

Lydell Preschool
Whitefish Bay Recreation and Community Education Department
Whitefish Bay School District
5205 N. Lydell Ave.
Whitefish Bay, WI 53217

Philosophy

Lydell Preschool’s high quality staff will challenge students to reach their potential, while providing an environment that is balanced between recreation, socialization and academics. Lydell Preschool believes that children are unique, creative individuals that have the ability to influence their own learning. Our environment allows children to experience the excitement of learning while developing self-confidence, social skills, and independent thinking.

Curriculum

As an affiliate program of the Whitefish Bay School District, our curriculum is based on frameworks developed by the Wisconsin Early Learning Standards, Whitefish Bay School District and current child development theory.

The classroom environment is filled with rich color and materials to encourage the child to use his or her imagination and creativity. As an extension of the classroom, the children will take full advantage of the Lydell Community Center art room, gymnasium and playground. The Lydell Preschool program is unique in that children, teachers and parents work together to create a dynamic learning experience through the school and home environment.

The following components are integrated throughout the curriculum:

Art & Music – Preschoolers will explore art activities using motor skills, exploratory movement with dancing, singing and finger plays. Preschoolers will also do small group and free art activities using crayons, markers, pencils, scissors and many different types of paper and textiles.

Play- Preschoolers will be exposed to parallel play opportunities guided by teachers. Early reading activities will be introduced to the children by being “read to” and the children will begin to recognize patterns, routines and begin to use reasoning to solve everyday problems through play.

Social/Emotional-Preschoolers will be encouraged to explore the world around them through the use of their curiosities, senses and motor skills. They will be encouraged to ask questions, “Why, What and How?” to begin to understand simple directions and requests. Children at this age will also begin to recognize feelings in themselves and in others. Our teachers will assist them in coping with these new feelings and situations.

Family Involvement

Families are a crucial component of the preschool program. We encourage our parents to continue the preschool curriculum at home. Our Parent Connection Board supplies parents with our Weekly Learning Plans, book titles, songs, finger plays and art ideas. Parents are encouraged to call the teacher before or after class to communicate concerns or to help solve problems that may occur. All families will receive newsletters and flyers as a means to communicate preschool news and events. Parents are welcome to visit the classroom throughout the school year, if interested, please contact the Preschool Teacher to schedule your visit.

Volunteers

There will be times throughout the school year that we may ask for parent volunteers to help run special events or in-house field trips. Please let the Preschool teacher know if you are interested in volunteering.

Arrival and Dismissal Time

Toddler

T/Th 9:00 a.m. – 11:30 a.m.

The Lydell Preschool follows the yearly public school calendar. The Preschool will be closed on days there is no Whitefish Bay Public School due to emergency snow days, in-service, holiday, or vacation breaks (some exceptions may apply, please check your Lydell Preschool calendar regularly).

Safe Arrival

Children will enter Lydell Community Center through the front or back door (door #2) of the building. The door to the Toddler room will open at 9:00am. Parents are asked to stay with their child until the door opens. To encourage independence and responsibility for self, we ask parents to say their goodbyes at the door or in the hallway prior to their child entering the classroom. We ask that each child enter the classroom independently. The Toddler Teachers will welcome each student as they enter and provide encouragement to help the students who may have some initial separation anxiety.

Pick up Time

Parents/Guardian or authorized person are asked wait in the hallway outside the preschool classroom to pick up their child. Children will be dismissed one-by-one to their Parent/Guardian or authorized person starting at dismissal time.

Initial authorization of a person other than a parent or guardian to pick up must be made on the enrollment form. Please inform all authorized individuals that they will need to

show a photo ID when picking up your child. In order to authorize any additional persons, you must inform the teacher and update your authorized list. Notify the teacher if you want a person removed from the list. If an unauthorized person should arrive at school to pick up your child, you will be contacted immediately and your child will not be released. It is the responsibility of the parent to keep the authorized list of individuals current and accurate.

Late Pick Up Fees

If a student is not picked on time, we will need to retain staff to provide adequate supervision. You will be charged \$5.00 for every 5 minutes that you are late.

Attendance and Illness

Please call the Lydell Preschool direct line if your child will not be attending for illness or other reasons. If you have difficulty reaching the Lydell Toddler Teacher by calling the direct line, please call the Whitefish Bay Recreation and Community Education Office.

