

LOGANVILLE HIGH SCHOOL LITTLE LEARNERS



POLICY AND PROCEDURES MANUAL

Loganville Little Learners
Early Childhood Education Program
Career, Technical, and Agricultural Education Department

Loganville High School
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WELCOME TO THE LITTLE LEARNERS' PRESCHOOL

During the first few weeks of school, don't be disturbed if your child:

is shy and clings to you,
is aggressive and won't share,
hits and refuses to take turns,
tires easily and cries a great deal,
resists using the school bathroom, has accidents,
doesn't talk much about what happened at school.

These are all symptoms of tension and stress in a new situation, and will disappear as your child becomes used to the teachers, other children, and the classroom routines. Be sympathetic and supportive. Some research suggests that it takes children this age up to 8 weeks to fully adjust to a major change.

YOU can help by:

Not pushing the child to conform to routines without time to adjust
Allowing time for personal routine, a nourishing breakfast, and a pleasant,
safe ride to school
Having a cheerful, positive attitude as the child leaves you, either at home or at school,
such as: "Goodbye, I'll see you later!"
Encouraging talk about school by asking specific questions, such as:
"Did you play with the _____today?" rather than "What did you do today?"

Remember always, the more relaxed the parent, the more relaxed the child.

PURPOSE AND GOALS

To provide a laboratory for high school students who have a genuine interest in children and are dedicated to helping educate preschoolers with the best resources available.

To provide an environment that will enrich the growth and development of the preschool children involved. This includes the child's physical-motor, intellectual-cognitive, and personal-social-emotional development.

PHILOSOPHY OF THE LOGANVILLE HIGH SCHOOL ECE PROGRAM

We believe that children learn by doing. Through active interaction with their environment, children make observations and learn concepts, continually adding pieces of information to what they already know. Using developmentally appropriate practices as established by the National Association for the Education of Young Children (NAEYC), we provide a positive, nurturing environment which encourages children to become enthusiastic, lifelong learners. Recognizing that children develop socially, intellectually, emotionally, physically, and morally in predictable stages, we seek to meet the child on his or her level and move forward.

Discovery, exploration, and repetition are some of the teaching methods utilized to promote successful learning. We create a comfortable place for preschoolers to build social skills and kindergarten readiness skills in a school setting.

OBJECTIVES FOR PRESCHOOL CHILDREN

To continue development of:

A sense of trust

Initiative

Autonomy/independence

Self-expression

Self-awareness

Creativity

To make a more gradual transition from home to school

To become familiar with a group setting

To enjoy being a part of a group

To create an interest and joy in learning

To gain power and control over one's own body

To form pleasurable friendships with peers and adults

To realize that school, like home, is a place where one can be loved, feel secure, and be cared for and protected

To become more aware of oneself as a worthwhile individual

Readiness skills in language, math, art, science, dramatic play, music, and movement

Preparation for an easy transition to Kindergarten

PHILOSOPHY OF LANGUAGE DEVELOPMENT

Preschool is such an exciting season for children and their families. These early years mark the beginning of a lifelong journey of learning, growth, and discovery. We are truly honored that you have chosen the Loganville High School Early Childhood Education Program to be part of this important chapter in your child's life. We look forward to building a strong partnership with you as we help your child learn, grow, and thrive.

At the Loganville High School Early Childhood Education Program, we believe that literacy and language development provide the foundation for success in all areas of learning. Because your child is just beginning this educational journey, we will focus on essential early learning skills such as letter recognition, letter sounds, rhyming, vocabulary development, early writing, and communication skills.

In our language-rich environment, children will participate in daily language arts activities, interactive read-alouds, songs, storytelling, and hands-on learning experiences designed to encourage curiosity and confidence. We provide a variety of engaging activities to help preschoolers develop the skills needed for future reading and writing success. These activities include assembling puzzles, matching shapes and colors, creating patterns with beads or blocks, sorting and categorizing objects, practicing fine motor skills, and dictating stories to teachers.

While some of these activities may not immediately seem connected to reading and writing, they help build critical foundational skills such as listening, visual discrimination, problem-solving, fine motor development, and eye-hand coordination. These early experiences are deeply embedded in our lessons and play an important role in preparing children for future academic success.

