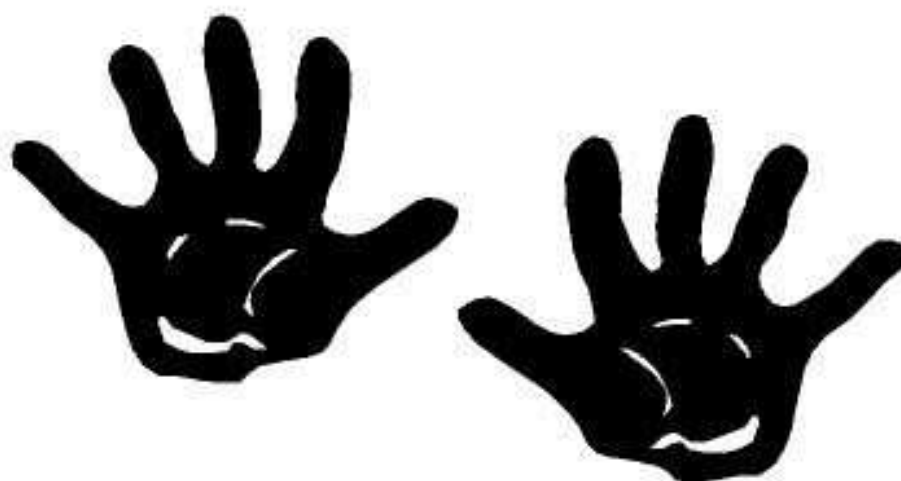


Lollipop Lane Preschool



**Where learning & fun
go hand in hand!**

Handbook

Lollipop Lane Pre-School

In 1972, a group of mothers met for the purpose of establishing a pre-school for children in Holton and the surrounding communities. Lollipop Lane Preschool provides children a group experience in which they may become aware of and appreciate the world around them. They are given an opportunity to learn, to share and cooperate with their classmates. The curriculum is based upon the skills that need to be mastered before entering kindergarten. The pre-school is located in the First United Methodist Church at 1401 W. 4th in Holton. Students and parents may enter from the southeast doors.

Accreditation

Lollipop Lane is a state licensed facility through the Kansas Department of Health and Environment (KDHE) and maintains the standards prescribed by the state.

Teachers

The school provides well-qualified teachers who know how children grow and feel and who are skillful in guiding them into wide experiences and meaningful relationships. This opportunity for academic, social and emotional growth is enhanced as teachers and parents work together. Each class includes up to 20 children with a lead teacher and the assistance of one teacher aide.

Curriculum

Lollipop Lane uses a play-based curriculum designed to meet the skill expectations needed to be mastered by kindergarten. Curriculum activities are aligned with the Kansas Early Learning Standards designed by the state for preschool aged children. Students engage in a variety of activities daily including dramatic and creative play, supervised games, music, fine motor activities (cutting, pasting), pre-reading activities (phonemic awareness and letter/sound recognition), pre-math activities, pre-writing activities, stories, outdoor play, show-and-tell, and snack time. Engagement in these activities helps children to improve social skills, fine and gross motor skills, and grow both cognitively and academically. Children should wear play or casual clothes, as there will be outside playing, painting, etc.

Discipline Policy

Lollipop Lane Pre-school has limits and rules to maintain safety for your child in an orderly classroom atmosphere. These rules are clearly defined and consistently maintained. If a child forgets or breaks one of the rules, he/she is reminded in pleasant, but firm voice. The teacher will give a positive suggestion as to what activity he/she may do instead. If after one warning, the child continues, he/she will be placed in a chair and told to stay there for one minute for every year of age. If the inappropriate behavior continues to be a problem, the teacher will notify parents.

Conferences

Optional parent/teacher conferences will be held in the fall and spring, or at parent request. Parents are always welcome to visit our pre-school. We need and welcome the active participation of both parents.

Birthdays

Birthdays are celebrated at snack time. If you plan to provide treats for your child's birthday, please let the teacher know ahead of time. A child, who has a birthday during a non-school day, may choose a day during the school year on which to celebrate his/her birthday. Parents are welcome to observe their child at any time and especially on the child's birthday.

Personal Possessions

The school is well supplied with toys, books and play equipment so we ask that children not bring any toys from home.

Classes

Lollipop offers two pre-kindergarten classes on Monday/Thursday. A 9:00 AM to 11:30 AM class and a 12:30 PM to 3:00 PM class. A Tuesday/Friday 9:00 AM to 11:30 AM class may also be formed if the need exists. Three-year old classes are also offered on Wednesdays from 9:00 AM to 11:30 AM and 12:30 PM to 3:00 PM.

Lollipop also offers classes on Tuesdays for any student enrolled in one of the above classes whose parents would like their child to have additional instruction. Preference will be given to those students who will be attending kindergarten the following year.

