

# Little Flyers



Handbook  
2019-2020

## **Introduction**

### **Mission**

Welcome to Little Flyers!! The mission is to partner with families and the community to educate children in a safe and nurturing environment by providing instruction that creates a foundation for future academic success, social-emotional well being, and exemplary citizenship.

## **Program Options**

We have several options for your child within our Little Flyers Daycare. We recognize that some families may need or prefer a full day option and some may prefer a half day option. Both of these options are available but priority will be given to full day participants. The amount of tuition charged is figured on the number of days and the hours the child is in attendance. Little Flyers serves three to five year old children. Students must be at least three years old by their start date. Employees of Monroe School are allowed to enroll their children in the program regardless of Monroe district residency. If the program is not filled by Monroe district residency students, it will be opened up to outside district residence.

Program	Hours	Cost
Full Day (PM Extended Day included)	8:00-3:00	\$32 per day
½ Day Morning or Afternoon	8:00-11:00 or 12:00-3:00	\$15 per day
Extended Day PM (½ day students)	3:00-5:30	\$9 per day

### **Extended Day Program**

The Extended Day Program provides after school care for children who attend both Little Flyers and Monroe. The intent of our program is to provide a positive alternative for non-school hours after school. Children can participate in a relaxed atmosphere with the opportunity to choose from self-selected or planned activities (outdoor or indoor games, art activities, reading, technology, and crafts).

### **Enrollment**

The classroom enrolls up to 20 children per day. Enrollment is open to children who are three years of age before August 20, 2019. Children must also be potty trained. Open enrollment spots will be filled with families who reside within the Monroe School district first. If there are still available spots, then outside the district students will be accepted. When registering, evidence documenting permanent residency, such as tax bill, home ownership/lending institution statements, utility bills, and lease agreements, must be submitted and kept on file. The waiting list for the current year is used to determine who will be accepted for enrollment. The waiting list is organized on a first to apply first on the list basis. Parents are given official notification of acceptance into the program by a letter from the school stating the days and times of attendance requested by the parent/guardian. Applications for enrollment will be accepted throughout the year. Enrollment is prioritized in the following order:

- 1) Full Time (5 days a week)
- 2) Full Time (3 days a week with an equal amount of students attending 2 day a week)
- 3) ½ Day with an equal amount of morning and afternoon students

When enrolling your child, a fee of \$25.00 will be collected. This fee is non-refundable and does not apply toward tuition.

### **Payment Information**

When officially signing your child up for the program, it is expected that all families will agree to automatic payments. By agreeing to automatic payments, the district will automatically charge your credit card for the full amount if a payment is not received. Essentially, we will send you a bill for the month on the last working day.

### **Nap/Rest Time**

Rest time is an important opportunity for growing, active children to re-energize. This is also a time for teachers to regroup, clean, do paperwork, discuss the day's activities, and plan future curriculum for the class.

All children who are enrolled in the full day program rest after lunch. Children are asked to rest but are not required to sleep. Children are helped to relax by a variety of methods: darkened room, soft music or story tapes, rubbing backs, etc. Non-nappers are asked to rest quietly on their cot for 30 minutes. After that, they may get up and participate in quiet activities. We will try to accommodate parent requests to individualize a child's rest routines. Please discuss specific accommodations with your child's teacher.

### **Children's Health Records**

All children are required to have an approved physical and immunization examination form completed by the child's physician on file by the first day of attendance. If your child is returning to our program and we have a current physical form on file with updated immunizations, we will not need another. A "Certificate of Child Health Examination" (physical that is dated no more than six months prior to entering the Center), including the dates of all immunizations required by the Health Department: polio, measles, rubella, mumps, diphtheria, pertussis, tetanus, HIB, Hepatitis B, & varicella (chickenpox) or proof of immunity. It should also include TB skin test results (if tested) and lead risk assessment information. This document is valid for two years. **A child without a physical and immunization form completed will not be eligible to attend until the forms are completed and turned into the office.**

Upon enrollment, an original birth certificate (obtained by the county, not the hospital) will need to be submitted to the school office. **It will be kept on file for kindergarten enrollment.**

### **Withdrawal Information**

Parents are required to give a minimum of a two week notice in writing prior to withdrawing their child from the program. If your child starts the month, you will be charged for the full month. This allows time for the staff to update records, prepare classroom children, and say goodbye to the child. We feel that it is important to allow closure for the child and the class. If, at a later date, you would like to re-enroll your child, re-enrollment will be based on available openings.

### **Car Seat/Booster Seat**

Please transport your child (and other children in your vehicle) in the appropriate car seat or booster seat as required by law. All school personnel working with your child are mandated DCFS reporters which requires us BY LAW to report incidents of suspected or witnessed abuse, neglect or child endangerment. Please do not put us in this very uncomfortable position of having to make a DCFS report on behalf of your child due to inadequate or inappropriate safety restraint. Thank you for your cooperation in this---we all want the best for your child!

## **Operational Information**

**2019-2020 School Calendar** - Little Flyers will follow the official Monroe school calendar with an extended summer. During the school year, if Monroe is closed due to inclement weather or emergency reasons then Little Flyers is also closed. In total, there are approximately 225 days Little Flyers will be open.

### **Arrival and Departure**

Arrival and departure is a busy time. Parents are asked to walk their child to their classroom. Please sign your child in at arrival and out at departure, unless they are in Extended Day Program.

