

WELCOME TO LOLO PRESCHOOL AND CHILDCARE!

Congratulations on choosing the best for your child! Together, with great families like yours, we have been providing quality care and education for young children in Lolo and the Bitterroot Valley for over 40 years.

We strive for excellence in the field of Early Care and Education and have been accredited by the National Association for the Education of Young Children (NAEYC), for 16 years. MT Department of Health and Human Services (DPHHS) administers the “STARS to QUALITY” program. We are the only childcare center in the state to reach level 5, the top level in the quality rating system. We plan to continue in our efforts to improve our services, meeting the needs of the children and families we serve.

Our teachers carefully guide your child's growth in all areas of child development; social, emotional, physical and intellectual. We are all life-long learners and hope to nurture and support that same desire for your child through fun activities that offer opportunities to build self-confidence and responsible behavior.

We appreciate family interest and involvement in your child's preschool experience. We have an OPEN-DOOR policy, and family members are welcome to join in our activities at any time. If you have questions concerning your child, please call to arrange a conference. Thank you for your interest and cooperation. We look forward to a successful, fun-filled and rewarding year with your child.

Lolo Preschool and Childcare Policies

PURPOSE and MISSION

The purpose of Lolo Preschool & Childcare, located in the “CASTLE”, is to provide half-day early childhood education, full-day quality childcare for working parents. It is the goal of our staff to provide a safe and nurturing environment where children can mature independently while being challenged and guided to explore the world around them.

LICENSE

Lolo Preschool is licensed by the state of Montana. The program is accredited by the *National Association for the Education of Young Children* and ascribes to the accreditation guidelines, www.naeyc.org. Lolo Preschool is a level 5-STAR childcare facility and is assessed annually by multiple agencies, <https://dphhs.mt.gov/hcsd/ChildCare/STARS>. Lolo Preschool is an equal opportunity employer and provider.

ENROLLMENT

Enrollment is available for children ages 3 - 6 years. Preference is given to children turning 3 before September 10. Children are expected to be capable of using the bathroom with only “rare accidents”. The trial period for enrollment is one month. Our goal is to insure to the best of our ability, that our program fits the needs and capabilities of your child.

DAYS / HOURS OF OPERATION

Lolo Preschool operates year-round, Monday through Friday 7:00 am – 6:00 pm. We are usually CLOSED these major holidays: Memorial Day, July 4, Labor Day, Wednesday + Thanksgiving + Friday, Christmas Eve + Day, New Year's Eve + Day, Good Friday and Easter Monday.

PARENT COMMUNICATION

Communication with families happens via mobile text, printed materials and social media. Lolo Preschool maintains a PrivateFB page displaying current photos of your child and others. Please be sure your correct mobile phone #'s are on file and contact the Director for access to the page.

FEES, BILLING, ABSENT DAYS

A registration fee of \$50 is required to secure your child's enrollment.

Preschool children who attend 8:30-11am only, who are absent for any reason, must notify the school by 8:00 am. A makeup morning will be allowed during the same month if space allows. An early/late fee of \$1/minute will be charged to preschool children before 8:20 and after 11:10 unless pre-arranged. Preschool tuition payments are due by the 15th of each month. A \$2/day fee will be assessed late tuition payments.

Full-day children missing a day must notify the school by 8:00 am to qualify for a partial day credit. This policy covers an unlimited number of days. Current account balance statements are available every Monday. A \$2/day late fee will be assessed if your bill is not paid in full by the 15th of each month.

Early/late fees will be charged to all children before 7:00am and after 6:00 pm at the rate of \$1 per minute.

PAPERWORK

The following forms must be on file prior to your child's first day of attendance.

