

# Door To Explore Pre School Hand Book

## Mission of Door to Explore Preschool Opening hearts and minds to love life, learning, and Jesus.

### Mission based objectives

- To provide a loving, stimulating, relaxed Christ centered environment.
- To develop social and emotional skills including appropriate expression of emotion, ability to manage aggression and stress, and focused participation in activities.
- To stimulate curiosity, creativity, and imagination.
- To encourage the child to grow in an awareness of self and others through the love of God.
- To stimulate language development and encourage appropriate listening skills.
- To enlarge creative skills and enjoyments through experiences with art materials, music, building, and play.
- To develop perceptual and motor skills by practicing with many kinds of hands-on and interactive materials for fine motor and large motor development.
- To develop age appropriate patterns of dependence and independence.
- To provide preparation for kindergarten in a loving, caring, Christian environment.
- To experience the joy of learning.

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## **Mission based goals**

### **Spiritual Development**

Children will be introduced to Christian values. These values are developed through a loving atmosphere, caring environment, and Bible related activities and curriculum.

### **Physical Development**

Physical education and movement are an integral part of a child's growth. Children should progress at their own rates in developing physical skills, enjoying physical activity, and developing a positive self-concept.

### **Social Development**

Children will experience sharing, taking turns, participating in group activities and taking care of personal needs. These experiences assist in the development of positive attitudes and feelings of self worth.

### **Emotional Development**

To help the child become a confident, active learner, each child will begin to learn to accept changes with reasonable explanation, make decisions independently, and try new activities willingly.

### **Mental Development**

Children will learn to interact with others in a positive way, follow directions, express creativity, and try to do their best work. Children develop intellectual curiosity through literature, first hand experiences, discussion, and multi-sensory learning activities.

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## Admittance

The preschool program will be open to all children regardless of race, religion, color, sex, or national origin. Children with special needs requiring trained personnel and/or programs, are encouraged to seek the services of preschool programs designed for that express purpose.

All children are required to be completely potty trained and able to care for ordinary toilet needs without full assistance.

Parents are required to provide a copy of an updated immunization record and completed health form which is included in the registration packet before the first day of school.

## Program and Fees

### Three Year Old Preschool

Children should be 3 years old by August 1st.

Class meets T TH 9:00 am to 11:30 am

**Tuition \$80 /month plus \$50 registration fee which is non refundable\***

### Four Year Old Pre Kindergarten

Children should be 4 years old by August 1st.

Class meets M W F 8:30 am to 11:30 am

Afternoon class may be added if number of children enrolled is sufficient

**Tuition \$100/ month plus \$50 registration fee which is non refundable\***

**\*Tuition payments are due by the 5th of each month.**

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## **Drop off/ Pick up Procedures**

Parents/Guardians should accompany their child to the classroom. Please make sure we have acknowledged your child's arrival before you leave. If you will be late picking up your child, please let us know as some children become very anxious if they are not picked up promptly. If someone other than parent/guardian will be picking up your child, we will need you to let us know before dismissal time. There is a place to indicate who is allowed to pick up your child on the registration forms included with packet. All forms need to be completed and turned in to the preschool teacher on or before the first school day.

## **School Closings due to Weather**

In the event of inclement weather, Door to Explore PreSchool follows the closings and delays for La Porte Community Schools. All closings or delays will be posted on our public Facebook page as well as our private group page. If there is a fog or snow related delay, the preschool will operate on an alternate schedule with classes running from 10:00 am to 12: 00 pm.

## **Attendance**

We believe regular attendance is necessary for the student to receive the maximum benefits from the instructional program. However, if the student is unable to attend school for any reason, please contact the teacher or leave a message on our FaceBook page.

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### When Should Your Child Stay Home?

Although it may be inconvenient, for the health and safety of all, parents are expected to adhere to the 24 hr recommendations.

