. Families can ask to increase the number of days per week their child attends. The Early Childhood Coordinator will make the determination as to whether there is space in a classroom to add additional days for a child, and if there is, tuition will be adjusted to reflect that change. Preschool does not allow parents to add on single days as needed. Our program is designed for regular attendance and our classrooms are based on enrollment numbers to guarantee adequate staffing and support.

Scholarship Attendance Policy

Students who receive a scholarship are subject to the attendance policy of the organization providing the scholarship funding.

Pathway I & II

"Programs cannot receive payment for – and a child's award may not expend funds for – more than 25 absent days per child between July 1 and June 30 each year. Programs are expected to keep their own records to track this. If the family is receiving assistance from the Child Care Assistance Program (CCAP) for their child who has a scholarship, scholarship payment for absent days is not in addition to

the 25-day maximum allowable by CCAP. If the maximum absent days are reached, the scholarship is not cancelled, though additional absent days cannot be charged in future invoices for that child until the scholarship is renewed into the next funding fiscal year. Area Administrators send the Absent Day Letter when a child has 10 consecutive absences or a total of 15 absences and is close to meeting the 25-day threshold. This letter should include all absences across the child's scholarship year. " - MN Department of Children, Youth, and Families State Early Learning Scholarships Policy Manual. Should absences exceed this amount, families will be expected to pay for any additional missed days out of pocket.

Lakeview Attendance Policy

Absences, not confirmed by the parent, of more than two weeks will result in removal from programming. This includes the loss of any scholarships that may have been awarded outside of Pathway. An attempt to reach a child's parent or guardian will be made via phone, email, and post to confirm this removal.

Teacher Requests

Little Laker's Preschool does not accept classroom placement requests. We do our best to continue to build relationships that have been formed and are eager to build new relationships as well. Class lists are created with the input of administration, classroom teachers, and special education teachers. Classrooms are balanced in regards to many aspects, including days attended, academic and social needs, and gender. Our preschool staff thank you for your continued support and trust in their work. We strive to provide a cohesive program that meets the needs of all learners.

Tuition Payments & Delinquent Accounts

Preschool accounts are billed monthly. A payment tracker will be sent home with payments listed and remaining. This is considered your monthly reminder. If an account is more than two months behind with no effort to pay, contact will be made by phone or email indicating a deadline to pay. You will be expected to make a payment by a specified date or programming for your child may be withheld until your account is resolved. Accounts are sent to collections if payment has not been received 30 days after the certified letter has been mailed. If special circumstances arise, please call and speak to Shawnee Dechant, (507-423-5164 Ext 1103) or Karen Meiners, (507-423-5164 ext. 1320), about making payments or applying for scholarships. We strive to help every family maintain their account and remain a part of our preschool program.

Transportation

Transportation will be provided before and after school through the bus company used by Lakeview. A transportation form must be filled out prior to your child riding the bus. This form is completed online in the fall, shortly before school is in session.

Each child will be sent to the designated drop-off point that has been indicated on the transportation form. If changes need to be made to your regular transportation, a note/email and phone call need

to be made to the teacher or elementary secretary. If you leave a voicemail or send an email, please confirm that the teacher or secretary has received your message.

Late Drop off or Early Pick Up

If you will be dropping your child off or picking them up outside of the regular preschool times (Monday 8:00-3:00 pm, Tuesday 8:00-3:00 pm, Wednesday 8:00-2:00 pm, Thursday 8:00-3:00 pm, Friday 8:00-3:00 pm), you will need to stop at the elementary office to sign them in or out. Only persons listed as those who may drop-off and pick-up will be allowed to do so unless we are otherwise informed by a legal guardian.

Behavior Guidance and Discipline Policy

A positive environment will be fostered and parent-teacher communication will help to encourage positive behaviors and correct negative ones. The teachers will use respect, praise, and encouragement as they interact with the students. Desired behaviors will be modeled and emphasized and negative behaviors will be redirected with positive guidance. Children will be encouraged to work through problems independently as well as with teacher guidance.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

· Inflicts physical or emotional harm on other children, adults, or self
· Disrespects people and materials provided in the program
· Consistently disobeys the rules of the classroom
· Verbally threatens other students and/or staff
· Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior

1. Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher. (Phone calls and emails may also be made to contact the

2. If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Early Childhood Coordinator.
3. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined.

