



Little Broncs
Preschool
Handbook

2016-2017

Welcome!

At Little Broncs Preschool, we believe in offering a positive and productive learning environment for your child and want your child to be happy and successful at school. We also believe that you as parent(s) are your child's "first" teacher and play a major role in your child's education. Your continued interest and support of your child's progress and success are vital components to your child's education. This handbook has been compiled for you as a working resource and should answer many questions pertaining to our school. Please review it with your child and keep it handy as a "go to" guide throughout the school year.

Our professional and experienced staff work hard to provide your child with the best possible learning experience. Our goal is to develop educational programs which meet the varying needs of all of our students. We share a common bond, your child, and wish to partner with you to ensure his/her success during the year.

We believe that communication between parents, students, teachers, and administration is crucial to your child's success in school. If questions/concerns arise, we encourage you to give a call or stop by for a meeting as we will work with you and help find solutions. We would like to extend an invitation to each of you to stop in and see us concerning arrangements to visit the classroom. It is our hope this will be a pleasant and productive year for everyone.

Play v. Learning

We feel that good early childhood programs offer and encourage play based learning environments where children have multiple opportunities for structured as well as unstructured "play" time.

Years of research on children's learning and development document the many benefits of play for children's intellectual, social, emotional, physical, and language development. As kids play together they learn to see each other's points of view. They begin to become more empathetic and caring. They come to understand customs and rules in their own culture and to appreciate those of others. They learn to negotiate, to give and take and to share. They learn to use language in new ways to describe their play to interact with others. During play, children develop their muscles, coordination, and fine-motor skills.

Play is all about fun, but it is also serious business that pays big dividends to its eager young investors.

Personnel:

Jeannette Gray-**Site Coordinator**

- gravj@hsd3.org

Joyce Stennes-**Instructional Paraprofessional**

- stennesj@hsd3.org

Molly Forrest-**Speech Language Pathologist**

- forrestm@hsd3.org

Holly Smith-**Occupational Therapist**

- HSmith@MDMH.org

Amanda Dye-**Physical Therapist**

- ADye@MDMH.org

Kirsten Clark-**School Psychologist**

- clarkk@hsd3.org

Contact Information

Mailing Address:

Little Broncs Preschool
209 South 5th Street
Hamilton, MT 59840

Classroom Phone: 363-2121

Fax: 406-363-7420

Visitors/Volunteers:

Family members are welcome to visit the preschool at any time. In an effort to cause as little disruption as possible to the students, please refrain from bringing any non-enrolled children into the preschool while you are visiting and or volunteering. If you are interested in helping out in a classroom on a regular or periodic basis, please contact the classroom teacher as all volunteer time must be pre-scheduled and approved. All volunteers must pick up a “Volunteer Handbook,” read it and return a sign-off sheet to the office prior to being in the classroom.

Preschool Fees:

Preschool fees may be dropped off in the drop box in the preschool foyer. Please see our fee policy for payment dates to avoid late charges. All preschool fees must be dropped into our payment drop box or sent to school in the Little Broncs payment envelope. The payment envelope is designed to avoid lost payments while payment is transported to school with students.

The follow fee schedule applies for typically developing peers:

Tuition \$300/mo.

Due on the 1st of each month

\$2.00 per day fee if paid after the 15th of the month.

Yearly total \$2,700

If paid in full by September 1, 2016, 20% discount Total \$2,160/year

Total for each trimester=\$900

If paid before the following dates 10% discount \$810

- August 24, 2016
- December 1, 2016
- March 9, 2017

Failure to pay or late payment after 30 days may result in enrollment at Little Broncs being terminated. Contact the Preschool Coordinator if difficulty is experienced making payments in full.

Hours/Days of Operation

Little Broncs Preschool operates from 9:00-3:00 Monday-Friday following the Hamilton School District calendar. The calendar is available on the school district website.

Arrival/Dismissal

The doors will unlock for preschool arrival at 9:00 and 3:00 for dismissal. The doors will remain locked during school hours for your child's safety. Please ring the bell for school entrance during unscheduled hours.