Phone Numbers

Lydell Preschool Classroom: Extension 6026

Whitefish Bay Recreation and Community Education Office: (414) 963-3947

Please keep your child at home if he/she shows any of the following symptoms which maybe early signs of respiratory infections or contagious disease: unusual crankiness or fatigue, fever within the past 24 hours, loss of appetite, rash of any kind, runny nose, sneezing or coughing. If your child becomes ill during the program, such as having a fever over 100 degrees, vomiting, diarrhea, or contracting a contagious disease, you will be required to pick up your child within one hour of notification. If your child has a contagious disease, please notify us immediately so that we can let all parents know that their child may have been exposed.

The Lydell Preschool has a Pediculosis Policy (Head Lice) to prevent widespread problem of head lice in schools. The policy on controlling head lice is as follows:

1. Any student found to have lice or nits (lice eggs) in their hair will be excluded that day to a parent or guardian who will be instructed in the treatment of head lice.
2. Any student excluded must be nit free before returning to school. They must be checked by the health aid in their school or by appointment with a nurse at the Shorewood Health Department. If nits are found on examining a head, the student will be excluded until all of the nits are picked out.
3. The re-admit nit free student will be checked by the Preschool teacher at 10 day intervals for two successive checks to assure the student has not been re-infested, possibly from the home environment.
4. All siblings of the infested student who attended a Whitefish Bay school will be checked for lice and nits.

5. All classmates of the infested student at the elementary schools will be checked for lice and nits by health volunteers as soon as possible, and a note will go home to parents notifying them about the lice problem in the classroom.
6. A thorough cleaning and vacuuming of the affected classroom will be done by the maintenance department upon notification by the teacher.
7. Teachers will be instructed by the Shorewood Health Department in how to control measures to be used in the classroom to help control the further spread of head lice.
8. Further checks for head lice will be done throughout the school year upon parent or teacher request.

Snacks

Children will take turns bringing the daily snack to school. A snack letter will be sent home when it is your child's turn to bring snack for the week. Please exchange snack days with another family if your child will be absent or for some other reason you cannot bring snack for his/her designated week. A list of recommended healthy snacks will be distributed along with the snack letter; due to allergies the Preschool cannot accept home baked goods or goods that contain nuts. For students with food allergies, the teachers will work with the individual family to create an individualized snack box.

Clothing

Please dress your child appropriately for the weather. We will, at times, go outside if the weather permits. Send a change of clothing in a plastic bag for your child to be kept at school and label all clothing, including coats, hats, mittens, gloves, boots and shoes, with your child's name.

School Bag

Your child must have a large tote bag to carry home artwork, notes, etc. Please clearly label the outside of the bag with your child's name.

Registration/Tuition/Refund Policies

The Lydell Preschool Toddler program is for 2 year olds. Children must meet these age requirements by September 1st during the year of enrollment. If you miss the initial registration dates you may register your child throughout the year providing there are openings in the program.

Registration packets can be picked up at the Recreation and Community Education office located in the Lydell Community Center at 5205 N. Lydell Ave or downloaded off the Recreation and Community Education website at:
www.wfbschools.com/recreation/lydell_preschool.cfm.

No child will be discriminated by race, color, sex, national origin, creed, or special needs.

Tuition Payment:

Toddler

AM/ T &TH/ 2-Day Program: There is a \$90.00 non-refundable enrollment fee due at the time of enrollment. The tuition for the school-year (Sept.-June) is \$985.00 and can be paid for at the time of registration or families can choose to pay quarterly. The quarterly tuition schedule and amounts are due as follows

<u>Tuition Due Dates</u>	<u>Amount</u>
May 1st	\$246.25
Sept. 1st	\$246.25
Jan. 1st	\$246.25
April 1st	\$246.25

Refund Policy (adopted January 2009): If a child withdraws from the program, no tuition refunds will be considered unless that child's spot in the classroom can be filled. A withdrawal from the Lydell Preschool does not relieve a family of the responsibility to fulfill their tuition commitment, unless the child's spot has been filled.

