



**HANDBOOK**



# Little Sprouts

~PRESCHOOL~

## **Director**

Melinda Tanner

## **Teacher Assistants**

Kiley Hendry, Rachel Wagner, and Amy Miles

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[www.facebook.com/littlesproutspreschoolgu/](https://www.facebook.com/littlesproutspreschoolgu/)

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# Welcome!

Thank you for choosing Little Sprouts Preschool for your child's education! Within this handbook, you will find everything you need to know to have a fun and successful school year! Please keep this handbook through the year for reference.

## **Class Times and Days**

3/4 Year Old Program (Little Learners)

Tuesday/Thursday 9:00am-11:15am \$130 per month.

4/5 Year Old Program (Pre-K)

Monday/Wednesday/Friday 9:00am-1:15pm \$195 per month.

## **Drop-off/Pick-up**

Drop-off is at 9:00am and 12:00pm (afternoon class). When you arrive, please come to the designated entrance. Students will be escorted to the classroom by preschool staff. Please note we will not admit any student prior to 9:00am (or 12:00pm).

At the conclusion of school, please arrive 10 minutes prior to the end of the day. Parents may park but remain in their vehicle until dismissal (11:15 Little Learners/1:15 Pre-K). Please line up single file along the sidewalk. We will dismiss each child individually. Please walk your child from the door to your vehicle. Only those listed as an authorized person will be allowed to pick up. Until we get to know everyone, you may be asked to present identification. If there is ever a change in information, please notify our staff in writing.

All students will be issued an identification number tag for their backpack. This is the same number that will be issued to parents. Please keep this ID number prominently displayed to make dismissal run smoothly. You will receive a tag for each authorized person listed. This number is also assigned to each student's mailbox and folder. Each child will be asked to place papers throughout the day into their numbered mailbox. At the end of the day, the work will be put into their folder for home.

## **Snacks and Lunch**

Snack will be provided for both Little Learners and Pre-K classes daily. We follow all peanut/tree nut free guidelines. Snack is included in the price of tuition. Please have your child bring a water-bottle filled with WATER only for each class.

**Pre-K parents only** will need to provide a packed lunch daily for students. Please ensure your child's name is clearly labeled on their lunch bag/box. Follow all peanut/tree nut free guidelines.

Throughout the year, there will be opportunities to celebrate holidays and birthdays. Parents may provide a snack for the class. Please refer to the peanut/tree nut free guidelines.

## **Home to School Communication**

Your child will need a FULL SIZE backpack. He/she will be provided with a folder that will go home each school day. Please check this folder and return it to school in your child's backpack before the next class. This folder will be labeled **Keep at Home** and **Return to School**. Any papers/projects your child has completed or notes from me will be in the **Keep at Home** side for your review. Any papers that require a parent response/signature, will be in the **Return to School** pocket. Parents/guardians are encouraged to use this folder to communicate with school as well. I will check these folders daily for notes. Alternatively, please feel free to contact me anytime through email: [littleproutspreschoolGU@gmail.com](mailto:littleproutspreschoolGU@gmail.com) or by using the **Remind App**.

## **School to Home Communication**

I will do my best to keep you informed of what is going on in the classroom. At the beginning of each month, your child will bring home a monthly calendar containing important information that will include upcoming church/preschool events. Some of these events include upcoming church and preschool activities, parties and birthdays, special school days such as show n' tell or paint days, and holidays or scheduled days off. Please keep this monthly calendar handy throughout the month for reference.

## **Delays/Cancellations**

Little Sprouts Preschool will contact you if it is determined necessary to cancel classes due to inclement weather. I will utilize the **Remind App** as well as **Email** and **Facebook** to communicate this information.

## **Using the Remind App**

We use the Remind App to relay very important information throughout the year. Remind is a safe, easy way for you to receive text message reminders and updates, and also a great way to communicate back and forth directly and privately with me. There is no fee to sign-up for Remind, however, check with your phone provider to see if you will incur any text messaging fees. To receive messages via text, follow these simple instructions.

1.) Download the Remind App and text the following code to 81010

2.) *Little Learners Class: @eg22g98 / Pre-K Class: @3ka728*

Remind can be used to “text message” me during school hours if there is an urgent message. **Please do not use our personal phone numbers to text messages.** You may use email for all other communications. If there is a question or concern you’d like to discuss, please email me to set up a meeting time.

Additional information and classroom updates can be found on our Facebook page,

[www.facebook.com/littlesproutspreschoolgu/](http://www.facebook.com/littlesproutspreschoolgu/).

