

**Little Prairie Preschool
Parent Handbook
2022-2023**

**Little Prairie Preschool and Child Care is
a component of the Early Childhood
Education Program FACS Dept.**

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Table of Contents

Mission Statement/Philosophy	2
Curriculum	3
Staffing	3
Daily Schedule	3-4
Required Paperwork	5
Tuition and Payment Policies 2022-2023	5-8
○ Program Options/Tuition Chart, Due Dates	5
○ Sibling Discounts	5
○ Late Policy on Tuition Payments	6
○ Late Policy on Pick-up	6-7
○ Holidays and Personal Absences	7
○ Benton Central Closings/Early Dismissals/Two-Hour Delays	7
Parent Teacher Conferences	8
Newsletters	8
Arrival and Departure Procedures	8
Sign In/Sign Out	9
Visitation during the School Day	9
Separation	9
Safety Drills	9
Illness Policies	10
Injury Documentation	10
Toileting Policy	10-11
Food Policies and Lunch Information	11
Birthday Policies	11
Items to Leave at Home	12
Assessment Experience for Our High School Students	12
Our View on Discipline	12-13
Behavior Management Policy	14-15
Enrollment, Withdrawal, and Transfer Policies	16-17
Authorization	17

Mission Statement/Philosophy

Welcome to the Little Prairie Preschool! Your child is about to become part of a classroom that is centered on meeting children's daily and educational needs in a fun and exciting way! Our staff and ECE high school students provide a warm, safe, and educational environment sensitive to children. Our program promotes academic learning, discovery, self-esteem, independence, and social interactions. Each activity in the classroom is developed with a goal in mind for the children. Individual goals for children are developed and tracked with information from all staff and parents.

Curriculum

Our program will continue to use the creative curriculum as well as Zoo Phonics. Creative curriculum is the idea that children learn through play. Each day at the Little Prairie Preschool we will follow a daily schedule, as described below. The children have free play time as well as structured time each day. As teachers, we incorporate all the skills children need in order to learn and grow into the activities described in our daily schedule. We will also be implementing the Zoo Phonics into our creative curriculum to help teach children their letters and sounds. Zoo Phonics will be implemented into areas such as group time, table time, etc. Weekly lesson plans will be sent home each week. Weekly and daily lesson plans will be posted on the “Lesson Plans” board in our hallway.

Staffing

Director: As the director I have a dual role. I am the preschool teacher as well as the high school teacher. I manage many aspects of these two programs including supervision, curriculum, parent-teacher conferences, budgeting, and grocery shopping.

Preschool Aide: Assistant in the classroom from 7:30am-5:00pm (lunch break 12:30-2:00). This adult will cook and clean up lunch, supervise the children and high school students during the director’s lunch, assist in activities, and supervise the program during the afternoon 3:00-5:00pm.

High School Students: These students are in the learning phase of their experience with children. We are happy to provide them with a teaching environment. Our students are in the classroom for either 1, 2, or 3 hours a day according to their high school schedule. I have no doubt they will be terrific additions to the regular staffing! They will be supervised by the staff.

Daily Schedule

Please note: Below are the activities that occur in our daily schedule. A few times throughout the school year I change the order/times of these activities, but we always do the same activities. This is for two reasons:

1. The change in the schedule provides our high school students and opportunity to see and teach different activities throughout the school year.
2. The change in the schedule is good experience for the preschoolers. Doing the same activities will provide them with consistency, but changing the order of those activities helps get them ready to move onto their next classroom, which will be structured differently. If children get too comfortable in our program, they may rely on it and make their transition to Kindergarten or other care difficult.

Arrival/Activities

Children and families will be greeted by a caregiver. Children will be provided with activities such as puzzles, writing tables, dramatic play, sensory tables, and computers while they wait for other children to arrive and our daily curriculum to begin at 8:30am.

Morning Group

Children gather as a group and are led in many different activities by a caregiver, such as: good morning song, hello song (lets us say hello to every child, song is not always the same: often has to do with our theme), choosing jobs, music and movement, calendar or weather frog, sign language, a story, Zoo Phonics, and a dismissal activity. Other caregivers assist the lead caregiver with the children.

Afternoon Group

Children gather as a group and are led in many different activities by a caregiver, such as: afternoon song, show and tell, music and movement, review our sign language, Zoo Phonics, and calendar

or weather. Afternoon group is used as an extension/review of morning group and continued learning on our weekly theme. Other caregivers assist the lead caregiver with the children.

Table Time

Children use tabletop workspaces to participate in the activity. Activities may cover many different domains such as math, science, literacy, fine motor, and creativity. These activities are sometimes fun crafts and almost always go along with our theme of the week.

