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Jacob's Learning Ladder Preschool and Adventure Club

Parent Handbook

WELCOME TO JACOB'S LEARNING LADDER PRESCHOOL AND ADVENTURE CLUB!

We look forward to working with each one of you. Your child's growth and welfare are important to us. We provide opportunities for your child to learn and develop skills with others their own age through a well-balanced curriculum in a Christian atmosphere. Activities are catered to, but not limited to, a child's developmental needs. Our day includes activities that focus on development in language, social/emotional, physical, cognitive, and spiritual skills. This wide range of activities is implemented in the belief that children learn through play in a learning center environment.

The purpose of this handbook is to provide you with as much information about our policies, procedures and program as possible.

COMMUNICATION

It is our philosophy that a key component to successful outcomes in caring for your child is communication.

COURTESY CALLS

A courtesy call or courtesy email is used to inform parents of any situations that occur during the day that we feel parents need to know about prior to picking up their child. Such situations may include: the beginning signs of sickness, an injury, or any behaviors that are out of the ordinary for their child. A document describing the situation that occurred during the day is sent home with your child. Please do not hesitate to contact us if you have any suggestions or concerns.

ELECTRONIC COMMUNICATION

We provide these online capabilities to assist parents in accessing information and communicating with the center:

- ✿ **EMAIL:** We use email to let parents know about classroom events, programs, opportunities to contribute snacks and supplies, reminders, monthly news and menus, and emergency information.
- ✿ **FACEBOOK:** We have two areas on Facebook for Jacob's families.
 - www.facebook.com/JacobsLearningLadder is a fan page accessible by the public. Here we share news of interest to the public and select pictures of our students.
 - www.facebook.com/groups/JacobsLL is a closed group for members only. To become a member you may request it from this page, or any other member can invite you, but an administrator must approve you. The administrator checks your information

to see if you are a parent of a current student before approving you. The group is closed to the public. Anyone can see the name of the group and who is in it, but only members can see posts and pictures posted in this group. This is the place where we post important information and reminders for parents. We love to post pictures from our day to this group. It is a nice place for parents to share pictures they have taken at our Jacob's events, or to ask a question for the staff or other parents to answer.

- ✿ **WEBSITE:** In an effort to reduce paper waste, we post much of our parent information online. Our parent handbook, monthly curriculum, monthly classroom newsletters, and monthly menu are posted online at www.mygpc.org/jacobs under the "Parent Info" tab. Other resources include medicine dispensing forms, field-trip permission slips, and the state-required Medical Record form. Please check this site to download your copy of the menu.

ADMISSIONS POLICY

Before a child can begin care in Preschool or Adventure Club, the school must have on file the following forms:

- Enrollment Application (salmon-colored)--signed and dated by a parent AND a witness (not a relative or staff member).
- Developmental History (pink)
- Medical Record (yellow)--signed by parent and filled out by child's pediatrician.
- Emergency Release (white)--signed and dated by a parent AND a witness (not a relative or staff member).
- Class List form (green)
- Pupil Transportation form (gold)

Parents are also responsible for yearly updating the child's physical, keeping the immunization record up-to-date, and letting the staff know when the child receives special medical treatment. Parents must bring in documentation of the child's updated immunization record. Please check page 12 for the State of Kansas Immunization Requirements. **Parents are responsible for updating all information on all forms when necessary.**

In order to be in compliance with the Kansas Department of Health and Environment Regulations, your child will not be admitted to class until all forms are properly filled out and appropriate signatures are obtained.

Jacob's Learning Ladder and Adventure Club does not discriminate because of race, color, sex, national origin, ancestry, religion, handicap, marital status, or age in enrollment of students or in employment of staff.

SCHOOL CLOSINGS

We usually follow the decision of the Wichita Public School District USD 259 for closings during extreme weather conditions. However, the center REMAINS OPEN during USD 259 closings due to extreme temperatures. We post information about school closing on our website (www.mygpc.org/jacobs), on our Facebook public page and Facebook parent group. We attempt to notify the local television stations for unscheduled closings due to weather. If there is any question, we recommend you telephone 618-4189 after 7:00am and listen for a recorded message. We are also closed on the following holidays:

- | | |
|-------------------------------|--|
| • New Year's Day | January 1st |
| • Martin Luther King, Jr. Day | Third Monday in January |
| • Good Friday | Friday prior to Easter |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4th |
| • Labor Day | First Monday in September |
| • Thanksgiving | Fourth Thursday and Friday in November |
| • Christmas Eve | December 24 th |

- 🌸 Christmas Day December 25th
- 🌸 December 22nd to 26th Closed for Winter Break (Please see school calendar for additional information about Winter Break closings the week of December 29th)

If one of the above holidays falls on a Saturday, we close the Friday before it. If the holiday falls on a Sunday, we close on the following Monday. If you have questions, please consult your school calendar. *No Credit or Credit Days are given for Holidays or School Closings.*

ADVENTURE CLUB HOURS

Child care service is offered Monday through Friday from 7:00am to 6:00pm. This is a full-time program offered 12-months of the year. We accept children 12-months and walking to school age. While attending Adventure Club, children are supervised by qualified staff during their daily activities. Adventure Club curriculum enhances gross motor and social skills. This program also allows children to be academically challenged in a low-stress and loving Christian environment. Nutritional snacks and a meal are included in the program. Full-time and part-time (for children two through school-age) enrollment options are available. You may purchase additional hours under special circumstances if prior arrangements with a director have been made. No drop-ins without prior permission are accepted. If you have any questions concerning Adventure Club, please call the Early Childhood Office at 618-4189. Directors can also answer any questions concerning other Early Childhood Education Programs and other opportunities at Grace Presbyterian Church.

PRESCHOOL CLASS HOURS

Three-Year-Olds and Four-Year-Olds:

- 🌸 Tuesday and Thursday mornings 9:30am to 12:00pm.
- 🌸 Monday, Wednesday and Friday mornings 9:30am to 12:00pm.

Pre-Kindergarten:

- 🌸 Monday, Tuesday, Wednesday, Thursday and Friday mornings 9:30am to 12:00pm.
- 🌸 Monday, Tuesday, Wednesday, Thursday and Friday afternoons 1:00 to 3:30pm.
- 🌸 Monday, Wednesday and Friday mornings 9:30am to 12:00pm.
- 🌸 Monday, Wednesday and Friday afternoons 1:00 to 3:30pm.

PLEASE DO NOT bring preschool-only students until 9:25am or 12:55pm unless prior arrangements have been made. Please be prompt in picking your child up at dismissal time. If a babysitter or other relative is responsible for transportation, please inform them of the times. All students must be checked-in and out at the Welcome Desk inside the double glass doors off the north parking lot. All west doors are locked during business hours.

CLASS SIZE RATIO

- 🌸 12-months and walking is 1 to 5.
- 🌸 2 to 3-year Toddler class is 1 to 7.
- 🌸 Preschool-age is 1 to 8; 1 to 10 or 1 to 12.

