



**Preschool
Parent Handbook
2012 - 2013**

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Mission Statement

Lupine Lane's Preschool Program strives to instill worldly knowledge, practical skills, respect of self and others, self-confidence and a love for creativity in every child.

Philosophy

At Lupine Lane, we strive to provide children with relevant, safe natural, real world experiences in an age appropriate manner. We believe in building a strong, safe and loving foundation with each child and his or her family by taking a true interest in each the intricacies and unique qualities of the individual child, providing a welcoming, comfortable environment and maintaining frequent and pertinent communication with each child and the people involved in the child's life.

Furthermore, we believe that children are capable of a great deal, especially when they have a safe, loving environment, age appropriate lessons, activities and materials, as well as guidance, support and encouragement. We strive to provide children with lessons, activities and materials that foster a natural sense of curiosity, as well as academic, physical, social and emotional growth.

We believe that the process is equally important to the product. The equality is due to the fact that the product is a manifestation of the process, allowing for a deeper, clearer understanding of the process that occurred to achieve the end result. It is not the quality of the product that is of great importance, but rather its existence, which provides a sense of completion and reaching a goal, builds self-confidence and provides opportunity to reflect.

We believe that long-term projects provide an abundance of opportunities for goal setting, building attention span and work ethic, reflection of the learning and creative processes and provides a wonderful, rewarding sense of accomplishment.

We also feel that documenting the child's day and processes are important, in order for the child and those in the child's life to have a visual and written record of how the child learns. During early childhood, it is wonderful for parents, teachers and caretakers to understand and encourage the child's learning style in order to best tailor a pathway for the child's education. Visual and written records also help the child to recall processes and experiences from which they learned.

Moreover, we believe that experiences inside and outside of the classroom are equally important. We strive to provide children with knowledge, skills and confidence within the classroom as well as ample time outdoors, in nature, and within the local community. Relevant experiences outside of the classroom enable the lessons, activities and materials within the classroom to come alive and achieve greater meaning and depth in a child's mind.

At Lupine Lane, we believe children are first and foremost people with an insatiable curiosity of the world. The more fully their sense of wonder, thoughts and dreams are developed, the greater knowledge, skills and confidence they will have progress to larger concepts, academically, socially and emotionally, allowing each child to grow and flourish brilliantly.

Overview

Lupine Lane's Preschool Program allows young children to grow and flourish in a unique, creative setting. Each day is filled with progressive, hands-on activities that ignite every 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 individual intellectual, physical and emotional needs. Our Preschool Program utilizes a "whole child", integrated approach and includes a variety of hands on experiences in music, art, cooking, dramatic play and more.

Our thematic approach allows children to delve into themes in multidimensional ways. We examine real world concepts such as ecosystems, the universe, prehistoric life and beyond through literature, science, mathematics, art and more. Generally, our examinations of different subjects culminate in a field trip, bringing the study full circle. For example, in the past, when we have discussed the farm environment, we had classroom discussions on farm animals and crops, constructed a child-sized, four dimensional farm, read a multitude of books on various aspects of the farm, grew typical farm crops and studied how the plants grow, and much more. Then, we took a trip to a local farm where children had the opportunity to milk a cow, feed chickens, examine eggs, discover worms in compost and study a bee colony. These meaningful experiences provide real world application and enhance classroom lessons in reading, math, science, language and cultural studies.

Children's literature is a cornerstone of each day. A strong presence of books instills a love of reading. Kids are encouraged to evaluate information and formulate questions and plans to process the presented material.

Twice a week, (once for MWF and TTH children and twice for M-F children) the kids have a Spanish lesson, taught by a native Spanish speaker and educator.

We use the Texas Pre-kindergarten Guidelines to inform short and long term goals, lessons and assessments. In addition, we maintain a relationship

with local Kindergarten teachers and administrators, in order to keep our hand on the pulse of expectations of incoming students.

In addition, we incorporate Living Values, an educational program that emphasizes global values such as peace, respect of self and others and tolerance. Children learn about other cultures and gain tools that allow them to understand and embrace differences. The program encourages social interaction as well as self-reflection.

Calendar

The Preschool Calendar is posted online in the Preschool 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. Meals are subject to change, based on availability.

Daily Schedule

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

Centers / Outdoor Time and Greeting Circle

Children begin the day in various self-guided centers as the class arrives. These activities will allow the children to ease into the classroom environment as they prepare to begin the day. At 9:30, the daily welcome begins and children move into circle time with the teacher. Circle time includes a welcome song, recognizing achievements both within and outside of Lupine Lane, daily weather and an introduction to the day. (9:00a-10:00a)

Morning Snack

We gather for a morning snack (10:00a-10:15p).