Nap Time

Children are given a cot and their own space for nap time each day after lunch. We encourage the children to sleep or simply rest quietly. Soothing children's music is played and the lights are dimmed.

Snack/Lunch

Meal times are a social time as well as a nutritional necessity. Caregivers sit with children and talk to each other. They also provide for independence, self-help skills, and good manners. We always provide well-balanced, nutritional, and state appropriate sized servings of food.

Bathroom

We do have a bathroom in our classroom. It will be used for all children throughout the day. We will also go twice as a classroom (AM and PM) to the bathroom in the hallway. All children will at least try to use the bathroom during these scheduled bathroom trips. When children are done they may pick a book out of our literacy wagon and sit against the wall in the hallway while they wait for their classmates to finish. Our bathroom time promotes independence, self-help skills, good hygiene and literacy.

Exercise

When weather permits we go outside twice a day. When the weather is rainy or colder than 25 degrees (when taking into account the wind chill), we stay indoors.

We have three choices for our exercise time: outdoor play, aerobics, and gym time. During these activities children develop their gross motor skills, body awareness, social skills, and cognition (awareness of the seasons, following directions in our aerobic songs, etc.)

We will use the school gym when available; often the school gym is unavailable and preschool has been authorized to utilize three different spaces. 1- Commons Area (carpeted): We run on our jogging line and then play games often groups of duck duck goose. 2- Back of the arena gym's balcony (balcony is enclosed, flooring is low impact concrete, and children walk in single file using the rail to climb the stairs up to the play area). We take balls for the children to play with and they often make up games as well. 3- classroom: doing aerobics/action songs

Free Play

Children can choose from many play opportunities such as: dramatic play, construction areas, creative table, sensory tables, the library, writing tables, manipulative toys, science and math table, chalk board or dry erase board, and computers. Each area is set up to promote a specific Pre-K standard. During this time caregivers and children interact to help promote those standards as well as social behaviors.

Clean-Up Time

Children work cooperatively with caregivers and other children to put their playthings away. They use specific containers, cues, and daily routines to learn where things go.

Required Paperwork

All paperwork in accordance with Indiana Childcare Regulations must follow below:

-birth certificate and application turned in at registration

-immunizations and physical turned in within 30 days of start of preschool

(LPP has a required physical form); (Physical must be dated within last year)

In addition Benton Central requires an enrollment form, a picture release form (option to sign or not sign) and an 'alert now' form to be turned in within 30 days of the start of school.

Children may be exempt from school until paperwork is submitted. Formal notification will be given prior to exemption. Physicals that go out of date during the school year will be required to be replaced with an updated physical within 30 days of expiration. (Exception: Physicals that go out of date in April/May do not need to be replaced due to the end of school.)

Programs & Tuition 2022-2023 School Year

Monday/Wednesday/Friday Maximum Number of Children: 20/full day 4/half day

Tuesday/Thursday Maximum Number of Children: 20/ full day 4/half day

Program	Days/Week	Weekly Rate	Rate Per Day
All Day-Every Day (3-5 yr. olds)	5 Full Days (7:30-5:00) M-F	\$140	\$28
Pre-K Plus (4-5 yr. olds)	3 Full Days (7:30-5:00) MWF	\$87	\$29
Preschool Plus (3 yr. olds)	2 Full Days (7:30-5:00) T/TH	\$58	\$29
Pre-K (4-5 yr. olds)	3 Half Days (7:30-11:00) MWF	\$52.50	\$17.50
Preschool (3 yr. olds)	2 Half Days (7:30-11:00) T/TH	\$36	\$18

Full day programs include 2 snacks and 1 lunch; half day programs include 1 snack.

We are a mixed age program 5 days a week. The Pre-K programs are geared towards older ages.

Due Date

Payment Option 1: Monthly: Tuition will be due on the first school day of the month.*

Payment Option 2: Bi-Weekly: Tuition will be due every two weeks on Mondays.*

** Please see the Payment Plan (monthly or bi-weekly) for the specific tuition cost for your program each pay period. The payment costs are slightly different due to the number of days school for your program is in session that pay period (month or two week period). Please see the Little Prairie Preschool Calendar to verify which days school is in session.

Sibling Discount As of May 2010 the LPP Board has established a sibling discount of \$1 per day per child.

