



LEWIS CASS
KINGS

Little Kings Preschool

Parent Handbook
2024-2025

Mission

Lewis Cass Schools

Lewis Cass Schools provides a safe, enriching, educational environment designed to challenge students to achieve their goals beyond graduation and to grow responsible and productive citizens.

Important Dates

Aug 8th	Back to School Open House
Aug 12th	First Day of School for Early Learning
Sept 2nd	No School: Labor Day
Sept 6th	Grandparent's Day
Sept 11th	2 Hour Delay
TBD	Picture Day
Oct 2nd	2 Hour Delay
Oct 11th	No School: Parent/Teacher Conferences
Oct 14th-18th	Fall Break
Oct 31st	Fall Parties
Nov 6th	2 Hour Delay
Nov 27th-29th	No School: Thanksgiving Break
Dec 4th	2 Hour Delay
Dec 20th	Classroom Christmas Parties
Dec 23rd-Jan 3rd	No School: Christmas Break
Jan 15th	2 Hour Delay
Jan 20th	No School: Martin Luther King Day
Feb 5th	2 Hour Delay
Feb 14th	Valentine's Parties
Feb 17th	No School: President's Day
Mar 2nd	Read Across America (obs March 3rd)
Mar 5th	2 Hour Delay
Mar 21st	No School: Parent/Teacher Conferences
Mar 24th-April 4th	No School: Spring Break
May 9th	Muffins with Mom
May 23rd	Last Day of School (for Little Kings only)

Program Information

Little Kings Preschool
401 South Maple Street
Galveston, IN 46932
Phone: (574) 626-3001
Email: earlylearning@lewiscass.net

Preschool & Pre-K Hours

Full Day: 8:15 am - 2:00 pm (2hr delay: 10:15 am - 2:00 pm)

Arrival & Dismissal

Please do not arrive any sooner than 10 minutes before the start of our day. Students will not be released to go to class until 8:10 am and their parent/guardian will need to stay with them until that time.

Please be prompt in picking your student up at the end of each day.

All Pre-K students will need transportation to and from school; transportation is not provided.

Delays/Cancellations

Little Kings Preschool will follow all delays and cancellations issued by Lewis Cass Schools.

Tuition

Tuition is due monthly by the 10th of each month. This fee is separate from the free/reduced lunch program and all families pay tuition. Tuition must be kept current. You have the option to pay by the week, the month, or the full amount up front.

Please note that tuition is a per school year charge, when then take that amount and divide it across the 10 months that school is in session. The monthly cost is the same every month regardless of the number of school days within the month.

Pre-K Supplies

Pre-k Supply List
1 - box tissues
1 - pkg baby wipes
2 - boxes Crayola Crayons
6 - Elmer's Glue Sticks
1 - 16oz bottle of Elmer's glue
Reusable Water bottle
1 pkg of Crayola markers
Standard size Backpack (no mini)

Other items:

A complete change of clothes to keep in their backpack or locker.

Full-day students need a blanket for naptime. Please avoid extra items such as large pillows and stuffed animals.

Snacks/Treats

If you would like to send in treats for your child's birthday, please be sure to arrange this with their teacher ahead of time.

All snacks and treats that are brought in must be store-bought and in their original packaging.

Communication

To ensure you are fully aware of what your child is doing and what events are coming up, there will be a few ways we will be communicating this to you.

The first is through Procure. This is an online and app-based system. You can download the Procure app on your phone or log in on a computer. This app will allow you to see pictures and videos of your child, have access to important dates, communicate with your child's teacher, and keep track of invoices billed and payments received.

We will also send out a monthly newsletter. This will allow you to have a hard copy of what is going on. You can hang it on your refrigerator for a quick and easy way to stay on top of things.

Lastly, all teachers are available by email and phone. Please feel free to use either of these options if you have a question or concern. Just keep in mind that they will be teaching your children for most of their day. They will return all emails and phone calls as soon as they are able to.

Absences

Please call in all absences to the office at 574-626-3001 an hour before school starts for your child or as soon as you know. You can leave the information in a voicemail. You can also notify us of an absence by sending us a message in Procure.

All staff absences will be covered by an approved Early Childhood staff member who is employed by Lewis Cass Schools.

Illnesses

For the sake of other student's health and the wellness of your child; children should not attend school if they have:

- A morning temperature of 99 or an afternoon temperature of 100 (or above)
- Vomiting and/or have diarrhea
- A rash
- A communicable disease such as chickenpox
- A bacterial or fungal infection (bacterial or viral conjunctivitis (eye infection) with active drainage, impetigo, ringworm)
- Appear obviously ill with or without a fever.

Medication Administration

Prescription or non-prescription medications required by a student should be administered by a parent at home or by the student's medical provider. Parents should make every effort to have medication times set for time periods other than school hours. When this is not possible, Lewis Cass Schools' staff may assist in the administration of the medication during school hours, subject to the following rules:

- Medications may be administered by the licensed school nurse and by trained school personnel only.
- Students in grades 6-12 may take medication home with written parental permission. Students in grades PreK-5 must have a parent drop off and pick up medications.

