



# Whitefish Bay **RECREATION**

Bringing **Community** Together



## **LYDELL PRESCHOOL**

*An Exceptional Place for Young Hearts and Young Minds*

### **Parent Handbook & Guide**

Lydell School & Community Center  
5205 N. Lydell Ave.  
Whitefish Bay, WI 53217

Ph.: 414-963-3947 Main Office  
Extension 6026 Room 26  
Extension 6028 Room 28  
Extension 3801 Admin/Billing Specialist

[www.wfbschools.com](http://www.wfbschools.com)

#### **OUR CLASSROOMS**

**Early Childhood Classroom: Ages 2-3**

**Preschool Classroom: Ages 3-4**

#### **PROGRAM DAYS & TIMES**

**3-Day Program: Monday, Wednesday, Friday**

**2-Day Program: Tuesday, Thursday**

**Time: 9:00 AM – 11:30 AM**

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# Lydell Preschool & Early Childhood Program

## Whitefish Bay Recreation and Community Education Department

### PHILOSOPHY

We believe in an inclusive preschool model; that children are unique, creative individuals that have the ability to influence their own learning. Our environment allows children developing typically, and those with special needs, to experience the excitement of learning while developing self-confidence, social skills, and independent thinking. The Lydell staff will challenge students to reach their potential while providing an environment that is balanced between recreation, socialization, and academics.

### CURRICULUM

As an affiliate program of the Whitefish Bay School District, our curriculum is based on frameworks developed by the Wisconsin Model Early Learning Standards (WMELS), Whitefish Bay School District, and current child development theory. These frameworks help us to develop standards to specify a developmental continuum that reflects attention to all domains of a child's learning and development.

The classroom environment is filled with rich colors and materials to encourage the child to use his or her imagination and creativity. As an extension of the classroom, the children may take full advantage of the Lydell School & Community Center gymnasium and playground. Among these many opportunities, the preschool children may take part in value-added learning experiences such as in-house field trips and interactive projects with Whitefish Bay Public School children and the local community.

The program activities are dynamic and may change with the children's interests and abilities. Our curriculum uses art, music, literature, language, nature, and social/emotional learning to engage all of our students in individualized learning. The Lydell program is unique in that children, teachers and parents work together to create a dynamic learning experience through the school and home environments.

### REGISTRATION PROCESS

Lydell Preschool is for children who are 2 to 4 years of age.

- Children entering the Early Childhood Classroom must be 2 years old by September 1<sup>st</sup>.
- Children entering the Preschool Classroom must be 3 years old by September 1<sup>st</sup>.

Registration for the upcoming school year takes place in January. If you miss the annual January registration dates, you may register your child throughout the year provided there are openings in the program. It is recommended that all children in the 3 and 4-year-old program be toilet-trained. However, children "in the process" and that have limited toileting accidents may be considered. Diaper changing is done in our Early Childhood classroom only.

At the time of registration, the completed enrollment form, the nonrefundable enrollment fee, and the tuition down payment are due. If your child is enrolling in the Tuesday/Thursday program, there is a \$90 non-refundable enrollment fee. If your child is enrolling in the Monday/Wednesday/Friday program, there is a \$135 non-refundable enrollment fee. The tuition down payment of \$200.00 will be applied to the first tuition payment in August.

## ENROLLMENT FEES AND TUITION

The quarterly tuition schedules and fee amounts are listed below:

### Lydell Early Childhood 3-Day Program M, W, F (2-3-year-olds)

**Non-refundable enrollment fee:** \$135      **Tuition deposit:** \$200

<b>Tuition:</b> \$1,950	<u>Due Dates</u>	<u>Amount</u>
	Aug. 1 <sup>st</sup>	\$287.50 (Tuition deposit applied)
	Nov 1 <sup>st</sup>	\$487.50
	Feb 1 <sup>st</sup>	\$487.50
	May 1 <sup>st</sup>	\$487.50

### Lydell Early Childhood 2-Day Program T, TH (2-3-year-olds)

**Non-refundable enrollment fee:** \$90      **Tuition deposit:** \$200

<b>Tuition:</b> \$1,435	<u>Due Dates</u>	<u>Amount</u>
	Aug. 1 <sup>st</sup>	\$158.75 (Tuition deposit applied)
	Nov 1 <sup>st</sup>	\$358.75
	Feb 1 <sup>st</sup>	\$358.75
	May 1 <sup>st</sup>	\$358.75

