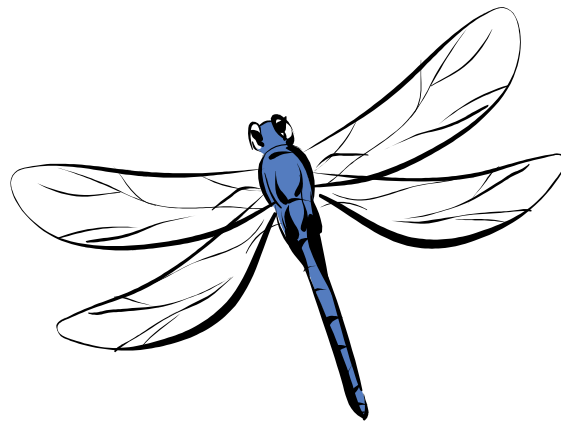


WELCOME TO THE



**Dragonfly
Class**

Classroom Handbook

Welcome to the Dragonfly Class

From Ms. Denise...

In the Dragonfly Class our main goal is for your child to learn to **love** school and to be excited about coming to school. Children learn through play, so it is our responsibility to provide an environment that creates opportunities for your child to be open to play and interactions with their peers. We want to create a caring community of learners, sparking in them the desire to investigate and explore.

While doing this we also want to build a community within our classroom and our school, to do that we need to build relationships with our families, and hope that they build relationships with each other. I want to thank you for this opportunity to share your child with us.

I would like to share a little bit about myself with you.

I have been a Teacher at Little Acorn since March 2004. I have over 20 years' experience working in a Pre-School setting, mainly with 3- & 4-year olds. Finishing up my degree in Early Childhood Education from Clark College in 2014 Early Childhood Education has truly turned into my passion! I believe that this age is **SO** important in becoming a lifelong learner! It is our goal to guide behavior and encourage problem solving, explorations, tolerance of self and others, creating self-confidence by doing so.

On a personal note....

Along with my passion for children I am passionate about my family. I have been married to my amazing husband Darrell since 1987! We have two adult children and grandbabies so far! We have preschoolers that are two weeks apart, so they keep us busy! We love camping, going to the beach, and spending time as a family.

We look forward to a fun and enjoyable year with your families. Communication is vital to good relationships, and we look forward to ours with you. If you have any questions or concerns, please feel free to contact me at

Drhodeshz@msn.com or **(360) 937-7320**

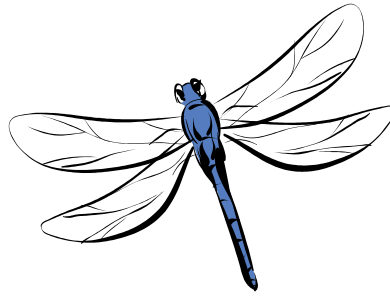
It is our goal to build a strong community within our classroom walls and with our families.

We value not only your child but your whole family and we look forward to building a close relationship with you.

Thank you for sharing your lives with us!

Denise

“There are two gifts we should give our children. One is roots and the other is wings!”

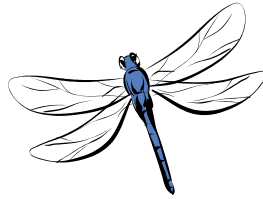


Philosophy Statement

We believe a sense of community & family creates a sense of belonging and promotes both security and independence. Respecting one another, showing tolerance and learning to accept each other as well as ourselves is imperative in our personal growth. Open communication is key in building relationships and is greatly valued in this environment. Children are viewed as capable and competent members of our community and we want them to be heard.

There is great value in creating adventure and exploration through the environment and curriculum. Fostering creativity and critical thinking through this exploration is integral in engaging children in learning and making sense of their world.

Through observation and interaction, we will guide children to be tolerant of themselves and others. Giving children the opportunity to accept not only their successes but also their failures will help them be accepting of themselves and others. Helping them build communication and negotiation skills at an early age will help not only the child but our community as a whole.



Our Daily Schedule

The following is a schedule of our day. Even though we have attached time brackets to the activities, we will follow the lead of the children. If the circle time is going strong, and the kids want another song, that's what we'll do. Although not listed in the daily schedule, we do have time scheduled for bathroom breaks, hand washing time and clean-up. The afternoon class follows the same schedule.

9:00AM - 9:10AM	Welcome & Table Activities
9:10AM - 9:30AM	Group Time: Calendar, Weather and Songs
9:30AM - 10:00AM	Outside Time
10:10AM - 10:30AM	Snack Time
10:30AM - 10:40AM	Reading Time (Silent and Teacher Lead)
10:40AM - 11:45AM	Free Play/Art Activities
11:45AM - 12:00 PM	Word Wall & Goodbyes

Sign In- Sign Out

Please sign your children in when you drop them off, and sign them out when you pick them up each day on the Ipad outside our classroom. We will only allow the people whom you have authorized to pick up your child. If someone other than the people you have listed will be picking up your child, please let us know in writing and have them bring a photo ID. We strive to keep your children as safe as possible, and this is just one way that we do that.

