

LITTLE LEARNERS PRESCHOOL
Information & Policies
2024-2025

Preschool will start the first week of September 2024, following Labor Day. Preschool will run through the month of May following the Middleton School District Calendar. A monthly Calendar for preschool will be handed out at the beginning of each month to keep you informed of the upcoming month's schedule and curriculum.

Curriculum

The curriculum will include a variety of activities in pre-math, science, cooking projects, social games, language, music & movement, fine motor & fingerplays, gross motor, creative drama, and art. Each lesson will have a theme such as safety, nature, family, community, etc., incorporating colors, shapes, alphabet, and numbers. We will learn about months/days of the week/holidays through calendar discussion. We strive to get all children recognizing and writing their names. I will have assessments twice a year to keep you informed of your child's progress in class. Each child will have the opportunity to learn skills to assist in their future.

Snacks

Snacks will be provided during each class. Please let me know of any allergies.

Hours

Drop off is at the beginning of your scheduled class time. Pick up will be up to 5 minutes after class. A flag is posted outside the preschool to let you know when the teacher is in the classroom and ready for class to start. Please be considerate of these times. If there is an urgent reason to be late, please call and let the teacher know as soon as possible. After more than 2 occasions of more than 10 minutes of being late, and no phone call from a parent, additional charges of \$5.00 for each 10 minute increment will result.

Sick Days

There are no refunds or credits for sick days. Full tuition is still required for reserving your child's space in class. Sick children should not attend preschool. Any child with signs of fever, diarrhea, vomiting, green mucus discharge, uncontrolled coughing or anything contagious should stay home and return after 24 hours symptom free. In the event of any illness of a teacher, I will try to have a substitute teacher. If this is not possible, I will try to notify you as soon as possible of any cancellations. I will have a total of four sick/snow days per calendar year for myself without offering a make-up class. After four days missed by teacher within the calendar year, I will offer a make-up session for any missed classes.

Tuition

Tuition is due the first day of each month and must be paid for each month in advance. Tuition for 3 hour pre-k classes is \$140 per month, and tuition for 2 hour classes is \$95 per month. Tuition will be collected through Electronic Funds Transfer. Tuition processed as insufficient funds will be charged a \$30 return fee, and tuition, with fees added, will be due payable by cash within one week of denial. The \$50.00 registration fee is due at the time of registration to reserve your child's place in class and is non-refundable. Space is not held until registration fee, form, and EFT form is received.

Authorizing Individuals to pick up

Children will only be released to people that are authorized to pick up and have been put on the registration form. If you need to add an authorized person to pick up, written notification of changes will be accepted and added to your child's list. Written notification can include email and text from the parent.

Early Withdrawal/Cancellation

By enrolling for the school year, your student is enrolled and committed to preschool space for the entire year September-May. If for some reason, you must withdraw early, a two week notice is required. As long as two week notice is given, there is no cancellation fee. If notice is not given, there is a \$50 cancellation fee.

Personal Items

Please do not send personal items to class with your child such as toys, blankets, food, etc. There will be a designated Show & Tell day for bringing "treasured items" to share. These items must be kept in the child's cubby at all times except during the Show & Tell time to avoid any lost items. Water Bottles with child's name that seal are okay.

Discipline

This is how it will be handled:

1. Talk to the child about the offense.
2. Time out away from the group.
3. A second and final time out will be given.
4. Notify parent