### Lydell Preschool 3-Day Program M, W, F (3-4-year olds)

**Non-refundable enrollment fee:** \$135      **Tuition deposit:** \$200

<b>Tuition:</b> \$2,050	<u>Due Dates</u>	<u>Amount</u>
	Aug. 1 <sup>st</sup>	\$312.50 (Tuition deposit applied)
	Nov 1 <sup>st</sup>	\$512.50
	Feb 1 <sup>st</sup>	\$512.50
	May 1 <sup>st</sup>	\$512.50

### Lydell Preschool 2-Day Program T, TH (3-4-year olds)

**Non-refundable enrollment fee:** \$90      **Tuition deposit:** \$200

<b>Tuition:</b> \$1,450	<u>Due Dates</u>	<u>Amount</u>
	Aug. 1 <sup>st</sup>	\$162.50 (Tuition deposit applied)
	Nov 1 <sup>st</sup>	\$362.50
	Feb 1 <sup>st</sup>	\$362.50
	May 1 <sup>st</sup>	\$362.50

Tuition may be paid in full at the time of registration or families may choose to pay quarterly. Payments are due according to the schedule below. If your account is past due, late fees of \$10.00 a week may incur. All accounts need to be reconciled by May 1<sup>st</sup>.

## 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. Families will have 48 hours to accept and enroll in the space before moving on to the next family on the waitlist.

## REFUND/WITHDRAWAL POLICY

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 with a child on the waitlist.

- If a withdrawal takes place before 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 of withdrawal to the time the position is filled.
- If the withdrawal takes place after the start of school and the spot is filled, the tuition due will be pro-rated from the time of withdrawal to the time the position is filled.
- If the withdrawal takes place after the start of school and the spot is not filled, there will be no tuition refund and the family will be responsible for the remainder of tuition payments.
- If a child receives a teacher recommendation for alternative arrangements a pro-rated tuition refund will be given.

## LATE PICK UP FEES

Our preschool programs end at 11:30 a.m. unless there is a planned event. If a student is not picked up 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

If your child will not be attending school because of an illness or other reasons, please call Caitlin, our Preschool Administrative Assistant, at (414) 963-3801 to leave a message or email [caitlin.carani@wfbschools.com](mailto:caitlin.carani@wfbschools.com) and your teacher. For preventative measures, please explain in your message the details of your child's absence, symptoms, and diagnosis.

### Health/Illness

A child who develops a fever of 100.4 or higher with cough, vomiting, or diarrhea will be sent home. Parent or Guardians should pick up their Preschoolers within 30 minutes of being contacted.

Please keep your child at home if he/she shows any of the following symptoms which may be early signs of respiratory infections or contagious disease: unusual crankiness or fatigue, fever within the past 24 hours, diarrhea, loss of appetite, or unexplained rash or vomiting. If your child becomes ill during the program, such as having a fever over 100.4 degrees, vomiting, diarrhea, or contracting a contagious disease, you will be required to pick up your child within 30 minutes of notification. If your child has a contagious disease, please notify us immediately so that we may determine whether our preschool families need to be notified of possible exposure. Children must be fever-free, vomit-free, and diarrhea-free for 24 hours prior to their return to school.

### Whitefish Bay School District Pediculosis Protocol (Head Lice)

If evidence exists that a student has live lice, the following protocol will be followed:  
A parent/guardian will be notified the same day, via telephone and in writing, to communicate prompt treatment is required.

Students found to have live lice will go home at the end of the school day. The student will be re-admitted to school after successful treatment and screening (i.e., no live lice). Students with nits only should be monitored for signs of reoccurring infestations.

If live lice are present in 2 or more students in the building, a notification will go out to all classrooms within the grade level of identified students. Classroom screening has not been proven to have a significant effect on the incidence of head lice in a school community over time. School staff, at their discretion, may utilize health room assistance to check for active lice if students are symptomatic.

A thorough cleaning and vacuuming of the affected classroom and other areas potentially impacted will be completed by the maintenance department upon notification by the teacher. Teachers will be instructed, by the health aide or Village nurse, in control measures to be used in the classroom to help control the further spread of head lice. In addition, staff may provide a brief overview/information about the transmission and strategies to reduce the spread of lice (e.g., do not share hats, combs).

## FIRST AID AND 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 serious 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.

## SAFE ARRIVAL

Children will enter Lydell School & Community Center through the front (door #1) or playground door (door #2) of the building. Parents are asked to stay with their child until the classroom doors open. The doors to the rooms will open at 9:00 a.m. To encourage our Preschoolers independence and responsibility, 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 classroom teachers will welcome each student as they enter and provide encouragement to help the students who may have some initial separation anxiety. To ensure the safety of our students, staff, and community members, the Lydell School & Community Center has monitored building entrances that are set to lock from 8:00 am to 4:30 pm.

