



## *Lancaster Preschool*

**2023- 2024**

### **LANCASTER PRESCHOOL**

LANCASTER UNITED METHODIST CHURCH

216 South Monroe Street

Lancaster, WI 53813

608-723-6612

#### **STAFF**

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Heather Saylor- Morning Assistant Teacher

Eva Wagner - Afternoon Assistant Teacher

#### **PRESCHOOL BOARD**

President: Brianna Frear

Vice President: Ashleigh Enbretson

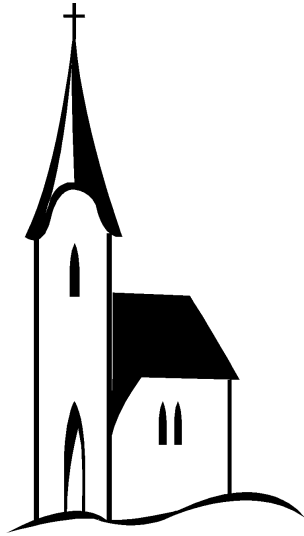
Secretary: Tracy S

Treasurer: Rachel Landon

Member: Courtney Watters

Member: Katlyn Hill

Member: Lisa Tranel



## LANCASTER PRESCHOOL

WELCOME TO THE LANCASTER PRESCHOOL. Our preschool is something special. It involves not only the excited children and the creative, qualified teachers but also you, the caring parents. The variety and the enthusiasm that we all bring help to give your children one of the best preschool experiences possible.

The Lancaster Preschool is a social concerns project of the Lancaster United Methodist Church. The Preschool Board is, made up of preschool parents and church members, which is responsible to the Administrative Council of the church. A parent board member can have a student currently enrolled or even be a parent of a previous preschool student. Our preschool is a non-profit organization, licensed by the State Department of Children and Families.

The purpose of our program is to stimulate the social, emotional, intellectual, and physical growth of the 30-month-old to five-year-old child. It is a place where young children learn as they play with materials and share experiences with other children, teachers, and parents. We exist to serve the needs of our children by offering them experiences adapted to what is now known about growth and development at these age levels. We also exist to share with parents the responsibility for promoting sound development at a time when growth is rapid and important.

The decision to start your child in preschool is probably one of the most important decisions you will be making for your child during the formative preschool years. This is often the first experience in activities away from home, and this will give your child a good start when he/she does enter school.

This booklet has been designed to give you an idea of the type of curriculum offered in preschool, the fees and policies, as well as suggestions for ways you may help your child to get the most from this preschool experience. Please read this booklet carefully as it provides general and specific information concerning the operation of our preschool. Please remember that this is a program for our children that incorporates your ideas and suggestions. Monthly newsletters will inform parents of preschool activities, meetings, and upcoming curriculum units to be covered. Parents are encouraged to visit and observe any time during hours of operation unless access is prohibited or restricted by court order.

### **GOALS:**

The Lancaster Preschool attempts to provide the kind of environment and experiences that will allow the child to do the following:

- Make a successful break from home.
- Learn to be with other children.
- Become familiar with a group.
- Develop an interest and joy in learning.
- Develop security and a feeling of success.
- Develop self-expression.
- Develop self-control.
- Develop creativity.
- Responsibility.

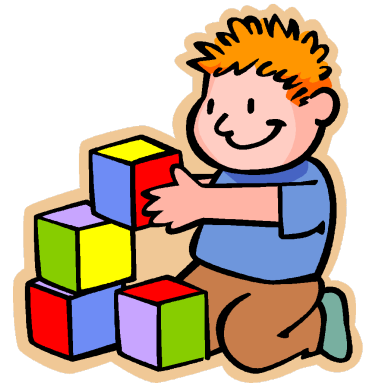
## **CURRICULUM:**

The needs of the children in their particular age group determine the curriculum of the preschool. The children's interests and stages of development are upper-most in the minds of the teachers with the result that as the children mature, new activities are added, and others change to meet this new maturity. Our curriculum includes secular celebrations of **Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter**. The program is flexible yet maintains enough routine to give each child a feeling of security. Children are not required to bring any supplies. A backpack or book bag for your child is helpful but is strictly optional.