Clothing and Items from Home

Please send your child to school in clothes for learning. We encourage independence in putting on and removing articles of clothing. Comfortable and practical clothing and shoes are advised. Outdoor play is a regular part of the preschool routine, so please send children appropriately dressed for the weather. Please also keep in mind that your child will be working with a variety of materials, some of which may be messy, so wash and wear items are best. It is encouraged that you print your child's name on any items that may be removed at school (sweaters, hats, mittens, boots, shoes, scarves, etc.). We are not responsible for lost or damaged items.
Please provide an extra set of clothing, including socks and underpants labeled on the tag in permanent marker with your child's name or initials, to be kept in your child's locker. Accidents and spills happen: we wish to be prepared.
****During the cold months, send your child in coat, snow pants, snow boots, mittens and a hat. If a child does not bring one or several of those items, we strive to provide extra items from our self-donated, or bought items. If your child brings one of those winter items home, please wash and return to school for another child's future use.

Potty Training

We currently do not make it a requirement to be fully potty trained for Preschool. We do however expect that the process has begun upon entry to preschool, and we strongly encourage families to work on this skill prior to enrollment and throughout the school year. We practice developmentally appropriate practices, believing that all children grow and learn at their own pace. Just like with other areas of development, we will communicate with families the progress and work together to form a plan to help the child gain skills. Exceptions will certainly be made for children with special needs. If your child is still in pull-ups, please leave a supply of labeled pull-ups and diaper wipes in your child's locker and they will be changed if needed. We do ask that you (or your child's care provider) make sure the child has a clean pull-up on when they come to school.

Accidents or Illness

School personnel attend to children who receive injuries. Parents are called if a student requires more than basic first aid. If the parent cannot be reached, an adult named as an alternate contact will be called. A student will not be sent home without an adult taking responsibility. It is the parent's responsibility to arrange for transportation home. Please update family information whenever there is a change.

Please keep your child at home if he or she is ill. Recovery will be quicker at home and others in class will not become infected. Please call the school to notify us if you plan to keep your child home. If a child has a fever of 100.5 (axillary) degrees F or more, vomited, or had diarrhea, he/she will be sent home and should stay at home for 24 hours after returning to normal. If your child has any rash, check with your family physician before sending the child to school. If your child has strep throat, ear infection, or impetigo, the child should stay home until he/she has been on antibiotic for 24 hours. If the child has head lice, please report it to the school immediately. The child may return to school after being treated with medicated shampoo. If you have any questions regarding the above information or your child's illness, please call the school nurse or your family physician.

Students who are ill and need to go home will remain in the Health Office until parents pick them up and **sign them out** of the building. When students are returning to school from a doctor's appointment, etc., they are to **sign in** at the elementary office with a note.

Students with diagnosed chronic conditions (i.e., diabetes, asthma, seizures, heart conditions) must provide the school nurse with a physician's summary of the condition and any special instructions, such as limitations related to school activities (i.e., physical education, music, recess).

Communicable/Infectious Diseases

Students and/or parents with any medical condition that may expose others to disease or infectious conditions within the school setting will be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Inclement Weather

When school closes all preschool classes close. In the event that a snowstorm arises during the day requiring school to be dismissed early, an attempt will be made to allow buses to leave soon enough to enable them to make their normal routes. If this is not feasible, children will stay at the homes designated on the Snow Home Form. All emergency announcements will be made over Marshall radio: KMHL – 1400 AM, KKCK – 99.7 FM, KARZ – 107.5 FM, Redwood Falls – KLGR 1490 AM, and on Minneapolis - WCCO – 830 AM. Weather announcements are also shared through the school messenger program, which is usually faster than radio stations and websites. Please contact the elementary office if you need assistance signing up for those alerts.