## SAFE DISMISSAL

Parents/Guardians or authorized persons are asked to wait in the hallway outside the classroom to pick up their child. Children will be dismissed one by one to their parent/guardian or authorized person starting at 11:30 a.m. Families will exit the Lydell School & Community Center through the front (door #1) or playground door (door #2) of the building.

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.

## DAILY SCHEDULE

The Lydell programs are made up of two classrooms: The Early Childhood room and the Preschool room. The students in the Early Childhood (E.C.) typically range from 2 years old to 3 years old. The students in the Preschool classroom typically range from 3 years old through 4 years of age. Our program allows children to thrive and learn while introducing classroom routines in a consistent environment. Below is a sample of what a typical day may look like:

### Preschool Daily Schedule

<b>9:00-9:15</b>	Practice our independence - hanging up coats and backpacks Find our table spots/table activities Social time with friends
<b>9:15-9:40</b>	Transition to Circle Time Getting ourselves situated on our circle spots Calendar/Days of the Week Preschool jobs Weather/What do we wear? Large group activities and discussions
<b>9:40-9:50</b>	Potty Party!
<b>9:50-10:10</b>	Gross Motor Fun! (Gym or outside-weather permitting)
<b>10:10-10:30</b>	Snack Time Practicing hand washing/snack helper job/singing thanks to snack friend/practicing self-help skills/table manners
<b>10:30-11:15</b>	Child-selected Learning Centers/Small Group Activities <ul style="list-style-type: none"><li>• Child-selected Learning Centers include: open art, blocks, sensory table, manipulatives, science, dramatic play</li><li>• Small Group Activities include: art, math activities, language development/journaling</li></ul>
<b>11:15-11:30</b>	End-of-Day Circle Time Music/Movement/Stories

## SCHOOL CALENDAR

A Preschool calendar will be sent out with your orientation packet in the summer. The preschool classrooms generally follow the yearly public school calendar. School may be closed on days when there is no Whitefish Bay Public School due to in-service, holiday, or vacation breaks. Please check your classroom preschool calendar regularly. The Lydell Preschool classrooms will be closed when the Whitefish Bay Public Schools are closed due to inclement weather.

## SNACKS

Families 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. A list of recommended healthy snacks will be distributed along with the snack letter. Due to allergies, the classrooms cannot accept home-baked goods or foods that contain nuts. For students with food allergies, the teachers will work with the family to create an individualized snack box.

## 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.

## CLOTHING

Please dress your child appropriately for the weather. We will go outside if the weather permits. In addition, the children can get messy. Please send a change of clothing in a plastic bag for your child to be kept at school:

- Shirt (long and short sleeve)
- Pants (shorts)
- Underwear
- Socks

Label all clothing, including coats, hats, mittens, gloves, boots, and shoes, with your child's name.

## SCHOOL BAG

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

## PETS, PLANTS ON SITE AND OTHER ANIMALS

The classrooms may have pets and live plants. We believe that a preschooler's role in caring for small classroom animals and live plants is important to their social-emotional development. The opportunity to care for another living thing provides an opportunity for students to learn empathy and responsibility and helps develop a positive sense of self. All contact between the animals and our preschoolers is under the supervision of a teacher that is close enough to remove the child immediately if the pet or animal shows signs of distress or the child shows signs of treating the pet or



animal inappropriately. Pets will be kept and handled in a manner that protects the well-being of both the children and pets. Procedures are followed when children have contact with pets while in the care of the preschool and are as follows:

- Staff will check the medical and allergy list for pet allergies of all students before allowing them to touch animals.
- All children and staff must wash their hands after touching all animals.
- Pets in rooms are confined to cages while food is being served.
- Animal habitats are kept clean.
- Pets shall be maintained in good health and appropriately vaccinated.
- Parents are notified in advance when the classroom has pet or pets visiting the classroom

If your child has pet allergies, be sure to include that information on the Preschool Health & Emergency Information Form.

## BEHAVIOR MANAGEMENT PROCEDURES

All Lydell preschool students 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 attempt to avoid negative behavior issues by:

- Making rules clear and simple.
- Being consistent.
- Making children aware of the consequences of poor choices.

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

- Speaking to the child at his/her level while maintaining eye contact and using a calm voice.
- Listening to the child's explanation of his/her behavior.
- Reminding the child of classroom rules.
- Speaking to the child using positive language.
- Allowing the child to take a break from the group.

Aggressive behavior will be handled immediately and in the manner described above.

No verbal abuse, shame or physical punishment shall be used.

