

Little Folk Nursery School

Parent Handbook



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Mission

Little Folk Nursery School is a ministry of United Baptist Church of Saco. Our mission is to provide a positive early education experience where children can feel successful and flourish in all areas of development within a Christ centered atmosphere.

We support this mission by providing a positive, nurturing environment with an excellent academic curriculum that incorporates prayer, biblical references, teachings and Christ like role modeling.

Philosophy

Little Folk Nursery School is designed to provide a strong early education program in a nurturing, loving and educational environment where the whole child can grow spiritually, socially, emotionally, physically and academically.

We believe that children are God's precious creation, each unique in personality but all endowed with an unlimited capacity to grow, learn and love. We believe that children learn through play and hands on experience. Children need loving and creative environments where fun, laughter, and playfulness, as well as learning, occupy their waking hours.

Enrollment

A child must be age 3 by December 1st to be eligible to attend Little Folk Nursery School. The child must be trained in toilet routines that include communication of needs to adults, the knowledge of when to use the bathroom and needing minimal assistance with clothing.

New admissions are on a first-come, first serve basis. Enrollment is limited to the number of slots available. Children will be considered admitted to Preschool when the following steps are completed

Pre-admission interviews will be conducted, where possible, before your child commences at our school. This enables you to view the school, meet the director and familiarize your child with the new environment.

1. Enrollment forms are completed, signed, and returned to the school, along with a copy of your child's immunization record and birth certificate.
2. Parent/guardian(s) have completed the Parent/Child Orientation Visit with the school Director.
3. Payment is received for the non-refundable \$35/60 registration fee.
4. I understand by enrolling my child I am committing to the academic school year and will be responsible for the annual tuition rate. If for any reason I would need to dis-enroll my child from Little Folk, I understand I would need to give a 30 day notice and a one month dis-enrollment fee would be accessed.

Licenses Regulations

The preschool is licensed by and complies with the standards set forth by the State of Maine, Department of Human Services (DHS). Our facility is licensed with a 12 to 1 student to teacher ratio for children between the ages of 33 months to 7.

Staff

My name is Susan Costa and I am the Director and Teacher of Little Folk Nursery School. I have been attending a local church for over 20+ years. I am married and have 4 children, 3 girls and 1 boy and now a Grammy of three, beautiful girls. I have over 23+ years of experience in a Toddler/Preschool environment and have an early childhood degree. I have been teaching at Little Folk for the past 14 years. I am certified in Infant/Child CPR and First Aid. I feel that God has given me this opportunity to reach out to children and their families and plant a seed that will reap a harvest in Christ Jesus. As a teacher I am most passionate about having a full appreciation for each child in my care by understanding how they learn and how I can best foster a relationship that will allow the child to feel and be successful in and out of the classroom.

Inclusion

Our pre-school aims to provide welcoming and appropriate learning opportunities to include all children and their families. We aim to ensure that all who wish to attend, work in, or volunteer to help with our pre-school, are included and have an equal chance to do so.

Curriculum

The curriculum will encourage independence, language development, small and large motor development, social development, manners and consideration and respect for others. A variety of concepts such as numbers, letters, colors, shapes, patterns, sequencing and name recognition and writing are introduced. The classes will be built around a routine of circle time, music and movement, learning centers, free play, arts and crafts, share and tell, snack, prayer, and story time. In addition to this curriculum I will be working with the children to incorporate teachings that will prepare the 4 and 5 year old class to enter into Kindergarten feeling successful and confident in whatever they do.

Our classroom will provide a Christian atmosphere that will model and teach children to pray, care and respect others, ask for forgiveness from others and to be a friend. Once a month we will have a biblical circle time where we will teach from a parable.

Daily Morning Schedule – MWF year old Class

9:00	Arrival Time
9:00 -9:45	Free Choice, (small group activities, interest centers open for learning, creative activities)
	Clean Up, Bathroom break, Hand Washing
9:45 – 10:10	Morning Meeting (Attendance, Prayer, Pledge, Calendar and Weather)
10:10-10:25	Snack
10:25 – 10:45	Circle Time (Discussion Theme or Letter of the Week)
10:45 – 11:10	Art/Learning Activity
11:10 – 11:40	Free Choice, (small group activities, interest centers open for learning, creative activities)
11:40 – 12:00	Story time and farewell to children.

Scholastic Magazines:

We are pleased to offer our students monthly, age appropriate Scholastic news magazines to both classes. The "Let's Find Out" magazines are used to enrich our program.

Programs and Tuition Schedule

2 Day:

Tuesday/Thursday Morning Sessions (9-11:30a.m.)

