

Parent Handbook

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**Mission Statement**

Little Wings strives to provide a safe, nurturing, and developmentally appropriate environment that stimulates social, emotional, and academic growth.

**Hours of Operation**

Monday-Friday

7:30 AM to 5:30 PM

\*Class Times\*

8:15-11:15 and 12:15-3:15

*Preschool*: Tuesday’s and Thursday’s

*Pre-k*: Monday’s, Wednesday’s, Friday’s

 Please arrive a few minutes before class to check child in at kiosks. Pick up is at 11:15 AM and 3:15 PM for class. You may wait in the lobby for your child to be released from class and check them out. Students will be ready and lined up to leave. If in extended care you may go to the E.C. room to pick up or drop off and check in/out child.

\***Late Pick Up- subject to $15 fee after 10 minutes and $1 per minute after the first ten minutes.**

**Expectations for the Year**

Our goal for your child is to feel comfortable, safe, and to find the joy of learning. By the end of the year, we want to make sure the children have made friends, learned socially appropriate behaviors, expand their creativity and feel happy about their time here. Pre-K students will learn to socialize, write numbers and letters, sight words, and so much more to feel completely ready for kindergarten. Mutual respect for ourselves, others, and our environment are an added bonus of being at Little Wings. We look forward to an amazing year with all our students and families!

We want to encourage each child and family to work together on learning letters, numbers, and make sure to READ together!

We ask that backpacks are brought and folders are checked and returned daily.

**Tuition**

Enrollment fee is a non-refundable $100 per student.

Payments are due on Mondays. Preschool is $55/week. Pre-k is $75/week. School + Extended care: 5 days- $225/ week, 3 days- $180/week, 2 days- $120/week.

**Late/Returned Payments**

A $25 fee can be assessed for returned checks/auto payments. If tuition is not paid by Wednesday of current week, a $5 per day late fee can be added, up to $25. If payment is still not received this will affect child’s ability to remain in the program.

**Sibling Discount**

We offer a sibling discount of 15% off additional child(ren). Discount is applied to the lesser tuition cost.

**Payment Options**

Tuition is pulled by auto payment on Mondays from a checking account, credit card, or debit card.

**Termination**

We ask for a 2-week notice if you would like to pull child from class or extended care. No refunds will be given for missed class time, pulling without notice.

**Referral Program**

We hope that this year proves what a wonderful place this is for your child and others! Any feedback is always welcome and we hope that you enjoy it so much you want to tell your friends! By doing so, we’d love to give something back to you as well. With being a small business, we would greatly appreciate any referral so we can continue to help grow our community with the lives of the young ones around us!

Here’s how it works:

\*\*Refer a friend to enroll with Little Wings and you will receive a free WEEK of tuition! 😊

\*\*Did your child graduate pre-k and heading to kindergarten? I’d still appreciate the referral! If you have a friend enroll their child, you will get a **$25 visa gift card** on us! 😊

All you need to do is refer a friend and make sure they mark down that they heard about us from YOU!

Again, any feedback is greatly appreciated and will be taken to improve our program!

**Discipline Policy**

**Physical Harm**

If child causes intentional physical harm to self or another child, we will take steps together to improve the behavior. Parents/guardians will be notified for all children involved. Child will be placed in cool down area and will talk through the situation with teacher. If behavior continues parents and teacher will have a sit-down meeting about steps to take to stop this behavior. If behavior does not subside after meeting with parent’s, child may be removed from class as a last option.

*Steps we will take together:*

Child and teacher will make an action plan to improve and focus on kind behaviors. Child may lose privileges if we cannot stop the physical violence.

Child, parents, and teacher will discuss what we can do to help improve at school and at home.

Child, parents, and teacher will make an action plan if behavior does not improve.

\*We have an open-door policy at Little Wings. If you ever have a concern, you may reach out any time and we will work through any issue together. \*

**Communication**

**Brightwheel**

Brightwheel is our free communication app. Updates, pictures, schedules, calendars, and important information will all be relayed through the messaging center.

**Conferences**

We will have conferences for pre-k students in March in which we will discuss your child’s progress through the year. We will let you know what we are working on, where you child is currently, and how far they have come. We will keep their portfolios until year end.

If you ever have any concerns or questions, we can set a meeting anytime! We are always available to make sure your child gets the most out of the school year.