A/E-	Regular Rate: \$23/child	Discount Rate: \$22/child
Pre-K Plus-	Regular Rate: \$24/child	Discount Rate: \$23/child
Pre-School Plus-	Regular Rate: \$24/child	Discount Rate: \$23/child
Pre-K-	Regular Rate: \$14.50/child	Discount Rate: \$13.50/child
Preschool-	Regular Rate: \$15.00/child	Discount Rate: \$14.00/child

Late Policy on Tuition Payments

Preschool tuition will be due on the dates indicated on the tuition payment chart (either monthly or bi-weekly). A three business day grace period will be allowed, after which a late fee of \$25.00 will be charged. (The tuition is treated like a bill, a child's attendance during the tuition due date and 3 days grace period will not extend the due date or make them exempt from the late fee.)

Tuition and late fee must be paid in full by 5 pm, 1 week from the original payment date or the child will be unable to return to preschool until the late tuition and late fee are paid in full. The child's spot in the program will be held for 1 week after the child is asked not to return due to payment. If payment is not made in full 2 weeks from original due date at 5pm, the child's spot will be offered to a person on the wait list.

***If you have an extenuating circumstance that will not allow you to make your current payment on time, please contact me and/or Mr. Robb before the late policy would take effect. We will certainly discuss the situation and see if other arrangements are possible. We want your children to attend our preschool program!! Their attendance is important for their social and academic learning, and it is important to us as their teacher/administrator!

Late Policy on Pick Up

Please note the time as you sign in/sign out your child using the digital clock on top of our radio. I will set this using the BC office clock. We will use this time for the preschool hours.

The Little Prairie Preschool Staff is scheduled to work until 5:00PM. At this time our facility closes. Workers are hired to stay until 5:00PM and no later. The Little Prairie Preschool has allowed for pick up for our full day programs (All Day Every Day, Pre-K Plus, and Preschool Plus) to extend to the last minute at 5:00PM. We ask that you please respect this closing time and be at the door to pick up your children no later than 5:00PM. Our late pick up fee for 5pm will be applied to all children remaining in the preschool after 5pm, even when parents are present in the room as well. Please timely arrive to pick up your child in order to leave the classroom by closing time. To assist families, preschool staff will help children at 4:50pm to gather their items from their cubby and wait for parents while reading books at the park bench by our door. Thank you for your assistance!

The Little Prairie Preschool Staff is scheduled to attend to activities (such as lunch) after the 11:00AM departure time of the Preschool and Pre-K classes. Please respect this departure time.

There will be a charge for late pick ups, pick ups after 11:00AM (Pre-K School and Preschool) or after 5:00PM (All Day Every Day, Pre-K Plus, Preschool Plus). These late fees will not need to be paid on that day. All late pick up fees will be charged to the following tuition bill.

Please Note: For one late pick up during the first week of school there will be no fee, as you try and figure out how your schedule will work to pick up your child.

The fee is \$1/minute. We will call parents with a courtesy reminder. This rate will continue at a \$1 increase per minute until \$25 is reached.

5:01	\$1	or	11:01	\$1
5:02	\$2	or	11:02	\$2
5:03	\$3	or	11:03	\$3
5:04	\$4	or	11:04	\$4

The preschool facility continues to run after the 11:00AM departure, so our Pre-K School and Preschool programs ending at 11:00AM have the option to extend their program departure time to 11:15 for an additional charge of \$1 per day. This fee will need to be set up with Mrs. Weitlauf in advance! The fee will be treated as an addition to that families program. Their program (Pre-K or Preschool) will cost \$1 more per day of the week they would like to use this late pick up option. This is not a day by day or week by week charge! The fee will be added into their program tuition for the year.

The late pick up fee of \$1/minute will begin for families choosing this option at 11:15.

Holidays and Payment Policy Regarding Absence

All holidays observed by the Benton Community School Corporation are listed in the Little Prairie Preschool calendar. Families will not be charged tuition for any of these days.

The Little Prairie Preschool will not refund families for days missed due to the following reasons for absence....

- Day (or partial day) of absence due to illness
- Day (or partial day) of absence due to personal vacation days
- Day (or partial day) of absence due to other personal reasons

BCSC Closings/Early Dismissals/Two-Hour Delays

Since we are a 'teaching preschool' and we depend on the ECE students for additional supervision, we will not be in session if BC is not in session. Please watch **CH. 18**, the West Lafayette CBS affiliate, or listen to **WIBN** for delays, dismissals, and/or closings.

Closings

In the event that the Benton Community School Corporation cancels school for the day due to inclement weather, etc, Little Prairie Preschool will be canceled.

- LPP does not refund families for canceled days unable to be made up.
- LPP does not do virtual learning.
- IF the BCSC Calendar has Flex Days for snow make up days, LPP will utilize them as well. IF BCSC adds on days in the summer for make-up days, BCSC will utilize those. (If a family leaves the program prior to the scheduled make up day, they will not be refunded for that make up day.)

