



**Mother's Day Out
Program
Parent Handbook
2011-2012**

Table of Contents

Mission Statement.....	4
Overview	4
Curriculum.....	4
Calendar.....	5
Daily Schedule.....	5
<i>Centers and Greeting Circle</i>	5
<i>Literacy</i>	5
<i>Movement and Music</i>	5
<i>Mathematics</i>	5
<i>Cooking</i>	5
<i>Lunch and Recess</i>	6
<i>Language/Culture Studies</i>	6
<i>Science</i>	6
<i>Art</i>	6
<i>Parting Circle</i>	6
Enrollment and Tuition.....	6
<i>Enrollment Procedures</i>	6
<i>Registration Fee</i>	6
<i>Tuition</i>	7
<i>Withdraws and Refunds</i>	7
<i>Late Payments</i>	7
<i>Scholarships and Discounts</i>	7
Policies.....	8
Arrival and Departure.....	8
<i>Arrival</i>	8
<i>Departure</i>	8
Operational Information.....	9
<i>Children Served</i>	9
<i>Hours of Operation</i>	9
<i>Severe Weather</i>	9
<i>Student Release Procedures</i>	9
<i>Child Abuse</i>	10
Health and Safety.....	10
<i>Illness</i>	10
<i>Medications</i>	10
<i>Prescription Medications</i>	10
<i>Non-Prescription Medications</i>	10
<i>Allergies</i>	11
<i>Epipens</i>	11
<i>Accidents and Incidents</i>	11

<i>Emergencies</i>	11
<i>Immunizations</i>	11
<i>Head Lice</i>	11
<i>Hearing and Vision Screening</i>	12
<i>Change of Clothing</i>	12
<i>Hats</i>	12
<i>Water Bottles</i>	12
<i>Seat Belt Safety</i>	12
General School Visitation.....	13
Meals and Snacks.....	13
<i>Daily Lunch</i>	13
<i>Birthdays</i>	13
<i>Special Events and Celebration Lunches</i>	14
Communications.....	14
<i>Communication Books</i>	14
<i>Newsletters</i>	14
<i>Communicating with Teachers</i>	14
<i>Parent Teacher Conferences</i>	14
<i>Complaint Procedures</i>	14
Classroom Management.....	15
<i>Positive Behavior Model</i>	15
<i>Recognition</i>	15
<i>Classroom Management Procedures</i>	15
<i>Biting and Hitting</i>	15
Helpful Hints.....	16
A Note to Parents.....	16

Mission Statement

Lupine Lane's Mother's Day Out Program strives to instill worldly knowledge, practical skills, self-confidence and a love for creativity in every child.

Overview

Lupine Lane's Mother's Day Out Program allows young children to grow and flourish in a unique, creative setting. Each day is filled with progressive, hands-on activities that ignite each child's imagination, instill self-confidence, and encourage intellectual, physical, social and emotional growth.

We recognize that each individual is unique, and therefore has a distinct personal learning style. Coupled with that, we believe that each child embodies great potential to accomplish incredible things when he or she feels cared for and that his or her needs are satisfied. Our small class size allows the teacher to understand the intricacies of each child and cater to his or her abilities and needs.

Curriculum

All Lupine Lane programs implement a progressive approach to educating the whole child, considering each individual's intellectual, physical and emotional needs. Our Mother's Day Out Program will utilize a "whole child" approach and will include a variety of hands on experiences in music, art, cooking, dramatic play and more. Children's literature will be utilized throughout each day to instill a love of books and reading. Kids will be encouraged to evaluate information and formulate questions and plans to process the presented material. These meaningful experiences will provide real world application and enhance lessons in reading, math, science and language and cultural studies.

Lupine Lane is a member of the International Preschool Curriculum. The IPC "is a fully researched and reviewed curriculum encompassing the latest educational methods and proven traditional teaching approaches. It is the first curriculum to encourage local cultural traditions and promote internationalism as a theme throughout its teaching. The curriculum also includes current affairs themes such as ecology and conservation" (as stated on IPC's website, www.internationalpreschoolcurriculum.org). We will use the International Preschool Curriculum in combination with the Texas Pre-kindergarten Guidelines to inform short and long term goals, lessons and assessments.