**Illness/Sick Policies**

If your child is experiencing any of the following please do not bring them to class:

1. Fever of 100.4 degrees or above within the last 24 hours

2. Diarrhea-more than 3 stools in one hour or within the last 24 hours

3. Vomiting-within the last 24 hours

4. Pink Eye

5. Chicken Pox

6. Head Lice- do not return until child and the home have been treated

7. Any other communicable disease

**Sent Home/Returning**

If your child is experiencing any of the above symptoms or acting out of their normal behavior (overly tired, drowsy, stomach pains) we will contact a parent or guardian to have child picked up if necessary.

Guardians may not bring their children back to school before 24 hours without a signed statement from a physician stating your child is not contagious to the other children.

If children come to school and develop an illness that makes them unable to function happily, the guardians will be called to pick them up. Children need to be removed within one hour from the time of the call. Guardians of sick children will try to be notified first. If we are unable to reach them, we will call the emergency contact. Children that are ill will be separated from the other children and allowed to rest until picked up.

**COVID-19**

 If your child receives a positive test, they will have to follow the CDC guidelines and quarantine. If they come in close contact, we will discuss options- however, it most likely will result in a close contact quarantine as well. We believe each situation is different and will be treated accordingly.

**Medications**

Medications will only be administered with the written consent of the parent or guardian. All medications will be placed in a locked container. A medication sheet must be on file and signed by the parent/guardian. Medications must be in original container and marked properly with the child’s name, date, and correct dosage. All medication must be given to the teacher. This includes over-the-counter meds. We are not able to keep medication on hand for possible illness (Tylenol, cough medications, etc.).

**Immunization Records**

 Each child must present a current immunization record in compliance with the state of South Dakota to be enrolled. If you have chosen not to have immunizations it could lead to dismissal of programs.

**Reporting of Contagious Diseases**

 Contagious Diseases will be reported to the state health department upon knowledge of illnesses to include but not limited to: COVID-19, chicken pox, influenza, etc.

**Supplies/Nutrition:**

**Each child will have a take home folder. Please bring this and backpacks to each class.**

**Extra Clothing**

Please have a bag inside backpack with an extra pair of clothes (shirt, pants/shorts, undies) labeled with child’s name. (Gallon baggy works great!) Although our kids are toilet trained, accidents may happen!

**Weather Appropriate Wear**

As we know South Dakota’s weather changes about every 10 minutes! Please be cautious when packing your child for the school day. We go outside daily unless weather does not permit it. If below 20 degrees we will not go out.

*Fall Gear:* light jacket, hat and gloves if necessary. Rain boots are a great choice for when it’s wet out, but not required.

*Winter Gear:* snow boots, snow pants, gloves (not the cotton kind please, they soak through and kid’s hands get too cold), and hats are required to play outdoors.

* *Please bring a change of shoes to wear indoors during winter months.*

**Snack Calendar/Birthday’s**

Our classes will follow a snack calendar each month. Children’s names will rotate each class. On your child’s snack day, they will also get to be the classroom helper and do **show and tell**. We ask that snacks try to be in a healthy manner and that “special” treats such as cookies, cupcakes, cakes, remain only on their birthday snack day. We celebrate summer birthdays on the child’s half birthday.

We will have the snack calendar/events in your child’s take-home folder or on Brightwheel each month. It will also list how many snacks to bring for your child’s class and if there are any allergies to be aware of.

**Meal Time/Nutrition**

Breakfast is served between 7:40 am – 8:00 am. Lunch is served at 11:30 am – 11:55 am. Afternoon snack is served at 2:30 pm. We are a NUT FREE school. Breakfast/Lunch menu will be shown in the lobby for the current week. If child wishes to bring lunch from home it must be compliant with our NO NUT policy. Lunch from home must be kept in lunchbox with icepack to keep chilled. No hot lunches from home.

 Dialed in Nutrition caters our nutritious lunches daily! Our meals include all the necessary proteins, whole grains, veggies, fruit and milk for a healthy diet!

**Contact Information**

You may contact us anytime with questions or concerns regarding your child and their education. I am always available and will return messages, calls, texts, emails as soon as we are able.

Little Wings Phone Number: 605-413-1487 (you may call or text this number)

*Mel Wehrkamp (Director)*

E-mail: mel@littlewingspreschool.com

*Jena Farr (Asst Director)*

E-mail: jena@littlewingspreschool.com

*Ashley Groskreutz (Lead Teacher)*

E-mail: ashley@littlewingspreschool.com

***Thank you so much for trusting us with your child this school year! We promise to make it a fun, enriching, educational, and loving place for your child. Here’s to a great year!***