If staff experience consistent behaviors that are inappropriate, the following steps may be taken:

- Parent will receive a verbal warning regarding the behaviors and will be informed that the next step will be a written warning.
- 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 or the child's behavior is deemed a safety concern, the Director reserves the right to ask the parents to find alternative arrangements. Behavior that puts the child or others at a safety risk will be handled immediately using the techniques and policies noted on the previous page. Examples of dangerous behaviors may include, but are not limited to repeated defiance, leaving supervised areas, use of inappropriate language, and causing physical harm to oneself or others. These types of behaviors could lead to immediate removal or temporary dismissal from the program.

## TEACHER RECOMMENDATION FOR ALTERNATIVE ARRANGEMENT

Our teachers work hard to instill a love for school within all of our preschoolers. However, situations may arise where a teacher suggests that a child may not be suited for Lydell preschool and we may ask parents to make alternative preschool arrangements. Some behaviors that children exhibit that would suggest that he/she is not ready for a school experience include:

- Severe separation anxiety.
- Frequent bowel or “potty” accidents and parents are not available for clean-up.
- The child frequently acts aggressively (biting, kicking, hitting) toward others and does not respond to teacher/parent interventions.

## LEGAL CUSTODY

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

## 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.

## SPECIAL NEEDS

The Lydell preschool programs are inclusive to all children. If your child has special needs or considerations, please make sure that you provide that information regarding these needs on the enrollment form. Every effort will be made to provide reasonable accommodations.

## PERSONAL HYGIENE

Preschool Toileting (Ages 3-4 years): Staff will assist children in learning the habits of personal hygiene. Independence and the development of self-help skills are encouraged. Children are accompanied to the bathroom by the preschool staff member. If a child has a bowel accident, parents may be called to assist and change the child into clean clothing. If a child has repetitive bowel accidents (3 or more accidents), the teacher may determine that the child is not suitable for preschool programming.

Early Childhood Toileting/Changing (Age 2 years): Independence and development of self-help skills are encouraged; however, it is not required that our Early Childhood students be toilet trained by the start of the school year. If your child is not toilet-trained, it is the parent’s responsibility to supply the necessary changing items such as diapers/pull-ups and baby wipes. It is necessary for the parents to replenish those supplies as needed throughout the school year. Children will be changed immediately once they appear soiled or wet using the designated changing area in the EC classroom.

In case of an accident, wet or soiled clothing will be changed promptly from an available supply of clean clothing. Children's hands are washed before and after eating and after toileting and at other times throughout the morning when appropriate.

## MEDICATIONS

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

- 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.
- Prescription medication must be brought in a container with a current pharmacy label on it.
- Medication must be brought to school by a parent/guardian.
- A written record of all medication administered to students by designated employees or volunteers shall be kept by preschool staff.
- 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 before the first day of school. This immunization history must indicate that the child has received at least DtaP, Polio, MMR, Varicella (if the child has not had chickenpox), and Hepatitis B, or that the immunization requirement is to be waived for that child by a compliance alternative.

Immunization requirements are waived upon parental signature stating that the child is not immunized due to personal or religious reasons. Immunization requirements may also be waived upon a physician's signature stating that the child is not immunized due to 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 healthcare provider stating that the child is on schedule for immunizations, including the date for the next scheduled 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 may 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.

## SANITATION OF TOYS AND EQUIPMENT

Toys and equipment 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 RESPONSE PLAN

The Lydell School & Community Center will follow the procedures of the Emergency Response Plan provided by the Whitefish Bay School District. We prepare regular yearly safety drills. We will share pertinent procedures and expectations with those in the building immediately prior to safety practice drills. Our goal is to help all preschoolers, staff, and families be and feel safe in our school.

During the school year, we will participate in the following safety drills/practices:

- Fire Drill
- Evacuation Drill
- Severe Weather/Tornado Drill
- Lockdown Drill

## INCLEMENT WEATHER

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

## FAMILY INVOLVEMENT

Families are a crucial component of the program. We encourage our parents to continue the curriculum at home. Our Parent Connection Board supplies parents with our Weekly Learning Plans, book titles, songs, finger plays, and art ideas. Family orientation conferences are held in August before the start of the school year. The intent of this conference is to get to know the child and parents before the first day of school. An orientation conference questionnaire and the sign-up procedure are included in the Orientation Packet. There will be two parent-teacher conferences scheduled during the school year and parents are welcome to initiate a conference should they feel there is a need. 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 news and events. Parents are welcome to visit the classroom throughout the school year.

## VOLUNTEERS

It is not a program requirement for parents to volunteer, however, there will be times throughout the school year that we may ask for help to run special events or in-house field trips. Volunteer sign-up opportunities will be posted on the hall bulletin board.