- If a withdrawal takes place prior to the start of school and the spot is filled a full tuition refund will be given.
- If the withdrawal takes place prior to the start of school and there is not a child that fills the existing classroom spot, the tuition due will be pro-rated from the time the position is filled.
- If the withdrawal takes place after the start of school the tuition due will be pro-rated from the time the position is filled.
- If the position is not filled, there will be no tuition refund and the family will be responsible for the remainder of tuition payments.

There are no refunds given on the enrollment fee

Waiting List

If your child is not accepted through the registration process because the program is at capacity, your child will be placed on a waiting list. Parents or guardians will be contacted in the order in which the names were received, when space becomes available.

Legal Custody

If you are experiencing custody difficulties, we strongly urge you to keep the Preschool staff fully advised of circumstances which might affect your child. Unless legal documentation is submitted to the contrary, we will assume that parents share equal rights to drop off or pick up a child.

Child Abuse or Neglect

We are required by law to report any suspected abuse or neglect to Protective Services. Please communicate if you have any concerns regarding your child's well being.

Cancellations due to Weather

When the Whitefish Bay School District is closed or cancelled due to weather, the Preschool Program will be cancelled. School closing announcements are made over stations WTMJ-620, WISN-1130 and WOKY-920. Closings are also announced on TV stations 4, 6, 12 and 58.

Special Dietary Needs

If your child has specific needs and/or allergies, please inform the teacher on the registration form. The teacher will work with parents of students who have food allergies by creating an individualized snack box.

Special Needs

If your child has any type of special needs, please make sure that you provide us with information regarding these needs on the enrollment form. Every effort will be made to provide reasonable accommodations.

Discipline Policy

Our preschoolers are encouraged to treat each other with respect and compassion. The program will emphasize each child's ability to actively participate in his/her own learning.

Preschool staff members are to attempt to avoid discipline problems by:

1. Making rules clear and simple.
2. Being consistent.
3. Making children aware of the consequences of inappropriate behaviors.

Specific techniques to be used by all staff members for discipline will be:

- Positive redirection.
- Providing the children with the words needed to help express themselves.
- Reminding the child of classroom rules.
- Speaking to the child in positive, not negative terms.
- Speaking to the child at his/her level while maintaining eye contact and using a calm voice.

Aggressive behavior will be handled immediately and in the manners described above. No verbal abuse, shame or physical punishment shall be used.

If staff experiences consistent behaviors that are inappropriate the following steps will be taken:

- Parent will receive a verbal notice regarding the behaviors.
- Staff will document and communicate the behaviors to the child, parent/guardian, and Director of Recreation and Community Education.
- The staff will work with the parents through parent/staff conferences, observation and documentation, referrals and outside resources.

In the event that the parents and staff are unable to come to a mutually satisfying course of action, the Director reserves the right to ask the parents to find alternative arrangements.

Medications

Lydell Preschool staff can administer medication if the following guidelines are met:

1. Parent/guardian consent and written instructions on a completed Medical Permission Form. Medical Permission Forms may be obtained from the Recreation and Community Education office.
2. Prescription medication must be brought in a container with a current pharmacy label on it.
3. Medication must be brought to school by a parent/guardian or a parent/guardian may call the Recreation and Community Education office the day the student will bring the medication.
4. A written record of all medication administered to students by designated employees or volunteers shall be kept by Preschool staff.
5. Tylenol and other over the counter drugs will not be administered unless a written prescription by the physician is provided.

Immunization Policy

An immunization record must be on file for each child within 30 school days (six weeks) of the child's first day of attendance at the program. This immunization history must indicate that the child has received at least DtaP, Polio, MMR, Varicella (if the child has not had chicken pox) and Hepatitis B, or that the immunization requirement is to be waived for that child by a compliance alternative.

Immunization requirements are waived upon signature of the parent that the child should not be immunized for personal or religious reasons. Immunization requirements may also be waived upon signature of a physician that the child should not be immunized for health reasons.

Children who have not received subsequent doses of vaccine appropriate to their age must receive such subsequent doses within one year of the first day of attendance and must notify the Preschool staff in writing, as each dose is received.

When children are in the process of being immunized (i.e., the child has received some DtaP and Polio doses but not all that are required for the child's age), the program will request a note from the child's health care provider that the child is on schedule for immunizations and the date for the next schedule dose. The note will be attached to the child's immunization record. The Preschool staff will follow up on this schedule.

