

Take the Lead Preschool

“Where every child learns differently.”

Take the Lead Preschool is a half day preschool program for children ages 3-5 years old. Our program runs daily, Monday through Friday from 8:30am to 11:30am At TLP our goal is for children to learn how to be in charge of their own learning. Children will make choices daily to indicate what they will spend their day learning. We provide a safe, nurturing and creative environment for children to obtain an optimal learning experience. Students a staff will practice our guidelines: Be Safe, Be Kind and Be Helpful.

We are equipped for 25 students and 3 staff with the ages and spaces we have.

We are a licensed preschool program through the state of North Dakota this means we provide education and social experiences for children ages 2 to 5. A child's attendance is limited to 3 hours per day.

75-03-11-04. Effect of licensing and display of license. 1. The issuance of a license to operate a preschool is evidence of compliance with the standards contained in this chapter and North Dakota Century Code chapter 50-11.1 at the time of licensure. 2. The current license must be displayed prominently in the premises to which it applies. 3. The license must specify the maximum number of children for whom the preschool may provide care. The preschool may not admit a greater number of children than the license allows.

History: Effective December 1, 1981; amended effective January 1, 1987; July 1, 1996; July 1, 1996, amendments voided by the Administrative Rules Committee effective August 24, 1996; amended effective January 1, 1999; January 1, 2011.

General Authority: NDCC 50-11.1-08

Law Implemented: NDCC 50-11.1-03, 50-11.1-04

Space:

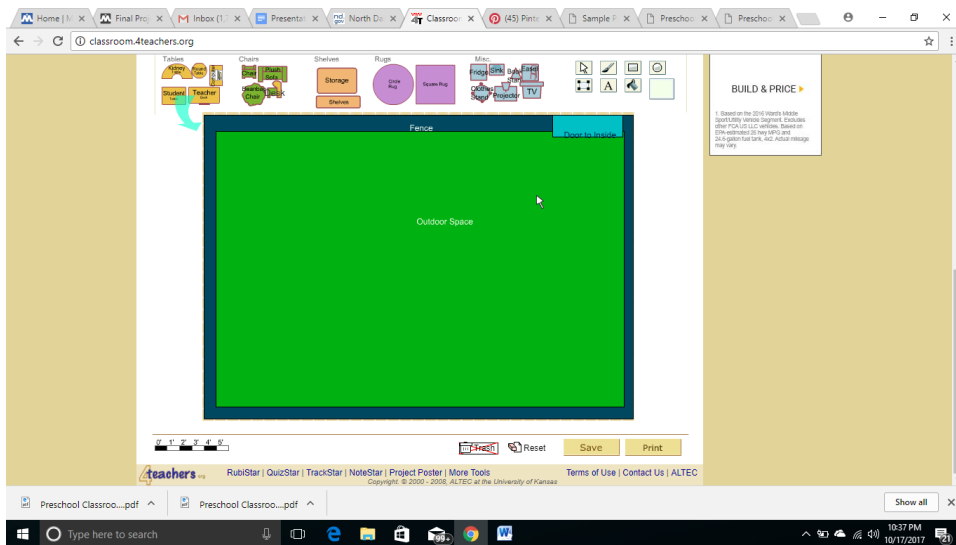
Our space is equipped for 25 students which puts us at 35ft by 25ft room (licensing requires 35 square feet per child).

Bank Loan	A loan was granted to Take the Lead Preschool in 2017	\$10,000.00
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Our indoor space:



Our Outdoor Space:



Grants, Gifts and Contributions	Various donations from the community and families throughout the year.	\$1,000.00 \$4,00.00
Fund Raising Events	Three fundraising events are held throughout the year.	\$1,500.00
Annual Tuition	\$450.00/child/month- 25 students enrolled -9 months	\$101,250.00
TOTAL INCOME		\$119,300.00