Teacher Tables and Independent Centers

Children break into small groups for this portion of the day. Teachers will occupy two centers, called the "Teacher Tables". These two centers offer teacher-guided instruction, and each child visits these centers in the course of this period. In addition, there are up to 4 other centers open for independent exploration. Independent centers include self guided activities and tasks that are pertinent to the current theme. (10:15a-11:30a)

Cooking

During the mornings, children have the opportunity to contribute in the preparation of their lunch. This is done in small groups within each classroom. 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 have indoor free play. (12:00p-12:45p)

Circle Time

Children return to the classroom, rehydrate and join in circle time to learn about the activities that conclude the day. (12:45p-1:00p)

Teacher Tables and Independent Centers/Large Group Activities

Final centers or large group activities. (1:00p-1:45p)

Parting Circle

Each day ends 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! (1:45p-2:00p)

Enrollment and Tuition

Enrollment Procedures

To enroll your child in Preschool, please first read through the complete Parent's Handbook. Then, speak with the director. 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 Preschool Kits, find their cubby and get acclimated to the room. If enrolling after September 1st, please contact Carl Cates (ccates@lupinelane.com) to set up an orientation.

Enrollment Fee

There is an annual enrollment fee of \$100 for all children. This fee is due at the time of enrollment and is nonrefundable. This fee covers administrative costs of maintaining up-to-date records for your child, which will ease the transition into Kindergarten.

Supply Fee

There is a bi-annual supply fee for each student, due at enrollment and in January. This fee is nonrefundable. The fee is \$200 per semester for children attending 5 days per week, \$150 per semester for those attending 3 days per week and \$100 semester for those attending 2 days per week. This fee covers classroom supplies, snacks and meals and your child's required Preschool Kit. You will receive a Preschool Kit for your child that includes a t-shirt, personalized hat (for outside play) and personalized water bottle (to use during the program). This fee is due in full at the beginning of each semester and cannot be prorated.

Tuition

Preschool Tuition is calculated by the total number of days per year, then divided monthly. The tuition structure is as follows:

Days Per Week	Monthly Tuition
5 (M-F)	\$600
3 (MWF)	\$400
2 (TTH)	\$300

The first payment, which includes the Enrollment Fee, first semester Supply 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 the director, and we will arrange a timetable to submit the tuition and fees.

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, please contact Carl Cates at ccates@lupinelane.com.

Tuition and Fee Matrix

Days Per Week	Monthly Tuition	Enrollment Fee	Supply Fee
5 (M-F)	\$600	\$100 per school year	\$200 per semester
3 (MWF)	\$400	\$100 per school year	\$150 per semester
2 (TTH)	\$300	\$100 per school year	\$100 per semester

Withdrawing, Changing or Reducing in Enrollment

If you wish to withdraw your child from Preschool before the year begins, you must notify Lupine Lane in writing, at least 30 days prior to the start of the school year. At the point of notification, if your child's spot is filled, the auto-pay feature will be turned off. The first month's tuition, Supply Fee and Enrollment Fee are non-refundable.

If you wish to withdraw, change or reduce enrollment for your child (in school, After Care or After Preschool Classes) after the school year begins, tuition is current, and Lupine Lane receives 30 days notice in writing, you will be responsible for a final, full month of the original tuition. The auto-pay feature will be turned off on your account and the final month of original tuition will be drafted. The Enrollment Fee, Supply Fee, final month of original tuition and the time elapsed are 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 2 business days, a \$25 late fee will be assessed.

Scholarships

Partial scholarships may be available. If you would like to be considered for a scholarship, please contact Lupine Lane.

Waitlist Procedures

To add your child to our waitlist, please fill out the online form on our website and submit the nonrefundable \$50 fee via online form. We will contact you when we have a spot for your child.

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. 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. Please do not leave younger siblings in the car while dropping off a student. Lupine Lane allows for an 8:30a arrival, although school begins at 9:00a. If enrolled in After Care, Early Drop Off will come with the \$250 monthly fee. Otherwise, you may wish to add early drop off for an additional \$100 per month or \$15 per day. The children will have free time from 8:30a until school begins at 9:00a. If you arrive early, please wait with your child until greeted by a Lupine Lane employee. Please ensure that your child is signed in, 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 9:00a and 2:00p) you must notify Carl at 512-739-8344. 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 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 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 2:00-2:05p. Please call Lupine Lane (512-900-1090) if you will be unavoidably delayed.