Our day starts at 9:00 am (12:30 for afternoon classes) and we get rolling with activities right away. We ask you to please do your best to be on time to class so your child doesn't miss out on any of our activities. We highly encourage you to converse with other parents in the hallway and get to know one another but for your child's most successful adjustment, please say your goodbyes at the door and confidently release your children to their classroom. At pick-up time we will open the door when class is over and release your children to you one at a time by calling their name.

Late Charge

The morning class starts at 9:00AM & ends at 12:00PM. The afternoon class begins at 12:30pm & ends at 3:30pm. Our pre-school asks that you please be on time when you pick up your child. As the end of their day approaches the children's anticipation builds to see their parents. If you are late picking up your children, and everyone else's parents already come and gone, they feel disappointed and start worrying about you. If you know you are running late, please call Maria to let her know, so we can let your child know you are on your way!

Little Acorn has a five-minute grace period, and then there is a late fee of \$1 per minute you are late. This needs to be paid before your child attends his next class time (checks can be made out to Little Acorn Pre-School). After the 5-minute grace period, check the classroom for your child then, check in the director's office.

Communication

I can't stress how important it is that we as teachers and parents have open and honest conversations with one another. **PLEASE** if you ever have a question or concern, come directly to me and talk about it. We are very open to hearing from you. We promise to be respectful of your thoughts and feelings and we ask that you do the same for us. Communication is a two-way street. I will provide a lot of opportunities for you to be up to date on what's happening at Little Acorn and in our class. Every week you will receive a newsletter that will include lesson information as well as upcoming events. **PLEASE** make sure you read through this newsletter every week to be well informed. Another great place to receive information is our Class Parent Square & school website. We also have a chalk board that we keep in front of the classroom with upcoming events. We will provide the info and you will want to do your part to keep up with it so that you don't miss out on any special things.

Parents are always welcome to participate in the classroom, volunteer talents, join us on field trips, or simply get on the floor and play with the children. Contact with parents enhances the entire classroom's learning experience, and we would love to have you as part of our "team." I am always available by e-mail **Drhodeshz@msn.com** or my phone number **(360) 936-7320** because there are times when you'd like to discuss things but don't have a chance during school hours. If you need to find information about upcoming events, check our website <http://www.littleacornpreschool.com> or Parent Square first. Business-related questions like tuition, tax stuff, enrollment, etc... should be directed to the school director in the office **(360) 693-5614**.

Emergent Curriculum

Here at Little Acorn we use an emergent curriculum. This basically means we take the lead from the children when choosing what to learn about. I have found that children learn and get excited about learning when they can relate it to their own world and when it is something they've have already demonstrated an interest in. I want to help your children explore and grow in their interests and learn to value the interests of others. I also believe that a child's "work" is their play. They learn by doing, touching, tasting, smelling, listening, and seeing. Our environment and our curriculum should create curiosity that sparks natural interest and excitement for learning.

Every child in the Dragonfly Class is at a different stage in their interest and development regarding academics. I understand that for some of you, academics are of no importance at this age and others of you are very concerned about the things they are learning. We are flexible. We don't ever force academic learning because children at this age are often not ready. The things they are learning through their play are extremely valuable and we will do our best to facilitate that as well as provide academic learning opportunities that they may participate in if interested. They will have opportunities to grow through art projects, science projects, games, songs, classroom jobs, cooking projects, field trips and through classroom adventures. They will learn things like letters, numbers, shapes, etc... when they are ready to. However, if there is something specific you are concerned with, please let us know and we'll be happy to look for opportunities to encourage that for your child. For example, one year we had a parent who was very concerned about her child's ability to use scissors, so we looked for opportunities to encourage the child to participate in cutting activities whenever possible.

Guidance

Many times, children will work out their differences when guided by an adult and given the correct tools to resolve the situation. For example, children at this age sometimes use physical acts to communicate their needs with others instead of verbal communication. When something like this happens, we find ways to open communication for the parties involved. We often practice with a try it again scenario. We want to encourage kind and respectful behavior of everyone in our class. Please keep in mind that we are not able to speak with you regarding the behavior of other children. Your child may at times come home and complain of a situation that happened in the classroom. Please know that we are aware of it and have or are taking care of it, but we will not be able to discuss other children with you. Every child is developing their communication and negotiation skills at a different pace, and we ask that you show the patience and tolerance that we are trying to instill in our children.