- Contract for service (*preschool, *full day, *hourly or *summer)
- Emergency Contact Information
- Child History
- Immunization Record / Medical Check
- Over the Counter, OTC, Medication Authorization
- Permission / Emergency Procedure
- ***Federal Food Program Eligibility***

DAILY SCHEDULE

7:00 am	OPEN (\$1/minute charge before 7 am)
7:15-8:00	Breakfast / toothbrushing
8:30	Preschool Curriculum
10:30	Outdoor play
11:00	Preschool pick-up time
11:15	Story time
11:30	Lunch / toothbrushing
12:15	Outdoor play
1:00	Resting time
2:00	Early risers/quiet activities
3:00-3:30	PM Snack
	Free choice/indoors or out
4:15-5:00	Activity time (choice of Cooperative Game or Art Project)
6:00	CLOSE (\$1/minute overtime charge after 6 pm)

STAFF

Lolo Preschool teachers are registered with the Montana Early Care and Education Practitioner Registry and Career Path. They are fully immunized, free from TB and have been subjected to a criminal background check. Head teachers hold a Bachelor Degree or a Child Development Certificate in the field of Early Childhood.

Staff are required to complete at least 16 hours of training per year. In addition to this, they are also required to maintain certification in Infant -Child CPR, First-aid and Medication Administration. We address topics such as child assessment, child guidance, safety, confidentiality, family and community partnerships and professionalism at our staff in-service meetings and trainings.

NAEYC ACCREDITATION = *A national, voluntary system to measure the quality of childcare centers, preschools and kindergartens.*

Lolo Preschool has met the 10 standards of high-quality early childhood education since 2005!

1. Promote positive relationships for all children and adults to encourage each child's sense of individual worth.
2. Implement a curriculum that fosters all areas of child development; cognitive, emotional, language, physical and social.
3. Use developmentally, culturally and linguistically appropriate and effective teaching approaches.
4. Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.

5. Promote nutrition and health of children and protect children and staff from injury and illness.
6. Employ a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
7. Establish and maintain collaborative relationships with each child's family.
8. Establish relationships with and use the resources of the community to support the achievement of program goals.
9. Provide a safe and healthy physical environment.
10. Implement strong personnel, fiscal, and program management policies so that all children, families and staff have high-quality experiences.

Montana STARS to QUALITY

A 5-STAR rating system that evaluates and promotes

- Education, qualifications, and training
- High-quality supportive environments
- Leadership and program management
- Staff/caregiver-to-child ratio and group size
- Family/community partnerships
- Evidence-based program assessments

Lolo Preschool achieved a 5-STAR rating in June 2019!

BEHAVIOR

Positive Behavior Support

PBS is an approach to preventing problems by effectively teaching expected behaviors. Enforceable, *Love & Logic* statements can be heard from teachers often throughout our day.

We strive to create and maintain a safe learning environment for the children and to teach the social skills they will need in school and in life. Lolo Preschool is a pilot site for the Montana Behavioral Initiative and subscribes to PBS for children. We do not hurt, shame, belittle, threaten, coerce or force any child.

Lolo Preschool has a PBS team that meets monthly to talk about planning and training for staff. We like to have parents on our team. If you are interested, talk with your child's teacher.

What does PBS look like in my child's classroom?

Lolo Preschool has 3 behavior expectations:

Be Safe

Be Kind

Be Responsible



CURRICULUM

Lolo Preschool's curriculum provides a solid foundation on which children can build their knowledge, understanding and experience of the world through active play and manipulation of materials.

The curriculum includes models for health, safety, and nutrition, with respect and appreciation for the cultural diversity of the school community and the world.

Activities are planned that present the children with many opportunities to develop self-awareness and cooperation through independence and decision-making.

- Children develop social skills through large group, small group and individual activities and experiences. Children are challenged to examine, explore, investigate and internalize.
- Children gain language skills and pre-reading fundamentals, by being surrounded by a literacy rich visual and aural environment.
- Children develop math and science knowledge through activities involving symbols, quantities, spatial awareness, comparison, time/measurement, discovery, inquiry and investigation.
- Children have abundant opportunities for creative learning including art, role playing, music and stories.