VISITATION TO THE CENTER

Parents are always welcome to visit their child's class. Please make arrangements with the teacher for your visit. If you plan to have lunch with your child please let us know by 10:00am so we can include you in our lunch count. Any visitor other than the child's parent or legal guardian must check in at the Welcome Desk and obtain a Visitor Badge before entering a classroom. The Welcome Desk is located inside the double glass doors off the north parking lot. All west doors are locked during business hours.

SIGN-IN SHEETS

For safety and security, sign-in sheets are used to keep track of people in the building. Sign-in sheets for the toddlers are located in their classroom. The sign-in sheet for preschool-aged students is located at the Welcome Desk inside the double glass doors off the north parking lot. It is the responsibility of all parents to sign their child in and out daily. **If a child is not signed in and out correctly, you will be charged a full day's rate, regardless of how long the child was in attendance.**

CUSTODY AND VISITATION

From time to time, issues arise as to the release of a child to the appropriate parent or legal guardian. At the time of enrollment we ask that the parents or legal guardians of the child make a note as to any and all custody or visitation restrictions. Additionally, we ask that you provide to a director any documents supporting those restrictions. We strictly adhere to the instructions provided in such documents. It is the responsibility of the parents or legal guardian to provide updated documents as necessary. It is the policy of Jacob's Learning Ladder Preschool and Adventure Club staff to remain neutral in all issues or situations concerning custody or visitation of children. Please do not ask a staff member to do otherwise. In all matters concerning the children in our care, the child's welfare is our primary concern.

WITHDRAWAL/TERMINATION

If you plan to withdraw your child from Adventure Club or preschool, please notify us two weeks prior to leaving. We reserve the right to terminate at any time the enrollment of any child. A child's behavior that interferes with the care and the safety of the other children in our care or our staff could lead to a termination. Some examples of situations that may lead to termination are: consistent violent behavior toward other children, staff, or themselves; lack of financial payment; or parental behavior that is disrespectful or inappropriate to staff or other children.


CHILDREN'S HEALTH AND WELLNESS


ILLNESS

One of our primary concerns as a staff is to ensure the health and wellness of every child in our care. To prevent the spread of illnesses we enforce our illness policy on every occasion. A child who shows evidence of illness **MAY NOT** attend Adventure Club or preschool. If a staff member notices symptoms of an illness upon arrival of the child, the child will not be permitted to stay. Jacob's Learning Ladder Preschool and Adventure Club does not provide care for ill children. Any time your child is diagnosed with an illness, please let the Early Childhood Office or your child's teacher know, so that we may send out exposure notices to parents of children who may have been exposed to the illness. Symptoms of illnesses include, but are not limited to:

- ✿ **A FEVER OF 100 DEGREES OR HIGHER.** If a staff member suspects that a child has a fever, the child's temperature is checked with a precision digital thermometer under the child's arm. If the child's temperature is 99 degrees or above, the parent receives a courtesy call (see p.4) to inform them of the situation. The child's temperature is rechecked in thirty (30) minutes by another staff member. If the child's temperature has risen to over 100 degrees, the parents are asked to pick up the child. **CHILDREN MUST BE FEVER FREE (without fever reducing medication) FOR 24 HOURS BEFORE RETURNING.**
- ✿ **DIARRHEA.** If a child has two or more consecutive diarrhea diapers or loose, runny stools within an eight (8) hour time period, the child is sent home. The Early Childhood Office must have a doctor's release if the child is experiencing diarrhea due to allergies or medication. **CHILDREN MUST BE DIARRHEA FREE WITHOUT MEDICATION FOR 24 HOURS BEFORE RETURNING.**
- ✿ **VOMITING/NAUSEA.** If a child vomits, he/she is sent home. If a child has a continual nausea feeling during the day, parents are given a courtesy call and may be asked to pick up their child. **CHILDREN MUST BE FREE FROM VOMITING FOR 24 HOURS BEFORE RETURNING.**
- ✿ **LICE.** Any child who has lice is sent home immediately. Your child **MUST BE** checked out by a health care provider and have written permission to return.
- ✿ **RED OR SORE EYES.** Parents are notified if their child's eyes become red and sore and if there is any discharge coming out of the eyes. If an infection is diagnosed, your child needs to be on medication and under the care of a physician for at least 24 hours before returning to the center. Please contact the center as soon as possible if an illness is diagnosed.
- ✿ **EARACHE.** Anytime a child complains of an earache, the parent is given a courtesy call. The child does not have to be picked up, unless they are running a fever. We just want to be able to inform you that your child may be experiencing discomfort and exhibiting symptoms of an illness.
- ✿ **SORE THROAT.** Anytime a child complains of a sore throat the parents are given a courtesy call. The child does not have to be picked up unless they are running a fever. We just want to be able to inform you that your child may be exhibiting symptoms of an illness. If an infection is diagnosed, your child needs to be on medication and under the care of a physician for

at least 24 hours before returning to the center. Please contact the center as soon as possible if an illness (i.e. strep throat) is diagnosed.

 **RASHES.** Rashes must be checked with your doctor for possibilities of roseola, chicken pox, or other diseases. Please contact the center if the diagnosis of an illness is made.

 **TEETHING.** Uncomfortable symptoms due to teething are very hard to treat at the center. Teething gel can be left for the child. Parents must fill out and sign a medicine release form in order to have the gel administered at the center. A teething fever is treated like any other fever and the child is sent home.

If symptoms of these illnesses begin during the day while your child is in our care, you are notified that arrangements need to be made for your child to be picked up within one (1) hour. Illness can be harmful to other students, their families, and the teachers. Please do your part to ensure a healthy environment for everyone. Whenever a child is sent home sick, a symptom checklist is sent home with the child. This checklist informs parents of any and all symptoms that the child has exhibited during the day. Please refer any questions to a staff member or your health care provider. **Remember that it is left to the discretion of the staff in all cases to decide whether or not a child should be sent home and when the child may return.**

MEDICATION

It is our policy NOT to dispense any non-prescription medications to any child. The only exceptions are diapering ointments, teething gels, and sunblock, provided by parents. Parents must fill out and sign an Authorization for Dispensing Medications to Children form (which can be found on our website or obtained from the center) if teething gel, diapering cream, or sunblock is left at the school. We dispense prescription medications under the following conditions:

1. An Authorization for Dispensing Medications to Children form must be filled out and signed by the parents for each medication (a copy of the release form is on our website).
2. The medication (including diapering ointments, teething gels, and sunblocks) must be in the original pharmacy container labeled with the child's name, name of the medication, the dosage, and the dosage intervals.
3. If the medication prescribed by your child's doctor is given in a sample package, the medication must be accompanied by a physician's approval slip. It must also be labeled with the child's name, the name of the medication, the dosage, and the dosage interval.
4. All medication must go home at the end of each day. (If your child does use a diapering ointment, please provide a tube of ointment labeled with the child's name, dosage, and instructions that can be left at the center.)
5. All medication is stored in a locked container and labeled with the child's name.

