

# Meet children's individual needs and create a special relationship with each family and with the community.

Individual needs are addressed when determining which classroom is the best fit for each student. Individual needs are further developed in small group interactions and through creating open-ended projects and tiered lessons. Classroom learning is designed to teach both foundational basics and to develop complex concepts and higher level thinking.

- Nursery Classroom
   Welcome Letter
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#### Nursery Classroom

Age	Ratio	Max Enrollment
6 weeks – 12 months	1 teacher for every 4 infants	6 infants

"I am so tiny in a brand new world. Everything around me is new and scary. I enjoy being held, snuggled, and loved. I feel more comfortable when my environment is calm, consistent and familiar. I am growing and changing so fast. Everyday I learn a little more about my world. Whether I am cuddling with a story, bouncing up and down or crawling around exploring, I love to learn. Everyday is a new adventure."

What to bring for your child: Please LABEL everything!!!	What K-Prep Provides:
Diapers/Wipes (cloth or disposable)	Crib sheets
Formula/Breastmilk	Burp cloths
Clean bottles everyday	Feeding bibs
Baby Food	Feeding bowls and utensils
Swaddle blanket	Finger foods (Cheerios & snacks on
Pacifiers	menu)
Extra clothes (2 sets)	Plenty of toys
Diaper Cream Sunscreen in summer	Daily Schedule Report

We know the importance of a safe, loving environment for your brand new baby. We feel that each baby is a special part of our family, as well as yours. Open communication helps us to create a schedule that is perfect for your baby, both at home and at school. We create a warm, stable atmosphere to help your baby feel secure while you are away.

We encourage your baby's natural curiosity by reading books, singing songs, and playing everyday. With toys to promote each new stage, your baby will grow and develop through every activity.



#### Welcome to the Nursery Classroom!

We would like to welcome you to our Nursery Classroom! We know the importance of a safe, loving environment for your brand new baby. We feel that each baby is a special part of our family as well as yours. Our teachers take the time to help your baby feel comfortable, secure and happy. We work with you to create a schedule that is best for your child at home and at school. Creating a warm stable atmosphere helps your baby feel secure while you're away.

We encourage your baby's natural curiosity to learn. Your child is given one on one attention as s/he is held, fed, and stimulated with activities that encourage their physical and intellectual development. Our experienced caregivers encourage this development by reading books, singing songs and playing everyday. With toys to promote each new stage, your baby will grow and develop through every activity. Assessments of your child's progress will be done twice during the school year. Parent conferences can be scheduled at any time throughout the year, at your request.

The following is a list of items that may be needed for your child while in care:

- \* All items **must** be labeled with your child's name or initials
  - Diapers
  - Wipes\*
  - Formula or breastmilk\*
  - Bottles filled with appropriate amount of water\*
  - Baby Food\*
  - Nap Time Blanket\*
  - Pacifiers\*
  - 3-4 changes of clothes\*
  - Diaper Cream\*
  - Sun Screen\* (in summer)
  - Sippy Cup\*

All blankets will be sent home each week to be washed and returned.

- It is important that your child gets signed in and out each day! This is done by parents signing on the roster with time and initials and handing in your child's ID card each day!
- Each week's fun activities will be posted on the parent board by the classroom door.
- Each day a special note will be sent home letting you know about any updates or special info.
- If you have concerns to address, please don't hesitate to schedule a time to meet with your child's teacher.
- Continue to check the website and the Facebook page!

# Babies grow up so fast! Please update us on your infant's schedule. Thank You!

Child's Name

Cup Please indicate what should be in the cup, amount, and times to be given.	Food Please indicate type of food, amount, and times to be given.	Naps Please indicate times of regular naps and anything we should know that may help comfort your child. (indicate if naps are "as needed")
	Please indicate what should be in the cup, amount, and times to be	Please indicate what should be in the cup, amount, and times to be amount, and times to be given.

I allow my child to be given the above named foods/drink as well as any foods I bring from home while in care. I know that the teachers will do the best they can to follow the schedule I have provided. However, I understand that children are unpredictable and cannot always follow the time lines and schedules I have set for them. I understand that it is my responsibility to inform my child's school **in writing** of any changes that need to be made to this form.