Take the Lead Preschool 2016-2017 Budget

Expense Items		Description	Expense
Personnel Expenses			
	Program Director	Salary-11 months	\$45,790
	Staff	Two Preschool Assistants-10 months	\$50,140
	Staff Training	An intensive multi-day all-staff orientation should be conducted before opening. (# staff * training cost *hr wage)	\$300.00
	Professional Services	Architect, attorney, contractors, etc.	\$100.00
	Staff Recruitment	Signs, classified ads, etc.	
Landscaping		Natural playscapes, sprinklers, lawn care and maintenance.	\$2,000.00
Building/Renovation		No renovations required this year	
Kitchen/Food		One snack perday/child (\$1.50/child)	\$6,750
Advertising/Marketing		Money spent on making the program visible such as signage and attractive landscaping will be worth the investment.	\$100.00
Licensing Fees		Approximately \$50/yr	\$50.00
Transportation		Bus is shared with local church.	\$150.00
TOTAL EXPENSES			\$105,380.00

Welcome to Take the Lead Preschool where we embrace that every child learns differently! Please take the time to read through our policy manual and please contact our Director, Kaila Wentz if any questions follow.

Mission Statement:

“Great minds think differently.” In this classroom we will be the leaders of our own learning. We will teach each other not just academically but morally as well. We work as a team but all learn our own way.

Philosophy:

“If a child can’t learn the way we teach, maybe we should teach the way they learn.” Maria Montessori. At Take the Lead Preschool, we use the combination of Montessori and High/Scope curriculum to teach our children independence, give them a sense of freedom and let them explore through their strengths and weaknesses. In the High/Scope education approach children use the *plan-do-review sequence*. This allows the students to plan their activities for their morning work time and later, communicate what they discovered and learned in small group time. Children work in the areas of their interest and their own learning styles so we can make learning a more positive experience for them. The mixed age group and lay out of the classroom are just two of the Montessori based aspects in the classroom. It is important for us as teachers to understand the ways that children learn so we can cater their personal curriculum to make learning most beneficial to each individual.

Parental Pledge of Commitment

As a Take the Lead Preschool Parent, I pledge and commit to:

- 1. Provide my child with the necessary assistance to foster a love of learning and make learning a life-long pursuit.**
- 2. Assist the school in teaching my child the necessary skills to be responsible for his/her own actions.**
- 3. Send my child to school clean, well-rested, fully nourished and prepared to learn.**
- 4. Embrace the TLP program.**
- 5. Respect, support and follow school policies, rules and expectations.**
- 6. Follow the snack day schedule presented by teachers each month.**
- 7. Participate in classroom and school activities.**
- 8. Attend parent/teacher conferences twice per year.**
- 9. Volunteer your time and support TLP with at least 5 hours of volunteering each semester.**
- 10. Support TLP fundraising efforts.**

School Admissions

Children are accepted for enrollment regardless of race, color, creed or national origin and abilities. The Montessori approach to learning is such that it shows no distinction of class or intelligence. Children must be 3 years of age by the first day of August of the upcoming school year and fully toilet trained. If your child has a special need, the need will be taken into account in accordance to staff training, resources available and the extra attention required to best meet your child needs. Please see the Medical or Special Conditions sections for more details.

TLP will determine if the child is developmentally ready (emotionally, socially, intellectually, and physically) to participate in our school program. Take the Lead Preschool does reserve the option of postponing a child's enrollment if he/she is not deemed prepared to participate in designed programming throughout the school day. The TLP teaching staff and Director will work in conjunction with the family to proceed with the best interest of each individual child.

If necessary, TLP will schedule a meeting with the child's parents, along with the classroom teacher, Director, and Board president ensure all parties have an understanding of the child's needs and work collaboratively to develop a plan to best meet his/her needs.

Enrollment and Starting School

Licensing regulations require that TLP have the following forms on file before or on the first day your child attends school. Your child must be 3 years of age by August 1 of the school year in order to be enrolled and accepted into the preschool program. All forms must be *updated annually*.