Early Dismissal

In the event that Benton Community School Corporation calls an early dismissal, Little Prairie Preschool will also close early. You will be contacted to pick up your child; no refunds apply.

Two Hour Delays

In the event that Benton Community School Corporation calls a two-hour delay, Little Prairie Preschool will be **open starting at 10:00 am** and lunch is moved from 11:10 to 12:10.

Full Day Program Hours: 10:00 am-5:00pm

Morning Program Hours: 10:00am- 12:00 noon

Please note: Preschool will open at 10:00am on a 2 hour delay, **not 9:30!** (BCHS regular start time is 8:30, 2 hour delay is 10:30). We are not allowed to open our doors until 10:00am.

Parent Teacher Conferences

Please see the **Little Prairie Preschool calendar for specific dates for each school year**. Fall conferences follow along with Benton Central, generally two evenings in October. Spring (preschool only) conferences are available at scheduled times from 7:00am-3:00pm during one week in April. A sign-up sheet for conferences will be provided at a closer date. I assess the children using a Developmental Progress Report prior to each of our conferences.

Newsletters

A monthly newsletter will be sent out the first of each month in your parent mailbox and will also be posted on the “What Is New” board in our hallway. **Please check this** for important information and updates on what our class is doing.

Arrival and Departure Procedures

Our facility will open doors for all programs at 7:30 AM. Structured curriculum/activities will begin at 8:30 AM and end at about 3:00/3:30PM.

The Pre-K and Preschool half day programs have an 11:00 AM Departure.

The All Day Every Day, Pre-K Plus, and Preschool Plus programs have a 5:00 PM Departure

You may drop off and pick up your child at any time during your programs hours. However, **please note that daily curriculum will start at 8:30 am and finish by about 3:00pm.**

The Preschool has been contacted by the Benton Central Administration that the following arrival and departure procedures must be put in place.

Arrival and Departure

- **Door #1: All traffic for preschool will enter through the school’s main entrance labeled Door #1.**
 - Please note, during academic hours (8:30-3:15) there is a safety buzzer system located at Door #1. The office will have a list of all adults approved by the preschool pick up list. All preschool parents as well as the adults you listed on your pick up list from your enrollment application will be on this list. Please be sure to inform Mrs. Weitlauf as usual if you need to update your enrollment application with a new pick up person. Parents and others on the list will need to be on the office list of approved adults and be prepared to show a Photo ID to get in the building and as usual they will need their ID for the preschool staff to pick up the child.

- **Parking: Please use Visitor Parking spaces for ALL drop off and pick up.** Visitor Parking is located in the parking lot between US HWY 52 and BC Jr. / Sr. High School. There are two rows of visitor parking that will be labeled with **VISTOR PARKING** Signs. One row is in the front of the parking lot facing the school; the other row is in the back of the parking lot facing US HWY 52.
(Please do not park...
 - 1. In numbered spots** (they are assigned to BC Staff)
 - 2. Fire/Bus Lanes** (tow signs are posted)

Sign In and Sign Out

Please sign your child in and out at arrival and departure time. Be sure to include any and all people eligible to pick up your child on the emergency contact information section of the enrollment form (persons listed must be 18 years of age or older, unless a family member and student at BCHS). In case of emergencies (ex: fire drill) I will carry the sign in/sign out sheet and emergency information with us. ***Also please notice the **Preschool Mailbox** located on the wall to the right of the preschool door. Please use this box to **drop off payments**, etc. Children's book bags are not checked for payments.

Separation

It may be difficult for a small child to say 'goodbye' to a loving parent/guardian/etc. This is very typical and generally gets much better as time goes on. I try hard to phone/email parents after difficult goodbyes to assure you that your child has calmed down and is playing.

I certainly encourage you to come into the classroom to become familiar with the setting, other children/parents, and the staff. We welcome you to stay for a brief time at arrival to help your child develop a routine. Please always say goodbye to your child. We do encourage you to leave immediately following the goodbye; you are always welcome to call/stop back in to check.

By developing a routine and always leaving once you say goodbye, your child adjusts to your departure and generally it is a smoother separation. For example, you may leave after you help your child put their things in their cubby. Do not feel obligated to enter the room. I realize you have a schedule of your own. If you would like the entry door to be your routine goodbye area, a caregiver will assist you if your child is upset.

We will certainly do everything we can to reassure your child. Then, I also use a tactic called redirection. Sometimes the best thing for your child is to start playing with a caregiver or another child and start having fun rather than worrying about when you will return.

