

Parent Handbook

2020

Table of Contents

Mission Statement……………………….………………………………………….3

Hours of Operation…………………….……………………………………………3

Pick-ups/Drop offs……………………………………………………………………3

Expectations for the Year…………………………………………………………4

Tuition……………………………………………………………………………………..5

Late/Returned Payments…………………………………………………………5

Sibling Discounts.…………………………………………………………………….5

Payment Options.…………….……………………………………………………..5

Referral Program……………………………………………………………………..6

Discipline Policy…………………………………………………………………….…7

Communication……….………………………………………………………………8

Conferences…………………………………………………………………………….8

Sick Policy………………………………………………………………………………..9

Medication…………………………………………………………………………….10

Supplies…………………………………………………………………………………11

Weather Wear………………………………………………………………………11

Snack/Birthdays…………………………………………………………………….12

Contact Information………………………………………………………………13

**Mission Statement**

Little Wings strives to provide a safe, nurturing, and developmentally appropriate environment that stimulates social, emotional, and academic growth.

**Hours of Operation**

Monday-Friday

8:00 AM – 11:30 AM

12:00 PM – 3:30 PM

\*Class Times\*

8:15-11:15 and 12:15-3:15

*Preschool*: Tuesday’s and Thursday’s

*Pre-k*: Monday’s, Wednesday’s, Friday’s

Front door opens at 8:05 AM for morning class and 12:05 PM for afternoon class. Please arrive a few minutes before class but **no earlier** than 10 mins. Pick up is at 11:15 AM and 3:15 PM *sharp*. You may wait in the entryway for your child to come up. Students will be ready and lined up to leave.

\***Late Pick Up- subject to $15 fee after 10 minutes and $1 per minute after the first ten minutes.**

**Expectations for the Year**

My goal for your child is to feel comfortable, safe, and to find the joy of learning. By the end of the year I want to make sure the children have made friends, learned socially appropriate behaviors, know how to write their names and feel happy about their time here. Pre-K students will learn to tie their shoes, sight words, writing first and last name, and feel completely ready for kindergarten. Mutual respect for ourselves, others, and our environment are an added bonus of being at Little Wings. I look forward to an amazing year with all my students and families!

I want to encourage each child and family to work together on learning letters, numbers, and make sure to READ together!

I ask that back packs are brought and folders are checked and returned daily. On occasion, I will send home practice papers to be completed at home.

**Tuition**

Enrollment fee is a non-refundable $50 per student.

Preschool is $125 per month. Payment is due on the 1st of each month with first payment due 9/1 and last payment 5/1.

Pre-K is $160 per month. Payment is due on the 1st of each month with first payment due 9/1 and last payment 5/1.

**Late/Returned Payments**

A $25 fee can be assessed for returned checks/auto payments. If tuition is not paid by the 10th, a $25 per week late fee will be added, up to $75. If payment is still not received this will affect child’s ability to remain in the program.

\*\*If you are having trouble with payments, please set up a meeting with Mel and we can discuss options!\*\*

**Sibling Discount**

We offer a sibling discount of 25% off additional child(ren). Discount is applied to the lesser tuition cost.

**Payment Options**

Tuition is pulled by auto payment on the 1st of the month from a checking account, credit card, or debit card.

**Referral Program**

I hope that this year proves what a wonderful place this is for your child and others! Any feedback is always welcome and I hope that you enjoy it so much you want to tell your friends! By doing so, I’d love to give something back to you as well. With being a small business, I would greatly appreciate any referral so I can continue to help grow our community with the lives of the young ones around us!

Here’s how it works:

\*\*Refer a friend to enroll with Little Wings and you will receive 1-month **free** tuition! 😊

\*\*Did your child graduate pre-k and heading to kindergarten? I’d still appreciate the referral! If you have a friend enroll their child you will get a **$50 visa gift card** on me! 😊

All you need to do is refer a friend and make sure they mark down that they heard about us from YOU!

Again, any feedback is greatly appreciated and will be taken to improve my program!

**Discipline Policy**

**Physical Harm**

If child causes intentional physical harm to self or another child, we will take steps together to improve the behavior. Parents/guardians will be notified for all children involved. Child will be placed in cool down area and will talk through the situation with teacher. If behavior continues parents and teacher will have a sit-down meeting about steps to take to stop this behavior. If behavior does not subside after meeting with parent’s, child may be removed from class as a last option.

*Steps we will take together:*

Child and teacher will make an action plan to improve and focus on kind behaviors. Child may lose privileges if we cannot stop the physical violence.