Parents' signatures and date:

#### Junior Classroom

Age	Ratio	Max Enrollment
12 months – 24 months	1 teacher for every 5 young toddlers	10 young toddlers

Young toddlers in the Junior classroom are walking, self feed table food, drink from a sippy cup instead of a bottle, and follow a classroom schedule that includes time outside, free play, a simple learning activity and an afternoon nap on a cot.

"I am a very curious explorer. I love to run, climb and examine everything in my environment. I am also learning how things work. Whether it is filling and dumping containers, playing with buckles, scribbling with crayons or practicing sitting and standing – I am very busy! I am beginning to understand your words and directions, although I don't always follow them. I learn to say new words everyday, but my favorite is NO! I love listening to stories, songs and finger plays. Give me some time and I'll read a book with you."

What to bring for your child: Please LABEL everything!!!	What K-Prep Provides:
Diapers/Wipes (cloth or disposable)	Cot sheet (sent home weekly for
Blanket for naptime	cleaning)
Extra cloths (1 set)	Bibs for lunch time
Sippy cup for water	Art smocks
Warm coat, gloves and hat in winter	Daily lunches
Sun hat & Sunscreen in summer	Morning and afternoon snack
	Daily Schedule Report

We love to explore with your toddler! We help his or her physical development by offering opportunities to push, pull and ride on toys inside and outside. Activities from finger painting to building a block tower help keep little hands entertained and excited. We think learning is fun! Reading books about animals, vehicles and simple objects aid in language development. Singing songs and repeating finger plays teaches your child basic concepts like colors, counting and body parts. We love being a part of your child's growing mind and world!



#### Welcome to the Junior Classroom!

We would like to welcome you to the Junior Classroom. Your child's teacher is sure to come up with some great activities that promote our theme and focus letter each week. We are very excited to work with your child and to get to know your family better!

In the Junior Classroom, your child will get to participate daily group activities including circle time, music and movement, creative art projects and outside time (when the temperature is above freezing). Assessments of your child's progress will be done twice during the school year. The tools we use for assessment are a combination of classroom observations and individual teacher-student interaction. Parent conferences can be scheduled at any time throughout the year, at your request.

These are some of the expectations of the young toddlers in the Junior Classroom. Please review the following list and let me know if you have any questions or concerns. Young Toddlers...

- Drink from a sippy cup and no longer use a bottle during the day
- Self-feed school food or packed table food from home-school
- Eat meals on the school schedule
  - 9:00 snack with water
  - 12:00 lunch with milk
  - 3:00 snack with water
- Take one nap on the school schedule (1:00-3:00)
- Get pacifiers/special items at naptime only
- Can walk without assistance

There are a few things you need to know about school this year.

- It is important that your child gets signed in and out each day! This is done by parents signing on the roster with time and initials and handing in your child's ID card each day!
- Each child will need a water cup to be kept a school (please, no straw cups) and a blanket for naptime (please only one, no pillows). All bedding will be sent home each week to be washed and returned.
- Your child may also need diapers, wipes, dipaer cream and extra clothing.
- Label ALL items brought to school Blanket, coat, hat, gloves, scarf, etc...
- We offer a morning snack each day. This snack is not intended to replace breakfast. Please offer your child breakfast before school.
- Lunch is served at noon. We encourage all our children to try everything at lunch. We ask that you only bring an alternate lunch or snack for your child if they have an allergy or special need. When the students are all eating the same meal it creates "positive peer pressure" to try different foods.
- Please let the teachers know in advance if you are bringing in a special treat and what the treat is. All treats must be posted in advance. We ask to keep treats to birthdays, if we are having a special holiday celebration, we will let you know in advance if any treats are requested.

• **\*\*Please, try not to bring toys from home** – Special toys brought in can often cause conflicts between children. In addition, cubbies get full quick, and we don't want to lose your child's belongings. If we have a show and share day, we will send out information prior to that day.