1. State Forms

- Registration form
- Parent Statement of Health
- Child Information Sheet
- Immunization Records

2. TLP Forms

- Statement of Financial Responsibility
- Emergency Transportation Form
- Medication Administration Forms
- Parent Handbook Statement of Understanding
- *Statement of Confidentiality
- Door Code & Check In Form (new families)
- Opt Out Form for Pictures

Forms for currently enrolled students expected to return the following school year must have TLP forms returned to the TLP office by **May 1st**. Students enrolling for the fall must return forms no later than **August 1st**. If you have questions, please call TLP.

***Confidentiality:** All TLP staff and volunteers are bound by confidentiality. It is important to TLP and required that privacy and confidentiality regarding teachers, staff, volunteers, children and their families be followed as indicated on the Statement of Confidentiality form.

General TLP Operations

Contacting the School

Calls are taken between 7:30 am and 1:30 pm by TLP staff. Please leave a message and your call will be returned as quickly as possible. Messages are checked several times throughout the day. When in doubt, email your child's classroom teacher! If you have any suggestions, feel free to speak with a staff person or e-mail the Director at methedirector@tlp.org

Daily Schedule:

8:15-8:30- Drop off, and free play

8:30-8:45- Welcome and morning warm up (calendar, songs, day setup etc.)

8:45-9:00- Student planning of work time activities

9:00-10:00- Work time/snack time which includes clean up

10:00-10:15- Recall time

10:15-10:45- Morning outside time

10:45-11:05- Small group time

11:05-11:20- Story time/daily wrap up and discussion

11:20-11:30- Pack up, clean up, pick up

11:30-12:15- Team meeting and planning time

Release / Pick-Up of Children

- Children will be released only to individuals on their pickup authorization form. If you know you will not be picking up your child, please provide advanced notice to the teacher or TLP Director.
- Birth parents are always entitled to custody of their child unless a court order limits their rights. TLP **must** have court documentation and be provided all information related to custodial issues within a family.
- Please send a photograph of any person who is **not** allowed to pick up your child; this is beneficial to staff members. We will call parents if an unidentified individual arrives to pick up your child and TLP was not notified prior.

Unauthorized Items

Alcohol, tobacco, firearms or weapons of any kind are not allowed at TLP by anyone.

Social Media, Internet and Cell Phone Use

TLP respects the right to privacy of its employees and families. The following rules will govern technology use at the school:

- All online activities, including social media sites, are subject to monitoring, and no employees should expect privacy regarding such use.

- Employees and families are prohibited from creating or sending inappropriate messages or unprofessional communication discussing the school, its director, its employees/volunteers, the Board of Directors and those it serves.
- The school does not have the right to reproduce, use or otherwise copy software, without the permission of the software provider.
- Unauthorized copying or use of software on any medium is strictly prohibited.
- TLP does have a Facebook page. It is encouraged that TLP employees and parents communicate with the TLP Board Public Relations Chair if you choose to have administrative access to update the Facebook fan page.
- TLP has no authority over the personal use by employees on Facebook or on social media outlets. However, employees are subject to disciplinary action if it is reported that personal posts were made regarding the work day, children or families in the school, or any confidential information related to TLP.
- Some families request that no photos be taken of their child. Please be prudent and respectful of this request.

Staff Cell Phone Use: TLP does allow employees to carry their cell phones during the school day. Cell phones cannot interrupt supervision of children, but they are used to take photos for Facebook and emailing to parents.

Parent Cell Phone Use: TLP asks parents to refrain from being on your cellphone when dropping off or picking up your child. Please finish your call before entering the school.

Billing Information

Tuition:

\$450/child per month for half days Monday through Friday.

A complete summary of the financial obligations to the school is on the financial responsibility form. Please read all information carefully.

A bill will be placed in the student's mailbox/classroom folder the first week of the month. Tuition is due by the 15th. Payment can be made in the form of check, money order, automatic ACH payment (banking withdrawal) or cashier's check. Payment can be placed in the secured "Payment" box located near the cubby room. Money or checks left on the desk cannot be secured and TLP will not be liable for lost monies.

Late Fees

- Payments received after the 15th will be assessed a \$15 late payment fee.
- Late pick up will be assessed a \$1.00 per minute late fee.
 - Students must be picked up by 11:40
- Families are only given a **10 minute leeway** for drop off & pick up.