3 Day

Monday/Wednesday/Friday Morning Session (9-12:00p.m.)

5 Day

Monday/Wednesday/Friday Morning Session (9-12:00p.m.) Tuesday/Thursday Morning Sessions (9-11:30a.m.)

The initial tuition payment will be due the first day of school or before. If you chose to pay monthly each monthly payment, thereafter, is due on the first day of the month. Weekly payments are due the Friday prior to the new school week. Enrollment may be terminated if tuition payments are not received on time. Checks should be made payable to Little Folk Nursery School.

Your child's name should be written in the corner of your check so your payment can be properly recorded to your account. Please note that tuition is to be paid regardless of attendance. There is no reduction for holidays, absences or snow days.

Drop off

Class begins at 9a.m. and children should not be dropped off any earlier than 9:00a.m. Our teachers use this time

before school to prep for the day. Please share with your child's teacher any pick up changes that morning if necessary.

One parent should bring their child to the door and a teacher will greet and welcome them and help them hang up their backpack and get acclimated. Parents will not be allowed into the building until further notice and should wear their mask at drop off. Please remember to stay socially distant when waiting to drop off your child.

Pick Up

Upon arrival, parents can stand in front of the door and a teacher will send your child out to you. All personal property and school work will be given to you at that time. Parents will not be allowed into the building until further notice and should wear their mask at pick up. Please remember to stay socially distant when waiting to pick up your child.

Dance Class

Once a month our 5 day or 3 day class participates in a creative movement dance class taught by a local dance teacher. This class is a fun and age appropriate class.

Field Trips

Our goal is to be able to make a few trips throughout the year. This will depend upon available volunteers. These might include a visit to the apple orchard, animal farm, fire station, etc. The field trips are intended to be meaningful educational experiences for the children. We also intend to visit the local library by walking during the warmer months for story time and to check out books. Parent involvement is needed and encouraged to help make our field trips successful. There is no class on field trip days.

Holiday/Vacation Schedule

The Program will be closed during two weeks in December, and a week during February and April. We follow the Saco school system's holiday schedule and will be closed on those dates. Please note the monthly tuition does not incorporate these four weeks into the rate. Families are not charged.



Parent-Teacher Communications

It is our goal to work closely with parents to ensure the best environment we can for a child. Who knows a child better than their mom or dad? Parents are welcome to participate in school activities as they see fit. We encourage parents to visit the classroom and have opportunities for parents to volunteer during field trips as available. Communication between parent and teacher is very important. A parent-teacher consultation will be scheduled during the course of the year. However, if you are concerned about your child's progress at any time throughout the year please contact the teacher. She will be willing and happy to schedule a time to meet for consultation.

Attendance

Please notify the preschool when your child will not be in attendance, especially if the cause of absence is a contagious illness.

Snow Days

In times of inclement weather, we will follow the policy of the Saco school system. If the schools in Saco close, preschool will also close. Parents should listen to local radio or TV stations for details regarding school closing however I will send an email to everyone by 7:30 a.m. if we are closed for your convenience. Delays in school opens will determine if we open late or not at all.

Discipline Policy

Our program will aim towards establishing and maintaining classroom conditions which facilitate efficient and effective instruction and an environment where children can feel comfortable and safe. Below are the techniques that will be used in the classroom to help developed self-control, self-esteem, and respect for others.

Discipline Techniques

"Praise and Encouragement"	Positive, kind words that acknowledge appropriate behavior, thus reinforcing future practice of the desired behavior.
"Modeling"	Staff members seek to model Christ like attitudes, words, and appropriate behavior.
"Redirection"	This action is used to help a child move to another activity when the teacher sees a problem about to occur.
"Peer Solving"	This technique helps children learn to resolve conflict with their peers. The teacher will bring both parties together and help facilitate a discussion and come to a resolution.
"Thinking Chair"	Children sometimes need to be removed from an area to a quiet place to think about their actions. This action is taken after the teacher has spoken to the child about his/her behavior a few times during the morning with no change. At this time, the teacher talks to the child about the inappropriate behavior and works toward solutions to the problem, followed by prayer.
"Natural Consequences"	If a child is throwing the blocks, they are no longer able to play with the blocks that day.
"Parent Involvement"	The teacher will sometimes call the home to talk to the parent about the child's behavior. Working together usually helps the child want to change their inappropriate behavior.

Illness Policy

The following policies are in place to maintain good health among all children attending Preschool.