In addition, we will incorporate Living Values, an educational program that emphasizes global values such as peace, respect of self and others and

tolerance. Children will learn about other cultures and gain tools that will allow them to understand and embrace differences. The program encourages social interaction as well as self-reflection.

Calendar

The Mother's Day Out Calendar is posted online in the Mother's Day Out section of our website: www.lupinelane.com. You may wish to print out the calendar to have a copy at home. Since it is Google calendar, it can be added to your personal calendar as well.

Daily Schedule

**The Daily Schedule is subject to change as needed.*

Centers and Greeting Circle

Children begin the day in various centers as everyone arrives. At 9:40, the daily welcome begins. Circle time will include a welcome song, recognizing achievements both within and outside of Lupine Lane, daily weather and jobs of the day. (9:30a-10:00a)

Literacy

We closely follow the TEA Pre-kindergarten Guidelines to ensure children have mastered the knowledge and skills necessary for entering kindergarten. Books and instilling a love of reading are an integral part of Lupine Lane. We read books throughout the day; however, this portion of the schedule is used to focus on reading and writing skills. (10:00a-10:30p)

Movement and Music

While both movement and music are woven in throughout each day, this time is dedicated to learning about rhythms, harmonies and an array instruments and encourages movement and bodily awareness. (10:30a-11:00a)

Mathematics

Children learn basic mathematical concepts from counting to patterns as well as practical, hands on activities. We follow the TEA Pre-kindergarten Guidelines closely to ensure that each child has mastered the fundamentals necessary for Kindergarten. (11:00a-11:30a)

Cooking

During this time each day, children enjoy combining ingredients, measuring, stirring and more as they cook their own nutritionally balanced lunch,

complete with a protein, a carbohydrate, healthy fat, and a vegetable! (11:30a-12:00p)

Lunch and Recess

Children eat their delicious creation for lunch and then have time to head outside, weather permitting. During days where temperature or precipitation does not allow for outside time, we will have indoor free play. (12:00p-12:30p)

Language/Culture Studies

This portion of each Monday and Friday is used to develop knowledge of the Spanish language and culture. In addition, we discuss various other cultures throughout the year. (Mondays and Wednesdays, 12:30p-1:00p)

Science

Each Wednesday, this portion of the day is dedicated to a science activity/experiment that encourages procedural, scientific thinking and is always a lot of fun! (Wednesdays, 12:30p-1:00p)

Art

The last activity of the day is art. This is always something the children look forward to! Art may be incorporated into other portions of the day, but this time is dedicated to thematic, progressive projects that are showcased and celebrated. (1:00p- 1:20p)

Parting Circle

Each day will end with circle time. We review the day and everyone contributes something that they learned or felt during the day. We sing our good-bye song and the children are dismissed! (1:20p-1:30p)

Enrollment and Tuition

Enrollment Procedures

To enroll your child in Mother's Day Out, please first read through the complete Parent's Handbook. Then, fill out [enrollment form](#) online. At that point, the director will send you the additional forms to be filled out for enrollment.

We will have an orientation prior to the first day, where the children will receive their Mother's Day Out Kits, find their cubby and get acclimated to the room. If enrolling after September 1st, please contact Lauren Boyle (lboyle@lupinelane.com) to set up an orientation.

Registration Fee

There is an annual registration fee of \$100 per student. This fee is due at

the time of registration and is nonrefundable. Upon submitting your enrollment and registration fee, you will receive a Mother's Day Out Kit for your child that includes a t-shirt, baseball hat (for outside play) and water bottle (to use during the program).

Tuition

Mother's Day Out Tuition is \$300 per month. The first payment, which includes the Registration Fee and the first month's tuition, is due at the time of enrollment. Then, payments are automatically deducted from the payment source provided. Payments are deducted on the 1st of each month until May 1st.

If enrolling after the year begins, contact Lauren Boyle (lboyle@lupinelane.com) and we will arrange a time table to submit the registration fee and tuition.

The full monthly tuition is due on the 1st of each month, regardless of the number of days your child attends. No adjustments are made for illness or vacations. Missed days cannot be exchanged or made up. If you have any questions regarding your tuition payments or direct deposits, please contact Lauren Boyle at lboyle@lupinelane.com or Carl Cates at ccates@lupinelane.com.