- **Child Care Assistance**

Families eligible to receive child care assistance are required to pay the registration and the first month of tuition in full before the 15th of the month your child(ren) begins school. After assistance is received, the balance will remain on the books as a credit to your account and you will be billed each month for any remaining balance due to TLP. If you are receiving any other assistance and need forms completed by TLP, let the Director know ahead of the deadline to ensure you are able to maintain payments. It is the parent's responsibility to turn in completed forms to Burleigh County Social Services if receiving child care assistance. TLP is an approved program for Child Care Aware Military Assistance.

Emergencies and Disasters

The school has an Emergency Response Plan in the event of an emergency. In the event of a disaster and the school must be evacuated, the children will be escorted to Northbrook Mall. Parents will at that time be contacted for pickup. Parents will need to go through the Director or designee to sign out their child. If the school is closed due to an emergency, the Director and school board will secure an alternate location so school will be interrupted as little as possible. If parents are unable to pick up their child as a

Result of an emergency, the Director will contact the alternate contacts until someone is able to pick up the child.

Lockdown Drills

The school will hold a lock down drill each year. In the event of an intruder, the staff and students will go to the nearest classroom, office or secure area. Lockdowns will be practiced, all staff are trained on the procedures for this process, and emergency responders will be contacted and take over when they arrive.

Fire and Tornado Drills

Fire drills will be conducted monthly. In the event of a real fire, the children may be taken to the Northbrook Mall or other facility until parents can be contacted.

Tornado drills will not be conducted with the children. In the event of an actual tornado, all children and staff will be moved to the nearest bathroom and remain there until it is safe to leave.

Severe Weather

In the event of inclement weather conditions, TLP will close or be closed if Bismarck Public Schools closes. Please tune in to local radio, television or visit the school website for closure updates. If in doubt, call the school or check the TLP website or Facebook page.

**** If Bismarck Public schools are closed, Take the Lead Preschool will close.**

Email Alerts

TLP will send a mass email to families if there is a reason for school to close early (weather, water main break, etc.)

Injuries While in School / Emergency Medical Care

If a child has a minor injury (scrape, scratch) the child will be cared for by the TLP staff. Parents will be notified with an incident report if a minor injury has occurred. If a child hits his/her head, the parents will be notified.

In the case of a serious injury, 911 will be contacted and efforts made to find the parents or emergency contacts. The emergency transportation sheet you provide will help guide emergency care for your child.

The cost of the ambulance and any medical care is the parent or guardian's responsibility.

Staff Hiring Policy

All persons applying for a position at Take the Lead Preschool will:

- Complete an application for employment.
- Review the job description.
- Inform the Director or hiring authority of any reasonable accommodations required to fulfill the job duties.
- Complete a fingerprint based criminal background check.
- Complete an interview with the Director, TLP Board or hiring authority.
- Accept a position, if offered, with written notification by Director, TLP Board or hiring authority of start date, salary/wage, and position, by initialing on the letter that the stated conditions are acceptable to the newly hired person.
- Complete a new hire orientation checklist.
- All newly hired personnel will have a month to complete orientation from start date, two days of which will be in the first week of hire.

Should any employee, once hired, become convicted of a felony, child abuse or neglect, they have 24 hours to inform the Director of said conviction. Once the Director is notified, the school can and will terminate this employee, resulting in immediate dismissal of employment. If the Director is not notified within the 24-hour period, the TLP Board will meet to determine the most appropriate course of action.

Staff is evaluated on their performance on an annual basis by their direct supervisor. A new staff member is evaluated at their 30 day and 90 day anniversaries. Staff is on probation for the first 90 days of employment. If they receive satisfactory evaluations at their 90 day evaluations, probationary status is lifted. An employee can be terminated at any time during the probationary period.

If you, as a parent of a child enrolled at TLP, have concerns about a staff member; please contact the TLP Director immediately. If you have concerns that you do not feel comfortable discussing with the TLP Director directly, please contact the TLP Board.