Medication is not to be transported on the school bus.

- No Herbal products or vitamin supplements shall be dispensed.
- No medication shall be kept in the nurse's office over the summer. If not picked up by noon on the teacher's last school day, it will be destroyed.
- Permission for medication must be renewed each year.

PRESCRIPTION MEDICATION

- All prescription medication must be in a prescription container with the child's name, date, medication dosage, and any special instructions.
- Send only enough medication for the duration of the time the medication is used.
- In addition to the prescription which is considered the doctor's note, we require a note from the parent requesting that the medication be given.
- The school nurse may call the physician if questions occur.

OVER THE COUNTER (OTC) MEDICATIONS that have FDA approval

- Must be in the original container and fit within a " 2x3" med box.
- Medication can only be administered within the dosage parameters and frequency recommended on the bottle or within the PDR recommended parameters.
- All medications must have a note from the parent stating the child's name, reason for use, dose to be given, and frequency of dose.
- No expired medications will be given.
- NO herbal medicines that are not FDA or PDR approved will be given during school hours.

All medications for Little Kings Preschool will be kept in the office.

Appropriate Dress

Your Pre-K student will be very active throughout their day. We ask that you keep this in mind while selecting their clothing and footwear each day.

Things to keep in mind:

- The weather and expected temperatures
- We will be doing a lot of walking
- They will go outside for recess each day
- They will participate in hands-on and sometimes messy activities

If you're not sure, we suggest you err on the side of comfort and practicality rather than on fashion.

Please do not send your student in sandals or flip-flops. Comfortable shoes are the best and the most practical.

School Pictures

Pre-K will have their pictures taken for the yearbook in the fall. Please check your PreK calendar for more information.

There will be another opportunity for pictures to be taken in the spring, however, these do not go in the yearbook.

eLearning Days/2hr Delay Days

eLearning days can occur throughout the school year. Please check your calendar for scheduled dates. Pre-K will not be in session on these days, nor will they have electronic assignments. All Pre-K assignments will be in their folder or communicated in your Procure app.

There are scheduled 2-hour delay days about once a month. Please check your PreK calendar for more information.

Open Door Policy

Little Kings Preschool has an open-door policy. We want all families to feel confident that they have the option to know what their child is doing at any given point during the day.

Please consider the following points:

- Interruptions are very distracting to young children. An unexpected visitor can throw off the flow of our learning day.

- Please be respectful of your child's learning and the teacher's time that they have with them.

- All visitors must have a current background check on file at the Administration office.

- Please refer to the Elementary Handbook for their policy once your child enters Kindergarten; as it may be different than it is for Pre-K.

Preschool Discipline/Guidance Policy

It is very important that a child's development is nurtured through respect, patience, and understanding. However, there may be instances where challenging behavior may have to be addressed. Hitting, kicking, spitting, hostile verbal behaviors, or other behaviors that may hurt or endanger another child are not permitted.

In response to these behaviors, we will not use:

- Threats or bribes
- Physical punishment (even at the parent's request)
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to these behaviors, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Offer your child a calm-down period where they determine the length of it

If your child's behavior is very disruptive or harmful to other children or himself, we will request a conference. If the situation can be resolved your child may remain enrolled in the program. Every possible effort will be made for this outcome to occur. If we are unable to resolve the situation, your child may need to be suspended or disenrolled from the program.

Child's Name

Date of Birth

Parent/Guardian Signature

Date

Preschool Curriculum

Little Kings Preschool will be using FrogStreet Curriculum as the basis for learning. This curriculum will guide our planning and daily activities.

During your child's day, they will be busy in math, literacy, science, and social studies activities. As well as learning those very important social skills and self-control skills. It is our mission that your child will leave our Preschool program ready and excited to start Kindergarten.

Your child will participate in large group activities that will help them learn how to be part of a group. This includes raising their hand when they would like to share, being quiet when it is someone else's turn, and developing a level of confidence within themselves to be able to talk in front of a large group. Small group activities will give your child the opportunity to work with a Teacher and a few other students. This allows for more individualized instruction and pairs children of similar abilities and skill sets. Another item you will see on our daily schedule is exploratory time. This is a time when your child will be able to utilize the classroom as an additional teacher. They will have materials and activities available to them that will reinforce the concepts and topics we cover during our larger group times. Your child will learn how to examine a problem, come up with their own thoughts and opinions, and come to their own conclusion on how to solve the problem. This is also a great time for children to develop their social skills as they work and play together.

Preschool Handbook Acknowledgment Form

I have read and understand the Little Kings Preschool Handbook. I understand that it is my responsibility to be aware of the contents of this handbook. If I have any questions or need further information I will contact the appropriate individual.

Child's Name

Parent Signature

Date