Withdraws and Refunds

If you wish to withdraw your child from the Mother's Day Out Program before the year begins, you must notify the Lupine Lane in writing, at least 2 weeks prior to the start of the school year. If this is done, and the spot is filled, you will receive a full tuition refund minus the \$100 Registration Fee. If the child's spot is not filled, you are responsible for the first month's tuition. The auto-pay will be turned off upon receiving the withdraw notice.

If you wish to withdraw your child after the year begins, tuition is current, and Lupine Lane receives one month's notice in writing, we will turn off the auto-pay at the time of notice, so you will be responsible for paying for a final month and then, the auto-pay will no longer deduct payments from your account. The \$100 Registration Fee is non-refundable.

Late Payments

Tuition payments are due on the first of each month. Our system will deduct the payments automatically on the first of each month. If a payment does not go through, we will contact the parent to submit new payment information. If payment is not made within 7 business days, a \$25 late fee will be assessed.

Scholarships and Discounts

Partial scholarships (not to exceed 50%) may be available for those who cannot afford monthly tuition. If you would like to be considered for a scholarship, please contact Lupine Lane. Families enrolling more than one child will receive a \$10 discount off the monthly tuition of the oldest child in the preschool program.

Policies

Parents will be notified of operational policies through the Parent Handbook. If any policy changes are made during the year, parents will be notified.

Arrival and Departure

Children must enter and leave the building under direct adult supervision. Children will be stopped at Lupine Lane's door if not accompanied by an adult. All children are to be within arm's length of their parents while on property.

Arrival

When arriving at school, please park and accompany your child into Lupine Lane's entry door (located through the side gate of the building). Please do not leave younger siblings in the car while dropping off a student. If you arrive early, please wait with your child until 9:30a. At 9:30a, please sign your child, and, if you will not be available at your regular contact numbers, please leave a number where you can be reached. When you drop off your child, please make eye contact with his/her teacher and verbally notify the staff that your child is now in their care.

If dropping off or picking up your child while the program is in session (between 9:30a and 1:30p) please do so quietly, so as to not interrupt other children. Please sign your child in or out and make visual and verbal contact with the teacher.

When a child begins something new, it can sometimes be a difficult moment when the parent leaves. In order to make the transition easier, please make eye contact with your child and tell him or her that you love them and will see them later. Give them a hug and a kiss and make an exit. While it is difficult to leave your child, it becomes more difficult if the "good-bye" is prolonged.

Departure

Pick-up is from 1:30-1:35p. Please call Lupine Lane (512-565-1501) if you will be unavoidably delayed.

There is a late pick up charge of \$1.00 per minute after 1:35p. Late fee notices will be distributed and charges will automatically appear on the next monthly statement.

When picking children up, please pull up in front of the Lupine Lane entrance. The assistant teacher will see your car and bring your child out to you. He or she will put the child in the car and will sign the child out.

This procedure will allow for a smooth dismissal process. If you have any questions for the teachers, please email Lauren (lboyle@lupinelane.com) and schedule a time to meet.

Operational Information

Children Served

Lupine Lane's Mother's Day Out Program is open to all children who are 2 years through 4 years as of September 1 of the school year. We welcome children of any race, religion, sex or national origin.

It is our goal to have low teacher/student ratio. Therefore, Lupine Lane's Mother's Day Out Program will maintain 8 children per teacher and assistant.

Hours of Operation

The Mother's Day Out Program runs from 9:30a to 1:30p on Monday, Wednesday and Friday from September to May.

On Lake Travis ISD early dismissal or delayed opening days (other than inclement weather), we will remain open.

Severe Weather

In the event of severe weather, we will follow the Lake Travis ISD closing schedule. If LTISD delays its start, Mother's Day Out will not open for the day. Please watch the local news channels for closing updates. If Lake Travis schools are dismissed early because of bad weather, you should pick up your child from Mother's Day Out as soon as possible. Days missed for severe weather closings will not be made up.

All students will be exposed to fire and tornado drills to ensure safety procedures in case of an emergency.