Backpacks

What child doesn't love to carry a backpack to school with them? Please have your child bring in a backpack each day with extra underwear (for children who use the toilet) or diapers & wipes (for those who may need them). An extra set of clothes should also be sent in the backpack because accidents do happen. As you well know, at this age, there are many times when the kids get too busy playing and forget to use the restroom. There may also be situations when the kids will get wet from playing in the sensory table or from juice spills at snack time.

Please make sure that you **write your child's name on everything that you send to school** with them (i.e. backpacks, coats, and other clothing). Backpacks may be hung just outside our classroom's door; each child will have their own hook. We encourage the children to put their jackets in their backpacks, to help stop the spread of lice. At the end of each day, your child may take his or her backpack home- as well as the contents of their cubbies! This will give you the opportunity to refill diapers, and to choose "extra" clothes suitable for the weather! Just make sure that the bag is sent back to school with your child each day!

Cubby

Your child will have their own mail slot in the hall just outside the door. Please check these each day for parent handouts and your child's artwork. Your child is very proud of the work that they do and I encourage you to talk with them about it. Ask them to tell you about it ☺

Dress

Please dress your child in "play clothes," clothes that are okay to play in the dirt and paint in. We will be doing various activities where something may stain our clothes. We think they're cute no matter what they are wearing! The only day that we encourage them to dress up is on picture day. (As soon as we get the dates for that, we will let you know.) Other than that day, play clothes are the best. Children who are worried about getting their clothes messy aren't going to open to being themselves. Also, keep in mind when you are picking out their clothes that they should wear clothes that have buttons or snaps that are easy to undo so that when they must go to the bathroom, they can be quickly undone.

Outside Playtime

We will try to have an outside playtime each day. If it looks like it may be cool during the day, please send a warm jacket and gloves/mittens. In the winter season, **please** don't forget those mittens and even a hat. We do go outside even if it is cold. It is important for the kids to get outside for fresh air whenever possible. There is a playroom inside for when the weather forces us to stay inside (since we are in Washington!).

Art

During art sessions, we encourage the kids to be individuals. Instead of forcing product-oriented artwork, we allow the kids to be creative. If they want to paint only with orange paint one day, we encourage them to do so. This places the focus more on the process than the product. It's about encouraging exploration and creativity.

Cooking

We will be having a cooking project once a month in our classroom. We will cook something, as a class, that is simple and age appropriate. I like to introduce the concept of following a recipe as we cook, so I use simple step by step cooking projects. As the dates approach for these projects, we will let you know more specific details. (Please let us know if your child has any allergies.)

In Our Community

Shumway Park is right across the street. On occasion we will take advantage of that by walking to explore the park. We try to plan this a few days in advance and will set a note out on the day of the visit. The Director is always notified 24 hours in advance and our class will always be back to the school in time for pick up. Anytime we are off school grounds, we will always make sure that we have our cell phone with us in case a situation arises that we need help.

Field Trips

There will be a field trip approximately once every other month. The pre-school has the policy that you, as parents, are responsible for transporting your own child to and from field trips. Teachers may not transport the children. If you cannot transport your child, then you may authorize another parent to do so. This needs to be done in writing.

Masks

Here at Little Acorn, we are making masking optional. We do ask that you and your child wear mask if you have been ill.

Sick Kids

PLEASE do not bring your child to school if they have had a temperature of 100° or above, or if they have a cough, diarrhea, or a green runny nose in the last 48 hours. This policy exists to protect your kids and to keep yucky germs from spreading. If your child has any of these symptoms while at the pre-school, we will call to have them picked up to go home. I know that your children hate missing school (and we miss them too!) and will often want to come even when they are feeling bad, but please for the sake of our teachers and the other children, don't bring your child if they are sick.

Birthdays/Holidays

Children love to have a party! We would like to encourage parents to bring in **Food Free Treats** such as pencils, stickers or something else small to give to the children or even better bring in a game to play with the children. You may bring a healthy treat to celebrate your child's birthday (or un-birthday for children with summer birthdays). Just let us know in advance. If you are throwing your child a party outside of school we ask that you not put invitations in the cubby cans. Please contact them outside of school for party invitations. We understand that different families celebrate different holidays in diverse ways. If you have special holidays you celebrate in your family, please let us know! We're open to your ideas and family traditions as we plan on celebrating various holidays.

Sharing

We will not have a scheduled "sharing" day or time in class. I suggest leaving toys at home. At school, they could easily be lost or broken. Children are encouraged to bring items that relate to our theme anytime during the year.

Dragonfly Facebook & Parent Square

The Dragonfly Class has a Facebook. No pictures or private information will be shared, just classroom happenings and information. This year we are going to be utilizing Parent **Square**. **Parent Square** is an all-inclusive notification app that allows me to send out reminders of upcoming events, send pictures or messages privately to you as parents, post a private Dragonfly Class photo Album for only our families to view.