## **Classroom Birthdays**

Parents are welcome to provide a treat for the class. You may send the treat in with your child at drop off. Please contact me so we can make arrangements for your child’s special day. **Birthday Invitations:** I am more than happy to distribute invitations for you during class. The invitations must be for all of the students or all of one gender. We **will not** pass invites out to only a select few.

## **Holiday Events**

I will have signup sheets available for parents that would like to volunteer for our classroom parties. Preschool students will enjoy the following parties.

Fall Harvest ~ Christmas ~ Valentine's Day ~ Easter

## **Field Trips**

Field trips are planned throughout the school year.

Parents/guardians will be required to provide transportation to and from all locations. At this time, field trips will be determined at a later date. We will be sending home more information as we start the school year.

## **Donations**

Our classroom uses many supplies. We would appreciate any donations that are able to be made to our preschool! Some examples include: Classroom Snacks (Peanut-Free Guideline) / Crayons / Glue Sticks / Pencils / Baby Wipes / Hand Soap / Disinfecting Wipes / Disinfecting Spray Cans. Please send any donations in with your child at drop-off. We graciously thank our families for any donations, we couldn't do it without you!!

## **Tuition**

Tuition is due the FIRST WEEK of each month. For your convenience, you will be provided with 9 monthly envelopes. Please place envelope with monthly tuition **inside your child's folder**. If tuition is not received by the first week of the month, a reminder will be sent home. Any tuition not received by the end of the month will result in student dismissal the following month. If you have any financial concerns, please contact me immediately so we can create a plan that will work for you. Tuition can be paid by cash, check, or money order. All checks or money orders should be made payable to Little Sprouts. There is a \$25 returned check fee on any checks returned due to insufficient funds.

## **Classroom Management**

Part of our mission at Little Sprouts Preschool is to encourage students to have a sense of community and foster meaningful friendships. Students will be evaluated daily regarding classroom behavior. Positive behaviors will always be encouraged and reinforced throughout the year using a reward system. Any student demonstrating negative behaviors will receive a Traffic Light Behavior Slip. This will come home in your child's folder. Should you receive one of these slips, please use it as an opportunity to discuss the importance of making good choices at school.

Little Sprouts Preschool has a strict **Zero Tolerance** policy for students and parents/guardians. Any student may be dismissed at any time during the school year at the discretion of the administration. Any student or parents/guardians that violates our policy may be subject to immediate dismissal. Behaviors that may result in dismissal include but are not limited to:

- 1.) Bullying of any kind (physical or verbal).
- 2.) Physically aggressive behavior, including, but not limited to shoving, kicking, biting, pushing, and hitting.
- 3.) Disruptive school behavior, including, but not limited to excessive shouting, aggressive or disrespectful behavior.

## **Dress Code**

Preschool can be very messy. Please dress your child in comfortable clothing as we will be moving and playing throughout the day. Always send in a light jacket as well, as we will be enjoying the outdoors during the nicer months. For the safety of your little one, please do not send them in flip flops. They can be a tripping hazard. Also, note the monthly calendar for paint days. We have paint shirts for each child here at our school.

## **Potty Training**

Prior to the start of the school year, your child must be potty trained and self-sufficient in the restroom. We understand that accidents happen, so please pack a change of clothes in a zip lock bag and we will keep it at the school for the year. For the safety of our staff and students, we are unable to change students that have an accident. In the event your child has an accident and cannot change him/herself, we will notify you. If your child cannot button or zip, please ensure they are wearing elastic type waist pants. Finally, please ensure we have the best and most up-to-date contact information for you during preschool hours.

## **Ring Door Bell System:**

Little Sprouts Preschool utilizes the Ring system at the door. When dropping/picking up your child, you will notice the small device hung to the right of our door. If the situation would ever arise that you need to pick up your child early, please ring the doorbell button on the device. This will function as both a doorbell and video camera and alert the teachers that someone is at the door.

## **First Day of School Checklist**

- ✓ Full size backpack
- ✓ Water bottle filled with **water** only
- ✓ Ziplock bag with complete change of clothes
- ✓ Your child's folder (which will be sent to/from school daily)
- ✓ Sign up for Remind, text code to 81010  
(*Little Learners Class: @eg22g98 / Pre-K Class: @3ka728*)
- ✓ Join Facebook page  
([www.facebook.com/littlesproutspreschoolgu/](http://www.facebook.com/littlesproutspreschoolgu/))
- ✓ No toys/trinkets from home

# **Thank you!**

**We are so excited for a wonderful year  
with your child at Little Sprouts Preschool!**

Melinda Tanner, Director

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