



# 2019-2020

## Giving Tree Handbook

1000 Kentucky Street Lawrence, KS 66044  
785.843.0679

### **ADMISSION POLICY**

We embrace children of all races, colors, religions, national origins, ancestry, physical handicap, or sex in accordance to KSA 44-1009. Admittance to The Giving Tree Preschool is based on available space, age of child, as we are licensed for children ages 3 to school age, with a completed registration form and the enrollment fee.

### **ALLERGIES and ASTHMA**

Please let us know of any allergy OR asthma concern and procedure if a reaction or attack should occur as soon as possible. Please also let us know if your child requires an Epi-Pen Jr, inhaler, or other medication. All medications must be in original packaging. If it is a prescription, it must have the prescription label on it or be in a box with the prescription label on it.

### **ARRIVAL, DROP-OFF, and PICK-UP.**

Arrival and drop-off are an important part of the day. The children's day begins in the classroom at 8:30/12:00. It is during those first minutes, your child is able to relax, be greeted by teachers, say hi to friends, look at a book, and start the day in a calm, unrushed manner. Additionally, many of our basic routines are learned in the opening minutes of class. You are welcome to join us for the first part or all of our circle time. Parents are always welcome to volunteer or schedule visits for other times during our school day, but we ask that you tell your child goodbye as we transition from circle to the next part of our day.

Prompt pick-up is important. We understand there are some unavoidable delays and we will do our best to reassure your child that Mom or Dad will be here soon. Repeated late pick-ups will result in a \$5 fee paid at the time of the late pick-up. Parents must provide a list of authorized persons to pick up their child. If the person is unknown, we will ask for photo identification for the safety of your child. We will be offering carside service for drop-off and pick-up. Please see CARSIDE SERVICE.

### **ATTENDANCE**

Regular attendance in the classroom helps the school year go smoothly. Please call the school or let us know when your child will be absent. We do appreciate knowing when you plan to miss school or if your child is sick.

### **BIRTHDAYS**

Birthdays are special days. We celebrate each child on a date closest to their birthday. We will celebrate summer birthdays on an agreed date. Children are welcome to bring a special birthday snack. This is not required.

## **CALENDAR**

Upcoming events will be posted on our website. You will also receive a school year calendar with important dates. The staff reserves the right to change the school calendar to respond to emergencies, weather, field trips, or other unforeseen circumstances that affect the educational program.

## **CANCELLATION OF SCHOOL**

In the case of inclement weather, we will follow the Lawrence Public School, USD 497 closures. In addition to this procedure, if the Lawrence Schools have a Two-Hour Delayed Start, The Giving Tree will **cancel** our morning classes. The afternoon classes will be in session at the regularly scheduled start time. In either case, an email will be sent to families and we will also post the information on our Facebook page. Even if school remains in session, you always have the option to keep your children home. We understand if you do not feel comfortable getting out in the weather.

## **CARSIDE SERVICE**

Carside service is available for parents and caregivers. A parent may drive up to the walk and staff will escort the child inside. At drop-off and pick-up, you enter from 11<sup>th</sup> street down the alley. Please pull up to the ramp. We will pick up your child from the car at the start of the day. At the end of the day, we will dismiss from the playground. Please arrive 5 minutes early for drop off in the morning, so we can have the children to class on time. In case of inclement weather, we will dismiss from the entrance closest to Kentucky Street.

## **CHRISTIAN PROGRAM**

Our Christian program includes Bible stories from both the Old and New Testaments. The children will be introduced to the most basic concepts of the Christian faith: God loves me, God loves everyone, Jesus is God's only Son, God wants us to love others, and trusting in God. We will help the children apply these concepts in their daily experiences and help them see how children can show others the love of Jesus. The children will have the opportunity to hear stories, learn Bible verses, participate in dramatic play, pray, or even make a craft to reinforce the story. We celebrate Christian holidays including Christmas and Easter.

## **CLASSROOM HOURS**

The classroom hours are from 8:30-11:30 in the morning and 12:00 to 3:00 in the afternoon. We ask that your child to arrive about 5 minutes early to use the restroom, wash hands, and hang up their belongings.

## **CLASSROOM MANAGEMENT**

We have adopted a positive and loving approach in our classroom management. We teach children to love their friends, their teachers, and God. Everyone has "off" days, even children. We make certain to keep this in mind as we deal with each situation individually. Most issues can be resolved simply with redirection. We always remind children to give us and one another their kindness. This means sharing, listening and being courteous.