There is a late pick up charge of \$1.00 per minute after 2:05p. Late fee notices will be distributed and charges will automatically appear on the next monthly statement.

When picking children up, please park and come onto the front porch. Lead teachers will dismiss children directly to their parent.

This procedure will allow for a smooth dismissal process. If you have any questions for the teachers, please schedule a time to meet.

After Care

Lupine Lane offers After Care every school day from 2:00p to 6:00p. The monthly fee for After Care is \$250. The drop in rate is \$20 per hour, which is billed to your account at the end of the month. After Care billing begins at 2:05p each day and is billed in hour increments.

Lupine Lane will provide snacks during After Care. Participation in After Preschool Classes requires additional enrollment and fees. There will be rest time after any After Preschool Classes, along with activities that allow for creative expression, free play and movement.

After Preschool Classes

Lupine Lane will offer a variety of extracurricular activities each semester. Information about classes will be provided in advance of each semester. Classes will take place at Lupine Lane and are open to the public as well as our enrolled children. Classes require at least 5 children to begin. To enroll in After Preschool Classes, please visit our website. Those enrolled in After Care must enroll in After Preschool Classes separately.

Children will have a break and snack at the end of the day and go into their classes at the scheduled time. Parents will pick up their child at the scheduled end time of the class, which is provided upon enrollment. Unless an After Preschool Class specifies that it is a “Mommy and Me” class or invites parents to participate or observe, we ask that you allow your child to independently experience After Preschool Classes. This will ensure that all of the children and the teacher can have the best possible classroom experience.

Operational Information

Children Served

Lupine Lane’s Preschool Program is open to all children who are 2.5 years through 4 years as of September 1 of the school year. We welcome children of any race, religion, sex or national origin.

Classes and Ages

Class	Ages	Daily Ratio
Hummingbirds	2.5 years on September 1	12 : 2
Robins	3 years on September 1	15 : 2
Owls	4 years on September 1	15 : 2

Hours of Operation

The Preschool Program runs from 9:00a to 2:00p on Monday through 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, Preschool 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 Preschool 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 park and come onto the front porch. Lead teachers will dismiss children directly to their parent.

This procedure will allow for a smooth dismissal process. If you have any questions for the teachers, please schedule a time to meet.

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 not originally listed to pick up your child, please contact your child's teacher or the director (in writing) and he or 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 may contact the agency by calling 1-800-252-5400, or visit their website at

<https://www.txabusehotline.org>.

Health and Safety

Emergency Preparedness Plan

Lupine Lane has a detailed Emergency Preparedness Plan, which details plans and procedures for emergencies. Each classroom has a copy of the Emergency Preparedness Plan and there is a school copy in the office. Anyone may view our Emergency Preparedness Plans at any time.

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, teachers will observe and monitor the health of each child in class. 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 the director (lboyle@lupinelane.com) and your child’s teacher 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 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 indicate in enrollment paperwork and notify your child's teacher. We will make a note to keep in the classroom and kitchen. We may seek 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 Report will be filled out and given to the parent at pick up time. If the parent determines that the child needs to see a physician, the parent should notify the child's teacher and the director, as documentation will need to be sent to DPFS in this situation.

Medical 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. If your doctor or you prefer to delay particular immunizations, please submit a signed and notarized affidavit stating the vaccination that you are delaying. This will need to be kept in your child's file.

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 numerical results, not simply a "pass/fail" statement. This information will need to be submitted to Lupine Lane, and it will be kept in your child's file.

Potty Training

Each child must be able and confident using the bathroom independently upon entering the preschool program. While bathroom accidents during early childhood are common and expected, each child in the program should feel confident using the bathroom with minimal assistance. All children must arrive in underwear each day and have a change of clothing at school.

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 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 Preschool. 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 Preschool 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, your child may wish to wear closed toed shoes with an enclosed heel. 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 a no hat, no play rule. All children must wear a hat to play outside. Upon starting Preschool, children will be given a baseball cap with their name permanently affixed, which they will 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. A hydrated body and brain provide an ample foundation for learning. Upon starting Preschool, each child will be given a water bottle in their Preschool Kit, which

they will keep at school. If it is taken home, please make sure it is returned so your child has water to drink through the day.

Lost Supplies

We understand that things get lost. If a necessary school item that we provided at Enrollment is lost at or away from school, we will provide you with notice so you have an opportunity to find the item. If the item cannot be found, it must be replaced within 7 days. Hats: \$20, Water Bottles: \$10, T-Shirts: \$15 and Journals: \$15. We will notify the parent or guardian before replacing the item and the additional fee will be billed to your account at the end of the month that the additional supplies was provided.