Student Release Procedures

When picking children up, please pull up in front of the Lupine Lane entrance. The assistant teacher will see your car and bring your child out to you. He or she will put the child in the car and will sign the child out.

This procedure will allow for a smooth dismissal process. If you have any questions for the teacher, please email Lauren (lboyle@lupinelane.com) and schedule a time to talk.

Teachers and Assistants will only release children to those individuals who have written authorization by the child's parents or guardians to pick them up. A record of these individuals is maintained in each child's file. These authorized people must present their government issued picture ID to Lupine Lane in order to pick up the child. Anyone who is not the parent or legal guardian must be authorized by the parent or legal guardian and present a government issued picture ID.

If you wish to authorize someone who you did not originally list to pick up your child, please contact Lauren Boyle (in writing) and she will advise the staff of the change. The staff will then release the child only when that person identifies himself or herself with a government issued picture ID.

Child Abuse

We are required, under the Texas Family Code, Section 34.01 to report any suspected cases of Child Abuse to the Department of Human Services Protective Services Office and a local or state law enforcement agency. As a parent, you too may contact the agency by calling 1-800-252-5400, or visit their website at <https://www.txabusehotline.org>.

Health and Safety

Illness

Our state license requires that we do not admit students who have had an oral temperature of 100.4 degrees or armpit temperature of 99.4 degrees or symptoms of illness (diarrhea or vomiting) within the last 24 hours.

If your child is lethargic, has abnormal breathing, diarrhea, behavior changes, has colored nasal discharge, or symptoms that prevent the child from participating comfortably in activities (including outdoor play), we ask that you keep your child home for the day.

During the course of each day, a health check will be conducted. If a child exhibits any of the above signs of potential illness, he or she will be removed from the classroom and the parent will be called for prompt pick up.

It is important to remember to leave accurate and up to date contact information so that we may contact you if your child becomes ill. If you will not be available at the numbers you have provided to Lupine Lane, please leave additional contact information. In the event that your child is ill, and you cannot be reached, we will call the person you designated on your enrollment paperwork as your “designated contact.”

Please contact Lauren Boyle (lboyle@lupinelane.com) if your child’s doctor diagnoses your child as having a contagious illness. We will notify the class of only the illness. Your child’s name will be kept confidential.

Medications

The director and teacher, Lauren Boyle, will need medication instructions in writing from the doctor prior to administering any medications. We will document each dose of medication given.

Prescription Medications

Medications must be in the original container labeled with the child's name, a date, directions, and the physician's name. We must administer the medication exactly as stated on the label. We will not administer expired medications.

Non-Prescription Medications

All medications must be labeled with your child's name and the date it was

given to us. It too must be in the original container and administered according to the directions on the bottle or the written and signed directions of a doctor.

Allergies

If your child has any allergies, please notify Lauren Boyle (lboyle@lupinelane.com). We will provide you with a form that seeks further information regarding the severity of the allergy and its treatment.

Epipens

If your child has a severe allergy, which necessitates the use of an Epipen, you will be given forms for your physician to complete, which will instruct our staff on what symptoms to look for and when to administer the Epipen. The Epipen is to be supplied by the parent with written instructions from the child's doctor. The Epipen will then be kept in a safe, locked location at Lupine Lane.

Accidents and Incidents

If a child is involved in an accident or incident while at Lupine Lane, we will tend to your child, and if the injury is minor (scraped knee, small bruise) and the child appears in good health, we will return the child to the activity (and continue to monitor the child). If the child appears distraught, we will telephone the parent and advise them of what has happened. In either case, an Incident Form will be filled out and given to the parent at pick up time. If the parent later determines that the child needs to see a physician, the parent should notify Lauren Boyle (lboyle@lupinelane.com), as documentation needs to be sent to DPFS in this situation.

Emergencies

If a medical emergency arises, and you or your emergency contacts are not available, your child's physician will be called. If a child needs to be transported to the hospital, a staff member will accompany your child.

Immunizations

All children must meet applicable immunization requirements specified by the Texas Department of Health. The State requires that all records must be on file with Lupine Lane within one week after the date of admission, and must be signed by a healthcare professional who has examined the child within the past year.