### **Arrival**

During arrival it is very important to set up a routine that your child can follow every day. This provides your child with a sense of security. Please keep teachers informed about anything you think might affect your child's behavior at school.

When it is time for the person dropping the child off to go, tell the child you are leaving, and say "Good-bye." If your child is having difficulty separating, signal a teacher for assistance. Feel free to call us later if your child is upset when you leave, and we will let you know how he or she is doing.

### **Departure**

If someone we do not know is to pick up your child, please inform the teacher in writing. This person must be listed as authorized to pick up your child on the enrollment paperwork. Remind the authorized person that we may ask for picture identification to insure your child's safety.

### **Emergency Dismissal**

Snow Days- We will follow the same schedule as the rest of the school district. If Monroe calls off school, Little Flyers School will NOT be in session either. If it becomes necessary to cancel classes, we will use our AlertNow system to notify parents. The radio and television stations will also be notified as soon as the decision is made.

In the event of an EMERGENCY which may affect the safety of the students and EARLY DISMISSAL is necessary, we will utilize the AlertNow messaging system as well as radio and television stations. Transportation will be provided for bus riders.

If a major catastrophe (tornado/earthquake/etc.) would occur at school or in the immediate area during the school day, all students will be kept at school (or at St. Anthony's Multipurpose Room) under the supervision of school staff, until a responsible adult as identified on each student's Emergency Sheet is able to come to pick up the student.

### **Picture/Video Release Form**

We need to have your permission for the following: publish pictures of your child in newspapers, newsletters, or the school website and Facebook page, and to videotape your child during classroom observations.

### **Illness**

Little Flyers School is a program for well children. Your child will not feel like participating and may expose classmates to a contagious illness if he/she:

- Has a fever
- Has vomited within the last 24 hours
- Has infected (yellow or green) secretions from nose or eyes
- Has rash of suspicious nature

Please do not send your child to school if you think they are ill. If they become sick at school, we will call immediately. We will try to make your child as comfortable as possible while they wait for your arrival.

### **Lice**

To help prevent the spread of head lice, Little Flyers School will use the following procedures.

- A child who is found to have lice will not be allowed to remain at school. He/she will be sent home immediately. Information for treating lice will be sent home with the child.
- The child's hair must be treated with a special shampoo from the pharmacy or from your doctor.
- The child must be accompanied by a parent when returning to school. The child will be checked for lice again before being allowed to remain at school. Nits must be removed for the child to remain at school. If live lice or nits are found, the student will need to return home.
- The parent must bring in the box top from the lice treatment as proof of treatment.
- It is recommended that the child receive a second treatment of the lice shampoo 7-10 days following the initial treatment.

### **Attendance**

If your child is going to be absent, please notify the teachers or the office as soon as possible by calling 309-697-3120.

### **Lunch**

If your child is attending Little Flyers full day, your child will have the choice of lunch provided by the school or you may bring in a lunch from home if your child does not enjoy the lunch offering for the day. A monthly lunch menu will be sent home with your child.

## **Guidance and Discipline**

One goal of the Little Flyers School is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors guides the staff in their interactions with children.

Young children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors. Therefore, children need to be encouraged to make good choices and to be prevented from harming themselves or others. This can best be accomplished through close supervision, gentle guidance, or redirection.

Children need to learn to identify and express their feelings. However, often this requires the caregiver to acknowledge the child's response to the situation, and help him/her use appropriate strategies. For example, if we see a child about to hit another child for taking a toy away, we will prevent that child from hitting the other and say, "It looks like you want to keep the truck", and provide an alternative to hitting. We will also help the child understand the other child's point of view. "I see that Tommy is playing with the truck you had. It looks like he wants it too. Can you tell him that you are playing with it?" Through this method, children can begin to learn about the intentions of others and we hope to prevent one child from hurting another and at the same time help that child to learn to identify feelings and verbalize expectations. Small children are very egocentric. As a result, they are not yet capable of understanding the concept of sharing and taking turns. Therefore, it is our responsibility to lend guidance through redirection to other activities when conflict situations occur

An additional strategy used with older preschoolers and school-age children is to help them learn how to solve their own problems and resolve conflicts. Teachers provide support and guidance as children develop and practice these skills. The staff at Little Flyers School recognizes that similarities in principles at home and at school make children more successful in their experiences.

## **Discipline Strategies**

- Maintaining realistic expectations of children based on knowledge of child development.
- Providing clear and simple limits.
- Planning an environment that facilitates a caring atmosphere.
- Providing appropriate activities that keep children engaged to prevent challenging.
- Modeling appropriate and respectful behaviors.

- Redirecting inappropriate behaviors toward desired outcomes
- Giving children choices between two appropriate alternatives.
- Encouraging children to work together to solve problems.
- Encouraging children to use their words to solve problems or to elicit peer cooperation.
- Guiding children away from the situation until they are able to calm down and address the problem.
- Conflict resolution: When there is an ongoing behavior concern, teachers will contact the child's parents. Communication may be in the form of informal or formal parent-teacher conferences or written behavioral reports. If a conference is scheduled, the parent and teacher will discuss strategies to promote appropriate behavior, and develop a plan for change. If the problem is not resolved, the child may be removed from the program. It is our intent to work together with families to promote a positive experience for their child. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in a group program, and recognize that the program may not be equipped to deal with all circumstances underlying certain behavioral issues.