PARENTAL INVOLVEMENT

Because parental involvement is so important and can make such a difference, the following list gives suggestions to increase success for your child in literacy development:

- | | |
|--|---|
| Let your child see you read. Give value to reading. | Teach your child how to handle books properly. Books are important! |
| Set aside sacred time to read to your child daily. | Discuss the pictures. |
| It should feel special. | Ask your child what they think will happen next. |
| Read with enthusiasm! | Talk about what words mean. |
| Use character voices and expressions. | Memorizing sight words is not necessarily reading. |
| Use your finger or the child's finger to follow under the words. | Let your child sit next to you or on your lap so that he/she may see the text, as well as pictures. |

ENROLLMENT PROCESS FOR THE LITTLE LEARNERS PROGRAM

The Loganville High School Early Childhood Education Program welcomes preschoolers of all races, religions, colors, nationalities, and ethnic backgrounds whose families agree to follow the policies and regulations of the Walton County School District and Loganville High School.

Enrollment in the program is limited to a maximum of 15 preschoolers to ensure a safe, supportive, and engaging learning environment for all children.

Once the program reaches capacity for the semester, additional applicants will be placed on a waiting list according to the date their application is received and will be offered enrollment opportunities as openings become available.

Children with special needs will be given equal consideration for acceptance into the program.

While we understand that occasional accidents may occur, preschoolers are expected to be fully toilet-trained prior to enrollment in order to participate in the program successfully.

SCHEDULE AND HOURS OF OPERATION

Preschool will begin in early September (five to six weeks after school begins in the fall), with open house occurring approximately one week before opening day. The open house will be held in the evening.

Please understand the necessity of training and CPR/First Aid certification for the teachers in the preschool at the beginning of the school year. We also must take final exams and end-of-course graduation tests into consideration at the end of the fall semester and the school year.

Preschool will be in operation from 9:15 a.m. until 2:15 p.m. Tuesday through Friday. Mondays are used for student evaluation, planning, and learning.

PRESCHOOL CALENDAR

We observe the Walton County Public School calendar and follow their schedule for school closings. Our start date and end date are different.

We also abide by the decision of WCPS to close schools due to weather. Please be alert to weather conditions while your child is at school.

If Walton County should release students early due to weather, the Little Learners Preschool will also release students early. If weather or other emergency forces us to close early, a parent or emergency contact will be notified to pick up children.

If Walton County has a delayed start, the Little Learners Preschool will be closed for that day.

Snow days are not made up.

You will be given a schedule with weekly themes for all our intended school days.

ATTENDANCE

It is important that your child attend school each day. This will allow the child to follow a routine and to know what to expect each day. It also sets the example for their following school years.

Please call the director at 678-684-2933 to report your child's absence or inform the instructors in advance of absences.

The nature of this training program's success relies on the participation of the children.

DAILY ARRIVAL

Please drop off children promptly at the specified time on the schedule.

Remain in your car with your child until it is time for the carpool to begin. A teacher will get your child out of the car and escort your child into the preschool.

If for any reason you are delayed, please notify Mrs. Bryant by leaving a message including your phone number, 678-684-2933.

After preschool has started, introductory classes have also begun, and the door to the preschool will be locked. The high school instructors are not available to leave the classroom.

DAILY DEPARTURE

Departure will be held in the same manner.

A high school teacher will escort your child to your car.

It is your responsibility to secure your child in a Georgia-approved booster seat/car seat. Any person picking up a child must have a Loganville Little Learners car tag and be ready to provide a photo ID.

Mrs. Bryant must be notified in writing if someone other than the designated adults will be picking up the child.

CARPOOL NOTES

Please make sure that your car is in "park" while children are being loaded and unloaded.

Please avoid using your cell phone when children are being placed in the car.

Children will not be placed in the front seat.

Children should be ready to exit the car as soon as the car door is opened.

Carpool is not the place to discuss any concerns about your child.

Please email Mrs. Bryant to set up an appointment.

CLOTHING

Because of the wide variety of activities offered at Loganville Little Learners Preschool, we recommend that children wear comfortable, washable clothing that allows them to move and play freely throughout the day. Preschoolers participate in hands-on learning, physical activities, outdoor play, and creative projects, so clothing that can get a little messy is encouraged.

Children are taken outside daily, weather permitting, and should be dressed appropriately for the day's temperature and conditions. Physical education activities are held each day. When temperatures are 40 degrees or below, physical education will take place indoors in the gym or classroom. Please send a coat or jacket on chilly days, and be sure all coats, sweaters, and other personal items are clearly labeled with your child's name.