Head Lice

Lupine Lane has a "no lice/no nit" policy. Should lice or nits be detected, the child will be removed from the classroom and the parent will be called. The parent will be given a copy of our Head Lice Policy and information on how to treat head lice. When the child returns they must be completely free of lice and

nits and submit a physician's note confirming the child is completely lice/nit free.

Hearing and Vision Screening

The State requires that all children 4 years and older complete a Vision and Hearing test that shows numbers – not just a “pass/fail” statement.

Change of Clothing

Children may have toileting accidents or get dirty when participating in various activities. In these situations, they prefer to change into their own clothes. Please send a complete change of clothes (shirt, pants/shorts, underwear and socks) that are appropriate for the season in your child's backpack when he or she comes to Mother's Day Out. Please put the clothes in a zip lock bag labeled with your child's name.

Each child will receive a t-shirt when they begin the Mother's Day Out Program. This t-shirt may remain at Lupine Lane to change, if needed. However, an additional pair of pants, shorts, underwear and socks will also be needed. Please make sure to replace clothing if they need to be used.

Since the playground is surrounded by mulch, we ask that children only wear closed toed shoes with enclosed heels to school. Flip-flops make it difficult to run and climb safely. Sneakers allow children to fully experience the playground in a safe manner.

Hats

We follow the no hat, no play rule. All children must wear a hat to play outside. Upon starting Mother's Day Out, children will be given a baseball cap that they may wish to keep in their cubby at Lupine Lane, to ensure that they always have a hat to wear outside.

Water Bottles

Children need to have water readily available to drink throughout the day. Upon starting Mother's Day Out, each child will be given a water bottle that they may wish to keep at school. If it is taken home, please supply your child with a water bottle each day. We will send the water bottles home each Friday to be washed. Please send the water bottle back each Monday.

Seat Belt Safety

Texas child passenger safety regulations states that a person commits an offense if operating a passenger vehicle transporting a child who is younger than 8 years of age unless the child is taller than 4 feet 9 inches, and does not keep the child secured during the operation of the vehicle in a child passenger safety system according to the instructions of the manufacturer of the safety system.

General School Visitation

Our program's main goal is to increase each child's independence and self-confidence. A classroom with few distractions allows children to be spontaneous. This magnifies the learning experience and instills self-reliance. Therefore, if you would like to observe or visit within a classroom, please speak with the teacher in advance of the visit. We appreciate your cooperation.

All visitors should use Lupine Lane's entrance. All visitors must report to the teacher or assistant.

In order to ensure the safety of our students, Lupine Lane's door is locked during Mother's Day Out. Simply knock, and we will let you in.

Meals and Snacks

The American Dietetic Association has found that children who eat well perform better in school. A balanced and nutritious diet "increases problem-solving ability and better memory, verbal fluency and creativity." We firmly believe that diet and hydration are pivotal to children's well-being and positive performance. Eating lunch at school with peers teaches children healthy eating habits, manners and social skills. For that reason, we ask that parents refrain from visiting at lunchtime, unless we have a lunchtime event.

Daily Lunch

The cooking portion of the day precedes lunch, allowing each child to prepare a portion of their lunch. Lunches are balanced and include a protein, carbohydrate, healthy fat and vegetables. Children are often eager to try new foods, since they have prepared a portion of their meal.

If you wish for your child to drink anything other than water, please send a beverage each day (100% juice, milk, water) with your child's name on the container.

If your child has food allergies or dietary limitations, you must list these at time of registration and provide a separate daily lunch for your child.

Birthdays

At the discretion of the teacher, parents may bring a special treat to school, in order to celebrate their child's birthday during lunch. Arrangements should be made 7 days ahead of the birthday to ensure enough time to celebrate.

Please do not send gifts or goodie bags. These should be distributed at your home birthday parties.

You may distribute birthday invitations to the students in your child's class cubbies only if all students in the classroom are invited. If this is not the case, we ask that you mail invitations.

Special Events and Celebration Lunches

Lupine Lane will schedule special celebrations during holidays and other times in order to allow parents to eat with their children. You are encouraged to join us during the designated times. Please check our calendar and read the monthly newsletter for event dates.