Snack:

Students will be given one snack per day. Students will have a choice between two healthy options for snack. Allergies will be accommodated for, however sensitivities will not and parents will be required to provide snacks for students with a food sensitivity.

Sweet snacks are limited to special occasions such as birthdays. Please contact the teacher for more specifics regarding special occasions.

List of healthy snacks/drinks that may be provided for the children:

Whole Grain Crackers

FRUIT: Apples, Oranges, Bananas, Pineapple, Grapes

Watermelon cut up in slices/chunks

Cantaloupe/Honeydew

Birthdays - Walk Around the Sun: For TLP students who have a birthday during a school day, they will have the opportunity to share their birthday celebration with their classmates and parents. Parents are invited to come to the classroom on their child's birthday to complete their "walk around the sun". The child and parent/s will share a fact from each year of the child's life with their class! Ex: if the child turns four, they will walk around the sun four times and share four fun facts.

If a child's birthday is during the school week, the teachers will likely schedule that day as the child's birthday. TLP stresses "healthy snacks", however saves special treats (rice krispy bars, ice cream bars, cupcakes) for birthday celebrations only!

Toilet Training

All children attending Take the Lead Preschool must be fully toilet trained.

- All children should have a full change of clothing in a Ziploc bag at all times.
- Soiled clothing will be placed in or above your child's cubby to be taken home.
- Continuous difficulty with accidents will require a meeting with the classroom teacher, Director, and family to develop a plan.
- If it is a medical condition, TLP will work to make reasonable accommodations.

If your child continues to have accidents, TLP may postpone the child's enrollment until they are fully toilet trained. If your child leaves due to training issues or a medical condition, your child may return to the school at a later date, providing there is room and we are able to meet his or her needs.

Outside Play - Weather

Students should come to school dressed appropriately to go outside. Children need fresh air daily, if you feel they are not well enough to go outside, then they are not well enough to be at school.

- TLP students will go outside daily, unless it is raining, thunderstorms are in the area, the wind chill or air temp is below 15 degrees or above 92 degrees.

- Winter weather will still offer outdoor playtime; be sure to send hat, mittens, snow pants & boots daily during the winter months. Taking these items home daily to dry may be required to ensure comfort and safety.
- Parents can visit with the Director if they have concerns about outside play time.
- All children do go outside if weather permits.

Transportation and Fieldtrips

TLP will try to schedule 8-10 field trips per year. A fieldtrip permission slips must be filled out in order for your child to attend a field trip.

- TLP contracts with Martin Luther bus service for field trips during the school year.
- TLP liability insurance covers all field trips/ transportation.

Please be courteous to the TLP staff by calling at least 24 hours in advance if you are signed up to chaperone and you have a conflict.

Medical Information

TLP is only as healthy as the children who attend school, so please keep your child home if they are not feeling well enough to engage in school activities. Children enrolled at TLP are required to be excused if they are unable to attend school because of illness. Please contact the TLP Director or classroom teacher if your child will be absent.

- If the illness is contagious, let the school know so that a notice may be posted if necessary.
- If your child becomes ill at school or is not able to function through the daily routine, parent/s will be notified & expected to pick up their child as soon as possible.
- The child may not attend school for **24 hours** from last occurrence **or** until the following conditions have received medical attention:

1. A fever of 100 degrees or more	7. Whooping Cough
2. Vomiting	8. Skin Sores or Infectious Rashes
3. Diarrhea	9. Lice - A child must be <u>lice and nit free</u> of in order to return to school.
4. Strep Throat	10. Scabies
5. Pink eye	11. Chicken pox - A child must stay home until the sores heal, usually 5-7 days.
6. Tonsillitis	12. Not feeling well enough to participate in school day activities.

Other viral or bacterial conditions not listed that are contagious also exclude your child from attendance for the required timeframe. Please consult your physician.

Immunizations

TLP highly encourages children enrolled to be immunized. However, if your child is not immunized they will be required to be out of school for 21 days if a vaccine-preventable disease is present at TLP (Measles, mumps, pertussis, polio, rubella, or varicella).

