

2020-2021 Wolf Branch Pre-Kindergarten Handbook

General Information

The Wolf Branch Pre-Kindergarten (Pre-K) program is open to students who turn 4 and are completely potty-trained prior to September 1st. Students who turn 3, prior to March 1st can be put on a waiting list. Parents of 3 years will be notified prior to June 1st to solidify a position in the program. The Pre-K program operates Monday through Friday on the same dates that the elementary school is open.

Our Philosophy

We believe, at Wolf Branch Preschool, that children learn through play and educational experiences. The program seeks to instill each child with a sense of personal identity, healthy self-esteem, and a growing awareness of the world around them.. We aim to make learning fun for the children while supporting individuality and creating a learning environment that sparks interests in many areas.

As parents / guardians, you are your child's first and most important teacher. As you spend time engaging your child, feel free to share with the WB Pre-K staff any known or discovered concerns that may affect your child's ability to learn at their best rate. When your child shares about his or her day at Pre-K, take a moment to be an active listener, sharing your support for how they are growing each day. Your support of your child's early education lays a critical foundation for their future educational success. The WB Pre-K staff is excited for the opportunity to support you as you advocate for your child's educational growth.

Objectives

1. Develop a sense of security in his/her introduction to the school environment
2. Develop autonomy and interdependence in social relationships through:
 - a. Increased awareness of self and relationship to others
 - b. Active participation in learning
 - c. Expression of creativity
 - d. Directed play
3. Develop and grow through experiences that will:
 - a. Increase knowledge and skills
 - b. Instill positive attitudes and habits
4. Develop readiness for new skill development
5. Experience activities to enhance her/his physical development

Our Program

The WB Pre-K program follows the district school schedule with the exception of the last day of school. The Pre-K program is open to students that turn 3 prior to March 1st. Parents may have the option of an AM class from 7:45 a.m. -11:15 a.m. or a PM class from 11:45 a.m. - 3:15 p.m..

Our Pre-K program follows a structured daily routine to provide learning in developmentally appropriate ways. We use centers, small and large group activities, our **Dramatic Playroom** and **Sensory Pathways** to encourage learning through play. Our curriculum and themes are chosen to expand math and reading readiness, help students develop social and emotional skills and to increase gross and fine motor skills. Daily classroom activities are planned around themes which incorporate all of the above. Care and consideration will be given to the individual learning needs of the students in the Pre-K classroom.

In addition to the classroom learning activities, students will have the opportunity to visit the school **Library** and participate in **Music, Art, Technology** and/or **Physical Education** activities. Character Education

themes change monthly and are aligned with the district program. All materials, equipment, snacks, and supplies for instruction used in the program are purchased by the school with tuition money.

Daycare: The Wolf Branch Pre-K also offers a daycare option for parents of preschool students who need full-day services for their child. For students that are enrolled in both Pre-K and Daycare, a school cafeteria lunch (paid for by tuition) will be served in the cafeteria from 11:15-11:45 p.m.. Students enrolled in AM Pre-K class take a nap or rest each day in afternoon daycare. Students will not be required to go to sleep but they must be able to rest quietly during the nap or rest time. Students enrolled in PM Pre-K have a rest/relaxation time during morning daycare. If your child requires a nap, please make this indication when filling out the Preschool Questionnaire. The rest of the daycare day is spent playing in the classroom, outside, in the gym or doing projects. A snack is included in the tuition, and is offered to all children. However, if you prefer you may send an individual snack with your student to school each day.

If your student requires daycare, you may bring your child from 7a.m. – 6 p.m.. Unfortunately, we cannot staff the daycare prior to 7 a.m. or past 6 p.m.. If you are running late to pick up your student, please make arrangements for someone else to pick up your child. **If you are late to pick up your child 3 times, you will be asked to make other arrangements for your child's after school care.** Transportation to, and from, the preschool and daycare program, is the responsibility of the student's parents / guardians. It is very important that the transportation provider be punctual. We request students come with a backpack each day, so personal items can be transported to and from school.