TOILET TRAINING

Toilet training a toddler varies from child to child. We want to partner with parents to accomplish success for the child in the personal skill. In order to use a method that is consistent with what the parents are doing at home, please see your child's teacher for a form that parents are asked to complete so that both

staff and parents are following the same procedures and prompts for the child's success. If a reward method is used, parents are asked to provide the reward that they use for their child. Parents are also asked to bring extra clothes during the training period. In order to maintain a proper developmental age group in the toddler room, **a child must be toilet trained by the age of 3 years**. After this time the parents will be asked to pay a holding fee until the child is toilet trained and can return to the program. All children enrolled in the pre-school must be toilet trained before they can enter that program. All children in pre-school must be out of diapers and pull-ups.

ACCIDENTS

In even the best child care center, accidents do occur. If your child is involved in a slight accident a written report will be completed. One copy is kept on file at the center and one copy is given to you. You may be given a courtesy call (see on page 4) to inform you of what has happened. If we believe your child is in need of emergency medical attention, you will be contacted immediately. If you are unable to take your child to seek treatment or if we are unable to contact you or any of your emergency contacts listed on your child's emergency release form, staff members will seek treatment for your child. This consists of:

1. Calling 911.
2. Providing first aid, if necessary.
3. Providing information to paramedics as needed.

If payment is warranted, it is the responsibility of the parents.

MEALS/SNACKS/ALLERGIES

We provide nutritious meals and snacks in Adventure Club and preschool. We encourage you to feed your child breakfast at home, but we do provide a light breakfast in Adventure Club. Breakfast is only served from 7:00 to 8:30am.

Snacks are served mid-morning and mid-afternoon in preschool, Adventure Club and the toddler program. Parents may bring in snacks for any classroom if they wish. Please check with the teacher for food allergies in the classroom and to get a count of how many children will be present and to set up a date. Parents may occasionally be asked to provide snacks for special occasions and parties.

We provide 100% fruit juice for all children. If you would prefer your child have water, please let a staff member know. Children are encouraged to drink plenty of water throughout the day.

Lunch Bunch is between 12:00 and 1:00pm. The lunch menu meets all Kansas Department of Health and Environment lunch requirements. Any children who arrive after 12:30pm will not be served lunch. Monthly lunch menus are available on our website (www.mygpc.org/jacobs). Feel free to send your child with a sack lunch, if you wish. You must give 24-hour notice if you would like your child to come for lunch. This space is limited and you may be rejected if there is not space available.

In order to ensure the health of every child, parents must inform staff members if their child has any food allergies. Parents are expected to provide alternate snacks or meals for their child if the child cannot eat the snacks and meals provided by the school. In addition, parents are asked to fill out a special diet release form.

IMMUNIZATION REQUIREMENTS: STATE OF KANSAS

Child Care Licensing Program
Bureau of Family Health
1000 SW Jackson Street
Topeka, Kansas 66612-1274



Phone: 785-296-1270
Fax: 785-296-0803
cclr@kdheks.gov
W'IWI.kdheks.gov/kidsnet

Robert Moser, MD, Secretary

Department of Health & Environment

Sam Brownback, Governor

IMMUNIZATION REQUIREMENTS
FOR LICENSED CHILD CARE FACILITIES
AND EARLY CHILDHOOD PROGRAMS OPERATED BY SCHOOLS
2014-15 School Year

Immunization requirements and recommendations for the 2014-2015 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations. The current immunization schedules, including catch up schedules, may be found at <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>

K.A.R. 28-1-20 defines immunizations required for children attending child care facilities licensed by KDHE or early childhood programs operated by schools. The complete regulation is available at http://www.kdheks.gov/immunize/download/KS_Imm_Regs_for_School_and_Childcare.pdf

- **Diphtheria, Tetanus, Pertussis (DTaP):** five doses required. Doses given at 2 months, 4 months, 6 months, 15-18 months (4th dose may be given at 12 months provided at least 6 months after dose 3) and 5 years of age. Four doses acceptable if dose 4 given on or after the 4th birthday and 6 months after 3'd dose.
- **Poliomyelitis (IPV/OPV):** four doses required. Doses given at 2 months, 4 months, 6-18 months and 4-5 years of age. One dose is required after age 4, with a 6 month minimum interval from previous dose.
- **Measles, Mumps, Rubella:** two doses required. Doses given between 12-15 months and 4-5 years of age.
- **Hepatitis B:** three doses required. Doses given at birth, 2 months, and 6-18 months of age.
- **Varicella (chickenpox):** two doses required unless history of varicella disease documented by a licensed physician. Doses given at 12-15 months and 4-6 years of age.
- **Haemophilus influenzae type b (Hib):** four doses required for children less than 5 years of age. Doses given at 2 months, 4 months, 6 months and 12-15 months of age. Total doses needed for series completion is dependent on the type of vaccine and the age of the child when doses given.
- **Pneumococcal conjugate (PCV):** four doses required for children less than 5 years of age. Doses given at 2 months, 4 months, 6 months, and 12-15 months of age. Total doses needed dependent on the age of the child when doses given.
- **Hepatitis A:** two doses required for children less than 5 years of age. The first dose is given at 12 to 18 months of age, with a 6 month interval between the first and second doses.

In addition to the immunizations required for children attending child care facilities licensed by KDHE and early childhood programs operated by schools, the 2014 ACIP recommendations include the following additional immunizations:

- **Rotavirus:** three doses *recommended* for < 8 months of age; not required.
- **Influenza:** yearly vaccination *recommended* for all ages ≥ 6 months of age; not required.

Minimum age and interval must be met for any vaccine dose to be considered valid.

Efforts by child care providers and schools have been central to the success of public health efforts in eliminating vaccine preventable diseases. Thank you for this success.

Rev. 2/14

COMMUNICABLE DISEASE

SEDGWICK COUNTY HEALTH DEPARTMENT PUBLIC HEALTH REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES



Sedgwick County
Health Department
 TEL: (316) 660-5555
 FAX: (316) 660-5550
diseasereport@sedgwick.gov

PUBLIC HEALTH REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES

No person having an infectious or contagious disease shall be admitted to any public, parochial or private school, or any other public place.

- I. The following communicable diseases **MUST** be reported to the Sedgwick County Health Department at the contacts listed above. **Exclude immediately** until Health Department disease investigators provide additional directions regarding exclusions, readmission, contact exposure, and preventative measures.

| | | | |
|-----------------------------------|-------------------------------------|-----------------------------------|--|
| Measles | Meningitis | Mumps | **Shigella (Shigellosis) |
| Rubella (German measles) | **Salmonella (Salmonellosis) | Pertussis (whooping cough) | **Shiga-toxin producing E.coli (STEC) |
| Any other unusual diseases | | | |

- II. The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Disease investigators will provide directions regarding exclusion, exposure to contacts and preventative measures. Additional information is required as outlined here.

- Chickenpox (varicella):** Infected person shall remain in isolation for 6 days after the first crop of vesicles appear or until the lesions are crusted, whichever comes first. Each susceptible contact of an infected person shall be vaccinated within 24 hours of notification or excluded until 21 days after the onset of the last reported illness in the classroom.
- Hepatitis A:** Infected person shall be excluded from a child care facility, family day care home, school, food handling, patient care, and any occupation involving the care of young children and the elderly until 14 days after the onset of illness.
- Tuberculosis, latent infection:** These persons have a positive skin test and a normal chest x-ray and therapy is encouraged to prevent them from progressing on to disease. They are not infectious, even though they may or may not be placed on preventive therapy.

