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# Welcome to Learning Tree Preschool!

CONTINUING EXCELLENCE IN  
EARLY CHILDHOOD EDUCATION  
SINCE 1965

## What's Inside:

- Daily Schedule \* Curriculum \* Supplies
- Snacks \* Payments \* Arrival/Departure
- Parental Involvement
- OK's and No No's \* Special Occasions
- Emergency Numbers



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## **LEARNING TREE EMERGENCY NUMBER**

If at any time, you cannot reach us by dialing the Learning Tree Office phone number (580-242-3728), you may use the following number: 580-237-2041 ext. 115 (L.T. Office) or ext. 105 (Church Office) and leave a message. You may also contact us by email.

[learningtree2@firstchurhenid.com](mailto:learningtree2@firstchurhenid.com)

**CHILD ABUSE HOTLINE: 1-800-522-3511**

**HUMAN TRAFFICKING HOTLINE: 1-888-373-7888**

## **“IS MY CHILD SICK ENOUGH TO STAY HOME?”**

The health and safety of all of the children is of the upmost 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 your child needs to stay home:

- Vomiting and/or diarrhea during the past 24 hours
- Fever above 100°F during the past 24 hours
- An unidentified rash
- Open sores (minor sores may be covered with a dressing while the child is at school)
- 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, coronavirus, pneumonia, and of course, head lice.

## **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 and one on one interaction.

**ART-** Art offers the opportunity to work with many types of media and develop creativity

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

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

**SNACK-** Snack time offers time for fun, language enrichment, responsibility (pouring water, passing snacks, starting prayer song, and washing own cup) and nutrition education.

**MUSIC-** Music time provides a time for learning songs, fingerplays, and movement activities to complement each learning unit. This time also provides practice in listening, following directions, and 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 one thru five 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 registration fee covers the cost of art fees.

## 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 snack calendar monthly outlining specific snacks needed for the month. Honeybees and Fireflies are asked to bring one plastic cup with a lid to leave at school for snack time.

## LABEL

Please put your child's name on cups, clothing, and all outerwear worn to Learning Tree. Anything worn or brought to school should be clearly labeled.

## CHANGE OF CLOTHES

We ask that **all** students please bring a complete change of clothes for your child in their backpack each day (please include underwear and socks).

## PAYMENT SCHEDULE

Tuition is due by the 5<sup>th</sup> 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. Tuition may also be paid online at firstchurhenid.com**. If for some reason you wish to withdraw your child from Learning Tree, please call to cancel their enrollment so that another child may be enrolled in their place. **PLEASE PUT YOUR CHILD'S NAME ON EACH CHECK!** Tuition payments may be handed to your child's classroom teacher or the Program Director. (The Director reserves the right to expel any child from Learning Tree 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 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**.

## OKs AND NO-NOs

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 disruption to our teaching day. Also, they should never bring guns, knives, money, candy, or gum.

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

## EARLY CARE

If you need to bring your child early, care is available for 30 minutes before school (7:30-8:00 AM) at the rate of \$3.00 per day. **PLEASE LET THE DIRECTOR KNOW IF YOU PLAN TO USE THIS SERVICE.**

## LEARNING TREE AFTERCARE

Aftercare is available from 11:30 – 1:00 Mon. – Fri. Students must bring their own lunch for aftercare and naps will not be taken. Students will go to aftercare and be charged when parents are more than 10 minutes late for pick-up.

## FIRST CHURCH KIDS AFTERCARE

Aftercare is available from 1:00 – 4:30 through the church's outreach program. A nap room will be provided and for those parents wanting their children to nap a nap mat must be provided and labeled.

## 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 throughout their education.

## FIRST CHURCH INFORMATION

Learning Tree is owned and operated by First United Methodist Church. Active FUMC church members receive a 10% discount,

### SUNDAY SERVICES

Blended Worship: 9:00 a.m.  
 Sunday School: 10:00 a.m.  
 Blended Worship: 11:00 a.m.

### CHURCH HOURS

Mon. – Thurs.: 8:00 a.m. – 4:00 p.m.  
 Friday 8:00 a.m. – 12:00 p.m.  
 During the summer FUMC is closed on Fridays

## SPECIAL OCCASIONS

If you wish, you may send special refreshments on your child's birthday. **Teachers will contact you about scheduling this day.** Children with birthdays in the summer will have a special “half birthday” so that we can celebrate their birthdays as well! We are, however, asking 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 be sure to send birthday party invitations through the mail. We will NOT distribute them at school.** These policies are to apply to all other holidays throughout the school year.

## COMPLIANCE FILE

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



## HELLO PARTY

A Hello Party will be scheduled for September. This will be your opportunity to meet teachers and learn more about your child's day at Learning Tree. The Hello Party will take place in each child's classroom.

## 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 teacher.

## FUN FRIDAY

Optional opportunity: Fun Friday will be offered from 11:30-2:00 for an additional cost of \$20/day. Please put your child's name on the Fun Friday sign-up sheet by Thursday of that 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. Lunch will be provided and cooked by the children on Fun Friday days.**

## ARRIVAL/DEPARTURE

All Learning Tree children may arrive in their respective classrooms beginning at 8:00 A.M. Prior to 8:00, we offer an Early Care Room (see page 7). When you bring your child to their classroom each day, please sign them in and indicate who will be picking your child up that day. The person picking up MUST be on your pick-up permission form we keep on file. Junebugs and Fireflies are dismissed at 11:00A.M. Honeybees are dismissed at 11:15 A.M., Butterflies at 11:30 A.M., and L.E.A.F. class at 1:00 P.M. . (If you are late picking up, please call 580-242- 3728 or the church office at 580-237-2041. **Late fees start 10 minutes after the scheduled pick-up time and children will be taken to the aftercare room.**

## GOALS/OBJECTIVES

### A DEVELOPMENTAL PRESCHOOL IS PROVIDED BECAUSE WE BELIEVE

- Attitudes about the world around us are formed in those early years.
- One to five-year old children are beginning to form attitudes about learning and are ready and eager to learn right now!
- Children of this age are ready to begin the development of relationships beyond the immediate family, both with children their own age and adults.
- Children are ready to begin learning some principles of cooperation and 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 of 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 and great need to be with their peers.
- Develop Christian attitudes, teach acceptable ways of self-expression and stretch the imagination
- Make available adult friends who can offer a Christian relationship and appropriate learning experiences
- Provide an environment of first-hand experiences, which stimulate curiosity and 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 and Nature
- Human Relationships
- Creative Art Expression
- Literature and Language Development
- Mathematics
- Independent Learning
- Supervised and guided play
- Learning good health and safety habits
- Becoming aware of and expressing feelings
- Developing a positive self-concept

Most importantly, Learning Tree offers the child a relaxed atmosphere, with children the same age, in order to grow and learn in a natural way while 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 or email if you have any questions. **We are here for you and your child!**

[learningtree2@firstchurchenid.com](mailto:learningtree2@firstchurchenid.com)

**Ginger Diel - Director**

Cell: 580-747--7211

School: 580-242-3728

Church: 580-237-2041 ext. 115