- Each week's fun activities will be posted on the parent board by the classroom door.
- Each day a special note will be sent home letting you know about any updates or special info.
- Please remember that all of our teachers' first priority is the students, and they are not always available to talk during the day. However, if you have concerns to address, please don't hesitate to schedule a time to meet with your child's teacher.
- Continue to check the website and the Facebook page!

Starning K-Prep Learning Center

### Sample

## Junior Class Schedule

Arrival-9:00	Free Play
8:30	Diaper & Hands
9:00-9:20	Morning Snack
9:20-9:45	Creative Learning/Theme Books
9:45-10:30	Outside/Large Motor
10:30-10:50	Fine Motor & Drinks
10:30	Diaper & Hands
10:50-11:10	Music & Movement
11:10-11:30	Circle Time
11:30-12:00	Free Play + Sensory Table
11:50	Wash Hands
12:00-12:30	Lunch
12:30-1:00	Bed Books/Story Time
12:30	Diaper & Hands
1:00-3:00	Nap Time
3:00-3:30	Table Books & Afternoon Snack
3:00	Diaper & Hands
3:30-4:00	Outside/Large Motor
4:00-4:15	Stories/Drinks
4:15-Pick Up	Free Play
4:30	Diaper & Hands

#### **Primary Classroom**

Age	Ratio	Max Enrollment
2 years – 3 years	1 teacher for every 6 toddlers	12 toddlers

Older toddlers in the Primary Classroom are active walkers and have started climbing or running. Their language is developing rapidly and they may have started to show an interest in potty training. Transitioning between the Junior and Primary Class is very individual and conversations with teachers and directors in encouraged before a decision is made to move classrooms.

"I am very active, inquisitive and independent. I absorb information through everything that I do. I want to explore the world and know how everything works. I am often excited to be part of group activities, but still need a lot of one on one attention. At two years old I like to do everything myself! My language is developing and it is getting easier for me to tell you what I want and need right now, but sometimes I don't understand why you don't know what I want. My patience and sharing skills are still developing and I practice them often. I enjoy watching and joining play with other children."

What to bring for your child: Please LABEL everything!!!	What K-Prep Provides:
Diapers/Wipes (cloth or disposable) Blanket for naptime Extra clothes (7-8 sets if potty training) Sippy cup for water Warm coat, gloves & hat in winter Sun hat & Sunscreen in summer	Cot sheet (sent home weekly for cleaning) Bibs for lunch time Art smocks Daily lunches Morning & afternoon snack Daily Schedule Report

We are as excited to teach as your toddler is to learn! Our teacher and children play and learn together everyday. Through sensory activities, imaginative play, early literacy and number games, we captivate the excitement and energy of your toddler in an environment where play is learning.



Welcome to Primary!

We would like to welcome you to the Primary Classroom. Your child's teacher is sure to come up with some great activities that promote our theme and focus letter each week. We are very excited to work with your child and to get to know your family better!

In the Primary classroom, the schedule includes circle time, creative learning, free play, fine motor activities and outdoor play. Focus learning activities include songs and finger plays, color and shape games, letter and number recognition and literacy activities which strengthen early writing skills. Assessments of your child's progress will be done twice during the school year. The tools we use for assessment are a combination of classroom observations and individual teacher-student interaction. Parent conferences can be scheduled at any time throughout the year, at your request.

While in the Primary Classroom, your child will gradually transition from a toddler to a preschooler. There are several areas that you will notice a change in your child as s/he continues to grow and learn. Your child will...

- Expand his/her language allowing for more words to communicate wants and needs.
- Learn a variety of academic skills including colors, shapes, counting, and letter recognition.
- Become more interested in play, begin to play with friends, use imagination in play, and learn proper social behaviors.
- Become more steady and balanced allowing the ability to jump, kick, run, and manipulate clay.
- Become more independent and will be encouraged to put on his/her own coat, sit at the table for meals and create time, drink from an open cup and walk in line when going outside.

Another important step during your child's development is the ability to control his/her bladder and bowels. A common time to potty train is between the ages of two and three. Of course, not all children develop the same and the 'right time' is different for each child. Many parents are unsure and nervous about potty training. In order to make this task as easy as possible, we have attached potty-training information to this letter. Please read it over at your convenience, decide what is best for your child, and let us know when you are ready to begin training.

