

401 WEST RANDOLPH
ENID, OK 73701 242-3728

Welcome to Learning Tree Preschool!

Continuing Excellence in Early
Childhood Education Since
1965



Inside:

- Daily Schedule; Curriculum; Supplies
- Snacks; Payments; Arrival/Departure; Involvement
- OK's and No No's; Special Occasions;
- L.E.A.F. Class; Open House; Goals; Objectives

2011-2012

PLEASE KEEP THIS HANDBOOK IN A SAFE PLACE SO THAT YOU CAN REFER TO IT AS NEEDED. IT CONTAINS ESSENTIAL INFORMATION THAT WILL MAKE YOUR YEAR WITH US RUN SMOOTHLY AND EFFICIENTLY! THANK YOU!

LEARNING TREE EMERGENCY NUMBER

If at anytime, you cannot reach us by dialing the Learning Tree Office phone number (242-3728), you may use the following number: 237-2041, ext. 115 (L.T. office) or ext. 105 (Church office) & leave a message. (If you are going to be late picking up your child, please Call 402-5432 or 554-2995.)

"IS MY CHILD SICK ENOUGH TO STAY HOME?"

The health & safety of all the children is of utmost importance to us, therefore, we need your help to keep our school as healthy as we can. These are the same guidelines used by the Enid Public Schools. Here are a few symptoms that definitely indicate that your child needs to stay home:

1. Vomiting and/or diarrhea during the past 24 hours.
2. Fever above 100 degrees during the past 24 hours.
3. An unidentified rash.
4. Open sores (minor sores must be covered with a dressing while the child is in school.)
5. Communicable diseases*

When in doubt, error on the side of caution and keep your child home.

*Includes, but are not limited to, the following:

Strep throat, pink eye, chicken pox, influenza, scarlet fever, fifth's disease, roseola, impetigo, mononucleosis, pneumonia, and, of course, head lice.

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DAILY SCHEDULE

Although each individual Class may have slight variations, your child's morning at Learning Tree will include time for:

LEARNING CENTERS—These change with each new unit, but basics (shape, color, and number activities) remain throughout the year, giving opportunities for individual learning & one-on-one interaction.

ART—Art offers the opportunity to work with many types of media & develop Creativity.

FREE CHOICE ACTIVITIES—These activities involve the development of gross motor & fine motor skills, eye-hand coordination; includes, home living center, books, dramatic play, & the social skills of learning to be part of a group.

STORY/GROUP TIME—This time helps children learn to listen, lengthens attention span & emphasizes our current unit.

SNACK—Snack time offers time for fun, language enrichment, responsibility (pouring juice, passing snack, starting prayer song, washing own cup), & nutrition education.

MUSIC—Music time provides a time for learning songs, fingerplays, & movement activities to complement each learning unit; gives practice in listening, in following directions, & encourages group participation.

CURRICULUM

The curriculum for the 33 weeks of school consists of monthly thematic units based on areas of learning important to the 1,2,3,4, and 5 year old. You will receive information about the current unit, new vocabulary, etc. in a monthly newsletter.

ART SUPPLIES

Art supplies will be purchased in quantity by the school because of the economic advantages. Your Art/Registration Fee covers this. However, Caterpillars are asked to bring one plastic cup to leave at school for use at snack time for the entire school year.

SNACKS

Parents will be asked to provide snacks several times during the school year. A separate letter will outline our policies on snack time at school. We have planned the daily snacks to enhance our curriculum so you will receive a note 3 or 4 times a year outlining our specific needs each day.

LABEL

Please put your child's name on cup (Sweet Peas & Caterpillars), clothes and all outerwear worn to Learning Tree. Anything worn or brought to school should be clearly labeled.

PARENTS OF 1'S, 2'S, & 3'S

Please bring a complete change of clothes for your child in his/her backpack each day. (Please include underwear & socks.)

PAYMENT SCHEDULE

Tuition is due by the fifth of each month. Tuition is based on the number of school days in the nine month period and divided by nine so that **each month's tuition will be the same**. Semester payments are due mid-September and mid-January.

Payment by check or money order should be made payable to Learning Tree/FUMC. It is our policy to have capable, well-trained teachers for each class. These teachers must be paid whether or not your child attends each time. If for some reason you wish to withdraw your child from Learning Tree, please call to cancel his/her enrollment so that another child may be enrolled in his/her place.

