

Welcome to The Learning Tree Preschool! We function first and foremost as an extension of the ministries of First Baptist Fairhope. It is our sincere desire that you find this a comfortable, yet stimulating environment for your child. The Learning Tree motto, "As the twig is bent, so grows the tree", is evidence of a loving environment whereby Christian teachers can help children develop good "roots" to grow upon. These first impressions set the stage for the years of schooling that are to follow as your child learns to function with others within a group. Our desire is to encourage children to become enthusiastic learners through developmental play and activities.

You will find information in this handbook about our policies and procedures. This is not an exhaustive collection. However, please make sure you read this handbook thoroughly as it contains important information. Much of the day to day activities of our center can only be learned by experience. Please feel free to ask questions about any aspect of our program. If you have suggestions to improve our program, whether it be for the children, parents or staff, please share them with us.

Involving families in our program is a top priority. Building this partnership help children make the connection between home and the preschool. The learning Tree serves as an extension of your family and sharing ideas and genuine love for children is of the utmost importance. We look forward to partnering with you. We thank you for choosing The Learning Tree Preschool!

Sincerely,

Laurie Jensen, Director



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Registration Policy

Enrollment is open to all children age's one through five years old. Acceptance is determined by the number of places available in each class. Before a child can be admitted to our program, we must have a completed registration packet on file. Parents must notify the office when any pertinent information changes.

Registration Process

Students currently enrolled in any class will have first choice for the following year registration. The period for registration will be the last week of January. Younger siblings of currently enrolled students may also register at this time.

Curriculum Philosophy

Curriculum for our school is everything that occurs in the learning environment. the room arrangement, the materials on the wall, the resources, the teacher's plans, and most importantly, the children's questions and methods of exploration as they seek to understand the world in which they live are all part of our curriculum. Children learn as they play and the role of the teacher is to facilitate the learning in the best way possible.

Our one to three year olds use the "Wee Learn" Curriculum and Pre-k use the "Starfall" curriculum as a bases for learning. Experiences are also designed to integrate all areas of the child's development; social, emotional, physical, cognitive, and spiritual. Because our school is Christian oriented, our curriculum includes those elements of the faith which are common to all Christians with no emphasis on any one denomination.

Fees

- A **non-refundable** registration fee of \$250.00 is required to enroll your child in the school.
- A \$5.00 fee will be charged for late pick-up. This fee is paid directly to the teacher. Late is considered to be ten minutes after the hour (1:10). An additional \$5 charge will be incurred for each additional 10 minutes

Tuition

Tuition is charged on an annual basis. All fees must be paid before a child is registered for the following year. All payments for the current year must be completed before a child is withdrawn.

Payment options are as follows:

	Annual	Semester (Aug & Jan)	Monthly
5 Day	\$2,150.00	\$1,075.00/\$1,075.00	\$215.00
3 Day	\$1,850.00	\$925.00/\$925.00	\$185.00
2 Day	\$1,650.00	\$825.00/\$825.00	\$165.00

- If paying monthly, tuition is due the first day of each month. After the 10th, a \$20.00 late charge is added.
- A \$20.00 service charge is applied to all returned checks. A second returned check will result in a "cash only" status.
- A full one month's notice must be given before withdrawal. Payment is required for the 30 days following the withdrawal notice, whether or not the child continues to attend the school during this period.
- Tuition should be mailed or dropped by the school if your child is sick or out of town to avoid late fees.

Optional Extended Day Program

This program is offered on Monday–Friday 1:00-3:00pm. There is an additional fee for this program. You must sign your child up in advance for this program, "drop-ins" will be permitted only if space allows. Emergency circumstances will be considered.

Extended day Tuition & fees

Yearly Registration fee \$30.00 (to cover a daily snack)

	Annual	Semester (Aug. & Jan)	Monthly
5 day	\$1,350.00	\$675.00/\$675.00	\$135.00
3 day	\$850.00	\$425.00/\$425.00	\$85.00
2 day	\$600.00	\$300.00/\$300.00	\$60.00

- "Drop-In" service fee is \$15.00 per day.
- Same policies regarding tuition, applies to extended day tuition payments.

Arrival and Dismissal

Our school day is from 9:00 a.m. – 1:00 p.m., Monday- Friday. The doors will be opened 9:00 – 9:15 am for drop off. Preschoolers begin their day with Circle time. Have your child here no later than 9:15am, so they do not miss this valuable learning time.

Please park in the parking areas provided. Escort your child to his/her teacher. Children must never be allowed to enter/leave the school unattended. Also, when picking up your child you should make contact with your child's teacher. Please be alert and cautious in the parking lot areas. Supervise your child closely.

Dismissal is at 1:00pm. The preschool hall doors will be open 10 minutes prior to dismissal each day. Children should be picked up at their classroom door. The person responsible for picking the child up should sign the child out.

At all other times the doors will remain locked. Anyone wishing to enter the building at any other time will have to use your parent code or buzz to be let in. If it is a person who is not recognizable as a child's parent, they must be prepared to show a picture identification to enter the school to retrieve a child.