Child, parents, and teacher will discuss what we can do to help improve at school and at home.

Child, parents, and teacher will make an action plan if behavior does not improve.

\*We have an open-door policy at Little Wings. If you ever have a concern you may reach out any time and we will work through any issue together. \*

**Communication**

**Class Dojo**

We use the app called Class Dojo. This is a FREE app that I will use to communicate your child’s successes, pictures, important information, etc. with you. After our open house I will text you an invite to join with your child. Click the link and you will sign up for the app. Then it sends you to your app store to download. You will open the app and select I have an account (as this information is what you filled in through the text link).

Please look through the app before class starts in case you have any questions!

**Conferences**

We will have conferences for pre-k students in March in which we will discuss your child’s progress through the year. I will let you know what we are working on, where you child is currently, and how far they have come. I will keep the portfolios until year end.

If you ever have any concerns or questions, we can set a meeting anytime! I am always available to make sure your child gets the most out of the school year.

**Sick Policy**

If your child is experiencing any of the following please do not bring them to class:

1. Fever of 100 degrees or above within the last 24 hours

2. Diarrhea-more than 3 stools in one hour or within the last 24 hours

3. Vomiting-within the last 24 hours

4. Pink Eye

5. Chicken Pox

6. Head Lice- do not return until child and the home have been treated

7. Any other communicable disease

**Sent Home/Returning**

If your child is experiencing any of the above symptoms or acting out of their normal behavior (overly tired, drowsy, stomach pains) we will contact a parent or guardian to have child picked up if necessary.

Parents may not bring their children back to school before 24 hours without a signed statement from a physician stating your child is not contagious to the other children.

If children come to school and develop an illness that makes them unable to function happily, the parents will be called to pick them up. Children need to be removed within one hour from the time of the call. Parents of sick children will try to be notified first. If we are unable to reach them, we will call the emergency contact. Children that are ill will be separated from the other children and allowed to rest until picked up.

**Medications**

Medications will only be administered with the written consent of the parent or guardian. All medications will be placed in a locked container. A medication sheet must be on file and signed by the parent/guardian. Medications must be in original container and marked properly with the child’s name, date, and correct dosage. All medication must be given to the teacher. This includes over-the-counter meds. We are not able to keep medication on hand for possible illness (Tylenol, cough medications, etc.).

**Supplies:**

**Each child will have a take home folder. Please bring this and back packs to each class.**

**Extra Clothing**

Please have a bag inside back pack with an extra pair of clothes (shirt, pants/shorts, undies) labeled with child’s name. (Gallon baggy works great!) Although our kids are toilet trained, accidents may happen!

**Weather Appropriate Wear**

As we know South Dakota’s weather changes about every 10 minutes! Please be cautious when packing your child for the school day. We go outside daily unless weather does not permit it. If below 30 degrees, snowing, or raining we will not go out.

*Fall Gear:* light jacket, hat and gloves if necessary. Rain boots are a great choice for when it’s wet out, but not required.

*Winter Gear:* snow boots, snow pants, gloves (not the cotton kind please, they soak through and kid’s hands get too cold), and hats are required to play outdoors.

* *Please bring a change of shoes to wear indoors during winter months.*

**Snack Calendar/Birthday’s**

Our classes will follow a snack calendar each month. Children’s names will rotate each class. On your child’s snack day, they will also get to be the classroom helper and do **show and tell**. Please have the show and tell object be small enough to fit into their back pack. I ask that snacks try to be in a healthy manner and that “special” treats such as cookies, cupcakes, cakes, remain only on their birthday snack day.

We celebrate summer birthdays on the child’s half birthday. For instance, your child’s birthday is June 11th, we’ll celebrate on December 11th.

I will have the snack calendar/events in your child’s take-home folder each month. It will also list how many snacks to bring for your child’s class.

**Contact Information**

You may contact me anytime with questions or concerns regarding your child and their education. I am always available and will return messages, calls, texts, emails as soon as I am able.

*Mel Wehrkamp*

Little Wings Phone Number: 605-413-1487 (you may call or text this number)

Personal Cell Phone: 605-421-1983

E-mail: [mel@littlewingspreschool.com](mailto:mel@littlewingspreschool.com)

Facebook Messenger: @littlewingspreschoolsf

***Thank you so much for trusting me with your child this school year! I promise to make it a fun, enriching, educational, and loving place for your child. Here’s to a great year!***