There are a few things you need to know about school this year.

- It is important that your child gets signed in and out each day! This is done by parents signing on the roster with time and initials and by children handing in their ID card each day!
- Each child will need a water bottle to be kept a school (please, no straw cups) and a blanket for naptime (please only one, no pillows). All bedding will be sent home each week to be washed and returned.
- Your child may also need diapers/extra underwear, wipes, extra clothing.
- Label ALL items brought to school Blanket, coat, hat, gloves, scarf, etc...
- We offer a morning snack each day. This snack is not intended to replace breakfast. Please offer your child breakfast before school.
- Lunch is served at noon. We encourage all our children to try everything at lunch. Every child is given a large first portion. When they finish all their first helping, they may have a second helping of any item. We ask that you only bring an alternate lunch or snack for your child if they have an

allergy. When the students are all eating the same meal it creates "positive peer pressure" to try different foods.

- Please let the teachers know in advance if you are bringing in a special treat and what the treat is. All treats must be posted in advance. We ask to keep treats to birthdays, if we are having a special holiday celebration, we will let you know in advance if any treats are requested.
- **\*\*Please, NO toys from home** Special toys brought in can often cause conflicts between children. In addition, cubbies get full quick, and we don't want to lose your child's belongings. If we have a show and share day, we will send out information prior to that day.

- Each month you will get a 'snap shot' of upcoming focus areas to be covered in our lessons. Our focus areas follow our curriculum and come directly from PA Pre-K standards.
- Each week's fun activities will be posted on the parent board by the classroom door.
- Each day a special note will be sent home letting you know about any updates or special info.
- Please remember that all of our teachers' first priority is the students, and they are not always available to talk during the day. However, if you have concerns to address, please don't hesitate to schedule a time to meet with your child's teacher.
- Continue to check the website and the Facebook page!

Starning K-Prep Learning Center

### Sample

### **Primary Class Schedule**

Arrival-9:00	Free Play
8:30	Diaper & Potty Time
9:00-9:20	Morning Snack
9:20-9:45	Creative Learning/Theme Books
9:30	Potty, if needed
9:45-10:30	Outside/Large Motor
10:30-10:50	Fine Motor & Drinks
10:30	Diaper & Potty Time
10:50-11:10	Music & Movement
11:10-11:30	Circle Time
11:30-12:00	Free Play + Sensory Table
11:50	Wash Hands
12:00-12:30	Lunch
12:30-1:00	Bed Books/Story Time
12:30	Diaper & Potty Time
1:00-3:00	Nap Time
3:00-3:30	Table Books & Afternoon Snack
3:00	Diaper & Potty Time
3:30-4:00	Outside/Large Motor
4:00-4:15	Stories/Drinks
4:15-Pick Up	Free Play
4:30	Diaper & Potty Time

#### Secondary Classroom

Age	Ratio	Max Enrollment
3 years – 5 years	1 teacher for every 10 children	20 children

Preschool children are fully potty trained. They are in underwear all day and over nap time. With routine reminders, they stay dry and are independent in using the bathroom. Preschool children are more independent than toddlers in both play and daily routines. They are able to self comfort without pacifiers and are able to adjust to a school environment quickly each day.

"I am excited to be going to school! Everyday I learn more about the people in my environment. Playing with my friends is sometimes a little challenging since I am still learning about their emotions and feelings. I am excited to see my friends at school, but some days I am nervous to leave my mom and dad behind.
I can't wait to grow up. I want to know how and why things work. I want to be like the grown ups I know. I want to read books, draw pictures, write shopping lists, serve meals and fix things. Preschool is a great adventure where I can develop my reading, writing and creative art skills. I feel so good about myself when I learn new skills like counting, writing my name and zippering my coat."