- **Diarrhea/Vomiting**- must be 24 hrs with **NO diarrhea or Vomiting**- if your child threw up or had a bout of diarrhea during the night, please keep them home.
- **Fever-100 degrees or greater**: keep child home until fever free for **at least 24 hours**- some children will not be up for school activities for more than 24 hours. Please consider all involved with sending your child back to school.
- **Runny nose due to cold virus** with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: Keep child home.
- **Strep Throat- Highly contagious bacterial infection**, sore throat, fever (usually), body aches: Child **MUST** be on antibiotic for at least 24 hours and symptoms subsided before returning to school. Again please make sure your child is ready to participate in the school routine before sending back to school.
- **Pinkeye**- Highly contagious and present itself with burning, itching red eyes, yellow drainage: Child should be on medication for at least 24 hours and without drainage before returning to school.
- **Chicken Pox**- one of the most common contagious viral diseases of childhood. Symptoms include low grade fever and a distinctive rash. The rash begins as red bumps, which develop into blisters that open and form scabs. The rash is itchy. Children should not return to school until all blisters have scabs. This usually takes 7 days or more.
- **Impetigo**- a skin infection that occurs when bacteria invade the skin that is broken, scratched or burned. The areas most effected are the hands and face, especially around the nose and mouth. It usually begins as red spots that fill with fluid. Treatment is with antibiotic ointment, oral meds, or both. The child should be on medication for 24 hours before returning to school.

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- **Rash**-may be due to many different illnesses and could be contagious. A physician should be contacted for diagnosis and give a **written release** for return to school. **All children are different and may take longer than 24 hours to recuperate. If there is any doubt regarding his/her ability to function in the classroom please keep them home. Parents/Guardians will be called and ask to pick up any child who is ill or not able to participate in activities.**

### Accident or Illness

In the event of a student illness or accident, the parent/guardian or emergency contact will be notified at once. We will refer to the pick-up permission form for other listed names if the parent or guardian is not available.

### Administration of medication to students

It is best if the parent/guardian administered any medications to the child prior to the start of the school day. If the child must have medication during school hours, we have a form to fill out by the parent/guardian, granting permission for us to administer the medication. All medications must be in their original containers and labeled with the child's name and dosage information.

### School Attire

Children should be dressed comfortably. We will be very active and sometimes (often) will do messy activities. Athletic style shoes (tennis shoes) are preferred to sandals and flip flops. Clothing should be manageable for independent bathroom use. We are happy to provide assistance when needed, however the child should be working towards independence with buckles, zippers, buttons, etc. A complete change of clothes should be kept in the child's backpack, "just in case."

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## Snacks/Birthday/Treats

Snack donations are always appreciated. We try to provide healthy options for the children. Drinks of 100% juice and water will be offered with snack. Birthday treats are welcome on your child's special day.

The following are some ideas for healthy snack treats:

- 100% Juice
- Fresh Fruit - cut or ready to serve
- Fruit cups in own juice
- Cheese and crackers
- Yogurt
- Granola bars
- Fruit Snacks
- Pretzels
- Animal crackers
- Teddy Grahams

## Volunteers

There may be times throughout the year when parents/guardians are called upon to help with special projects or field trips that would require the extra help. There is a volunteer form that will need to be filled out for those who will be helping out in the classroom.

## Supplies

Each child should bring a standard sized back pack. The classroom teacher will provide a list of other necessities.

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## Changes

Please notify us immediately if you have any address, phone, daycare, or contact information changes. If there is a change in your family situation that may affect your child's behavior or feelings, we also appreciate knowing this information.

## Concerns/Questions

Please feel free to contact the teacher or director with any questions or concerns. We want the Preschool program to be a positive experience for your child and for you. You are welcome to call, text, email, or message our Facebook page outside of class hours.

Teacher: Kelli Price 219-608-4129 [kmp1991@comcast.net](mailto:kmp1991@comcast.net)

Director: Lori Thordarson 219-380-9067 [lorithordarson@yahoo.com](mailto:lorithordarson@yahoo.com)

Church Office: 219-324-4151 leave message