IMMUNIZATIONS

Montana ARM 37.95.140; IMMUNIZATION's are required to attend Lolo Preschool.
There are NO exceptions allowed.

<https://dphhs.mt.gov/Portals/85/qad/documents/LicensureBureau/ChildCare/LicensingRequirementsforChildCareCenters.pdf>

CLOTHING AND SUPPLIES

Outdoor play is part of the program every morning and every afternoon. Please dress your child accordingly. Sunscreen, swimsuits, towels, and water shoes are required daily in the summer. In the spring and fall please bring children in warm clothes for morning recess and send a t-shirt and shorts for hot afternoons. Mittens, hats, snow pants, boots and dry indoor shoes are required in winter. All children should arrive at the castle in clothing that is appropriate for active and creative play. Accidents can occur as a result of art activities, meal times, outdoor weather, toileting, etc. Please save "dress" clothes for other occasions and keep extra clothing in your child's cubby at all times.

SUMMER ACTIVITIES

Summer schedules are available June 1st each year. Morning activities include arts and crafts and games oriented around a topic of the week.

The blacktop area reflects the sun on hot summer days. It is important that you give permission for teachers to apply sun screen to your child often. All children should have a set of extra clothes, towel, swimsuit, water shoes, and a labeled water bottle in his/her cubby at all times.

Please remember to LABEL ALL PERSONAL BELONGINGS!

MEALS AND SNACKS

Lolo Preschool participates in the Child and Adult Care Food Program through Montana's Department of Health and Human Services. All food is provided for your child at no extra charge and menus are approved according to USDA guidelines. This program helps keep food costs to a minimum while feeding high quality meals and snacks to the children. Filling out a yearly Income and Eligibility Form is required of every family.

Breakfast:	7:15 – 8:00	Items from two food groups + milk
AM Snack:	9:30	2 items; choose from bread / fruit / milk
Lunch:	11:40	Items from three food groups + milk
PM Snack:	3:00 / 3:30	2 items; choose from bread / fruit / milk

Our staff will make every effort to accommodate special diets and allergies. These must be noted on your child's emergency sheet and given in writing to the staff. Any allergies that require modification to our menu must be documented in your child's file along with a note from the child's doctor indicating why the modification is necessary.

Food brought from home for sharing, such as a birthday snack, must be commercially packaged - not homemade. We ask that you consider please nutritious snacks. Ask your child's teacher for suggestions.

*In accordance with Federal law and U.S. Department of Agriculture policy,
this institution is prohibited from discriminating on the basis of
race, color, national origin, gender, religion, age, or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights,
1400 Independence Avenue SW,
Washington, D.C. 20250-9410, or call (800) 795-3272 (voice).
USDA is an equal opportunity provider and employer.*

SAFETY

Please use the child restraint clip on the front gate for the safety of our youngest children. Ask your child to remain inside the gate while waiting for you when leaving the premises. Children should not be allowed to go to vehicles on their own no matter their age. Older children should model behaviors for younger children. Please refrain from letting your vehicle idle in our parking area while you enter the building. Vehicle fumes are unhealthy for everyone.

Lolo Preschool staff are trained in emergency procedures and conduct practice drills with the children on a regular basis. To view copies of our Emergency Preparedness Plans or other policies ask the Director.

Our teaching staff is required by law to report suspicions of child abuse or neglect to Child Protective Services. Suspicion will be determined based on documentation by teacher and consultation with the Director. Every effort will be made to discuss the situation with families prior to making a report.

EMERGENCIES

All staff hold American Heart Association Infant/child CPR/First Aid cards. Lolo Preschool follows policies for first-aid consistent with recommendations from the AHA.

