

# 2019-2020 HANDBOOK



The mission of the Little Willows program is to minister to parents and caregivers of toddlers and preschoolers by providing quality care for children in a safe, fun, nurturing environment while enhancing their social, spiritual and developmental growth and preparing them for lifelong learning.

## REGISTRATION AND ADMISSION

- Early registration in February for Willow Hill Church members and currently enrolled families (**current tuition payments must be up-to-date before registration**)
- Registration for the following year open to public the first Monday in March
- Registration forms available on the church website and in the church lobby
- Enrollment forms accepted on first-come, first-served basis
- Registration requires completed enrollment form and \$50 enrollment fee per family
- Tuition due first attendance day of each month (**September through May**)
- Monthly tuition is \$40 for 1 day/wk **or** \$75 for 2 days/wk **or** \$105 for 3 days/wk
- Tuition may be paid in one or two yearly installments (prorated reimbursements will be offered in the case of withdrawal from classes)
- If a class is cancelled due to an emergency situation, partial tuition credits will be offered
- **Checks payable to Willow Hill UMC** (please include month and child's name in memo)

## CLASS DESCRIPTIONS

- **2's Purple Monkey Class:**
  - Must be 2 years of age by September 1
  - Attend one day a week
  - Limit of 10 children per class with 2 teachers
- **3's Green Frog Class:**
  - Must be 3 years of age by September 1 (exceptions based on enrollment)
  - Attend one or two days a week
  - Limit of 12 children per class with 2 teachers
- **3-4's Orange Tiger Class:**
  - Must be 3 years of age and using toilet independently by June 1
  - Attend one or two days a week
  - Limit of 14 children per class with 2 teachers
- **4's Blue Dolphin 1 Class:**
  - Must be 4 years of age and using toilet independently by September 1
  - Attend two or three days a week
  - Limit of 8 children per class with 1 teacher
- **4-5's Blue Dolphin 2 Class:**
  - Must be 4 years of age and using toilet independently by June 1
  - Attend two or three days a week
  - Limit of 16 children per class with 2 teachers

## HEALTH REGULATIONS

Proof of up-to-date immunizations is required by October 1 of the given school year. The only exception will be for children who provide documentation signed by a medical doctor.

**If your child shows signs of illness, please do not send him or her to Little Willows.**

- Fever – normal temperature for 24 hours before returning
- Vomiting/diarrhea – cessation of vomiting/diarrhea for 24 hours before returning
- Cold symptoms – persistent cough and/or thick, colored nasal drainage
- Undiagnosed rash – please consult with physician before returning

If you have a question concerning the advisability of sending your child, please call the Director. If a child becomes ill while in our care, we will notify the parent immediately.

If your child is diagnosed with a contagious condition such as strep throat, Fifth's Disease or head lice, please contact the Director as soon as possible.

Our policy prohibits dispensing medicine to the children in our care unless an emergency arises.

## ITEMS TO BRING TO CLASS

- A backpack clearly labeled with your child's name
- **A complete change of clothing, including socks and underwear**
- Extra diapers or pull-ups if not potty trained
- A labeled sippy cup if your child does not drink from an open cup
- A comfort item if your child has difficulty separating (preferably not a toy)

## SUGGESTED CLOTHING

- Comfortable clothes and shoes for active and sometimes messy play
- Pants with elastic waist to ease in using the restroom independently
- Tennis shoes for safe and comfortable play on all play surfaces
- Simple layers in winter for moderate classroom temperatures
- Appropriate jackets for outdoor play in mild temperatures

## SNACKS AND DRINKS

- Snacks consist of water and simple crackers, cookies, etc.
- **Please be sure to inform our staff if your child has any food allergies. If your child has a severe food allergy, please provide alternative snack options.**
- Birthday treats may be brought in as arranged in advance with the teacher. **All treats brought into the classroom must be store or bakery purchased and packaged. No full-sized cupcakes, please. \*\*NO PEANUT PRODUCTS ALLOWED\*\***

## ARRIVAL AND DISMISSAL PROCEDURES

- Classroom doors open at 8:55 a.m. and lobby doors open at 8:45 a.m. (Parents and children are welcome to wait in the hallway or lobby prior to class time.)
- Please call 383-2700 or email [ghulett@willowhill.org](mailto:ghulett@willowhill.org) to report absence or late arrival.
- Jackets and backpacks are kept in classroom cubbies except for Blue Dolphins, whose are stored on hooks in the lobby coat room.
- **Please have your child use the restroom and wash hands before entering the classroom** to help avoid multiple restroom trips within the first hour of class.
- Sign child into classroom and leave a phone number where you can be reached during class along with any special directions.
- **If your child has trouble separating from you**, please allow the teachers to help your child with the transition by exiting the room promptly. You are welcome to wait in the lobby for a brief time while your child calms down and to telephone the Director at any time during the morning to check on your child. **(Sometimes a comfort item is helpful.)**
- Please arrive for pick-up **no later than 12:00 p.m.** Please wait in hallway or lobby for teachers to open classroom doors when they are ready for dismissal.
- Doors to the lobby will be locked between 9:15 a.m. and 11:50 a.m. for added security.
- If someone besides a parent is picking up your child, please inform the teachers and ask that person to bring a picture ID.
- **Please sign the sign-out sheet before taking your child and monitor your child closely in the parking lot.**

## CALENDAR AND HOLIDAYS

Our program year runs from September through May, coinciding with the Germantown Hills District #69 calendar. Dates for **NO CLASSES** for 2019-20 are listed below.