- For the protection of your child and the other children, any child who shows symptoms of infectious or contagious illnesses that may affect the health of other children, cannot attend school. This may sometimes be inconvenient for an individual family but is in the best interests of all the children who attend Preschool.
- Should a child become ill during the day, the parent or guardian will be called immediately and asked to pick up the child ASAP.
- If you child is on prescription medication, we ask that they be on the medication for 24 hours before they can attend Preschool.
- In the event a child contracts a communicable disease and exposes the other children; notice of such exposure will be posted. The ill child will not be allowed to return to school until the period of contagion has passed and a doctor has authorized their return
- If you child has the following symptoms please do not bring your child to school.

Fever
Unexplained Rash
Conjunctivitis
Runny Nose

Congested Cough
Fifths Disease
Hand Mouth and Foot Disease
Ear Infection

The child may return to the preschool after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection.

COVID 19

Stay Home Requirements

In addition to our regular illness policy, if your child has any of the following symptoms please keep your child home. We are asking parents to comply with this policy and take daily screenings of their child each day they attend school.

Symptoms such as

- Cough
- Shortness of breath or difficulty breathing;
- Fever (body temperature above 100.4 degrees Fahrenheit);
- Chills
- Muscle or body aches;
- Headache
- Sore throat
- New loss of taste or smell
- Congestion/Runny nose (in conjunction with other symptoms);

If your child will not be at school please notify us as well as the reason for the absence.

Medication

It is preferable that all medications be administered at home whenever possible, and Little Folk staff will not be allowed to administer medications while in attendance.

Release of Child

Teachers release children only to persons whose names are listed on the child's enrollment forms. Photo identification is required until we are acquainted with all those authorized for pick-up. Please do not be offended if a staff member requests your identification. Your child's safety is our priority. If someone other than those adults authorized for pick-up will be picking up your child, this change should be in writing and given to the director dated and signed by a parent or guardian. Photo identification will be required of the person picking up when this occurs, so please inform that person of this requirement. If possible please let the teacher know that morning if your child is being picked up by someone other than their normal arrangement. In a rare emergency situation, arrangements can be made verbally. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher at the preschool. The teacher will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian. We will then attempt to reach you by phone.

Emergency Evaluation

In the case were it was deemed unsafe to be present in the classroom, our class would be relocated to a designated location. Parent's would be contacted as soon the students were safe and the staff could make contact.

Goals for Each Child

Children are born ready to learn and explore. From birth to three years of age, a child experiences the greatest amount of human growth and development. The quality of a child's life during the first five years will set the stage for future learning and success

Our goal is to work with families and assist in providing a child with the best possible start before they start Kindergarten. Below are some of our goals for the up coming year.

SPIRITUAL GOALS:

- to understand that God loves each one of us dearly
- to know the Bible is God's inspired Word
- to become familiar with the Bible stories
- to know that God is the creator of all things
- to know that Jesus is God's one and only Son
- to learn how to pray and exercise that freely though out the day
- to know that God answers prayer

EMOTIONAL GOALS:

- to develop a positive and rightly-centered self-esteem
- to develop responsibility for self and possessions
- to begin growing in self-discipline, decision-making and problem-solving
- to be able to make choices, plans and carry out their own ideas

SOCIAL GOALS:

- to be able to take turns, share, compromise and respect others
- to be able to interact and communicate with adults and peers in an effective manner
- to be able to join in both group and individual activities
- to be able to recognize how one's behavior affects others

ACADEMIC GOALS:

- to develop reading readiness skills of visual and auditory discrimination, memory and sequence
- to use appropriate oral and written language
- to have experience with colors, shape, numerals and the alphabet
- to gain pre-math experiences with patterns, matching, classifying, comparing and ordering
- to develop an appreciation for music and art through many creative activities
- to gain an understanding of self, family and community

PHYSICAL GOALS:

- to develop good health and grooming habits
- to develop good nutrition habits

Birthdays

Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special birthday snack. Cakes or cupcakes are appropriate for the occasion. Please contact the teacher in advance of your child's birthday to make arrangement. Summer birthdays are celebrated throughout the preschool year. Parents are welcome to send in invitations for parties outside of Little Folk however if you would like to do so please include every child in your child's class.

Snacks

Each day the children have snack time. Parents are asked to bring a snack and drink for child. We asked that you bring it in a lunch box marked with your child's name. Drinks can be brought in a thermos or water bottle.

Closing Remarks

We hope this handbook has served to inform you of what you and your child can expect as he/she begins his/her first school experience. Our prayer is that, with parents and teacher working together, your child will grow spiritually, socially, physically and academically within our Christ-centered atmosphere.

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