Visitation during the School Day

Parents/Guardians are **always** welcome into our classroom. However, we want to promote independence in the children. For this reason and for building liability issues (i.e criminal history checks are done on visitors at BC), please limit your stay to 15 minutes. We value a stay that allows you to observe and familiarize yourself with our program, but one that does not disrupt from the classroom routine or develop into a lengthy amount of regular/routine time. Longer observations may be set up with the preschool director in special situations. During a visitation, we also ask that you refrain from use of your cell phone.

In addition, we do have a "no stranger allowed policy" in the classroom. Safety, first! We do not allow anyone (including high school and Jr. high students who may know your child) into the classroom that the director does not know. *Where safety is concerned, we will always err on behalf of your child's health and safety.*

Safety Drills

As part of the Benton Community School Corporation, the preschool partakes in safety drills with Benton Central High School. We practice fire drills, tornado drills, and lock down drills. We take your child's safety very seriously and we also want to inform you of these drills in case your children mention one of these drills to you as part of their school day.

Illness Policies

- Please contact the preschool if your child is ill. If we have two identified cases, we can post a note that preschool has been exposed to _____. (We will never identify a family.)
- If your child has a fever, is vomiting, has had several bouts of diarrhea, or shows signs of pink eye please do not bring your child to school until symptoms have been gone **24 hrs.**
- You will be contacted (or someone on the emergency contact list if you are unavailable) to pick up your child if they have the following symptoms:
-Children will be sent home if the following occurs:
 1. Fever at or above 100.0 degrees
 2. Vomiting
 2. Two bouts of diarrhea in several hours
 3. Signs of pink eye as identified by the school nurse**Our 24 Hour Illness Free Policy includes:**
 - 24 hour fever free (without use of Tylenol, etc)
 - 24 hour vomit free
 - 24 hours pink eye free, or with doctor approval
- If your child has an infectious disease (i.e. pink eye, impetigo, ring worm, chicken pox, fleas, lice, etc.) please do not bring him/her to school. Please contact our program.

Lice Policy (Preschool Specific- this is stricter than the BC Policy due to our age group)

- Children may not be in the preschool with live lice or nits.
- Children who are identified with having live lice or nits will be sent home immediately.
- Children who return to school after having lice or nits must be seen by the school nurse prior to drop off in order to be cleared for school. (If you stop by the preschool room, we can go take them to the nurse along with you.)
- High School students in the ECE course will be placed in an alternate setting at BC if they have live lice or nits. They may not return to the preschool until being cleared by the BC nurse.
- If two or more cases of lice are present in the preschool, families will be notified. Our procedure (in addition to cleaning) is as follows:**
 - No book bags, blankets, pillows, or sleepy friends are permitted from home
 - 1 jacket may be brought to school and placed in a plastic bag in the child's cubby
 - The preschool will provide 1 blanket for each child for nap time; those blankets will be washed in HOT water EACH afternoon after naptime.

These policies are approved by the BC school nurse in addition to the preschool board.

Injury Documentation

Injuries that occur at school are documented on formal Injury Reports. Injury reports list how the incidence occurred, a description of the injury, and how the injury was treated (the Benton central nurse may be utilized). If the nurse deems an injury is severe, parents are notified by telephone. All injury reports are placed in the parent mailbox for parents to view and sign at pick up time. Parents keep one copy and one copy is placed in the child's file.

Toileting Policy

Effective 3/1/2007, no child currently enrolled in our care needs assistance with toileting. The high school students' main job is to supervise the children in the bathroom. They can hand your

child their new clothes and hold the bag open for the child to put the soiled clothes in. Children who need actual assistance in toileting emergencies will be assisted by staff members only. If you are the parent of one of our youngest children and know they need help wiping after a bowel movement please notify me.

Preschool Bathroom Policy Regarding Dismissal

1. Provide written notice and/or verbally inform the parents of accidents as they happen. (In the event of a substitute or the rare occurrence parents get no message, the child's clothes sent home does always convey the situation.)
2. Provide written notice and verbally inform/remind the parents of our toileting policy if accidents become prominent (i.e. several in a week, every other day for T/Th class, etc.) Accidents occurring at nap can be monitored as children adjust to the preschool schedule for eating/napping. Also strategies such as having the child use the bathroom right after lunch each day will be implemented before addressing the bathroom policy.
3. Provide written notice and verbally inform parents if the toileting policy takes effect for their child.
 - Reminder handbook states children must be completely potty trained
 - Provide dates of past 4 accidents or more
 - Warning system- 1 more accident will result in program asking the family to find alternate care for their child within the next two weeks

Food Policies and Lunch Information

Information:

As in the past, we will have a menu based on the state's Wellness program. Serving sizes of each food category are for ages 3-6. We serve 2% milk (water for refills), fruits, vegetables, breads, dairy, main dishes such as chicken nuggets, etc. Because snack is a social time and sometimes children get too busy playing to realize they are hungry, all children will sit for snack. However, we do not force children to eat or use food as a punishment.