For your child's safety, your child will only be released to those people designated in writing by you. If there is a change in plans and your child is to be picked up by any person not already authorized to, you must send a note. The note should include the name of the person picking up your child, the date, and be signed by you. Proper identification of the person picking up your child will be required.

Bus

Bus service is offered free of charge. If your child will be riding the bus please call Majestic Bus Service, (406) 396-1013. To ensure effective communication with the bus service, please do not contact the school for changes to your child's transportation needs.



Outside Activity

Outside play is a critical part of a child's development. Outside play helps children develop motor skills, social skills, and self-esteem. Weather permitting; we will play outside for a minimum of 30 minutes per day. Please ensure your child is dressed appropriately for the current temperature and has appropriate play shoes.

Birthday Parties and Snacks

Children's birthdays will be celebrated at preschool. If you choose to opt out of birthday celebrations please make arrangements with Mrs. Gray. You are welcome to bring birthday treats and if you choose to bring birthday treats, please make arrangements in advance. **All treats or snacks must be store bought and delivered to school in the original package with the ingredients listed on the packaging.**

Birthday party invitations may be distributed in class **only** if all the children are invited to attend. If only a few children are invited, please distribute the invitations outside of school.



Meals

Breakfast and lunch will be provided each day and is included in the monthly preschool fees. Meals will be served "family style" and during this time, the children will have the opportunity to build communication skills as well as develop self-help skills. If your child has food allergies please notify Mrs. Gray immediately.

Health Guidelines

If your child is ill, please call 363-2121 and inform the staff that he/she will not be in school. When students become ill at school parents will be contacted. We will call when your child has a temperature at or above 100 degrees or is showing flu symptoms, has diarrhea, or is vomiting. Additionally, if your child has a rash or is excessively itching, the school nurse will be called to look at the area, the parent will be contacted, and you may be asked to pick up your child from school. **If you are asked to pick up your child from school due to an elevated temperature (as noted above), is vomiting, or has diarrhea they will need to remain out of school until they are 24 hours free from these symptoms.** When a student has been found to have lice or ticks on them, the parent will be called, and a plan will be developed. Students will not be permitted to leave school without permission from the parent or person specified on the emergency procedure card.

To protect children from contagious illnesses, students infected with certain illnesses are not allowed to come to school while contagious. Parents of a student with communicable or contagious disease should phone the school so the parents of other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Mumps
Campylobacteriosis	Pinkeye
Chickenpox	Ringworm
Diphtheria	Rubella
Gastroenteritis	Scabies
Hepatitis	Shigellosis

Behavior

Positive Behavior Support

Positive Behavior Support is a pro-active approach of preventing negative behavior issues by teaching expected behaviors and addressing discipline as a learning opportunity. Our goal is to create and maintain a safe learning environment for all children and to teach the social skills that will promote positive and productive learning opportunities in school and in life.

What does Positive Behavior Support look like in my child's classroom?

Little Broncs Preschool has 3 behavior expectations:

- We are safe
- We are respectful
- We are responsible

You will see these expectations posted throughout the preschool as well as posted in each specific area of the school, i.e. restroom, classroom, playground, etc.

Rest Time

Rest is important to the development of growing children. We have a scheduled quiet time right after lunch and all children are expected to rest during this time. Music with soothing songs will be played to help promote relaxation. Children who do not fall asleep within a reasonable amount of time will be given the option of taking part in quiet time activities.

Children should bring a blanket which will be taken home each Friday to be laundered. As some children feel more secure with an item from home, a quiet toy or special blanket may be brought for resting time. Please limit this to only one item that is clearly marked with your child's name. It will remain in your child's cubby until quiet time and placed back in the cubby after the scheduled resting period.

Separation and Toys from Home

We understand and respect the fact that "separation" at drop-off can be challenging for many children/families. If this is a stressful experience for you and or your child, please team with Mrs. Gray to establish a clear and consistent separation routine that will ensure a positive experience for you and your child.

We have plenty of supplies for our "free-choice" and outdoor play time for all of our Little Broncs so please leave all personal items/toys at home. The Little Broncs Preschool will not be responsible for any items/toys from home that may be broken or lost.