Medications

Any medication your child receives should be given at home. Should the dosage schedule require administration during school hours, TLP will make reasonable accommodations as able.

Medication will only be dispensed if:

- *The medication is in the original container*
- *The medication administration sheet is completely filled out by the appropriate guardian or parent*
- *The medication is given directly to staff for safe keeping*
- *Epi Pens: will be administered according to directions & previous stipulations.*
- *911 will be called as the Epi Pen is effective for roughly 20 minutes & any allergic reaction severe enough to require its use, must be turned over to the medical community immediately.*

Any medication that is left at school will be disposed of properly. Please do not leave any medication in your child's cubby.

Medical or Special Conditions

We will do what is reasonable in accommodating medical or special conditions for a child. The condition must be discussed with the Director before the child is enrolled at TLP for preschool. If the Director feels that reasonable accommodations cannot be made with the present staff or facilities, the child will require a different learning environment. It is the parent's responsibility to notify and give the school a reasonable amount of time to assess the situation.

Abuse or Neglect

All observations or suspicions of child abuse or neglect will be immediately reported to the child protective service agency no matter where the abuse might have occurred. Staff members will follow the direction of the child protective agency regarding completion of written reports and notification of the parents or legal guardian. Take the Lead Preschool is licensed by the state of North Dakota and is required to report any suspicion of child abuse or neglect. (NDCC, 50-25.1-01-04.) Please call Burleigh County Social Services if you suspect abuse.

Guidance Policy and Technique:

We encourage teachers to find a balance between guidance and teacher directed activities. Children plan what they are going to work on during work time and are encouraged to stick to their plan. Children are split into small groups based on their learning styles (kinesthetic, aural, visual etc.) and are given teacher directed activities at this time to help them work on

activities that need more attention. The children are given a variety of manipulatives, activities and practical life lessons to choose from during work time. We encourage children to choose activities based on their interests to reduce behavior issues. If children are interested and engaged in what they are doing they are less likely to get bored and make poor decisions. When we run into behavioral issues, we encourage children to problem solve themselves. There are a variety of strategies for the children to use including the calming corner, “construction zone” and large motor exercises to promote self- regulation.

Transition Plan:

At Take the Lead Preschool it is important to us that we help create well-rounded and well prepared children to go on into the world. Our transition plan is designed to make transitions from preschool to kindergarten easy and exciting.

Our Transition team is made up of our Director/Lead teacher, both our Assistant teachers and our district social worker pairing with the Public Schools.

Transition Goals:

Our goals for transition are to expose the children to as much Kindergarten readiness towards the end of their time here to ease their anxiety and get them socially, emotionally and physically ready for their next step in education.

Transition Practices:

We allow the students to choose their learning, but also give them developmentally appropriate options.

We take our students for tours through their “zoned” school towards the end of the year.

We help them to write “hello” letter to their new Kindergarten teacher and a “goodbye” letter to their preschool teacher of their choosing.

We also partake in Kindergarten testing just to show parents and compare on where they are at with their readiness for Kindergarten.

Kindergarten Testing

Each spring, kindergarten readiness testing is completed free of charge. The testing involves a basic check of skills your child should be able to do by age in development. Testing is completed for children who will be attending or eligible for Kindergarten the following school year.

If the child is struggling in an academic area and might need assistance from a trained special education or related services person, we will refer the child for further testing with your permission. Should your child qualify for services, we ask that MVM have the opportunity to be involved with the education plan to make sure we are doing our part in your child's education.

Because of the strong academic focus in the classroom, we often notice if a child is struggling with academic issues. Research has shown that early intervention and remediation will ultimately benefit the child and serve as a stronger base for educational excellence.

Having difficulty in an area is not a failure on any one's part or of a person's capabilities. It simply means that the child has a different way of learning and we must discover the best way to teach to the child. And, because the Montessori Method is designed for individual instruction at developmental level, your child is in the best early learning environment possible to gain the foundation needed for academic success.