The snack and lunch menu will be provided to you in your parent mailbox on the first day of preschool. It will also be posted on the "What Is New" board in our hallway.

Policies:

- 1. Peanut Free and Tree Nut Free Program:** all food served in LPP is peanut/tree nut free and is not processed in a factory that also processes nuts.

No outside food or beverages should be brought to school with the exception of medical conditions or religious factors. We will monitor your child's eating and contact you if they do not seem to be eating the lunch provided. In this case we will work with them and then we encourage you to send your child's lunch on the days they have trouble eating

Birthday Policies

Gifts: Please do not send in birthday (or other holiday) presents or invitations for children. This causes problems with children being left out. (If you are willing to invite ALL children to a birthday party please speak to me about invitations).

Snacks: If you would like to provide a snack, please let me know and be sure to provide enough for everyone. We will celebrate every child's birthday with a song, birthday table decorations, and their choice of a birthday present from our birthday box. I try to e-mail families at the start of each month who have children with birthdays to remind them of our food policy regarding treats....

- -store bought and in original packaging
- -please read the ingredient label to be sure they do not contain any nuts
- -treats may NOT be processed in a factory that also processes nuts/peanuts, see ingredient label

Items to Leave at Home

Please help us in creating an equal and safe environment by leaving the following items at home or in your car: **after school snacks, breakfast, toys, flip flops, money and other valuables.**

These items create sharing issues and may get lost or broken. In addition, food items create allergy issues and flip flops create safety issues.

Assessment Experience for our High School Student Teachers

I am constantly observing and doing assessments on all children. Part of our program is to educate the high school students. Children will constantly be assessed according to the Pre-K Foundations by our high school student teachers. There are four sets of these standards (Basic 1, Basic 2, Foundations 1, and Foundations 2). Each child is placed with their age appropriate set of standards. Then each week the high school student takes one standard off the list and observes one child according to the standard. This goal sheet/observation is collected for course work.

This allows our high school students to become familiar with the standards and see how children grow throughout the year. In order to do this, the ECE high school students will be assigned focus children. They will fill out the standard checklist as they observe and interact with the children. All information is confidential.

Our Views on Discipline

The goals of our discipline policy are...

- To provide a safe environment for all children
- To help children recognize the rights and feelings of others
- To help children learn self-control
- To help children learn respect
- To help children learn how to solve conflicts on their own

I am a firm believer in POSITIVE discipline. We cannot control what children do, but we can teach them what is nice, respectful, and appropriate. We do not use a 'time out' because I feel it has a negative connotation. We do not want children to feel that they are wrong/bad. Sometimes children don't even know because they are simply learning. We want children to understand WHY what they did is not okay. In order to do this we have a designated table and chair in the room called our "Thinking Time". Here, children are assisted in thinking about what they did using emotions. We will do an entire week about emotions during the first month of school. We will all learn the sign language for emotions such as "sad, angry, happy, etc". These become a daily use in our classroom.

For example, if a child hits another child: the caregiver would say, "That hurt Bobby when you hit him. It made him SAD. Look at Bobby's face he is SAD. You and Bobby are my friends and it makes me SAD when you hit Bobby. " The caregiver would use sad facial expressions and the sign language for the emotion "sad" to help the child understand. Then we would talk about better ways to address the problem that caused the child to hit Bobby (i.e. get the teacher to help you, tell Bobby you were playing with the toy he took and ask him to give it back instead of hitting him, etc.)

We will not be using any type of behavior chart. My philosophy and the philosophy of my mentors is not to display a child's level of behavior or use reward a lot to impart a certain behavior. Children simply learn what is expected. We will simply work with each child using thinking time, positive redirection, and discussion of emotions. Some examples of positive guidance are...

Negative phrase

No!
No running!
No talking!
No hitting!

Positive phrase

Stop please.
Use your walking feet!
Listening ears
It's not okay to hit friends.

Finally, we only provide choices when there is a choice. This cuts down on discipline issues. Children become familiar with what is allowed and what is not. Here are a few examples of how we use 'choice' and 'not a choice' in the classroom.

