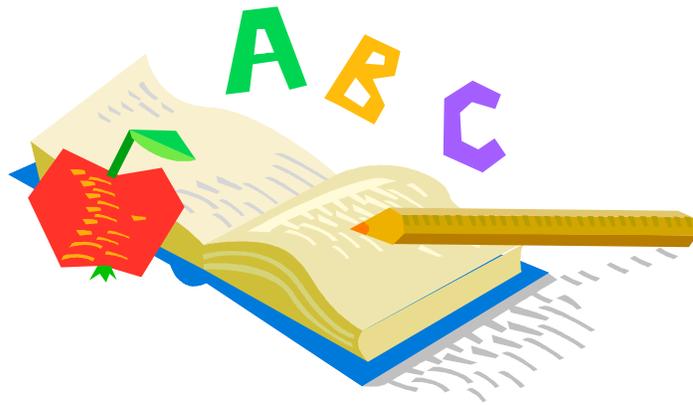


# Louisville Preschool Handbook



2016-2017

## Welcome!

The staff at Louisville Preschool would like to welcome you and your child. We understand that you, the parent, are your child's first and most important teacher. Our goal is to provide an environment to build upon the foundation you have laid. We are here to serve as a partner with you to encourage your child's growth and development. Together we can make a great team!

## Philosophy

We believe children are unique individuals who develop skills at their own rate. What your child CAN do will be the starting point in developing your child's program.

Children need a structured, child-directed environment that fosters cognitive, social, self-help, physical, and communication skills. We believe in a process-centered approach. What is important is the process by which children discover and learn rather than the end product.

## Communication

Communication is very important to the success of our program. The following are ways for us to share information with each other:

Phone Number: (402) 234-4215 ext. 104

Staff: Mikaela Collins: [mcollins@esu3.org](mailto:mcollins@esu3.org)  
Preschool Teacher

Julie Nye: [jnye@esu3.org](mailto:jnye@esu3.org)  
Speech/Language Pathologist

Angie Sensor  
Paraprofessional

Melissa Bruce  
Paraprofessional

Sandi Hanson  
Paraprofessional

**Daily "What have I learned today...." sheet:** A "What have I learned today" sheet will be sent home with your child each day in a folder. This sheet shows activities that your child was involved in and his/her reactions. It can be used to address questions or concerns that you might have. It is also a great tool to help your child tell you about their day. Please return the folder to school each day.

**Parent Teacher Conferences:** There will be two opportunities to meet with your child's teacher throughout the school year to discuss your child's progress. Louisville Preschool uses Teachings Strategies GOLD individual child reports to summarize information to share with each of the families during fall and spring conferences. Each family is given an end of the year report in May.

**Preschool Hours:**

Monday-Thursday

A.M. 8:05-11:20

P.M. 12:15-3:30

**Tuition:**

For those families with a child(ren) participating in our preschool program as a neighborhood child, your tuition payment is due no later than the 5<sup>th</sup> of the month. Please make checks payable to: Louisville Public Schools

**Clothing:**

Sturdy shoes and play clothes are necessary for enabling your child to participate freely in all preschool activities. **Please provide your child with an extra change of clothes, including socks and underwear, incase of an accident.** This set of extra clothes will remain in the child's backpack. If your child is in the process of potty training, please send diapers or pull-ups for your child's daily needs.

**Transportation:**

Preschool staff will meet in the circle drive to assist children from/into parent vehicles and school district buses at the beginning and close of the preschool day. Please notify the office if your child will be absent. **Also, we ask that you drop-off and pick-up your child no more than a few minutes before or after our scheduled session time.**

**Snack:**

We offer a daily snack time. This is a wonderful time to promote communication and social skills! We ask that you sign-up to bring snack four times out of the school year.

**Birthday/Celebrations:**

Birthdays are very special in preschool. Families are welcome to bring treats for snack time. Celebrations of half birthdays (summer) are welcomed as well.

**Field Trips:**

Occasionally walking field trips are planned for our preschool children. This gives them an experience outside of the classroom. You will be notified in advance if we are ever to leave the school grounds regarding date, time, and location.

**Curriculum:**

The preschool curriculum encompasses The Nebraska Early Learning Guidelines for children ages 3-5 and utilizes OWL: Opening the World of Learning. OWL is a comprehensive pre-kindergarten program that helps children engage in purposeful and playful learning experiences and develop academically, socially, and emotionally. You will receive a newsletter at the beginning of each week highlighting our classroom activities.

**Assessment:**

We will be using Teaching Strategies GOLDS, which measures the knowledge, skills, and behaviors that are most predictive of school success. The primary purpose of Teaching Strategies GOLD assessment is to observe and document children's development and learning over time.

**Preschool Rules:**

1. Walking feet
2. Share toys
3. Quiet voices
4. Hands to self
5. Eyes watching
6. Ears listening

## **A.M. Daily Routine**

8:05-8:20 Morning Meeting  
8:20-8:35 Literacy Circle  
8:35-9:40 Centers  
9:40-9:45 Clean Up  
9:45-10:05 Snack  
10:05-10:20 Story Time  
10:20-10:45 Outdoor Time  
10:45-11:00 Science & Social Studies Circle  
11:00-11:15 Math & Handwriting Circle  
11:15-11:20 Wrap Up Your Day

## **P.M. Daily Routine**

12:15-12:30 Morning Meeting  
12:30-12:45 Literacy Circle  
12:45-1:50 Centers  
1:50-1:55 Clean-Up  
1:55-2:10 Story Time  
2:10-2:30 Snack  
2:30-2:45 Science and Social Studies Circle  
2:45-3:00 Math & Handwriting Circle  
3:00-3:25 Outside Time  
3:25-3:30 Wrap Up Your Day