Some areas of the program are very similar to those in kindergarten. However, parents should not be concerned that their children will be bored with encountering the same type of activities in kindergarten because the activities that children are involved in are offered at the level at which the children are developing. Our entire program is planned so each child progresses at his/her own rate.

### **The following is a list of the preschool activities that are part of our program:**

- Free Play or Activity Period
- Language/Listening experiences at group time
- Snack Time
- Music, Rhythms, and Finger Plays
- Games
- Arts and Crafts
- Stories
- Science
- Social Experiences
- Indoor or Outdoor Large Motor Activities



## **ENROLLMENT AND DISCHARGE POLICY:**

The Lancaster Preschool will comply with the State Regulations concerning the maximum number of children in a group and the minimum number of childcare workers for children at each age level. We will have sessions that run for 3 hours on Monday, Tuesday, Wednesday, and Thursday AMs and PMs. A semester will run from September through December and from January through May. We offer summer enrichment programs in June for two weeks and two weeks in August. Our license, operation requirements, and any license violations, as well as parent notices and information, are located on the bulletin board in the hall.

Applications will be available during the May Open House and will be accepted when an opening exists during the school year. Parents/guardians and the child are encouraged to come to the school together to fill out an application, pay the enrollment fee, and get acquainted. This non-refundable enrollment fee will guarantee a place for the child in a class. **BOTH THE ENROLLMENT FEE AND THE FIRST MONTH'S TUITION SHOULD BE PAID IN FULL BEFORE THE CHILD ATTENDS CLASS.**

Qualified children will be accepted in the order in which the enrollment fee and first month's tuition are received until the maximum number are enrolled. Any toilet-trained 30-month to 5-year-old, regardless of national origin, religion, race, color, sex or handicap whose parents/guardians can meet fees and provide transportation will be considered admitted on a trial basis for one month.

After a parent conference, the teacher may terminate the enrollment of any child with whom she cannot cope. A child will be asked to withdraw if parents do not meet the fees (see fee policy) or do not submit physical examination or other forms within one week of notification. A refund will be made for any additional payment beyond the first month of attendance.

Parents/guardians of all children who are enrolled in the Lancaster Preschool are required to complete the following forms:

1. **General Enrollment Form** including name of persons authorized to call for the child and permission for emergency care and field trips.
2. **The Child Health Form** includes instructions for feeding and care of child with special needs.
3. **Immunization Record**
4. **Health History and Emergency Health Plan**

Please note that the Wisconsin Department of Children and Families requires all of the above forms, which are confidential except for authorized agencies or parent consent.

At the close of the school day, children will be released only to the parents/guardians or persons authorized by the parent/guardian on the enrollment forms. In case of emergency, the parent may authorize an unfamiliar adult to pick up a child by a phone call or written note.

#### **TRANSPORTATION/CARPOOL POLICY:**

The preschool does not provide daily transportation. Please make sure arrangements have been made for both delivering and picking up your child. Children should be picked up promptly at 11 am or 3 pm. Picking up your child late is an inconvenience to the teachers and an unnecessary worry for your child. Repeated failure to adhere to this policy may result in monetary fines or dismissal from the preschool.



#### **Arrival / Dismissal:**

Children are expected to arrive at the time the class begins, no earlier than 7:50 a.m. To arrive earlier will deprive the teachers of important preparation time. Picking up your child late is an inconvenience to the teachers and an unnecessary worry for your child. Drivers are asked to come with their child into the preschool room upon arrival at the school rather than dropping their child off outside the building.

#### **EMERGENCY POLICIES:**

In case of fire, all persons in the preschool rooms of the United Methodist Church should leave the building via the hallway and pass through the south door. Once outside all persons who have evacuated the building should assemble for a roll call to be completed.

In case of a tornado, all persons in the preschool rooms of the United Methodist Church should leave via the hallway and proceed to the basement. Once in the basement, all preschool-related persons should assemble in the women's restroom for a complete count.