•**Tuberculosis, active disease:** These persons are ill with disease. Active disease cases usually exhibit symptoms such as cough, coughing up blood, fatigue, fever, loss of appetite, and weight loss. Active disease requires tests including chest x-ray, skin tests and other diagnostic tests as indicated. Treatment is for at least 6 months and therapy has to be observed. These persons must be excluded until further direction from Health Department TB staff. **Report both infected and active disease** to Health Department staff who will provide directions.

III. The following diseases are not reportable, but infected person **must be excluded** for the duration listed:

- Impetigo:** Infected person shall be excluded until 24 hours after starting antibiotic treatment.
- Pediculosis (head lice):** Individual infested with lice shall be excluded from a child care facility, family day care home, or school until treatment with an insecticidal drug is initiated.
- Pinkeye: (bacterial conjunctivitis):** Infected child or student shall be excluded from a child care facility, family day care home, or from school until 24 hours after starting antibiotic treatment.
- Ringworm of the skin and scalp:** Infected person shall be excluded until beginning treatment provided by a health care provider.
- Scabies:** excluded until the day after treatment has begun.
- Staphylococcal disease:** Infected food handler shall be excluded from that person's occupation until the purulent lesions are healed or until each wound is covered with an impermeable cover.
- Streptococcal disease, including strep throat:** Infected person shall remain in isolation for 10 days if untreated or for 24 hours following initiation of antibiotic therapy.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or for the protection of the other children. A child excluded from school because of any contagious disease shall not attend day care, stores, movies, parties, public gatherings, or be in contact with other children. If a child is excluded because of a suspected communicable disease, certification by a licensed provider is required for re-admittance. In the event of an outbreak of any of these or other communicable diseases, the Health Officer may issue restrictive requirements as needed.

**Enteric precautions are required; this includes meticulous hand hygiene as the single most important measure to decrease transmission. Waterless hand sanitizers may be an effective option in circumstances where access to soap and clean water is limited.

Garold Minns M.D.

Garold Minns, MD, Health Officer
Sedgwick County Health Department

KAR 28-1-5: 28-1-6 www.sedgwickcounty.org KSA 65-122: 65-128 HPP
Revised 03/26/09

PAYMENT POLICIES

ANNUAL ENROLLMENT FEE

A total of \$65.00 is collected at the time of pre-enrollment in either the pre-school (Jacob's Learning Ladder) and/or daycare (Adventure Club) program. This is a non-refundable pre-enrollment fee which secures a class position for your child.

TUITION RATES

Charges for each child are assessed for the usual hours per week that are noted on your **Payment Agreement**, a form completed in the office at the time of enrollment and annually thereafter or when there is a change in your child's position in the program. You pay the same rate each week whether the child attends or not. This includes any absences due to the center being closed (for holidays or snow days) or short-time leave-of-absences due to illness or vacation. The rates for all children enrolled only in the pre-school (Jacob's Learning Ladder) are assessed on a monthly basis and due the 10th of each month. The rates for all the children enrolled in pre-school (Jacob's Learning Ladder) **and** daycare (Adventure Club), and for the children enrolled only in the daycare (Adventure Club) program are based on a weekly rate and are due according to your **Payment Agreement**. The rates for all children are based on what programs your child is currently enrolled in, how many hours they attend, and how old they are. We offer full-time rates and part-time rates (part time is 25 hours a week or less, full-time is 35 hours or more a week).

An hourly rate is charged for more than 25 but less than 35 hours. Tuition rates are subject to change anytime when deemed necessary for the financial health of the program. A minimum of two (2) weeks' notice will be given in the event of a tuition rate change.

PAYMENTS

Tuition for children enrolled in pre-school only is due by the 10th of each month. If your child is enrolled in both pre-school and daycare or daycare only, payment can be made weekly, bi-weekly, or monthly. You must make your tuition payments according to the **Payment Agreement** currently on file in the office. If your childcare needs change, if you wish to change your payment schedule, or your child is assigned to a new classroom due to age you must check with the office and complete a new **Payment Agreement**. We make every effort to hold your childcare costs down to an affordable rate. One way to do this is by minimizing statements. Do not expect a weekly statement. We will only send statements when your account becomes ten (10) days past due. If you require a monthly receipt for tax purposes, please contact the Early Childhood Office. Keep these receipts. We generate individual tax statements at the end of the year **if requested**. Please put your tuition payments in the tuition boxes located either by the Early Childhood Office or in the Toddler 2 room. Checks, money orders, or cashier's checks are the preferred method of payment. Direct payment can be set up through your banking institution and sent directly to Jacob's Learning Ladder. We can accept Visa or MasterCard for your tuition, however there is a \$5.00 fee for each debit/credit card transaction. Contact Nancy Morrow in the Early Childhood Office if you are interested in making a debit/credit card transaction.

No CREDIT or CREDIT DAYS are given when your child is not in class because of

illness, vacations or any other personal reasons.

No CREDIT or CREDIT DAYS are given when your child is not in attendance because of administrative policies, incomplete paper work, etc.

No CREDIT or CREDIT DAYS are given for school closing due to weather or holidays.

LATE PAYMENTS AND LATE PICKUP

Payments received late will have an additional charge of \$2.00 per day for each day paid late. Payments not received within ten (10) school days of the due date could result in the child's dismissal from the center. It is the policy of the program that no student may start a new school semester if they have a past-due balance. Jacob's Learning Ladder Preschool and Adventure Club is an early-childhood program run under the leadership of Grace Presbyterian Church; however, the program is self-sufficient and receives no direct funding from the church. Tuition collected is how teachers are compensated, supplies are purchased and other expenses are paid.

A late pickup fee in the amount of \$10.00 for every 15 minutes (or any portion thereof) is charged to participants who pick up children after their scheduled pickup time. Any charge for late pickup is reflected in a statement sent home at the end of the month. **LATE FEES DOUBLE AFTER 6:00pm.**

HOLDING FEE

A \$25.00 holding fee per week can be paid to hold your child's place in their assigned class, for a maximum of three holding fees per child per year. This must be approved by the director in advance of the absence. The purpose of the holding fee is to hold your child's current hours in the class that they are currently enrolled. If you choose to change your child's hours and not pay a holding fee you run the risk of losing the previous hours your child was enrolled.

SUPPLY FEE

As a center we do not assess a supply fee. Each child is given a supply list and asked to bring those supplies to school. If your child requires additional supplies or personal supplies (diapers, wipes, etc.) and items are not replenished on a timely basis, a \$50 fee is added on to your monthly payment.

RETURNED CHECKS

All returned checks are subject to an additional \$50.00 charge. If checks for tuition are returned on more than two (2) occasions, future payments must be made in the form of cash, money order, or cashier's check.