Items to bring to school

- A Back pack with a change of clothes in a zip lock bag, labeled with your child's name.
- Snack and lunch -No peanut butter until we determine if there are allergies in your child's class.
- Diapers and pull ups for 1's and 2's and a package of wipes each month.

Separation Problems

It has been our experience that children who are having separation problems at drop off times should be immediately placed in the capable hands of your child's teacher. The parent should then quickly leave school. We have found that the longer the parent stays, the more emotional it becomes for the child. We encourage parents to call the school office to check on their child's status. In the event that your child continues to be unduly distressed, we will call you.

Calendars

Each month you will receive a class calendar of events for the coming month. Please read it to find out what is going on in your child's classroom.

Toys

Books are a welcome treat at school. Please remember to label them. Toys are not allowed to be brought to school, unless your child's teacher has a special show and tell.

School Clothing

We play outside every day, weather permitting, so please dress your child in appropriate play clothes. Always send a jacket or sweater in the winter – please label these with your child's name. Please send a change of clothes in a zip lock on the first day of school. Be sure to include socks and underwear. For safety, tennis shoes or shoes with a back strap are appropriate.

Potty Training

It is required that all three and four year olds must be potty trained. Our two year old teachers are happy to help with the potty training of your child. Please remember to send him/her in child friendly clothes (no snaps, buttons or overalls). Elastic waist pants, shorts, etc. are best. Children should be accident free for an entire week before coming to school in underwear.

Fund Raising

In lieu of a fund raising event this school year we have adopted a fund raising fee. This fee will be payable in October. This fee pays for a variety of items for the children's benefit at the preschool.

Class Visitation

Parents are always welcome to visit/volunteer in their child's classroom. It is requested that you contact your child's teacher 24 hours in advance to arrange an appropriate time.

Birthdays

Birthdays will be recognized at school. If you wish to provide birthday snacks, please make arrangements with your child's teacher in advance. As a safety precaution for all children, balloons and candles are not allowed in the classroom.

Field trips

The three and four year old classes will take field trips throughout the year to places the director and staff feel will benefit the children's learning experience. We ask that parents accompany the group in order to provide adequate supervision.

Discipline

One of our goals at The Learning Tree is to provide children with a secure environment where they can work and play together in a friendly, cooperative way. Our teachers will establish a behavior management system that reinforces positive behaviors and provides the children with ongoing opportunities to develop solid self-discipline skills, while maintaining a safe classroom situation.

In most instances, we can effectively manage inappropriate behaviors through redirection and rewarding of "good" behaviors with praise and special recognition. We do have certain rules that children must follow for the health and safety of the entire group. We prefer a positive approach of managing children's behavior. We focus on desirable behavior and praise children for it. When undesirable behavior occurs, we use such methods as verbal reminders of acceptable behavior, removing the child from the situation, and notes to the parents for a coordinated effort to change problem behavior. The faculty does not administer corporal punishment. Parent-teacher conferences can be arranged during the school year.

Illness

The following guidelines and policies have been developed in an effort to help keep the children and staff at The Learning Tree healthy. If your child shows any of the symptoms below, you will be called and asked to come and get your child. We expect parents to respond promptly in order to protect the other children.

- Fever of 100° or higher
- Severe coughing
- Recurring vomiting or diarrhea
- Pink eye (tears, redness of eyelid lining, followed by swelling and discharge of pus)
- Unusual spot or rashes
- Headache and stiff neck
- Sore throat
- Any parasitic infection (lice, scabies, etc.)

If a child has any of the above symptoms at home, we ask that you keep him/her out of preschool until the following conditions have been met:

- Absence of fever for 24 hours
- Diarrhea and vomiting has subsided for 24 hours
- Antibiotics for 24 hours for bacterial infections
- Physician has approved readmission
- Lice are under treatment, and NO NITS are present on hair
- Pink eye had diminished and been treated to the point that the eyes are no longer discharging
- The child has completed the contagious stage

It is important that we all work together to keep all of the children and staff at The Learning Tree as healthy and safe as possible. We thank you in advance for your cooperation.

If parents cannot be reached and a child needs immediate medical attention, the paramedics will transport the child to Thomas Hospital. Every child must have a signed medical authorization form on file.

Medication

The Learning Tree does not administer medication unless it is for a life threatening condition such as asthma or severe allergies. A signed and dated authorization form must be completed and medication must be in the original container.

Safety

Fire Drills are conducted on a monthly basis during the school year. Staff will lead children through the appropriate steps in vacating the building in case of fire.

In case of an unexpected severe weather threat, the teachers will move the children to a designated safe area of the building. The children and staff will remain there until the warning is lifted. No children may leave the building during this time.

In the event that we have an unsafe visitor on the grounds, the school will go into a lock down. This means teachers will close all classroom blinds and lock all class room doors. All external building doors will be locked and the police will be called immediately.

Child Abuse and Neglect

We understand the importance of family unity, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the Baldwin County Department of Social Services

Emergency Closings

The Learning Tree will close during times of threatening weather we will follow the closings of the Baldwin County school leadership. Please stay tuned for any information that they release. It will be followed by a text via remind from TLT.

Any questions or concerns, please call or email
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