Doors will open five minutes before the class time. Children should be picked up no later than five minutes after class ends. The pre-school will observe the holidays that USD #336 observes. These dates are included in the monthly newsletter. The pre-school will follow USD #336 closings due to inclement weather.

Enrollment

Any child in the surrounding community between the ages of three and six years and not attending kindergarten is eligible to attend Lollipop Lane. Any vacancies occurring during the school year will be filled from the appropriate waiting list. A \$15.00 non-refundable admission fee is to be paid when your child is enrolled. You will also need to pay your child's first month's tuition. Parents of current Lollipop Lane students may pre-enroll siblings that will be attending next fall in advance and do not have to attend pre-enrollment in May. Enrollment forms will be sent out to current students who are pre-enrolling for the falling year.

Discrimination Policy

The Lollipop Lane Nursery School Inc. admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Tuition

Tuition is \$20.00 a month for one day a week, \$40.00 for two days a week, and \$60.00 for three days a week. Monthly tuition is due on the first of each month. Your first tuition payment is due on September 1st. You will pay tuition each month through April. It is fine to pay more than one month of tuition at a time. Checks should be made payable to Lollipop Lane Pre-school and mailed to Lollipop Lane Pre-school, PO Box 208, Holton, KS, 66436.

Lollipop is a non-profit organization that is funded only by tuition. Tuition covers salaries, equipment, supplies, and utilities. We ask that you pay your tuition in a timely manner.

Late Policy: *If you are one month behind and after notification, if tuition is not paid by the tenth of the following month, your child's spot will be given to a child on the waiting list. **Lollipop also has a \$30 returned check policy.***

Returned Check Fee

A returned check fee of \$30.00 will be charged for ALL returned checks. After one insufficient check, cash or money order will be required for all future payments.

Drop Out Policy

Should it be necessary for your child to drop out of school, notice must be given two weeks in advance to the teacher so that vacancies can be filled from the waiting list. Reimbursement of paid tuition (full or partial) will be refunded only if the teacher has received the two-week notification.

Transportation

The teacher must know of car pool arrangements, permanent or temporary. If on occasion a neighbor, friend or daycare provider comes for your child, the teacher must know of your plans. Children will never be allowed to leave with any unauthorized person.

In Case of Emergency

Parents are required to provide and update the emergency contact form completed during enrollment. We do not anticipate emergencies, but we must be able to act quickly in any event.

Fire and Tornado Drills

Once a month in each class the school sets aside a time to discuss and practice fire drills. In case of a fire, there are several exits to the pre-school and the children practice using them all. Tornado drills are practiced as well. In case of a tornado, the children are taken to the southeast men's restroom. The Jackson County Civil Defense Department has found this to be the safest place. If weather is threatening, you may pick up your child at any time. However, if the sirens have gone off, we suggest you stay home.

Health and Absences

All students' vaccinations need to be up-to-date before entering pre-school. You will receive a health form to be signed by your child's physician and brought or mailed to the school prior to the child's admittance on the first day of school. Please mail to Lollipop Lane Pre-school, PO Box 208, Holton, KS, 66436. **The health forms must be on file prior to the first day of school per KDHE regulations (August 1st is the date forms are due to the school). If not on file, your child will not be able to attend.** If your child is suffering from a cold/flu or other contagious (i.e. head lice, chicken pox, pink eye, strep throat) disease, keep him/her at home and notify the teacher of his/her illness. Reasons to keep your child at home are (1) a temperature or upset stomach within the past 24 hours, (2) a rash or other skin eruptions, (3) discharge from his/her eyes or ears, (4) evidence of a new cold/flu.

If your child is brought to school with head lice or chicken pox, they will be sent home immediately and not allowed to return without written notification from his/her doctor or the county health department. Lollipop Lane Pre-school has implemented a no nit policy on head lice. All nits must be removed before they return to preschool.

The Department of Health and Environment (KDHE) emergency procedures are posted. If your child becomes ill or has an accident at school, the following steps will be taken:

1. A teacher will call the parent at home or work to make arrangements for the child to be picked up from school.
2. If a parent cannot be reached, emergency phone numbers that are listed on the child's enrollment form will be called.
3. If no one is available and medical attention is needed, a teacher will take the child to the Holton Hospital. Health assessment and emergency release forms will be taken to the emergency room with the child. The teacher will remain with the child until a parent or guardian assumes responsibility for the child's care.
4. If a teacher judges the child's condition is life threatening, an ambulance will be called and a teacher will remain with the child as in step #3.
5. If a teacher must leave the school, a substitute would be called to help with the remaining teacher with the other children.

If this policy does not meet with your approval, please notify the school and let them know what actions to take if your child is involved in an emergency.

*Updated & Approved by the Lollipop Board
February 2012*