2020-21 Tuition Schedule

Schedule		Tuition
AM or PM Pre- K with Daycare	7:00 a.m. – 6:00 p.m.	\$675/month
AM Pre-K, only	7:45 a.m. – 11:15 a.m.	\$400/month
PM Pre-K, only	11:45 a.m. – 3:15 p.m.	\$400/month

There is not a part time Pre-K/Daycare option. Regardless of the number of days attended, the full monthly tuition amount is due. Tuition is due on the first of each month unless the first of the month falls on a weekend.

When the 1st of the month falls on a weekend the tuition for that month is due the Friday prior to the 1st. Tuition for the shortened months of August and December will be combined, with a full month of tuition being due no later than the first date of attendance / school in August. No tuition payment will be due in December. All tuition is paid in the classroom and not the school office. You may put the tuition payments in your child's folder. The folders are collected and checked daily. ***Tuition that is turned in after the fifth of the month is considered late and will have a late fee of \$25 applied.*** If tuition is not turned in by the fifth, your child may not attend until tuition is paid. Tuition that is late for 15 days will result in dismissal from our program.

CHASI: Pre-K students that receive assistance from the State of Illinois for Pre-K/ Daycare services must have an approval letter on file in the Wolf Branch School office prior to the first day of school. If you are expecting CHASI services and this has not been received. If your renewal comes due during the school year, it is your responsibility to provide the Redetermination Letter to the school, or you will be responsible for tuition during that time period.

Drop off and Pick up: If your student attends the full day program, you may drop them off and pick them up, outside of normal school hours. To do so, you will need to enter the school through the BASIC doors located through the lower playground at the rear of the school building. Ring the door buzzer to gain entrance to the building. Please escort your student to and from the Daycare classroom.

If your student is an AM or PM Pre-K student, arrivals and dismissals will take place in the front of the school. A Pre-K team member will be there to meet you. Please remain with your car when you pull up to the Rainbow Hallway doors. We will be there to receive your student and help them to get to the classroom and back to the car at dismissal.

Recess: Pre-K and Daycare students will have recess breaks each day. We will follow school guidelines when it comes to inclement weather decisions pertaining to whether recess will be indoors or outdoors. Therefore, if the temperature is above 25 degrees, we will plan to give the students time outside for recess. Please make sure that you dress your student weather appropriately for school each day. For safety reasons, please have your student wear closed-toe shoes (no flip-flops, crocs or sandals) to school each day.

Field Trips: Wolf Branch Pre-K students take 2 field trips per school year. As the field trips are finalized, permission slips with the details will be sent home. Please be advised that on field trip days, both the AM and PM classes will participate as one class. PM Pre-K students will attend the AM class and will be dismissed at 10:45 a.m. There will be no PM Pre-K class on field trip days. If your child is in daycare at Wolf Branch, upon returning from the field trip they will go to lunch and then daycare. Prior to the first field trip, an order form for the Pre-K t-shirts will be sent home.

Communication

Communication folder: All Pre-K students will be given a folder. The folder is our main line of communication between home and school and should be brought to school daily. The folders should be checked nightly as they will contain your student's work from the day, their behavior calendar, permission slips and other notices. The Pre-K staff will check the folders at the beginning of each day, for tuition payments and any other notes from you. If you have any questions or concerns, or need to alert the team to any changes, you may place a note in the folder or email @wbsd113.org , tdavis@wbsd113.org or rrauch@wbsd113.org .

TeacherEase is a school based communication tool used district wide. Attendance, lunch count, emails and behavior logs are all documented in TeacherEase. As a parent you will receive a username and password when you register. Once your account is set up, you will use this account for your student's entire time at Wolf Branch. Access to TeacherEase will give you the ability to easily navigate through the variety of options.

Facebook: A district Facebook page as well as a Pre-K Facebook page is available. General school announcements, a calendar of events, and recent news pertaining to the school as a whole can be found there. The Pre-K Facebook page is a way for teachers/parents to share pictures and more information about Pre-K activities.