- If a child does want to sit for group we might say...
 - "It's not a choice, everyone sits for group. Would you like to sit by Bobby or Joey?"
- Bobby does not want to play with Joey in the block area
 - "Bobby that's your choice if you don't want to play with Joey, but it is Joey's choice if he wants to build in the block area too." (A teacher would help monitor that Bobby and Joey do not take each other's blocks)
- Child does not want to help clean up
 - "Clean-up time is not a choice, but you may choose if you want to clean up the blocks or the writing table."

If the child argues, we simple say "It's not a choice." The children quickly get used to this idea and accept it as no big deal. Of course sometimes children will still object. In this case we would use 'thinking time' or some other discipline like leaving a few blocks out for a child to clean up who refused to clean up.

Please note: We do not force immediate sharing. It is a child's choice to finish playing with a toy they have by themselves. Or if they have two toys, then they may choose which one to share. However, when they are done they must give the toy to the child who wanted it. Exception: Computers and dramatic play. Computers will be monitored for turn taking. Dramatic play has a 10 minute timer to allow for new groups to play. This also helps the children learn to clean up their area when the timer goes off, play with different children, and play in different areas.

*If there is ever a reoccurring or major issue the director will always communicate the problem with parents/guardians, see our Behavior Management Policy below.

Behavior Management

In the event that a child's behavior poses a safety issue or becomes a significant disruption to the classroom learning environment, the Little Prairie Preschool in cooperation with the Benton Central Administration has developed a behavior policy to address such behaviors. The policy is for severe situations that have not been improved by regular classroom management strategies described in the discipline policy.

Behavior Management Policy

After 3 problem behavior days occur within a 30 calendar day timeframe, the child's parents will be asked to keep their child at home or in other care for 1 week. During this time it is suggested that the parents meet with their pediatrician and work at the behavior at home. After this 1 week break, the child may return to preschool. If another day of the problem behavior occurs, the child's parents will be asked to find alternate care. Steps, outlined below, will be taken during this 30 day timeframe to help redirect the problem behavior.

In many events, the child's behavior is not sudden but escalates to this level. In these events parents will have already been contacted multiple times in person, by e-mail, or phone that their child is experiencing some troubles at school. The director may already be working with parents to brainstorm and implement tactics to redirect problem behavior before day 1 of the behavior policy is actually put into place.

Parts of the Behavior Policy:

1. **Initial Notification:** A family whose child's behavior poses a safety issue or becomes a significant disruption to the classroom learning environment will be notified by phone or in person that a meeting is requested. Parents will be notified regarding the implementation of the behavior management policy immediately. (If a school day merits Day 1 of the behavior policy take effect, parents will be notified on that school day and a meeting will be requested.)
2. **Timeline:** The 30 day timeline begins on school Day 1 of the severe problem behavior. Written documentation of Day 1 of the behavior and the behavior policy will be provided to parents during the requested meeting.
3. **Further Notification:** At the parents decision, the preschool director will phone or e-mail at the end of each school day during this 30 day time frame in order to touch base with the parents each school day. Further tactics can be discussed to help redirect the behavior and reports of the day's behavior will be provided. If Day 3 of the problem behavior does not occur at the end of the 30 day timeframe, families will be contacted that the behavior policy is no longer in effect. If further disruptive behavior merits initiating the behavior policy, a new 30 day timeline takes effect.

4. Documentation: The problem behaviors will be documented and placed in the child's file.
5. Addressing the behavior: LPP staff, BC Administration, and parents work as a team to develop strategies to best address the behavior. Tactics, such as those outlined in LPP's discipline policy, are developed through communication with the parents and are implemented in the classroom to help address and redirect the classroom behavior. These tactics could include positive reinforcement, altering the classroom environment, providing visual cues, use of the preschool thinking table, reminders of classroom rules, de-escalation techniques such as taking walks with the teacher or counting to 10, providing advanced warning to the child about clean-up time or other events, etc. "The staff shall never use shaming, the withholding of food, or physical punishment to redirect" (Indiana University, 2015, p.26).
6. Additional Assistance: The preschool director may seek additional help from BCSC administration to address the problem behavior and develop further classroom management tactics to help improve and redirect the behavior. The preschool director shall offer to the families further outside assistance. If approved by the parents, the preschool director can request assistance from additional professionals to aid in redirecting the problem behavior. Individuals may include: BCSC elementary administration, Cooperative School Services, and other appropriate suggested childcare resources.

Refunds in Behavior Management Policy:

- In the case that the 1 week break is reached, families will be refunded (or not charged) tuition.
- In the case of dismissal from the program, families will be refunded for any tuition in their current pay period they have paid and will not be attending.

Exception: If the behavior poses a severe safety issue in the classroom, it is at the discretion of the Little Prairie Preschool Board and Benton Central Administration to ask the family to find alternate care at a sooner date than the behavior policy explains.