SIGN IN SHEETS

For safety and security, sign-in sheets are used to keep track of people in the building. Sign-in sheets for the toddlers are located in their classroom. The sign-in sheet for preschool-aged students is located at the Welcome Desk inside the double glass doors off the north parking lot. It is the responsibility of all parents to sign their child in and out daily. **If a child is not signed in and out correctly, you will be charged a full day's rate, regardless of how long the child was in attendance.**

PROGRAM AND CURRICULUM POLICIES

CURRICULUM

Jacob's Learning Ladder Preschool and Adventure Club's curriculum is created annually by the teaching staff and directors. It fosters a well-rounded, age-appropriate education following the Kansas Early Learning Guidelines and Standards. Resources include Handwriting Without Tears award-winning writing and math curriculum, Where is My Community? social studies series, Scholastic's weekly classroom supplements, The Best Me I Can Be social growth series, a monthly Bible story, and Calm Classroom™. The **Curriculum Plan** is available on our website (www.mygpc.org/jacobs) or a copy can be obtained in the Early Childhood Office. Classroom lesson plans, reflecting the curriculum, are posted on each teacher's bulletin board and on our website (under the Parent Info tab).

DISCIPLINE

When a child's actions become inappropriate our staff takes the time to help the child behave more appropriately. Some of the discipline methods that we use are:

- Gentle reminders about what is appropriate
- Redirection
- "I" and "You" messages
- Choices
- Watch and Learn

Watch and Learn is used as a last resort. The amount of time a child stays in Watch and Learn depends on his/her age. For example, if the child is four-years-old, he/she will be in Watch and Learn for four minutes. The main goal of our Watch and Learn is to allow the child to calm down and regain composure. Watch and Learn is always supervised by a staff member. We attempt to enforce our rules and discipline consistently and fairly. The children will know what behaviors are acceptable and the consequences for unacceptable behaviors. Corporal punishment or punishment that is humiliating, frightening, or harmful to the child is prohibited.

Parents are notified, either by courtesy call (see page 4) or when the child is picked up, of any extreme discipline problems that day. We want to work together to solve any problems your child may be experiencing. In some extreme cases concerning discipline, parents may be called to pick up their child immediately.

We reserve the right to terminate the enrollment of any child whose behavior is such that it interferes with the care and the safety of the other children in our care and our staff. The staff considers the educational process to be a partnership between the staff and the child's family. It is our sincere wish to work with each family whose child is enrolled in our program. If at any time this relationship is compromised because of inappropriate behavior of an adult toward a staff member, another adult, or any child, your child's enrollment will be immediately terminated. A probationary period may be necessary depending on the behavior of a child and how he/she is adjusting to the program. This is up to the

discretion of a director.

BITING POLICY

In any childcare setting, biting incidents are bound to happen. This is why we have a biting policy for the children ages three and older in our care. If your child bites another child or is bitten by another child, you will be notified. Upon the first incident of biting, the child is given a warning and a Watch and Learn. Upon the second incident, the child is suspended from class the next day (no credit is given for tuition on suspension days). Upon the third incident, a two-day suspension is implemented. Finally, upon the fourth incident, the child is immediately dismissed from the program. The final decision in each situation is left to the director's discretion. For children under the age of three, each incident is dealt with on an individual basis.

ARRIVALS AND DISMISSALS

All arrivals and dismissals are to be made through the double glass doors off the north parking lot. The west doors of the building are locked. A handicap entrance is located immediately east of the double glass doors. For those needing additional assistance, contact the Early Childhood Office to make arrangements.

It is the parent's duty when dropping off or picking up their child to sign the child in and out. The child may not stay or leave unless they are signed in or out. After your child is signed in, make sure their presence is acknowledged by a teacher before you leave. If someone is picking up your child in your absence, that person must be listed on your child's enrollment form and must present identification. Toddler students are signed in and out in their classroom. Preschool-aged students are signed in at the Welcome Desk inside the double glass doors off the north parking lot.

Please respect the handicapped and no parking signs when parking your car. Please do not block any driveways, entrances, or any other cars. Just a reminder: children are frequently walking through the parking lot, PLEASE DRIVE SAFELY.

GUN POLICY

Grace Presbyterian Church including Jacob's Learning Ladder is a **gun free zone**.

FIELD TRIPS

We have several field trips planned throughout the year. Parents must sign a permission form to cover all walking trips for the year. Prior to car trips, each child must have individual signed permission slips. This is a state regulation. You will be notified in advance about each trip. Each child must be in a seat belt and age- and weight-appropriate safety seat while traveling. Parents must provide a car seat for their child. All car doors are to be locked. Our field trips depend on parent participation. Without parent drivers, we are unable to go on these special events. All drivers that do drive on field trips must have a copy of the proof of insurance on file, in accordance with state regulations. Parent drivers must stay with the children in their care until the children have been released to a staff member. Each child should wear their school t-shirt when participating in a field trip.

KANSAS SAFETY RESTRAINT LAW

- Children ages 1 to 4 who are between 20 and 40 pounds should be strapped into a safety seat in the back seat, facing front. Harness straps should be at or above the shoulder.
- Children ages 4 to 7 who are between 40 and 80 pounds or are less than 4 feet 9 inches tall should be strapped into a booster seat in the back.

Jacob's Learning Ladder staff follows the Kansas Safety Restraint Law regarding children's safety while traveling in a vehicle. Parents are responsible for providing appropriate safety seats for their children on each field trip. If your child does not have their own safety seat they will not participate on that field trip.

PARTY AND SOCIAL INVITATIONS

It is the policy of Jacob's Learning Ladder Preschool and Adventure Club to not hand out party invitations in the classrooms. We follow this policy because we want to be considerate of each child's feelings in the classroom. Please do not ask your child's teacher to assist you with this. Class lists with children's address information can be obtained through the Early Childhood Office. It is the parent's decision as to whether or not they would like their child's information included on the class list.

CLOTHING AND TOYS

Please dress your child in comfortable clothes and shoes. We encourage you to send children in clothing that is conducive to the daily creative and sometimes messy activities (using paint, glitter, and other media difficult to remove from clothing). Even though the children wear paint shirts, spots seem to find their way onto clothing from time to time. We discourage flip-flop shoes, or any shoe that does not secure around the foot, because they severely inhibit safety during activities and gross motor play. Please remember your child's comfort and modesty when dressing for school. We encourage shorts to be worn under dresses or skirts. The children have a period of outdoor play every day (except in extreme weather conditions) and warm outer clothing including hats and mittens is a must.

Please provide an extra change of clothes including underwear and socks to be left at the center. If the clothes are soiled they are sent home that evening with you. Please remember to bring an extra set the following day to be stored. Be sure to label all of your child's clothes with his/her name.

We ask that children not wear ball caps to school, unless the teacher has requested the child to bring one. Hats get lost and can cause problems in the classroom.

We discourage the bringing of toys from home to school unless it is requested by the teacher for a special day. No toy guns, toy knives or toy weapons are permitted at the facility.

CLASSROOM INFORMATION/COMMUNICATION

Each month, each classroom publishes a newsletter notifying you of upcoming events at Jacob's Learning Ladder Preschool and Adventure Club. Copies are available online at www.mygpc.org/jacobs.

Each preschool room has a bulletin board that has important information for parents to check. Please remember to check these boards often. Each child is given a tote bag with their name on it;

parents will find important notes in these bags.

The staff at Jacob's Learning Ladder Preschool and Adventure Club is open to suggestions and concerns.