These policies include, but are not limited to:

1. Attempt to contact a parent or guardian.
2. Attempt to contact any of the persons listed on the emergency information forms.
4. If we are unable to contact any of the above, we will do any or all of the following:
 - a. call Lolo Family Practice
 - b. call Lolo Dental Clinic *(if appropriate)*
 - c. call MT Poison Control Center at 1(800)222-1222
(if suspected of ingesting a toxic substance)
 - d. call an ambulance. 911
5. The school **will not** be responsible for anything which may occur as a result of false information given at the time of enrollment.
6. The school **will not** assume responsibility for a child who is not signed-in upon arrival for the day.

BE SURE YOU HAVE READ and understand the Lolo Preschool EMERGENCY PREPAREDNESS PLAN posted by the KITCHEN!

MEDICATION AND ILLNESS

To minimize the chance of exposing other children or teachers to illness, please keep your child home if s/he is ill or not feeling well enough to fully participate in regular activities. Children may rejoin the group when they have had no symptoms of contagious illness for 24 hours without a fever reducing medication. Children may return after antibiotics have been given for 24 hours.

If your child becomes ill during the day you will be called. Please cooperate by picking up your child within an hour of the call. As you can see the physical environment of the castle leaves very little space for isolating a sick child.

Children with the following symptoms should be excluded from group childcare:

- Fevers of 100 or greater without medication
- Vomiting or diarrhea.
- Strep throat
- Impetigo
- Bacterial conjunctivitis (pink eye)
- Generalized rashes over multiple body parts
- Chicken pox (until all sores are dry and scabbed; usually 5-7 days)
- Children with head lice or scabies
- Thick green or yellow nasal discharge or eye drainage, accompanied by a persistent cough.

*Teachers may administer medications to children if they are supplied in prescription labeled containers with pharmacist instructions. A **Medication Authorization Form** must be signed by the parent daily. Prescription meds will be stored in a locked box and administered by a staff member who has been trained in medication administration. Non-prescription topical medications such as anti-itch or antibacterial

ointments may be administered if an ***OTC Medication Authorization Form*** is signed. Children who are well enough to attend the castle are well enough to participate in outside play. Please **DO NOT** ask us to keep your child indoors during the day.

RESTING TIME

Rest is important to growing children. All children are required to rest at 1:00 each afternoon. Soothing songs and stories are played to help promote relaxation. Children who do not fall asleep within a reasonable time will be allowed to play quiet activities.

Each child is supplied with a personal resting blanket/pillow. All items are laundered weekly. Some children feel more secure with an item from home. A quiet toy **or** special blanket may be brought for resting time. **One** item only, marked with child's name. It should remain in your child's personal cubby, zipped in the backpack until resting time. (This does not apply during covid-19 restrictions)

SEPARATION AND TOYS FROM HOME

We strongly encourage a brief and consistent separation routine. Many parents seem to find reading a book from the library area or checking out a new center or art display a comforting part of such a routine. If your child has difficulty separating from you, we suggest you firmly reassure them when you will return and then leave. After approximately 15-30 minutes you may call the castle to ask a teacher how your child is coping.

Please leave personal items and toys at home. Items from home can cause arguments among the children and may easily be lost or broken. Teachers cannot be held responsible for toys from home that may be broken or lost. If your child needs a comfort item they may have it at resting time.

Preschool Communication & Family Partnership

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Written Communications. Busy Bee notes placed into your child's cubby will keep you informed about your child's activities and experiences at the center. Monthly newsletters which provide center news and events are available via email with paper copies available at the sign-in/out desk.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Library. The Parent Library is available for checking out books, cassettes, CD's or videos.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Please give a two hour notice to prepare for any meal.

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun-filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, meet others and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur twice a year, (fall/spring). During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time.

Concerns. If you have concerns regarding anything at Lolo Preschool, please set up a time and place where you can discuss the matter with the director. We take your concerns seriously and will research the situation and work toward reaching a satisfactory outcome for all parties involved. Ask to see our Conflict Resolution Policy if necessary.

Policies. All Lolo Preschool policies can be viewed in their entirety in our Program Policy Handbook.