In case of a threat to public safety, outdoor activities will be cancelled, and the doors to the church will be locked until there is no longer a threat or until an authorized person arrives to pick up each child. In case the building needs to be evacuated because of threats to the building and/or its occupants, flash

flood, or loss of building services (heat, water, plumbing, or electricity), the children will be taken to the Lancaster City Hall (located one block west of the preschool). Parents will be called to pick the children up. Preschool staff will bring emergency contact information and cell phone. The preschool director will secure records.

In case of serious injury or accident, the teacher will take charge of, stay with, and accompany the injured child. The remaining teacher, teacher-aid, or church staff shall take charge of the preschool class. The teacher accompanying the injured child shall find the Emergency Aid Book and take it with them to the phone. Calls will be made to the parent and child's physician. In addition, others to be called if applicable may be:

- Lancaster Fire Department/Rescue Squad
- Grant Regional Health Center
- Poison Information Center
- Lancaster Police Department

After receiving instructions from 911, the child's physician or the hospital, the teacher will administer first aid as directed.



#### **HEALTH POLICIES ON CHILDREN:**

**Parents are requested not to allow sick children to attend school.** Children will be observed on arrival by a staff person for symptoms of illness. If a child becomes ill at school, we will isolate him/her (within sight and hearing of staff members) until an authorized adult can be notified to remove the child from the classroom. **PARENTS ARE ASKED TO NOTIFY THE SCHOOL IF A CHILD WILL NOT BE ATTENDING SCHOOL FOR ANY REASON. IF THE CHILD IS NOT IN ATTENDANCE AND THE SCHOOL HAS NOT BEEN NOTIFIED, THE PARENTS WILL BE CALLED ½ HOUR AFTER THE PROGRAM STARTS TIME.**

The local health officer must be notified of communicable illness. Parents will be notified if their child has been exposed to a diagnosed or suspected communicable disease. Grant Regional Health Center is our source of emergency medical care.

Each child shall have an initial examination not more than one year prior to, nor later than 90 days or three months after school admission.

1. Evidence of current physical examination shall be provided by a report signed and dated by a physician licensed in this state or in the state where the examination is done.
2. Each child 2 years of age or older shall have a subsequent physical examination at least once every two years thereafter by a physician.

Each child shall have an immunization history which states that the child has been immunized against diphtheria, pertussis, Haemophilus influenza B (Hib), hepatitis B, tetanus, mumps, poliomyelitis, measles, rubella, chicken pox, pneumococcal infection and the month and year each dose was administered. This written statement shall be on file at the school before the child's admission. Note the ***"Day Care Center for Children"*** booklet for exceptions to this policy.

If a required immunization is administered to a child after the immunization history has been submitted to the school, a written statement from parents regarding the type and date of administration shall be on file within 90 days or according to the required immunization schedule.

No prescriptive medication or non-prescriptive medication, such as, but not limited to, pain relievers, cough medicine, or nose drops, may be given to a child except under the following conditions:

1. A signed, dated, written authorization of the parent is on file.
2. Prescriptive medication is in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, and physician's name.
3. Non-prescriptive medication is labeled with the child's name and request, signed by the parent, and includes dosage and directions for administering.

In 2011, Wisconsin signed the Concealed Carry Law. Wisconsin Department of Children and Families Licensing DCF 251.06(2) (c) states firearms, ammunition, and other potentially dangerous items may not be kept on premises.

### **NUTRITION POLICY:**

It shall be the policy of the Lancaster Preschool to:

1. Serve a nutritious mid-morning/afternoon snack each day.
2. Include nutrition education as a part of the regular curriculum.
3. Use only milk products that meet Grade A milk standards of the Wisconsin Department of Agriculture, Trade and Consumer Protection and are certified by this same department.
4. Serve no artificial sweeteners
5. Serve foods that represent various ethnic groups.
6. Involve the children at times in the preparation of the day's snack.

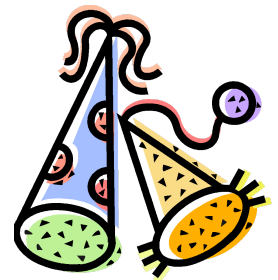


### **CLOTHING POLICY:**

We encourage you to dress your child in clothing ordinarily worn for play at home so that they will feel free to run, jump, crawl, or paint without having to worry that they will soil their clothing. Art activities are often messy. The preschool does have smocks for the children to wear, but even the best of smocks do not ensure paint-free clothing. Finally, please label all of your child's clothing to ensure recovery of all items when each session approaches its end.