When children have conflicts, we teach them words and ways to work through the conflict in a respectful and gentle manner. We remind children that Jesus tells us to love all of our friends. If a child is being left out, we will help the children come up with a way to include them in the play. Children will also learn self-regulation skills to help them stay calm and use their words to express what they need or want.

The Giving Tree is not prepared to handle severe discipline problems. If this should arise, a conference will be scheduled with the parent. The Giving Tree will work with the family to determine options which may better serve the needs of the child.

The Giving Tree prohibits the following methods of punishment:

- A. Corporal punishment;
- B. Verbal abuse, threats, or derogatory remarks about the child or the child's family;
- C. Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle; and
- D. Withholding or forcing foods.

### **CLASSROOM SUPPORTS**

We know that children learn best when they are having fun! All of our learning in the preschool classroom takes place through hands-on experiences and play. The Giving Tree utilizes a developmentally appropriate program designed to introduce literacy and other cognitive and social concepts in a fun and age appropriate way.

### **COMMUNICATION**

Open communication is key at our school. We want you to know we care and want the best for your family. If a concern arises, please let the director know, so she can address it. If you have a question, please ask. If you see something you love, let her know too so we can continue it! Regular communication to families will be provided in many ways. A parent bulletin board located outside of our classrooms will inform families of our schedules (yearly calendar, theme calendar, volunteer sign-up), as well as our current classroom and any important upcoming events. We will also send home a monthly newsletter. Information will also be updated consistently on our website [www.lawrencepreschool.com](http://www.lawrencepreschool.com) and our Facebook page. Our Facebook page is [www.facebook.com/TheGivingTreePreschool](http://www.facebook.com/TheGivingTreePreschool) (be sure to “like”us).

### **CONTRACT**

A signed Giving Tree Preschool Contract assures you, as parents, that our school will provide the services set forth and our philosophy of teaching with LOVE and COMPASSION; extending to the child’s ability to grow and develop spiritually, socially, mentally, physically, and academically. The contract also outlines the role of the family; agreeing to the terms of tuition payment, withdrawal procedures, and pick-up procedures as set forth in said contract.

### **DRESS**

Children are encouraged to wear informal, comfortable clothing that can be easily managed for bathroom needs. We do paint and work with messy things as part of our learning. Comfortable, supportive shoes are a must. The children have a period of outdoor play every day, weather permitting. Please dress your child in play clothes appropriate for the weather. Layers when the weather is cold help your child feel more comfortable. Please label outerwear with your child’s name especially boots, mittens, gloves, hats, and scarves. Please have them check their shoes at the door on muddy days before they come inside to avoid tracking and to help us keep the floors clean as children sit on them. Thank you in advance.

### **EMERGENCY**

We have posted emergency procedures. We do our best to provide a safe environment for your child. In case of a fire, we will leave the building and head east to the Episcopal Church lawn. In case of a tornado warning, we will remain in the basement of the church. In an

evacuation instance, we will evacuate to the Lawrence Community Building on 11<sup>th</sup> Street. For the safety of your child and your family, we ask you to wait until the all clear is given before coming to pick-up your child. If you do come, we ask you remain with us until the all clear is given.

### **FIELD TRIPS**

Several field trips are planned for the year. We will let you know well in advance. Parents and guardians are responsible for transporting your child or making arrangements with other parents. Thank you in advance for your assistance on these special days!

### **FINANCIAL OBLIGATIONS**

Families are responsible for tuition, fees, snacks, and school supplies. Fees for the 2019-2020 school year are \$65 for registration which reserves your spot and \$40 for equipment which is due on October 1, 2019. Tuition for the 2019-2020 school year is \$120 monthly for a 2 day session, \$165 monthly for a 3 day session, and \$245 monthly for a 5 day session.

If paying by check, cash or money order, please place the payment in one of the envelopes by the tuition box. Please make each check out to **First Christian Church** and write your child's name in the memo. If paying with cash, we ask that you give the envelope directly to Julie Hafenstine, The Giving Tree Preschool Director, and a receipt will be issued. Cash payments may also be given to our office coordinator, Joy Brooks. She will make certain the cash is secure and issue a receipt. This office is located on the floor above The Giving Tree. Recurring payments (ACH) can be set-up by contacting your bank.