- October: 14-15 (Mon/Tues - Columbus Day, teacher institute)
- November: 26-28 (Tues-Thurs – PT conference, Thanksgiving Break)
- December: 23-31 (Christmas break)
- January: 1-2 (Classes resume Mon, Jan 6), 20 (Mon - Martin Luther King, Jr. Day)
- February: 17 (Mon - Presidents' Day)
- March: 23-26 (Mon.-Thur. Spring Break)
- April: 7 (Tues – public polling place), 13 (Mon - Easter Break)
- May: **Last week of class is May 4-7 (May 11-14 if several snow days)**

Little Willows **will follow severe weather cancellations for Germantown Hills School District #69.** School closing announcements will be communicated through *Facebook, Remind*, local media sites, and [www.willowhill.org](http://www.willowhill.org). Contact Gina Hulett with questions.

**Little Willows may also be canceled if the church is being used for a funeral or if weather conditions cause parking lot safety concerns.**

## **CURRICULUM AND PROGRAMMING**

The Little Willows curriculum is planned in accordance with our mission statement of providing “a safe, fun and nurturing environment while enhancing their social, spiritual and developmental growth and preparing them for lifelong learning.” The following objectives guide the curriculum for each classroom:

Children will demonstrate developmentally appropriate skills in the following areas.

- Social skills – ability to play and interact appropriately with other children and adults without a parent present
- Fine and gross motor skills – use of small and large muscle groups through physical activities with hands, arms, and legs
- Attention and listening skills – ability to attend to directed and non-directed activities such as story time and to follow simple directions
- Language/communication skills – ability to express needs, feelings, and ideas to other children and adults in a non-aggressive or frustrated manner
- Basic conceptual knowledge – awareness of basic colors, shapes, numbers, names, alphabet, body parts, animals, weather, opposites, math and reading readiness
- Basic Christian knowledge and behavior – awareness of God’s love, Bible stories, and Christian values of kindness and sharing

The classroom programming varies based on the individual teachers. Lesson plans are continually created and updated by the teachers to ensure children have new experiences. Classroom schedules and activities are flexible and based on the developmental level of children. They share the following characteristics:

- Focus on Christian values and fostering a love of learning
- Combination of structured and non-structured time
- Fun and encouraging transitions between activities
- Variety of learning experiences
- Bible and faith-based activities
- Children’s literature
- Opportunities to practice social skills
- **Basic** academic readiness skills (colors, shapes, numbers, alphabet)
- Music and movement activities
- Play-based learning

## **EXPECTED BEHAVIOR**

We strongly encourage the following behaviors:

- Participation in classroom activities
- **Brief** periods of quiet sitting for story times
- Following simple directions
- Sharing and kindness toward others

When inappropriate behaviors occur, teachers will encourage appropriate behavior through:

- Demonstration of appropriate behavior
- Re-direction of attention
- Verbal request or reprimand in firm yet positive tone
- Brief “time-out” (child will be removed from activity for 2-5 minutes)
- Teacher will explain in simple terms what is required to return to activity
- Parent notified if behavior persists

## **COMMUNICATION WITH STAFF**

- To receive texts or emails concerning cancellations, special events, and due date reminders, sign up at <https://www.remind.com/join/littlewill> or text @littlewill to 81010.
- Newsletters are sent home at the beginning of each month, posted on the bulletin board as you enter the hallway, and posted on the church website.
- Specific information is posted outside each classroom weekly.
- Questions or concerns regarding the care of your child are welcomed any time.
- Communication sheets are available in daily folders for green, orange, and blue classes.
- You are welcome to wait until the rest of the class is dismissed to discuss your child privately with the teachers.
- Parent-teacher conferences are NOT routinely scheduled unless needed.
- E-mail communications may be sent to the address below to be forwarded to the appropriate teacher.
- Written teacher feedback will be provided in February.
- Written parent feedback is welcome and encouraged throughout the school year.

## **CONTACT INFORMATION**

Church website: [www.willowhill.org](http://www.willowhill.org)

Facebook page: [www.facebook.com/littlewillowsprogram](https://www.facebook.com/littlewillowsprogram)

Gina Hulett, Director: 309-383-2700 or [ghulett@willowhill.org](mailto:ghulett@willowhill.org) or 309-678-3761

Gina Keele, Assistant Director: 309-383-2700