PLEASE PUT YOUR CHILD'S NAME ON ALL CHECKS! Tuition payments may be handed to your child's classroom teacher, the Education Director, or the Business Director.

The Directors reserve the right to withdraw from Learning Tree any child whose attendance is no longer beneficial to the child and/or is deemed detrimental to the classroom environment.

CANCELLATION OF SCHOOL

Learning Tree will follow the decision of the Enid Public Schools as to cancellation due to weather (or other) conditions.

When the weather is extremely bad, please listen to the local radio stations for information. Whether or not you hear Learning Tree mentioned, if Enid schools are closed, Learning Tree is closed.

EARLY CARE

If you need to bring your child early, care is available for 45 minutes before school (7:30-8:15 a.m.) at the rate of \$2.00 per day.

Please let the Business Director know if you plan to use this service.

PARENT INVOLVEMENT

Learning Tree Preschool is a "family school" where parents are encouraged to become involved by sharing their interests and occupations and by participating in Classroom activities and special projects. Lesson plans are posted to help you understand and reinforce what your child learns each day. We do need parents to help occasionally because some of our projects are rather ambitious! You and your child will both benefit from your involvement all through his/her education.

OK'S AND NO NO'S

Children will occasionally bring home a note requesting them to bring a particular item to school in order to enhance our curriculum. However, we are asking that you discourage your child from bringing toys or other items that have not been requested as this causes a disruption to our teaching day. Also, they should **NEVER** bring guns, knives, money, candy, or gum.

PLEASE ADVISE US AS SOON AS POSSIBLE
IF YOUR CHILD HAS A COMMUNICABLE DISEASE
SO THAT WE MAY ALERT ALL PARENTS.

SPECIAL OCCASIONS

If you wish, you may send special refreshments on your child's birthday. **Teachers will contact you about scheduling this day.** Many children have given a gift to Learning Tree on their birthday. This has proved to be an enriching experience for the child as he shares with his school. Children with birthdays in the summer will have a special "unbirthday" or "half birthday" so that we may celebrate with them also! We are asking, however, that you do not send "treat bags" (including balloons, candy, toys, etc.) to be sent home with each of your child's classmates. **Also, please send birthday party invitations through the mail—we will NOT distribute them at school.** These policies also apply to all other holidays throughout the school year.

SWEET PEA PROGRAM

Our Sweet Pea Program includes the youngest children at Learning Tree. The enrollment in this class is very limited due to the age of the children (1-2 yrs.). We limit this class (Mon. morning) to 5 children with 1 caregiver/teacher. The goals of this class are to guide early attempts at socializing with peers, model appropriate use of materials, encourage language development, strengthen gross motor milestones, and foster curiosity and independence.

L.E.A.F. PROGRAM

The L.E.A.F. Program was designed with the needs and wants of Learning Tree's oldest students as primary guidelines. The curriculum was written to include hands-on, developmentally-appropriate activities that appeal to all types of learners. The children will be exposed to many learning experiences and, most importantly, will have time to grow & develop in a supportive learning environment. This class meets on MWTu & F 8:15—11:00. We also offer an "extended" class that meets MWTu from 8:15 - 1:00 and Friday from 8:15 - 11:00 .

COMPLIANCE FILE

A DHS Compliance File is kept in the Learning Tree office for your review at any time.

OPEN HOUSE

An Open House will be scheduled for October. This will be your opportunity to learn more about your child's day at Learning Tree. We feel your child will greatly enjoy the opportunity to be your "tour guide" through his/her school. This is not a formal sit down meeting but a casual evening of fun and exploration. We will include more information about this event in one of our first newsletters.

PARENT-TEACHER CONFERENCES

It is our hope that parents will feel free to consult with the teachers and/or Directors by phone or in person concerning any questions raised or information needed at any time throughout the school year.

Formal parent-teacher conferences are held for some classes in the spring. We will send home a request slip at the appropriate time so you can let us know whether or not you would like to have a conference with your child's classroom teacher.