Our tuition is based on the total number of days your child is scheduled to attend school. We then take the amount and divide it into 9.5 equal payments, the number of months your child attends school. Tuition is due by the 1st of each month, with a \$15.00 late fee added after the 15th.

A contract is signed for the full year and payment is required monthly. If you fail to make to make a payment, your contract is subject to review and nullification by The Giving Tree. Please notify the director if your child will be withdrawing from The Giving Tree. The Giving Tree will review these situations and determine outcomes (contract to be paid in full, payment plans, etc.) For any questions regarding tuition and other monetary questions please contact Julie.

The Giving Tree sets our yearly budget based upon our enrollment. We are not for profit, so we rely on our families to uphold their part of the financial agreement in order to pay teacher salaries, licensure fees and insurance. For your child to attend consistently, tuition needs to be received monthly.

### **History**

During the summer of 1972, a group of mothers decided to begin a "Friday School" for their children. The cooperative effort began with three teams of teachers in the basement of one participating family. Eleven children and nine adults participated in the program which offered Bible stories, plays, arts and crafts, and various other activities one morning a week. The summer of 1973 brought interest by two mothers to expand the program and open the admissions to the Lawrence community. The school was housed in the Bible Chapel at 1001 Kentucky for four years. The Giving Tree moved to First Christian Church for the fall session

of 1976. Jan Hayes gave ownership of the school to the church at the end of 1987, and served as Director under the Giving Tree Board until May 1991, at which time Kathy Martin became the Director.

Ms. Martin remained the director until May 2013, at which point, Ms. Jackie Hostetler, assumed the position. During the summer of 2015, The Giving Tree made a huge move from its third floor home of almost 40 years to our new updated and functional space on the lower level of First Christian Church. In June 2016, Ms. Julie Hafenstine became the Director.

## **ILLNESS**

Children should be kept home **at least 24 hours after** vomiting or diarrhea has ended, and also for **at least 24 hours after** a fever has ended. We ask that children with severe cold symptoms (sore throat, cough, etc.) remain at home. Helpful guideline: Would you want your child to play with another child who has the symptoms your child has?

You can help us reduce illnesses by teaching your child how to blow his/her own nose and dispose of the Kleenex. When your child needs to cough or sneeze, teach them to do so in their elbow and then wash their hands afterwards. This helps us keep everyone healthy. Thank you for your assistance in advance.

If your child becomes ill with a communicable disease, please notify the preschool director as we are required to report these to parents of exposed children. A health alert with no names will be posted. The following common diseases are considered contagious: Chickenpox, Hepatitis B, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Pinworms, Ringworms, Scabies, Staph Infection and Strep. Other diseases may be considered infectious. Some communicable diseases are required to be reported to the Health Department. If your child becomes ill at school, you will be notified as quickly as possible so your child can be cared for at home.

## **IMMUNIZATIONS**

First Christian Church takes very seriously its responsibility to provide a safe and healthy environment for the children who attend The Giving Tree Preschool and their families. Parents or guardians who choose not to immunize their children not only put their own children at risk of contracting dangerous and possibly deadly diseases, but put our entire community at risk as well, including other children, their families, The Giving Tree staff, our church staff, volunteers, and visitors. That risk is especially high for young children who have not yet completed a full series of vaccines, infants or babies who are too young to be immunized, pregnant women, children and adults who cannot be immunized for medical reasons, and those whose immune systems are compromised (such as organ transplant recipients or people who are undergoing or have undergone chemotherapy).

While we recognize the rights of parents or guardians to accept this risk for their own children, we do not recognize their right to put others at risk. We also do not acknowledge any obligation to admit to our preschool children who are not immunized and thus pose a threat to the health of others in our care, nor an obligation to assume liability of admitting such children in our care. For these reasons, First Christian Church has established the following policy, which will take effect at the beginning of summer sessions, 2019.

*All children who are enrolled in The Giving Tree must be immunized according to the Kansas Department of Health and Environment recommended immunization schedule. Before children are allowed to attend The Giving Tree, parents or guardians of enrolled children will provide documented evidence that their children are immunized according to the recommended schedule. The only exemptions allowed will be for children with a documented medical condition that precludes them from receiving immunizations. Parents or guardians who request a medical exemption must provide a written statement, signed by a licensed physician, certifying that immunization of the child would seriously endanger the child's health or life, and briefly but clearly explaining the medical reasons why this is so. This request must be presented at the start of each school year that the child attends The Giving Tree.*

### **KANSAS EARLY LEARNING STANDARDS**

We utilize the Kansas Early Learning Standards as a guide to assist children in their growth and development. We know that each child is unique with individual patterns for learning and growth. These standards allow us to plan purposefully for each child in the most developmentally appropriate way. All of our learning in pre-k is done through play, discovery and socialization, as guided by these standards. These standards are research based and regularly updated. For more information on the Kansas Early Learning Standards speak with the director.