Communications

Communication Books

Every Monday, your child will bring home his or her communication book with an overview of the previous week. Please read, respond and return on Wednesdays. The Communication Books will serve as a constant source of open communication between the teacher and parent as well as a wonderful keepsake of each child's year.

Newsletters

We will issue a monthly newsletter that will highlight events and important information regarding our Mother's Day Out Program activities. We will email this newsletter at the end of each month. Copies of the newsletter will be available if you do not have an email address or prefer a hard copy.

Communicating with Teachers

Since it is vital that the teachers be attentive to all students, we ask parents not to engage teachers in lengthy conversations at drop off or pick up. If you need to speak to the teacher, please schedule a meeting.

Parent Teacher Conferences

Parent/Teacher conferences will be scheduled twice a year, once in the fall and once in the spring after school hours. Parents will sign up for a time and day to meet privately with the teacher to discuss your child's progress in the program.

Complaint Procedures

Establishing a network of caring adults in your child's life is vital to his or her well-being and success. Therefore, it is important that an open channel of communication exists between teachers and parents.

Lauren Boyle is always available to address any parent's needs or concerns. She will return all parent phone calls and emails within 24 hours. If any concerns arise, begin by emailing or calling Lauren. We will then assess if there is a need to meet in person and, if so, schedule a meeting.

Classroom Management

Positive Behavior Model

Lupine Lane's behavior policy is for the staff to take a caring and accepting approach toward all children and model appropriate behavior. It is our goal to help each child develop skills necessary to handle a variety of situations and make good choices.

Lupine Lane uses positive reinforcement methods to guide children to make good choices and encourage self-esteem, self-regulation and self-direction. Teachers use praise to encourage positive behavior and refrain from focusing on negative behaviors.

Recognition

When a child does something significantly above and beyond, he or she will be recognized for their extraordinary deeds. The teacher will take their hand and draw a happy face with a non-toxic, non-permanent marker. These happy faces are meant to last through the day and will most likely wash off during hand-washing or bath time.

When your child receives a happy face on his or her hand, please ask what they did to be recognized and congratulate them.

Classroom Management Procedures

If a child exhibits negative behavior, the teacher will remind the child of expectations using positive statements to redirect the child.

If the negative behavior prevails, the child will be asked to take a break and separate from the group so they may reflect on his or her choices. This supervised separation will be limited to no more than one minute per year of the child's age.

If the behavior becomes persistent and becomes a problem to other children, the teacher will call the child's parents. If misbehavior has resulted in injury to another child, an Incident Form will be completed and given to both parents.

When frequent misbehaviors occur, the teacher will meet with the parent to discuss a plan of action that will help the child adjust accordingly to the classroom setting.

Biting and Hitting

If a child has bitten or hit another child, both parents will receive an Incident Report.

Biting and hitting are common behaviors in young children. However, on occasion these behaviors become frequent. If this occurs, the teacher will seek parental information, monitor the behavior, shadow the child, and, if deemed necessary, temporarily remove the child from the program.

Helpful Hints

- Please label all items with your child's name.
- No valuable possessions should be brought to school.
- We discourage children from bringing personal toys to school.
- We do not allow any weapons or weapon-like toys at Lupine Lane.
- Please make sure your child has a complete change of clothes at all times.
- Your child will need a sturdy bag that will hold notes, artwork, etc. It should be labeled with your child's name and be easy to manage and recognize.
- Please do not send your child to school with open-toed shoes or flip-flops.

We are looking forward to an enriching and fun-filled year ahead!

A Note to Parents

Greetings!

I am looking forward to an enriching inaugural year ahead! This year will be full of growing, learning, creating and fun!

Our goal is to provide children with the knowledge, skills and confidence they will need in kindergarten and beyond. We will provide a caring atmosphere and an abundance of stimulating activities and lessons for them to learn, grow and flourish!

If you have any questions or comments about registration or anything else prior to the beginning of the year or during the year, please call or email me at 512-565-1501 or lboyle@lupinelane.com. I am here to answer any questions you may have and welcome any comments. I strive to provide the best experience for your children, and to do that, communication with you, the parent, is immensely important. Together, we will be able to provide your child with the best experience that he or she can have!

Thank you so much! I am eagerly looking forward to the year ahead!

Lauren Boyle