### **BIRTHDAY CELEBRATION POLICY:**

Birthdays are noted with a special celebration. There can be special days for those with summer birthdays, too. **Birthday treats may be sent, but please notify the teachers ahead of time!**



### **FEE POLICY:**

The Lancaster Preschool Board will establish fees annually. **Regular fees are due by the first of each month before attendance.** If monthly payments are not received by the fifteenth of that same month, parents/guardians will be contacted by the director of the school. If payment still has not been received or arrangements made within two weeks of that same month, parents/guardians will be contacted a second time by letter from the Preschool Board. If payment or other arrangements have not been made, the child will not be allowed to attend school the following month until fees are paid. Lancaster Preschool does offer tuition assistance scholarships. Please inquire with the director for more information. If a child is absent there will be no refunds or make-up days given. Pro-rating tuition for any unusual situation or lengthy absence requires the action of the Lancaster Preschool Board.



**SNOW DAY:**

If the preschool is closed due to inclement weather or other unforeseen circumstances for more than two sessions on the same day of the week, a parent may request reimbursement for the cost of one session. (Example: A child attends Monday mornings. The preschool is closed due to inclement weather for three Mondays during the school year. Therefore, a request for reimbursement may be made.) Reimbursement will be granted by the Lancaster Preschool Board based on the financial stability of the preschool. Reimbursement will be deducted from May's tuition.

**SOCIAL SERVICE POLICY:**

It shall be the policy of the Lancaster Preschool to communicate concerns to the family beyond the scope of the preschool.

The preschool will report as soon as possible all suspected cases of child neglect or abuse to the Grant County Social Services and Grant County Sheriff's Department. This responsibility should be handled by the staff person involved. Both the director and the preschool board president will also be made aware of the suspected abuse.

**INSURANCE COVERAGE:**

The Lancaster Preschool insurance policy covers bodily injuries caused by an accident, provided that the injury is sustained while in or on the preschool premises, during the time the child is required to be there.

**GRIEVANCE PROCEDURE:**

Grievance procedure for parents: Parents should first contact: 1) Teacher 2) Director 3) Preschool Board President 4) Preschool Board 5) Pastor/Administrative Board of the Church.

**Preschool Board Meetings are open to anyone, including parents or other interested parties.**

**GUIDANCE:**

Children during the preschool years are keenly receptive and eager to learn and want to be independent. With the independence must come guidance and the setting of limits. As a result of this independence, it is necessary to provide reasonable guidelines for behavior in as firm and pleasant a way as possible.

Consistency is of utmost importance. Limits that are relaxed one day then more strict the next only confuse a young child and make him/her uncertain about whether or not his/her parents/guardians (and teachers) really mean what they say. Because of the need for consistency, it is necessary for both home and preschool to act in unity.

One of the goals for preschool is to help every preschooler develop self-control and self-discipline. Unless they are taught behavior boundaries, it will be hard for the child, as they grow up, to establish them for themselves.

The Lancaster Preschool's first approach to most problems that arise during the course of a typical preschool session is to try and foresee the situation prior to developing. If the potential problem can be addressed before it has become an issue, the chances of avoiding a problem are good. The interaction of the teacher is important; their timing is crucial if re-direction is needed.



Once the problem has developed, the next approach for our staff is to talk the problem over with the child/children and/or adult involved. Another approach is to redirect the child/children to another area or activity. At times, when a child is not able to contain himself/herself, to the detriment of that child or group, the child may need to be removed from the immediate area with an explanation of why the action is being taken and what he/she must do in order to rejoin the group. Sometimes what is needed is some time to sit alone for awhile, until the child is able to comfortably rejoin the group and activities. Time out periods should last 1 minute per year of child's age, not to exceed 5 minutes for three to five year old children. Time outs will not be given to children under three years of age. Most importantly, every child must sense that even though their actions may be restricted and/or redirected at times, they are loved and are important.