For safety reasons, we ask that children do not wear flip-flops or shoes that are not securely fastened to their feet, as these can create safety concerns during physical education and playground activities.

Please send a complete change of clothing to keep at school in case of accidents or spills.

If wet or soiled clothing is sent home, we ask that a clean replacement set be returned the following school day.

GENERAL RULES

Parents and guardians are expected to support, both verbally and through their actions, all school policies, procedures, and expectations established by the Loganville High School Early Childhood Education Program, Loganville High School administration, and the Walton County School District. This includes cooperating fully with teachers, staff members, and administrators to help maintain a safe, positive, and productive learning environment for all children.

To ensure clear communication, important messages or concerns should be provided to staff members in writing whenever possible rather than communicated verbally during arrival or dismissal times.

Children should leave toys and personal items at home unless they have been specifically requested for a classroom activity or special event. Exceptions may be made for comfort or "security" items when appropriate.

Each child will have a folder sent home daily in their backpack. Parents are asked to check folders each day and carefully review newsletters, calendars, notes, and other handouts for important information and announcements.

Please keep staff informed of any major changes or circumstances at home that may affect your child's behavior, emotions, or adjustment at school. Open communication helps us better support your child's needs.

Children are expected to follow directions and show respect to all teachers, staff members, and classmates. Common courtesy, kindness, and respect for others should be demonstrated at all times.

For the safety of all children and staff, roughhousing, wrestling, karate-type play, or other overly physical play is not permitted at preschool.

If you have any changes to your address, phone number, emergency contacts, or authorized pickup information, please notify the program director immediately so records can remain current.

All students enrolled in the preschool program must be fully potty-trained. While occasional accidents are understandable, children who experience frequent accidents may be sent home, as preschool staff members are unable to change soiled clothing. Families may use that time to continue working toward independent toileting skills, and students may return once parents feel the child is consistently and fully potty trained.

DISCIPLINE POLICY

At Loganville Little Learners Preschool, we believe in using positive guidance to help children learn appropriate behavior, problem-solving skills, and healthy social interactions. Our goal is to create a safe, respectful, and nurturing environment where children can learn to make positive choices and develop confidence, responsibility, and self-control.

MODIFYING INSTRUCTION AND ENVIRONMENT

When behavior challenges arise, our first step is to evaluate and adjust the classroom environment or instructional approach. Sometimes behaviors occur because an activity may be too difficult, not engaging enough, or the environment needs to be reorganized to better support children's success. For example, excessive movement during circle time may indicate that students need a more interactive lesson or shorter activity. Likewise, classroom arrangements may be adjusted to encourage safe and appropriate behavior.

MODELING AND PROBLEM SOLVING

Preschool children are still learning how to interact with others and navigate social situations. Teachers model appropriate behaviors and guide children through problem-solving conversations to help them learn positive ways to communicate and cooperate.

Children are encouraged to practice sharing, taking turns, expressing feelings appropriately, and considering the needs of others while also learning to advocate for themselves respectfully.

POSITIVE GUIDANCE AND DIRECT INSTRUCTION

When direct instruction is needed, staff members use positive language that focuses on desired behaviors rather than negative actions. For example, instead of saying, "Stop running," teachers may say, "Please use walking feet inside." Positive guidance helps children clearly understand expectations while maintaining a supportive and respectful atmosphere.

MAKING CHOICES AND UNDERSTANDING CONSEQUENCES

Children are often given appropriate choices to encourage independence, responsibility, and decision-making skills. Teachers help children understand that choices have consequences and guide them toward making safe and respectful decisions. Whenever possible, natural consequences are used to help children connect actions with outcomes in a meaningful and age-appropriate way.

DISCIPLINE POLICY

COMMITMENT TO SAFE AND RESPECTFUL DISCIPLINE

Under no circumstances are children physically punished or verbally shamed. If a child becomes disruptive or poses a safety concern to themselves or others, staff members may remove the child from the situation to help them calm down and regain control in a safe and respectful manner. Confidentiality is always maintained, and children's feelings and dignity are respected at all times. Parents may be contacted if behavior concerns become ongoing or significantly disruptive.

At Loganville Little Learners Preschool, our discipline philosophy is centered on helping children learn to think through choices, solve problems peacefully, and develop the social and emotional skills needed for success both in school and in life. We strive to nurture confident, compassionate, and responsible learners who can positively contribute to the world around them.