### **PARKING LOT**

Please park in the parking lot rather than the street. Please cross in the crosswalk and use the southwest door to enter. **Do not under any circumstances let children out in the parking lot to find their own way to class or upon dismissal, find their own way to the car.** If you are not able to bring your child inside or use the car side service, please call the church office so we can help you get your child inside safely. Please do not leave siblings or other children in unattended vehicle in the parking lot or on the playground. Please only park in the First Christian Church parking lot. The lot adjacent to the alley does not belong to FCC.

### **PARENT PARTICIPATION**

The Giving Tree welcomes parents to participate in their children's education. Parents may choose to help at the school. This is strictly voluntary and not a requirement for your child's attendance. While at school, parents can help by assisting the teacher at the tables, setting up snack, sitting at circle time, and helping keep the school clean. Parents may sign up for times prior to school starting upon the completion of their child's file materials.

Each participating person must have the following items on file at the Giving Tree: KBI background check and TB test and results. We ask that parents volunteer no more than once a month.

### **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are scheduled for February. However, parents should feel free to consult with the director or teachers at any time. You may schedule a telephone or face to face conference any time throughout the year. If your teacher or the director needs to talk with you, she will contact you.

## **PROGRESS REPORTS**

You will receive a social progress report in the fall and a more detailed progress report prior to conference time.

## **PLAYGROUND**

Our playground is available to all, but reserved for Giving Tree students during class sessions. The Giving Tree is licensed for only 24 students on the playground at any time. Siblings and other children will need to wait until after class hours to enter the play yard. If you should choose to use the play yard after school hours, make sure children are supervised at all times.

## **SCOPE AND SEQUENCE**

To help ensure that we reach all of our goals, The Giving Tree has developed a preschool scope and sequence based on The Kansas Early Learning Standards. This is our basic blue print we follow when planning that can be customized to meet the needs of each individual student. We have developed two different documents to meet the needs of both our 3/4 year old students and our 4/5 year old students. All material in our scope and sequence is presented to students through a variety of engaging activities, designed to keep interest high, resulting in success!

## **SNACKS**

Snack is an important part of the day at The Giving Tree. We ask that families supply three non-perishable snacks at the beginning of each semester--for a total of 6 per year (raisins and other dried fruit, goldfish, peanut butter crackers, etc.) Each snack supplied should be enough for 12 students. Napkins and water are provided by the school. If your child has a food allergy, we recommend sending a snack we can have readily available that would be safe for your child to eat.

## **SPECIAL NEEDS ASSESSMENT POLICY**

When special needs situations arise, the staff will initially conference with one another. If there is consensus of a valid concern parents will be notified, including specific documentation. The Giving Tree will work to provide resources to aid families in the situation. If together we feel we cannot resolve it without outside assistance, a meeting will be held with all involved parties to share options and recommendations. Our staff will do our best to work with your child, but if the child's behavior is continually disruptive to the learning environment or the safety of the other children and staff, the director will meet with the parents to recommend and discuss beneficial alternatives in Lawrence.

## **SPECIAL NEEDS**

We desire to facilitate the best possible learning environment for each of our students. If your child has a legal IEP, please let us know so we can work with the school district to meet your child's needs.

## **SELF-HELP--INDEPENDENCE BUILDING**

We encourage each child to take care of his/her own needs and personal belongings. We expect each one to remove their own outerwear (coats, jackets, etc.) and hang them up; use the bathroom unaided (This is required by the health department. We are not allowed to wipe); use and return their own supplies; and pick-up toys and items used during the day and put them away in their proper places. We are always available to help if things are hard, new, or frustrating. Children need countless amounts of encouragement and time if they are to

succeed in these areas. Your help in allowing them to learn is also needed. You will be amazed at how self-sufficient your child can become if it is encouraged and expected.

\*Any changes and/or additions to this handbook will be given to you in writing.