The child who fails to comply with immunization requirements will be excluded from the program until such time as immunization requirements are met. There will be no refund or prorating of registration fees if this should occur.

Personal Hygiene

1. Children's hands will be cleaned before eating and after toileting. Hands and faces will be washed after snacks.

2. Toddler Toileting/Changing- Staff will assist children in learning the habits of personal hygiene. Independence and development of self-help skills are encouraged. All potty-trained children are accompanied to the bathroom by a teacher. However, it is not required that our 2 year old preschoolers be potty trained by the start of the school year. If your child is not potty trained it is the parent's responsibility to supply the necessary changing items needed such as diapers/pull-ups and baby wipes and it is necessary for the parents to replenish those supplies as needed through out the school year. Children will be changed immediately once they appear soiled or wet using the designated changing area in the Toddler Classroom.

3. In case of an accident, wet or soiled clothing will be changed promptly from an available supply of clean clothing. Parents/Guardians are responsible to provide one clean set of spare clothing at all times.

Injuries

Treatment of children who are injured shall be planned for and carried out as follows:

Written permission from the parents to call the family physician or refer the child for medical care in case of injury shall be on file. Parents shall be contacted as soon as possible after the injury has occurred.

In case of a serious injury, Emergency 911 will be called and the child will be transported to a medical facility. If the parent/guardian cannot be reached, the teacher or teacher-aide will accompany the child.

The classroom shall have a supply of disposable gloves, bandages, tape and band-aids.

Minor injuries will be cleaned with soap and water and protected with a band-aid.

All injuries will be entered in a medical log and an incident report completed and filed.

Standard first-aid practices will be followed and teachers are required to wear disposable gloves when dealing with body fluids.

Parents will be advised of all injuries; no matter how minor.

Sanitation of Toys, Equipment and Classroom

Toys, equipment and the classroom are washed down with a mixture of soap and water when soiled. Periodically, a cleaning with a district-approved sanitizer will be done during session breaks.

Emergency Evacuation Procedure

Lydell Community Center
Emergency Plan

The following procedures are prepared to provide those who work in the Lydell Community Center with a set of guidelines to follow in case of various emergencies. Although no two situations are alike and it is hard to predict the unexpected, the following will serve as suggested steps to take in the event we experience the following emergencies: fire/evacuation, tornado, medical problem, bomb threat or stranger in the building.

Fire/Evacuation Procedures

The head-teacher is responsible to follow the Lydell Community Center evacuation procedures in an event of a fire or evacuation.

Please note that the interior fire alarm switch boxes do not notify the fire or police departments; fire department should be called separately if Recreation Department is closed.

1. Locate the fire alarm switch box and activate.
2. Notify the Recreation Office if the fire occurs during regular business hours or the custodian in the evening or weekend providing the exact location of the fire.
3. The Recreation Department Staff will notify the fire department. If the Recreation Department is closed, the emergency red phone, located in hallway outside Recreation Office, can be used.
4. Fire/evacuation signal is a continuous ringing (buzzing) siren. If a fire/evacuation happens during regular office hours, recreation staff will attempt to contact all students and teachers in all occupied rooms for the need to evacuate the building. It is assumed

that preschool staff will respond to fire alarm and evacuate students under their care. Teachers should instruct students which exit to use.

5. During routine fire drills, the preschool will proceed with evacuating the building.

In case of fire emergency, The Recreation and Community Education staff will attempt to notify all Lydell Community Center program participants to leave the building according to the following directions:

Room 15	Leave building using Exit 3
Rooms 17, 19, 22	Leave building using Exit 4
Rooms 21, 23, 24, 25, 26, 28	Leave building using Exit 5
Rooms 2, 3	Leave building using Exit 2
Gym classes	Leave building using Exit 8

Emergency Weather

Tornado warning signal is a series of short blasts using an on-off pattern of the fire siren.

Storm warning maps are located in each classroom designating where people in each classroom should go. It is important to note that whenever possible, people should go to an interior hallway. Teachers will inform students where to move to according to the diagrams in each classroom.

The head teacher is responsible to check for the following;

- All doors and windows should be closed.
- When everyone arrives at their designated areas, they should assume the emergency position. Sit facing the wall with their heads between their knees and their hands covering their heads.
- Children are not sitting in front of classroom doors or windows.