SERVICE TO PARENTS

We have a small observation area with two-way mirrors that allows parents and guardians the opportunity to quietly observe their child interacting, learning, and engaging with others throughout the preschool day. Parents are welcome to observe their child as often as they would like.

When visiting for observation, please enter through the main school building and avoid letting your child know you are observing. Children tend to display more natural and uninhibited behavior when they are unaware they are being watched, allowing families to see a more authentic glimpse of their preschool experience.

To help maintain a calm and focused learning environment, we ask that additional children not accompany visitors during observation times.

Because Loganville Little Learners serves as a laboratory preschool within the Loganville High School Early Childhood Education Program, there may be high school students in the classroom at various times. These students may be planning lessons, assisting with activities, conducting observations, or expanding their curriculum knowledge under the supervision and guidance of the program directors and instructors.

For the health and safety of our students and staff, we ask that all visitors wash their hands at the preschool sink upon entering the classroom area.

TUITION PAYMENTS

The monthly tuition fee for Loganville Little Learners Preschool is \$200.00 and is due on the first preschool day of each month. Payments can be made by cash or check (made payable to LHS).

Families who have not submitted payment by the 10th school day of the month will receive a tuition statement. A \$10 late fee will be added to accounts after the 10th school day if payment has not been received.

There will also be a \$30 fee for any checks returned due to insufficient funds. After two returned checks, all future tuition payments must be made in cash.

Loganville Little Learners Preschool relies on tuition payments to support both the preschool program and the laboratory learning environment for high school Early Childhood Education students. Because staffing and enrollment are carefully planned, we require a one-month written notice before withdrawing a child from the program. If proper notice is not provided, tuition for that month will still be due.

ENROLLMENT TERMINATION

If you plan to discontinue your child's enrollment in the Loganville Little Learners Preschool Program, please notify the program director as soon as possible. Timely communication allows us to contact families on the waiting list and provide enrollment opportunities to other children interested in the program.

The Loganville Little Learners Preschool Program and Loganville High School administration reserve the right to dismiss a child from the program if consistent inappropriate behavior occurs or if a family member behaves inappropriately toward staff, students, or other families. In addition, any child who presents a safety risk to themselves, other children, or staff may be dismissed from the program.

Dismissal decisions may be based on factors including, but not limited to, safety concerns, behavioral challenges, or situations that significantly interfere with the learning environment. Because Loganville Little Learners also serves as a laboratory training setting for high school Early Childhood Education students, services may be discontinued if a child requires a level of individual attention that exceeds what the program is able to provide while still meeting the needs of the other children and maintaining the goals of the program.

FOOD POLICIES

Each child should bring a daily snack, lunch, and drink to school. Please provide all necessary utensils your child may need, including spoons, forks, straws, or other items needed to open or eat their food independently.

To help keep belongings organized, all lunch boxes and drink containers should be clearly labeled with your child's name, preferably on the outside.

Because refrigeration and heating are not available, please send foods that do not require cooling or warming.

To help protect classroom materials and carpeting, please do not send drinks that could stain if spilled, such as red, blue, or other dark-colored beverages.

If juice boxes or similar drinks are sent, children should be able to open them independently, insert the straw, and handle them carefully without spilling the contents.

If a child arrives without lunch, we will provide crackers and water for the day.

Please make sure your child finishes breakfast at home or in the car before arriving at preschool.

HEALTH AND SAFETY REGULATIONS

Children must have an immunization form on file in the director's office immediately after preschool begins. Parents are required to keep all information up-to-date.

We prefer not to administer medication to the preschoolers, but it can be given at school if parents send specific written directions. This medication should be in its original container. If you send medication, it should be given to the director and not left in the child's backpack. This includes cough drops.

Please keep your child home when ill. A staff member will call the parent(s) to pick up the child if signs of illness are shown.

Special forms will be sent home for parental approval before the child is allowed to go on a field trip.

Shoes must be worn to preschool and remain on throughout the school day.

DESCRIPTION POLICY FOR THE EXCLUSION OF ILL CHILDREN ALLERGIC REACTIONS

Should your child have an allergic reaction to bee stings, pollen or anything else that requires immediate attention, please send a card with the procedure to be followed to the director.

CHICKEN POX

Incubation period is 14-21 days, usually 16-18 days.