What to bring for your child: Please LABEL everything!!!	What K-Prep Provides:
Blanket for rest time Water Bottle Warm coat, gloves & hat in winter Sunscreen in summer	Cot sheet (sent home weekly for cleaning) Art smocks Daily lunches Morning & afternoon snack Extra clothing for accidents

We know how important it is for your child to feel "Big." Our classroom setting offers many opportunities for independent learning, beginning responsibility and a safe and creative exploration of science concepts, reading, writing, math and the arts. Throughout the day your preschool child can get involved in a group activity, read a book, play make-believe with a friend, assist a teacher, learn to solve a conflict or take time to work on a new skill.



We would like to welcome you to the Secondary Classroom. Your child's teacher is sure to come up with some great activities that promote our theme and focus letter each week. We are very excited to work with your child and to get to know your family better!

At K-Prep, the Secondary program is full day with the 'preschool' structure in the morning, from 8:30-11:30. The children are placed into learning groups in order for us to provide more individual instruction during lessons. The schedule consists of a whole group morning meeting, independent fine motor play, teacher-led literacy/writing/math activities, child-led center time, freeplay, art activities, and outdoor play. Assessments of your child's progress will be done twice during the school year. The tools we use for assessment are a combination of classroom observations and individual teacher-student interaction. Parent conferences can be scheduled at any time throughout the year, at your request.

As I am sure you have noticed, Preschoolers are very independent! They are able to do more and more on their own each day. At K-Prep, we encourage that independence whenever possible. In the classroom, your child will be expected to do many things on his/her own:

- Say good-bye at the door. If your child will need a long goodbye, please say it before coming in to school and encourage your child to walk into the classroom. This helps to show that school is a fun place for your child, not a place for Mom or Dad to stay.
- Go potty and wash hands (no diapers or pull-ups allowed)
- Dress and undress self
- Lay still and quiet during naptime
- Work independently on an activity when asked

There are a few things you need to know about preschool this year.

- It is important that your child gets signed in and out each day! This is done by parents signing on the roster with time and initials and by children handing in their ID card each day! \*\*Please take note to which color group your child needs to get signed in under. It may have changed from last year.
- Each child will need a water bottle to be kept a school (please, no sippy cups or straw cups) and a blanket for naptime (please only one, no pillows). All bedding will be sent home each week to be washed and returned.
- Label ALL items brought to school Blanket, coat, hat, gloves, scarf, etc...
- We offer the option of a morning snack during independent play. This snack is not intended to replace breakfast. Please offer your child breakfast before school.
- Lunch is served at noon. We encourage all our children to try everything at lunch. Every child is given a large first portion. When they finish all their first helping, they may have a second helping of any item. We ask that you only bring an alternate lunch or snack for your child if they have an allergy. When the students are all eating the same meal it creates "positive peer pressure" to try different foods.
- Please let the teachers know in advance if you are bringing in a special treat and what the treat is. All treats must be posted in advance. We ask to keep treats to birthdays, if we are having a special holiday celebration, we will let you know in advance if any treats are requested.

• **\*\*No toys or stuffed animals** - Cubbies get full quick, and we don't want to lose your child's belongings. If we have a show and share day, we will send out information prior to that day.

- Each month you will get a 'snap shot' of upcoming focus areas to be covered in our lessons. Our focus areas follow our curriculum and come directly from PA Pre-K standards.
- Each week's fun activities will be posted on the parent board by the classroom door.
- Please remember that all of our teachers' first priority is the students, and they are not always available to talk during the day. However, if you have concerns to address, please don't hesitate to schedule a time to meet with your child's teacher.
- Continue to check the website and the Facebook page!

Starning K-Prep Learning Center

### Sample

### Secondary Class Schedule

Arrival-8:30	Free Play
8:30-9:00	Clean Up/Potty/Hands/Snack
9:00-9:20	Circle Time
9:20-9:40	Small Group Lesson Part 1
9:40-10:00	Small Group Lesson Part 2
10:00-10:45	Potty/Hands/Centers
10:45-11:30	Outside/Large Muscle
11:30-12:00	Hands/Cups/Stories
12:00-12:45	Lunch
12:45-1:00	Read/Lunch clean up/Potty/Hands
1:00-3:00	Music Appreciation/Nap Time
3:00-3:30	Potty/Hands/Snack
3:30-4:00	Basic Concepts
4:00-4:30	Outside/Large Motor
4:30-Pick Up	Potty/Hands/Free Play/Kid's Choice

#### **Special Events**

<u>Back to School Night</u>- Secondary Class Back to School Night is held from 4-6 on an evening in the second week of the school year. This is an informal event offering an opportunity for families to come take a look at the classroom and talk with the teachers, asking any questions they may have about Preschool. Sometimes the teachers will have a scavenger hunt around the classroom to help facilitate conversation between the children and their families and to showcase the different areas of the program.