Expectations

Behavior: Since this is the first time that many students interact with other students for long periods of time, we will spend an extensive amount of time discussing and modeling our classroom expectations for behavior. We will help our students learn to **Be Respectful, Be Responsible, and Be Safe.**

Students will be coached to make good choices with regards to behavioral expectations as they arise. With the understanding that we are helping to shape and train behavior, we will praise good choices, read inspiring stories and offer lots of discussions and role-playing options to help our students recognize the difference

between good and bad choices on an age-appropriate level. If a student is unwilling to talk about or consider other choices, they will be given some space and time to think prior to further coaching. If there is still continued difficulty and or refusal to alter behavior, a parent will be contacted. Since we are part of the Wolf Branch School District, we utilize the guidelines of the district handbook. If a behavior escalates to the point that the Pre-K team feels the need to involve school administration, a parent will be contacted by the principal or office personnel. Pre-K students will get a new behavior calendar each month. Each day students will have the opportunity to earn a Happy face or Sad face stamp, daily. Please know that we are working with our students every day to alleviate the need to use our Sad face stamp. It is our sincere hope that, as parents, you will support us in our efforts.

Potty Training Policy: Every child **MUST be completely potty trained** in order to attend the Wolf Branch Pre-K program. This would include the ability to handle all hygienic toileting needs including wiping and cleaning themselves without the need of assistance. We completely understand the occasional accident, but if potty accidents occur frequently, we will notify you and other options for your child may be recommended. In case of an accident, each student should have a change of clothing, including socks, in a ziploc bag in their backpack. **After October 1st**, we will follow a “3 strikes” policy. If your child has accidents 3 times in a short period of time, we will have to remove him/her from the program.

If you have any questions concerning the Wolf Branch Preschool Program, please contact:

Kerri Lehman, Wolf Branch Pre-K Teacher
Email: klehman@wbsd113.org

Welcome!

We would like to welcome you to the 2020-2021 Pre-Kindergarten (Pre-K) school year. As your child's teachers, we want you to know that our mission is to provide each child with the most positive school experience possible. We strive to establish a partnership with you as parents to guide, teach and nurture both the social and educational experiences your child will encounter this year. Please remember that ALL children develop at different rates. While we may have some developing early age. Our goal is to meet them where they are and help them grow at their own pace throughout the year.

Some children may experience a level of anxiety as they separate from parents and encounter new people and places. Please know that we will work with you and your child to ease their transition to the expectations of the school environment. You can help by remaining positive, reassuring your child that they are safe and that you will see them after school. It does get easier....we promise!

Meet the Pre-K Team

Mrs. Kerri Lehman, a.k.a. Ms. L, is the Wolf Branch Pre-K teacher. She has a degree in Early Childhood Education from SIUC and has been working with small children for almost 30 years. She has been an early childhood special needs teacher, a pre-k teacher, a teaching assistant in pre-k and kindergarten, and a stay-at-home mother while her three children were young. Her love and passion are working with three and four-year-old children. Email her at klehman@wbsd113.org.

Mrs. Tammie Davis, a.k.a. Mrs. Tammie, is the Teaching Assistant for the Wolf Branch Pre-K Program. She has been married for 40 years to her high school sweetheart. Together they have two children and six grandchildren with another one due in August. She enjoys camping, crafting and scrapbooking and spending time with family and friends. Mrs. Tammie spent 28 years as an in-home daycare provider and spent another 10 years as in Dementia Care as an Activity Director. Email her at tdavis@wbsd113.org.

Rachel Rauch, a.k.a. Mrs. R., is the Wolf Branch Pre-K Daycare teacher. She was born and raised in Illinois and has spent the last 20 years working with children in both childcare and classroom settings. She lives in Swansea with her husband and three children and has been a member of the Wolf Branch community since 2008. Email her at rrauch@wbsd113.org.