FUN FRIDAY

Optional Opportunity: Fun Friday—11:15-2:30 for \$12.00 (Pizza/Movie Fun Fridays=\$14). Please put your child's name on the Fun Friday Sign-Up Sheet by Thursday of the week you would like your child to attend so that we will have adequate staff available. **Reservations MUST be made ahead of time. Drop-ins will not be allowed.**

ARRIVAL/DEPARTURE

All Learning Tree children may arrive in their respective classrooms beginning at 8:15 a.m. Prior to 8:15, we offer an Early Care Room (see page 7). When you bring your child to his/her classroom each day, please sign him/her in & indicate who will be picking up your child that day. The person picking up **MUST** be on your pick-up permission form that we keep on file. The Sweet Peas are dismissed at 10:45 a.m., Honeybees & Caterpillars at 10:50 a.m., Butterflies at 10:55 a.m., & L.E.A.F. Class at 11:00 a.m. or 1:00 p.m. (If you are late picking up, please call 402-5432 or 554-2995. Late fees start 15 minutes after the scheduled pick-up time.)

GOALS/OBJECTIVES

A DEVELOPMENTAL PRESCHOOL IS PROVIDED BECAUSE WE BELIEVE:

- ◇ attitudes about the world around us are formed in these early years.
- ◇ 1,2,3,4, & 5 year olds are beginning to form attitudes about learning & are ready & eager to learn right now!
- ◇ Children of this age are ready to begin the development of relationships beyond the immediate family, both with persons their own age & with adults.
- ◇ Children are ready to begin learning some principles of cooperation & to respect rules which are needed for the well-being of all.
- ◇ Children are increasingly exposed to the complexities of our world. They are also being led into the development of individual skills at an earlier age. When it is necessary (parents work or go to school) for children to spend time outside the home, it can be a well-planned, developmentally-appropriate, educational, creative experience offering much more than traditional child care.

LEARNING TREE WILL SEEK TO:

- ◇ provide a relaxed, controlled, Christian atmosphere where the child can satisfy the strong urge & great need to be with his/her peers.
- ◇ develop Christian attitudes, teach acceptable ways of self expression, and stretch the imagination.
- ◇ make available adult friends who can offer a Christian relationship & appropriate learning experiences.
- ◇ provide an environment of first-hand experiences which stimulate curiosity & contribute to concept development.
- ◇ provide the benefits of a curriculum designed specifically to meet the needs of young children at each level of their development.

LEARNING EXPERIENCES

Learning Tree's Curriculum includes experiences in:

- ◇ Music
- ◇ Science & nature
- ◇ Human relationships
- ◇ Creative art expression
- ◇ Literature & language development
- ◇ Mathematics
- ◇ Learning skills as each child is ready
- ◇ Supervised and guided play
- ◇ Learning good health & safety habits
- ◇ Becoming aware of & expressing feelings
- ◇ Developing a positive self-concept

Most important of all, Learning Tree offers the child a relaxed atmosphere, with children the same age, in order to grow and learn in a natural way, still enjoying the freedom of childhood.

CHILDREN REMEMBER:

- 10% of what they HEAR
- 50% of what they SEE
- 70% of what they SAY
- 90% of what they DO

Please call if you have any questions. ***We are here for you and your child!***

Carol Ellis Education Director	Robin Coffman Business Director
Home: 234-1415	Home: 233-8412
Cell: 554-2995	Cell: 402-5432
School: 242-3728	School: 242-3728

DATES TO REMEMBER

August 25	<u>L.E.A.F. ONLY VISITATION</u>
August 29	<u>L.E.A.F. ONLY FIRST DAY</u>
September 1	Visitation Day (except L.E.A.F)
September 6 & 7	1st Days for L.T. (except L.E.A.F Sweet Peas)
September 12	1st Day for Sweet Peas
September 27 & 28	Learning Tree School Pictures
October 11	Learning Tree Open House
October 20 & 21	Fall Break— NO SCHOOL
November 23-25	Thanksgiving Break— NO SCHOOL
December 22-Jan. 3	Christmas Break— NO SCHOOL
January 4	School Starts
January 16	Professional Day— NO SCHOOL
February 9	Learning Tree Valentine Celebration
February 20	Professional Day— NO SCHOOL
March 19-23	Spring Break— NO SCHOOL
April 9	Church Closed— NO SCHOOL
April 25 & 26	Festival of Fun!
May 4	Tri-State— NO SCHOOL
May 7 & 8	End-of-School Celebrations
May 9 & 10	Last Days for Learning Tree