<u>Fall Field Day</u>- Fall Field Community Day is a great event consisting of games, crafts, raffle baskets, food vendors and more. It is held on a Saturday or Sunday morning in October. Fall Field Day is a great opportunity for previous families to come and say hello and for current families to have some fun together. The even is open to any past or current K-Prep families and their friends.

<u>Holiday Dinner</u>- The Holiday dinner is held at 6:15 on a weekday evening in early December. It is great time of celebrating the holidays together as a 'family'. We gather for a buffet style meal and some holiday songs. K-Prep provides the turkey and each attending family brings a side dish or dessert to share.

<u>Special Friend Day</u>- Special Friend Day is a Valentines themed event where each student is invited to bring a special friend to share in part of the school day. Together the students will enjoy reading stories, building, imagining, creating and making and eating a special snack. Special friends can be a parent, aunt, uncle, grandparent or any other grown-up who is special to the child.

<u>Picture Day</u>- All students and staff have an opportunity to get their photo taken along with a class photo. Any part time students are invited to come for the morning so they can participate.

<u>End of Year Picnic</u>- The K-Prep Family Picnic is held on a Saturday or Sunday near the end of the school year. All current families are invited to the local playground. We ask each family to bring a snack to share as we gather together to celebrate a great school year.

<u>Graduation</u>- Graduation is a celebration of the completion of Preschool for the children who will be entering Kindergarten in the fall. This event is held on a weekday evening at the end of the school year. The graduates put on a simple performance and are recognized individually as they receive their diplomas. Family members are invited to come and help us celebrate our completion of Preschool!

#### **Special Needs**

All children are welcome at K-Prep Learning Center.

We work with therapists from IU-13, Early Intervention, Schreiber Center, and private organizations. Our staff are trained in appropriate inclusion practices, and on procedures to conduct regular development screenings in language, physical development and social & emotional growth. If a student has an Individual Education Plan (IEP) or Individual Family Studies Plan (IFSP), we keep a copy on file for reference on best learning strategies and documented progress.

Within the first 45 days of enrollment, all students are screened in all areas of development. At this time, parents are invited to schedule an initial meeting to discuss development and adjustment to a new childcare setting. Screenings are continued at regular intervals during a student's enrollment. *Parents are encouraged to discuss screenings with teachers and directors at any time*.



#### Lancaster County Early Intervention 717-399-7323 HMREarlyInt@co.lancaster.pa.us

Early Intervention provides services and supports to families with children who have developmental delays. Supports are based on the unique strengths and needs of the child and family to enhance the child's development. Supports are designed to:

- Answer questions about your child's development
- Assist you and your child throughout daily routines at home and in the community
- Enhance your child's development and educational growth
- Support your child to become more independent
- Provide awareness in the community about the gifts and abilities of all children
- Prevent costly intervention in the future



#### Lancaster Lebanon Intermediate Unit 13 888-745-0771 specialeduation@iu13.org

The Early Intervention Program of IU13 provides support and services to children, from age three to age five, with disabilities and the need for specially designed instruction. Children may be eligible for Preschool Special Education by meeting the criteria for one of several disability categories including, but not limited to, speech or language impairment, developmental delay and emotional disturbance. For children determined eligible for Preschool Early Intervention, an Individualized Education Program (IEP) is developed to determine the appropriate supports and services. Early Intervention services must be delivered in the setting(s) consistent with the educational needs of the child. Services may be provided in settings such as, but not limited to, local childcare centers, community preschools, Head Start Programs, specialized settings, or in the home.