PRESCHOOL CONFERENCES

Parents are invited to consult with the teacher at any time throughout the school year. Parent Conferences are held for all children in preschool in the fall and spring. Parent Conferences are a useful tool for teachers and parents to work together to make each child's preschool experience a happy and successful one. An exit conference at the end of the year to discuss the progress of the child and to give parents an opportunity to make suggestions on improving the program is available upon request. If your preschool child is enrolled in Adventure Club please notify the lead teacher if the child will be attending Adventure Club for extra hours on those days. Advance permission from Adventure Club is a MUST. Parents are also invited to request a conference with their child's Adventure Club teacher at any time.

PARENT VOLUNTEERS

Parents are asked to volunteer at various times during the year for field trips, class parties and school programs. Helping with these special activities gives you a chance to share in the fun and provides additional supervision. Sheets will be posted on the classroom bulletin boards for volunteers to sign up for each event. Parent-drivers must stay with the children in their care until the children have been released back to a staff member.

SCHOOL BAGS

Each child enrolled in the Preschool program and in Adventure Club 2-5 is given a tote bag to carry to and from school every day so papers and important notes can be brought home safely. Please check these bags every day. If your child's bag gets lost, a new bag can be purchased in the Early Childhood Office for \$8.00. Children in the toddler program should be brought to school with a diaper bag each day.

LINE OF AUTHORITY

The Program Director, working under the supervision of the Senior Pastor has final authority in all preschool and daycare classroom matters. In the Program Director's absence the Assistant Director has the responsibility. Should neither be available, the teacher with the longest tenure is in charge. The staff person in authority is responsible for opening and closing classrooms at the beginning and end of the day. They are also responsible in making the preschool supply room available to all staff members.

INSURANCE

Jacob's Learning Ladder Preschool and Adventure Club is insured by Brotherhood Mutual Insurance Company.

If you arrange with a staff member of Jacob's Learning Ladder Preschool and Adventure Club to watch your child(ren), or if your child(ren) participates in any social activities with a staff member outside normal business hours or away from the center, neither Jacob's Learning Ladder and Adventure Club nor Grace

Presbyterian Church can be held responsible.

DRILLS

Plans have been developed for the care of the children in the unlikely case a disaster such as fire, tornado, storms, etc., should occur. Drills are conducted at random monthly intervals. This is in compliance with Kansas state law requirements.

SHELTER IN PLACE*

- The Office alerts Staff to emergency.
- Calm the children.
- Gather student forms.
- Assemble children into a group or line.
- Usher the children down to the Teen Center.
- Take attendance, make children comfortable, and involve them in a simple activity. In the event of a tornado, place children sitting down in crisscross fashion, facing the wall, with head between knees and hands over head.
- Staff and children remain in the Teen Center until the storm has passed.

*Includes Severe Storm Warnings and Tornado Warnings. Tornado Drills are held April through September for each class. Each date and time is recorded by the person in charge and kept on file in the Early Childhood Office. Each teacher turns in an assessment of the drill to the director which is discussed at monthly staff meetings.

SEVERE INJURY PLAN

- Call 911.
- Call parent or emergency contact person.
- Keep child calm, comfortable and safe.
- Alert a preschool director and call a substitute teacher. A staff member will remain in the classroom until a substitute teacher arrives.
- When ambulance arrives, the teacher will ride with child if parent has not arrived.
- Teacher will take notebook with all child information to hospital.
- Teacher will fill out accident form.
- Teacher turns in completed accident form to program director, who will file in appropriate place.

FIRE PLAN

A fire drill is held monthly for each class. Each date and time is recorded by the person in authority and kept on file in the Early Childhood Office. Each teacher turns in an assessment to the director of how the class reacted to the fire drill which is discussed at monthly staff meetings.

- Quickly calm children.
- Gather student forms.
- Assemble children into a group or line.

- Teachers should check the primary exit route for safe exit.
- Usher children immediately and calmly through exit route.
- After exiting building, children cross the north parking lot with their teacher and remain by basketball goal at north end of the parking lot until an all clear signal is given. (In the event the north parking lot is obstructed, children and staff gather in the parking lot west of the church.)
- Teachers take attendance of the class and are responsible for all children.

Floor plans of the building that list primary exit routes and alternate exit routes are posted in each class room. Teachers familiarize themselves with the plan before the first day of class.

FLOOD PLAN

In case of high water warnings, children are moved to the 3rd floor until their parents or legal guardians can be notified and children can be safely removed from the premises. If this procedure is necessary, the stairs are used and not the elevator. If classes are in session and a Flood Warning is issued, parents are contacted and classes are dismissed.

SCHEDULES/SUPPLIES/FEEES

ADVENTURE CLUB: TODDLER ONE (12-MONTHS AND WALKING)

This is a full-time program offered 12-months out of the year, Monday through Friday, from 7:00am to 6:00pm for children at least 12-months and walking. While in our care, children are supervised by qualified staff during their daily activities. Our Toddler curriculum enhances gross motor and social skills. This program also allows children to be academically challenged in a low-stress and loving Christian environment. A nutritional snack and meal are included in this program. Full-time enrollment is the only option for the Toddler One program.

DAILY SCHEDULE

| TIME | ACTIVITY | TIME | ACTIVITY |
|----------------|---|----------------------------|--|
| 7:00 to 8:30 | Welcome and Learning Centers Blocks/ Home Living/ Dramatic Play/ Legos/ Puzzles/ Manipulatives | 12:30 to 1:00 | Personal Hygiene/ Prepare for Nap Diaper Changes, Wash Hands and Face, Brush Teeth |
| 8:30 to 9:30 | Light Breakfast and Learning Centers Light Breakfast (if requested) | 1:00 to 3:00 | Nap/ Rest Time |
| 9:30 to 10:00 | Circle Time Counting/ Alphabet/ Colors/ Shapes/ Emotions Storytime | 3:00 to 3:30 | Snack Time Wash Hands, Serve Snack and Drink |
| 10:00 to 10:20 | Snack Time Wash Hands, Serve Snack and Drink | 3:30 to 4:15 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) |
| 10:20 to 11:00 | Teacher Directed Activities Art/ Science | 4:15 to 4:30 | Story Time Listening, |
| 11:00 to 12:00 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) | 4:30 to 5:00 | Teacher Directed Activities Art/ Discovery/ Nature/ Manipulatives |
| 12:00 to 12:30 | Lunch Wash Hands | 5:00 to 6:00 | Learning Centers Pick Up and Departure |
| | | Lunch Wash Hands | |

 Diapers are checked every hour and a half.