* LPP referenced the Indiana University Campus View Care Center Behavior Policy in developing the LPP Behavior Management Policy.

Work Cited

Campus View Child Care Center, Indiana University. (2015) Family Handbook. Bloomington, IN

See final two pages of the handbook for enrollment, withdrawal, and transfer information.

Enrollment and Withdrawal Policies

Enrollment Procedure

-Requirements: Enrollment Applications, Copy of Birth Certificate, and Registration Fee are required to enroll and hold a spot for any program within Little Prairie Preschool. These can be found on the LPP website or provided upon request from the preschool director. During February and March the paperwork is available to pick up in the classroom. Children must be 3 years old by August 31st.

Registration Fee: \$50.00 a year per child

This fee is treated as a supply fee and is not refunded. The fee is also non-refundable in the event that your child does not attend LPP.

-Process

February 1st: Early Enrollment for the following school year begins.

- Applications and Registration Fees are accepted from current families.
- Applications and Registration Fees are accepted from families on the Early Enrollment Wait List
- Applications and Registration Fees are accepted...
 - by mail to Benton Central
 - dropping off at the main office
 - interschool mail
 - directly to the preschool classroom/director S146.
- Families who are currently enrolled in LPP, whose child will not be eligible for kindergarten due to their age for the next school year, will be given reminders from the director about enrollment if it begins to fill up quickly and their child has not reenrolled.

March 1st: Public Enrollment begins

- Enrollment for any remaining openings in LPP programs is open to the public
- A Benton Community School Corporation Wide e-mail is sent out to all faculty members with information on the program and how to enroll.
- An e-mail is sent out to everyone who contacted the preschool after the maximum number of families was reached for the February Early Enrollment list. These families are encouraged to get in their applications in quickly if there are still openings.

Confirmation: A confirmation e-mail or letter is sent to each family soon after their application and registration fee have been processed. A spot is saved in the program selected on their enrollment application for the family. Further details on the upcoming school year and open house are provided in July. A letter is mailed out on July 1st in the summer of the year prior to the child starting at LPP to remind the family of the upcoming Open House Date. Other information included: physical form, immunization requirements, school calendar, etc.

Wait Lists

- **February Early Enrollment Wait List:** The first 8 children whose families contact LPP will be put on the Early Enrollment List for the year in which their child will be 3 turning 4. This list is only available the year a child is 3 turning 4. Children must be born before being put on the list for the year in which they will meet the age requirement of being 3 by August 31st of the year they enroll.
- **March 1st Enrollment Wait List:** All families, after the 8 children max for the February Early Enrollment List, will be put on a list to be contacted before the school year they want when enrollment opens up to the public on March 1st. They will be sent the information needed to enroll their child if spots are still available.
- **Programs Full Wait List:** Families, who contact LPP for the coming year once the programs are already full, will be offered this wait list. Once programs are full, the director will keep a list of these families in the order they contacted LPP. If a spot becomes available in one of the programs, this list will be used to fill the open spot. Families on this list will be contacted during the summer and during the school year as openings become available. If you are contacted that a spot is open you will be given 1 week to decide if you want to enroll in the spot. Families are required to start in the spot 2 weeks from the original notification time that the spot was open.
 - **Children who are currently enrolled in the preschool will get priority on this list.** In other words, children who are currently enrolled but their families wish to change programs will get the option first if a spot opens in the program of their choice.

-Birthday Questions

- **Children must turn 3 by August 31st in order to enroll for that school year.**
- **Children who turn 3 during the school year:**
 - Once a child turns 3 they may attend LPP if a spot is open.
 - Children may be put on the Programs Full Wait list for the school year during which they will turn 3. However, a spot cannot be held for the child earlier than 2 weeks prior to the child's birthday. (Families may not pay to hold a spot for their child so that they may start on their birthday.)

Withdrawal

Families are required to give two business/school weeks' notice prior to withdrawal from the program in order for the program to attempt to fill their child's spot from the wait list.

Families who do not give at least two business/school weeks' notice prior to withdrawal will be charged their child's current tuition rate for the next two business/school weeks. Benton Central breaks are not considered part of a business/school week. Families are welcome to have their child continue to attend school during that two week period paid for by the withdrawal fee.

Transfer Fee

If a current LPP family enrolled in a Full Day program wishes to transfer to another program they will be required to give two weeks notice and follow the withdrawal policy above.

Authorization:

Policies in the Little Prairie Preschool Handbook are reviewed and decided upon by the preschool board. Changes are also approved by the Benton Central Administration.

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