Symptoms: small water blisters on the back or chest, a slight head cold, and may or may not have a fever.

Exclusion from school: 7 days after spots appear and all crusts are dry.

COLDS AND INFLUENZA

Incubation period is 1-3 days.

Symptoms: fever, chills, aches and pains in the back and limbs, sore throat, and cough.

Exclusion from school: 3 days. Returning to school depends on recovery. Children should be free from a heavy cough and heavy nasal discharge. No fever for 24 hours preceding return to school.

CONJUNCTIVITIS (PINK EYE)

Any inflamed or discharging eye is considered to be contagious and the child should be excluded from school until fully recovered or until released by a doctor.

COVID-19

Students who are diagnosed with COVID-19 will be required to follow DPH guidelines.

DIARRHEA

Characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions, would warrant staying home.

FEVERS

A child with a temperature taken under the arm (pit) over 99 degrees or an oral temperature over 100 degrees should be kept home from school.

Children may return to school once they have been fever-free for 24 hours.

GERMAN MEASLES/RUBELLA

Incubation period is 14-21 days, usually 16 days.

Symptoms: mild fever, rash, and enlargement of glands behind the ears and back of neck at hairline.

Exclusion from school until fully recovered.

HEAD LICE

Symptoms: small, egg-like nodules accompanied by small lice in hair, itchy scalp.

Prescribed head treatment is necessary initially, with home and school areas treated (such as bed linens, dramatic play area). A repeated treatment for the larvae is required in approximately 2 weeks.

Permission to return to school must be signed by the family doctor or the Health Department.

DESCRIPTION POLICY FOR THE EXCLUSION OF ILL CHILDREN

HEPATITIS

Incubation period is 10-40 days, usually 25 days.

Symptoms: fever, headache, nausea, loss of appetite, fatigue, abdominal discomfort. Later, there may be jaundice.

Exclusion from school until fully recovered.

Permission to return to school must be signed by the family doctor or the Health Department.

MEASLES

Incubation period is 9-11 days.

Symptoms: rash on 13-15th day, cold with watery eyes, cough, and fever, rash on face which spreads down the body.

Exclusion from school: for 7 days after the appearance of rash and the absence of fever or other symptoms.

MUMPS

Incubation period is 12-26 days.

Symptoms: fever, swelling of one or both glands in front of the ears (occasionally glands under the jaw swell).

Exclusion from school: until all the swelling is gone, usually about 10 days.

RESPIRATORY ISSUES

The following symptoms should exclude a child from school: breathing difficulties, wheezing, initial onset of colds with watery eyes, drainage along with sneezing, colds with yellow-green nasal discharge, and prolonged cough.

RINGWORM OF THE SCALP

Incubation period is 10-14 days.

Symptoms: scaly, bald patches on the scalp.

SORE THROAT

If a child's sore throat needs culturing because other signs are present, he or she should be excluded from school.

STREP THROAT AND/OR SCARLET FEVER

Incubation period is 2-7 days.

Exclusion from school: may return after recovery, but must have a note from a doctor. Other children at home may attend school if they have been immunized. Call your family doctor regarding school attendance.

PARTIES AND SPECIAL EVENTS

We love celebrating birthdays at Loganville Little Learners Preschool! Children's birthdays may be celebrated at school with a special snack or treat to share with the class.

If you would like to send in a birthday snack, please notify the preschool staff in advance so we can plan accordingly and help make your child's day special. Please also keep in mind that some children may have food allergies or dietary restrictions. We ask that families work with staff to select snacks that can be safely enjoyed by all students whenever possible.

PARENT INVOLVEMENT

At Loganville Little Learners Preschool, we value the partnership between home and school and encourage parents and family members to be involved in our program whenever possible. We understand that work schedules and other commitments may limit participation for some families, but we welcome and appreciate any involvement your schedule allows.

There are many ways families can support and participate in our preschool community, including:

- Providing a special snack or treat for your child's birthday celebration
- Observing your child in the preschool environment
- Reading with your child at home each day to encourage a love of literacy
- Volunteering as a guest reader during story time
- Sharing your talents, hobbies, career, or special interests with the class during one of our weekly themes or activities
- Contributing materials, experiences, or ideas that enhance classroom learning

We are always open to additional ideas and would love to work together to create meaningful experiences for our students. Please feel free to contact us if you would like to become more involved in our program.

PROGRAM/SCHOOL STAFF

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