ADVENTURE CLUB: TODDLER ONE (12-MONTHS AND WALKING)

REQUIRED SUPPLIES

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- | | |
|--|---|
| 1 old t-shirt for painting | 1 toothbrush holder (bristle cover only) |
| 1 bottle 4 oz. Elmer's School Glue | 1 small hairbrush and/or comb |
| 1 set of Crayola Pip-Squeaks Washable Markers or Crayola Washable Triangular Markers | 3 sippy cups (Nuby brand) |
| 3 large school glue sticks | 2 extra pair of socks |
| 1 set of washable watercolor paints (Crayola works well) | 1 extra pair of shoes |
| 3 rolls of paper towels | 2 changes of clothes (weather and size-appropriate; labeled with your child's name) |
| 1 box of Kleenex tissues | 1 child-sized pillow and pillow case |
| 1 box of gallon-size Ziploc bags | Blanket (child size) |
| 3 containers of disinfectant wipes | Nap-time comfort item |
| 1 toothbrush (expect to replace often) | Diapers/Pull-ups (if not Potty Trained) |
| 1 tube of toothpaste (children's flavor) | Baby Wipes |

TUITION AND FEES

| PROGRAM | DAYS | TIME | TEACHER/CHILD RATIO | COST WEEKLY |
|--------------------------------|------|---------|---------------------|-------------|
| Full Time (35 hrs. or more) | M-F | 7am-6pm | 1-5 | \$190.00 |


A non-refundable enrollment fee of \$65 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 15 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob's Learning Ladder Preschool and Adventure Club has a child admission and employment policy that is non-discriminatory in regard to race color, religion, national origin, ancestry, physical handicap or sex.

ADVENTURE CLUB: TODDLER TWO (2 YEARS AND OLDER)

This is a full-time program offered 12-months out of the year, Monday through Friday, from 7:00am to 6:00pm. We accept children 2 years to school age. While visiting Adventure Club, children are supervised by qualified staff during their daily activities. Adventure Club curriculum enhances gross motor and social skills. This program also allows children to be academically challenged in a low-stress and loving Christian environment. A nutritional snack and meal are included in this program. Full-time and part-time enrollment options are offered depending on available space.

DAILY SCHEDULE

| TIME | ACTIVITY | TIME | ACTIVITY |
|----------------|---|----------------|--|
| 7:00 to 9:00 | Welcome Light Breakfast (if requested), Learning Centers Blocks/ Home Living/ Dramatic Play/ Library/ Teacher-Student Small Group Activities | 11:55 to 12:30 | Lunch Wash Hands |
| 9:00 to 9:30 | Story Time Pick up Listening, Open-ended Discussion | 12:30 to 1:00 | Personal Hygiene/ Prepare for Nap Bathroom and Diaper changes, Wash Hands and Face, Brush Teeth |
| 9:30 to 10:00 | Snack Time Bathroom and Diaper Changes, Wash Hands, Serve Snack and Drink. | 1:00 to 3:00 | Nap/ Rest Time |
| 10:00 to 10:50 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) | 3:00 to 3:30 | Personal Hygiene Bathroom, Diaper Change as Needed, Wash Hands, Prepare for Snack |
| 10:50 to 11:00 | Personal Hygiene Bathroom, Diaper Change as Needed, Wash Hands, Drinks | 3:30 to 4:00 | Snack Time Eat Snack, Clean Tables |
| 11:00 to 11:40 | Art/ Table Time Painting/ Glue/ Scissor Skills/ Manipulatives/ Pre-Writing Exercises Fine Motor Skills | 4:00 to 4:50 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) |
| 11:40 to 11:55 | Circle Time Helper Chart/ Calendar/ Weather/ Alphabet/ Concepts/ Fingerplays | 4:50 to 5:00 | Personal Hygiene Bathroom and Diaper Changes, Wash Hands, Drinks |
| | | 5:00 to 5:15 | Story Time Listening, Open-ended Discussion |
| | | 5:15 to 6:00 | Learning Centers Pick Up and Departure |

-  It is the policy of Jacob's Learning Ladder and Adventure Club to limit videos to curriculum-based subject matter. However, on Fridays, a 30 to 45-minute, age-appropriate video is shown for **Friday Fun**.

ADVENTURE CLUB: TODDLER TWO (2 YEARS AND OLDER)

REQUIRED SUPPLIES

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- | | |
|--|--|
| Water Colors (Prang or Crayola) | 1 tube of toothpaste (children's flavor) |
| 1 bottle 4 oz. Elmer's school glue | 1 toothbrush holder (bristle cover only) |
| 3 large school glue sticks | 1 small hairbrush and/or comb |
| 1 package of 24 crayons | Underwear, labeled with child's name (if potty trained) |
| 1 package of Broad Line Crayola washable markers | 1 extra pair of shoes and socks |
| 1 package of Fine Line Crayola washable markers | 2 changes of clothes (weather and size-appropriate; labeled with your child's name with permanent marker in the top right hand corner) |
| 1 pair of scissors (Fiskars, round tip) | 1 child-sized pillow and pillow case |
| 2 rolls of paper towels | Blanket (child size) |
| 1 box of Kleenex tissues | Diapers/Pull-ups (if not potty trained) |
| 1 box of sandwich-size Ziploc bags | Baby Wipes |
| 3 containers of disinfectant wipes | |
| 1 toothbrush (expect to replace often) | |

TUITION AND FEES

| PROGRAM | DAYS | TIME | TEACHER/CHILD RATIO | COST WEEKLY |
|--|----------------------------------|---------|---------------------|-------------|
| Full Time (35 hrs. or more) | M-F | 7am-6pm | 1-7 | \$190.00 |
| Part Time (25 hrs. or more) | M-F | 25 Hrs | 1-7 | \$175.00 |
| Daily Rates (if space is available) | 5 hours and under | \$50.00 | Over 5 hours | \$55.00 |
| | Lunch Bunch hour (12:00 to 1:00) | \$10.00 | | |

A non-refundable enrollment fee of \$65 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 15 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob's Learning Ladder Preschool and Adventure Club has a child admission and employment policy that is non-discriminatory in regard to race color, religion, national origin, ancestry, physical handicap or sex.

PRESCHOOL: 3 TO 5 YEARS

Preschool hours are from 9:30am to Noon for morning classes, and 1:00 to 3:30pm for afternoon classes. Please see PRESCHOOL CLASS HOURS on page 7 for more information.

 **MORNING CLASS SCHEDULE**

| TIME | ACTIVITY |
|----------------|--|
| 9:30 to 9:50 | Table Time Letter and Number Work Handwriting Without Tears/ Fine Motor Skills |
| 9:50 to 10:10 | Circle Time Today's Helpers Calendar Time Weather Chart Flag Salute Weekly Theme Songs and Fingerplays Storytime Show and Share |
| 10:10 to 10:30 | Snack Time Bathroom/ Personal Hygiene Wash and prepare tables Children serve snack and clean-up |
| 10:30 to 11:30 | Learning Centers Art Blocks Computer Home Living Library Math/Manipulatives Music and Movement Science |
| 11:30 to 11:40 | Pick Up and Prepare for Leaving |
| 11:40 to 12:00 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) Departure |

 **AFTERNOON CLASS SCHEDULE**

| TIME | ACTIVITY |
|--------------|--|
| 1:00 to 1:20 | Table Time Letter and number work Handwriting Without Tears/ Fine Motor Skills |
| 1:20 to 1:40 | Circle Time Today's Helpers Calendar Time Weather Chart Flag Salute Weekly Theme Songs and Fingerplays Storytime Show and Share |
| 1:40 to 2:40 | Learning Centers Art Blocks Computer Home Living Library Math/Manipulatives Music and Movement Science |
| 2:40 to 3:00 | Snack Time Bathroom/ Personal Hygiene Wash and prepare tables Children serve snack and clean-up |
| 3:00 to 3:10 | Pick Up and Prepare for Leaving |
| 3:10 to 3:30 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) Departure |