Parent Involvement

Research shows that early childhood programs involving both parents and children are more effective than programs focusing exclusively on children. Involving families in school experiences encourages parents to play an active role in their child's learning throughout their life.

Purpose of Parent Involvement

1. Recognize that parents are their child's first and most significant teacher.
2. Promote positive relationships between home, school, and community.

3. Increase parental support and confidence in their parenting role.
4. Give parents an opportunity to see how their child reacts to a school setting.
5. Promote parental understanding of realistic expectations in order to anticipate and meet the developmental needs of their children.
6. Parent participation allows parents to discuss parental concerns first hand with School Readiness Teachers.

Ways to Get Involved

1. *Attend the Meet and Greet times with your child's teacher, as well as conferences.*
2. *Attend School Readiness "Together Time" Nights & events*
3. *"Volunteer" in the classroom*
   Volunteers are asked to pre-register for a time and task and to please sign-in when arriving and exiting the room. To make sure the needs of all children are met, create a welcoming environment, and provide routine we ask that time volunteered not exceed 2 hours per day.
4. *ECFE Classes and Events*
5. *Newsletter*
   A weekly note or newsletter and monthly calendars will come home and in your email highlighting the week's events and activities. Please take time to read and be informed of what your child is working on. This is also a great way to generate discussion with your child on what they are learning at school.
6. *Visiting School*
   Parents and other family members may visit the preschool classrooms for special parties and occasions or to eat lunch with their child. If you plan to spend some time in the classroom outside of planned parties/events or for lunch, please make special arrangements with the classroom teacher as to when would be a good time. Again, we ask that this time be limited to 2 hours per day. Please stop in at the elementary office for a visitor badge.

Parent/Teacher Conferences

All children in Preschool will have receive updates on development four times throughout the year, in addition to daily/weekly notes. Official parent/teacher conferences will be held in March.

Rest Time

All preschoolers will have an afternoon rest time. The rooms will be darkened and quiet music will be played to help the children have a relaxing rest. This allows for their young bodies to have both a physical and mental break and sleep for those that still take a nap. Children who do not fall asleep within 20 minutes will be allowed to read books or play quietly. Please send a small blanket with your child for rest time. Cots are provided.

Snack Time

All preschool students will have a snack time in the afternoon before going out to recess. Families will be responsible for paying a one-time snack fee at the beginning of the school year to cover snack

items. All students will be offered the same snack choices as their classmates and outside food is not allowed unless it is a special treat day provided for the class such as a holiday or birthday celebration. Students may not bring an individual snack from home. It is important that our program promote healthy eating habits at school so we will be purchasing nutritious snacks through our school kitchen such as cheese sticks, fruit, and whole grain items.

Field Trips

The preschool classes may participate in a variety of field trips throughout the school year. Some may be in-school activities, such as concerts and shows. Some field trips may be off-campus trips with the class to local attractions and community places. Teachers will plan field trips, and families will be notified with a note and permission slip. Busses will be used for all off-campus trips. Other family nights or events may also be planned either at school or another site/venue.

Birthdays

Birthdays are a very special event for each child in preschool. We will be celebrating each child's birthday as close to the date as possible. If your child has a summer birthday, we will celebrate it on your child's half birthday or at the end of the school year. On the day your child is celebrating his or her birthday, you are welcome to send a birthday treat if you wish. We ask that you comply with school policies and send store bought treats only.

Book Orders

Book orders will be sent home periodically. There is absolutely no obligation to purchase any of these books. However, it is an opportunity to purchase good children's literature at a relatively inexpensive price. This also provides you, as a parent, a resource of books to use to take time and read to your child. Please use the online classroom code to order or make checks payable to Scholastic.

Money

Money sent to school for any reason should be in an envelope marked with the child's name and purpose for which it is intended. Envelopes may be placed in your child's folder and sent to school and the classroom teacher will see that it is delivered to the proper recipient. This includes payment trackers for tuition payments, book orders, field trip fees, fundraiser forms, ECFE class sign ups, etc.