Because of the need for consistency, it is important for the child's parents to maintain close contact with their preschool child's teacher (the preschool should be expected to maintain this close contact as well). In this way a good foundation in developing self-control and self-discipline has continued to grow from the first initial guidelines learned at home to those learned at preschool. Preschool should be a support and a continuation of the child's home.

There will be times when a child may become distraught, fussy or won't quit crying. In these situations there will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. Crying is normal and all children will have times when they cannot stop crying. At these times, staff will stay calm and will do whatever is needed to soothe the child. However, there also may be times when family advice or assistance may be needed, and the teacher will reach out to the contacts provided.

### **Pandemic**

In the case of a pandemic the Lancaster Preschool will notify the parents of health and safety procedures to be implemented due to the pandemic.

## **GUIDELINES FOR AGE APPROPRIATE SKILLS**

*(Age 30 months – 3 Years)*

### **FINE MOTOR/VISUAL MOTOR**

- Uses neat pincer grasp on small item.
- Builds 8-block tower.
- Copies an imperfect circle; imitates a horizontal line and a cross.
- Strings large beads.
- Holds pencil in fingers rather than in palm.
- Uses scissors to snip inaccurately.
- Opens a door by turning knob.

### **GROSS MOTOR**

- Stands on one foot for two seconds.
- Climbs stairs alternating feet, comes downstairs both feet on same step.
- Jumps with both feet in place.
- Pedals a tricycle without aid.
- Catches a ball with arms extended.
- Throws ball overhand.

### **LANGUAGE**

- Speaks in 4-5 word sentences.
- Asks many questions beginning with “What,” “where,” and “who.”
- Tells actions in pictures.
- Follows related 2-step direction – “Pick up the ball and throw it to me.”

### **COGNITION**

- Counts to 5.
- Knows how to use familiar items.
- Counts up to 3 items.
- Puts together a 7 piece puzzle.
- Comprehends the prepositions: on, under, inside, over.

### **SOCIAL**

- Parallel play may still be predominate.
- Learns to share toys.
- Listens attentively to short stories.
- Make-believe play emerges.

*(Age 4)*

### **FINE MOTOR/VISUAL MOTOR**

- Cuts with a scissors.
- Puts pegs in pegboard.
- Builds 10-block tower.
- Completes a 6 piece interlocking puzzle.
- Draws 3-part person.
- Copies circle, cross.
- Folds paper, creasing.

### **GROSS MOTOR**

- Walks forward on balance beam without falling off.
- Stands on one foot 4 to 8 seconds.
- Throws ball a significant distance with direction.
- Jumps forward on two feet; lands on two feet.
- Kicks a rolling ball.
- Goes up and down steps, alternating feet.
- Gallops.

### **LANGUAGE**

- Responds to who, what, where and when questions.
- Speaks in 4-6 word sentences.
- Identifies actions in pictures.
- Identification of opposites.

### **COGNITION**

- Counts to 10.
- Counts up to 6 items.
- Knows most body parts.
- Demonstrates at least 4 prepositions.
- Sorts by color and shape.

### **SOCIAL**

- Listens attentively to stories.
- Plays group games like "Ring Around the Rosy."
- Amuses self well.
- Dramatizes in play.

(Age 5)

### **FINE MOTOR/VISUAL MOTOR**

- Imitates simple block structures.
- Completes an 8 or more piece interlocking puzzle.
- Cuts out a diamond.
- Laces a sewing card.
- Copies a square and a triangle.
- Draws a 7-part person.
- Refinement in use of tools (pencils, scissors, etc.).

### **GROSS MOTOR**

- Hops on one foot.
- Skips with alternating feet.
- Stands on one foot more than 8 seconds.
- Walks heel-toe.

### **LANGUAGE**

- Names differences between pictures.
- States consequence of action.
- Describes events in past and future.
- Relates pictures to a story.
- Communicates effectively.
- Follows 2-step unrelated direction.

### **COGNITION**

- Has knowledge of most colors.
- Understands "more."
- Counts to 15.
- Matches related objects.
- Can fill in analogies.

### **SOCIAL**

- Separates easily from parent.
- Feels sympathy for friend.
- Asserts self in socially appropriate manner.
- Cooperative play emerges.
- Is able to follow most adult directions.
- Recognizes faces of primary emotions.