PRESCHOOL: 3 TO 5 YEARS

REQUIRED SUPPLIES

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- 1 empty frosting container with lid
- 1 bottle of 4 oz. school glue
- 1 box of 24 regular crayons
- 1 pkg. of Crayola washable markers
- 1 set of Prang watercolor paints
- 3 large washable school glue sticks (September and again in January)
- 3 rolls of paper towels (September and again in January)
- 3 packages of disinfectant wipes (September and again in January)
- 1 box of gallon-size Zip-lock bags
- 1 box of sandwich-size Zip-lock bags
- 1 roll of masking tape
- 1 roll of Scotch transparent tape
- 1 roll of clear packing tape
- 1 box of Kleenex
- Jacob's Learning Ladder T-Shirt; purchased through the center --\$10
- Handwriting Without Tears Curriculum Fee--\$10
- Weekly Reader Curriculum Fee--\$5

TUITION AND FEES

Preschool Only Tuition Rates. Tuition rates for Full-time, Part-time, or additional hours before or after school are listed under Adventure Club: 3 to 5 years on page 29-30. All classes have a teacher to child ration of 1 to 8, 1 to 10, or 1 to 12.

| AGE AS OF SEPTEMBER 1 | DAYS | CLASS TIME | COST PER MONTH |
|-----------------------|---------|------------------|----------------|
| 3 years | MWF am | 9:30 am-12:00 pm | \$180.00 |
| 3 years | TuTh am | 9:30 am-12:00 pm | \$165.00 |
| 4 years | MWF am | 9:30 am-12:00 pm | \$180.00 |
| 4 years | MWF pm | 1:00 pm-3:30 pm | \$180.00 |
| 4&5 years | 5day am | 9:30 am-12:00 pm | \$335.00 |
| 4&5 years | 5day pm | 1:00 pm-3:30 pm | \$335.00 |

A non-refundable enrollment fee of \$65 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 15 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob's Learning Ladder Preschool and Adventure Club has a child admission and employment policy that is non-discriminatory in regard to race color, religion, national origin, ancestry, physical handicap or sex.

ADVENTURE CLUB: 3 TO 5 YEARS

The Adventure Club program (ages 3 to 5) enriches the curriculum introduced during preschool classes. When your child is not in his or her preschool/ pre-kindergarten classroom, they are in Adventure Club (Room B8). The schedule is similar to the preschool classroom schedule. The curriculum is an extension of the weekly/monthly themes of the center, including the Handwriting Without Tears writing curriculum. Spanish is introduced in Adventure Club.

DAILY SCHEDULE

| TIME | ACTIVITY | TIME | ACTIVITY |
|----------------|---|----------------|--|
| 7:00 to 8:30 | Light Breakfast (if requested) and Learning Centers | 10:30 to 11:30 | Learning Centers Art/ Blocks/ Computer/ Home Living/ Dramatic Play/ Library/ Math/ Manipulatives/ Music and Movement/ Science |
| 8:30 to 9:25 | Outside/Inside Activities Activities on the playground or activities in the building during inclement weather Gross Motor Skills | 11:30 to 11:40 | Story Time Listen and Discussion |
| 9:25 to 9:30 | Personal Hygiene Responsibilities | 11:40 to 12:00 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) |
| 9:30 to 9:40 | Circle Time Today's Helpers/ Calendar Time/ Weather Chart/ Flag Salute/ Weekly | 12:00 to 1:00 | Lunch Bathroom/ Personal Hygiene Lunch Helpers help serve Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) Prepare for Nap |
| 9:40 to 9:50 | Table Time Letter and number work Handwriting Without Tears/ Fine Motor Skills | 1:00 to 3:00 | Nap/ Rest Time |
| 9:50 to 10:00 | Circle Time Theme/ Songs and Fingerplays/ Literacy Skills/ Math Concepts | 3:00 to 4:30 | Bathroom/ Personal Hygiene Snack Time Learning Centers |
| 10:00 to 10:30 | Snack Time Bathroom, wash hands Wash and prepare tables Children serve snack and clean-up | 4:30 to 6:00 | Outside/Inside Activities Gross Motor Play—Indoor/Outdoor Activities (Weather Permitting) Pick Up and Departure |

-  It is the policy of Jacob's Learning Ladder and Adventure Club to limit videos to curriculum based subject matter. However, on Fridays or Wednesdays, an age-appropriate video is shown for **Friday Fun** to those still in attendance at 4:30 pm.

ADVENTURE CLUB: 3 TO 5 YEARS

REQUIRED SUPPLIES (IN ADDITION TO PRESCHOOL CLASSROOM SUPPLIES)

Upon enrollment parents are given a list of supplies that they must bring for their child. Please label all supplies with the child's name. You will be asked to replenish supplies as the need occurs.

- Toothbrush (expect to replace often)
- Tube of children's brand toothpaste (September and again in January)
- Toothbrush holder (bristle cover only)
- Underwear and socks
- Change of clothes (weather and size appropriate)
- Child-size pillow and pillow case
- Blanket
- Small hairbrush and/or comb

TUITION AND FEES

Full Time Program (over 35 hours per week)
Includes Preschool and Adventure Club Hours and Tuition

| | # OF DAYS OF PRESCHOOL | TIME | TEACHER/CHILD RATIO | COST PER WEEK |
|--|------------------------|------------|---------------------|---------------|
| Full Time Adventure Club & Preschool 5 Days a Week | 5 Day | 7am to 6pm | 1-12 | \$185.00 |
| Full Time Adventure Club & Preschool 2 or 3 Days a Week | 2 or 3 Day | 7am to 6pm | 1-12 | \$180.00 |

Part Time Program (25 hours per week)
Includes Preschool and Adventure Club Hours and Tuition

| | # OF DAYS OF PRESCHOOL | TIME | TEACHER/CHILD RATIO | COST PER WEEK |
|--|------------------------|-----------------------|---------------------|---------------|
| Part Time Adventure Club & Preschool 5 Days a Week | 5 Day | Total of 25 Hrs./Week | 1-12 | \$ 175.00 |
| Part Time Adventure Club & Preschool 2 or 3 Days a Week | 2 or 3 Day | Total of 25 Hrs./Week | 1-12 | \$ 170.00 |

Daily Rates: One Day Only (when space is available; must be cleared with Office)

- 5 hours and under: \$50.00
- Over 5 hours: \$55.00
- *Lunch Bunch hour (12:00-1:00) \$10.00

A non-refundable enrollment fee of \$65 is due at the time of enrollment. Please refer to the PAYMENT POLICIES section of this handbook on page 15 for information regarding payments. Questions should be directed to Nancy Morrow at 316-618-4189. Jacob's Learning Ladder Preschool and Adventure Club has a child admission and employment policy that is non-discriminatory in regard to race color, religion, national origin, ancestry, physical handicap or sex.