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

One of our program's goals 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 must call before arrival, as doors will remain locked. Visitors must use the main entrance and report to the front desk first and then to the teacher or assistant.

In order to ensure safety, Lupine Lane's door is locked during Preschool. Simply knock, and when we verify who you are, 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 his or her 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 enrollment. If this allergy or limitation prohibits them from eating most foods on the menu you must provide a separate daily lunch for your child.

Birthdays

At the discretion of the teacher, parents may bring a special treat to school, to celebrate their child's birthday. Arrangements should be made 7 days prior.

Please do not send gifts or goodie bags.

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.

Since Lupine Lane offers birthday parties, we are happy to put together a special party for your child after school hours. Inquire with Carl for details.

Special Events and Celebration Lunches

Lupine Lane will schedule celebrations during holidays and other times. You are encouraged to join us during the designated times. Please check our calendar and read the monthly newsletter for event dates.

Communications

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. At Lupine Lane, we make every effort to ensure communication is frequent and easy. The direct number for the office is 512-263-7225. In addition, you can reach the office and all staff via 512-900-1090 by following the prompts. Teachers and assistants are not available during school hours. If you need to contact us during school hours, please contact the main office or Carl Cates is readily available via cell (512-739-8344) for phone calls or text messages in addition to email (ccates@lupinelane.com). Lauren Boyle is also available via cell phone (512-565-1501) for phone calls or text messages in addition to email (lboyle@lupinelane.com) after school hours. Teachers are available by email and will respond within 24 hours.

Communication Procedures

During the school day, if you wish to get in touch with your child, your child's teacher or Lupine Lane, please always call our main office at 512-263-7225 or Carl Cates at 512-734-8344. He will be in direct communication with teachers, assistants and children. Please do not text or call teachers during the day, as they are not permitted to have their phones out while school is in session. If

picking up early, please call the office or Carl first, as all doors will be locked.

Communication Books

Each week, your child will bring home his or her Communication Book with a personalized overview of the previous week, including photographs. Please read, respond and return the next school day to allow teachers to have ample time to update. The Communication Books 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 issue a monthly newsletter that highlights events and important information regarding our Preschool Program curriculum and activities. We will email this newsletter at the end of each month.

School and Class Secure Server Sites

Upon enrollment, Lupine Lane will provide you with a login name and password for the secure server, which will offer school and class information, photos, supplementary materials and more. These secure server sites are located in the Preschool section of www.lupinelane.com. Click on "School and Class Sites" and login.

Communicating with Teachers

Since it is vital that the teachers and assistants remain attentive to all students, we ask parents not to engage teachers in lengthy conversations at drop off or pick up. Please refrain from calling or texting your child's teacher or assistant during the school day, as our staff will have their phones stored. If you need to speak to the teacher, please schedule a meeting via email or phone. Please also utilize the Communication Books as a pathway of communication between you and your child's teacher.

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.

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 beneficial choices.

Lupine Lane uses positive reinforcement methods to guide children to make

beneficial choices and encourage self-esteem, self-regulation and self-direction. Teachers use praise to encourage positive behavior and refrain from focusing on negative behaviors.

We have experienced great success with our positive behavior model. If a child's behavior becomes a safety issue for the child, any other children or our staff, the child will be immediately removed from the group setting and parents will be called to pick up the child.

Each child is unique and responds differently to stimulus. When necessary and appropriate, the child's teacher, the school director and the child's parents will work together to implement a Positive Behavior Plan.

If a child's behaviors are beyond our scope, enrollment will be discontinued, and we will provide parents and guardians with outside resources for that child. If a child's enrollment is discontinued, a final month of tuition is due. The Enrollment Fee, Supply Fees, a final month of tuition and the time elapsed are non-refundable.

School and Classroom Supplies and Materials

If any school or classroom supplies or materials are brought home mistakenly, please return to Lupine Lane. If school or classroom supplies or materials are brought home and are lost or damaged, you will be responsible for remitting the original cost of the item(s) within 7 days.

We understand that items school and classroom supplies and materials will have normal wear with use. However, if a child intentionally damages school or classroom supplies or materials, the parent or guardian will be notified and will be responsible for remitting the original the cost of the item within 7 days.

If a necessary school item that we provided at Enrollment is lost at or away from school, we will provide you with notice so you have an opportunity to find the item. If the item cannot be found, it must be replaced for a fee. Hats: \$20, Water Bottles: \$10, T-Shirts: \$15 and Journals: \$15.

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. The teacher will always follow a break with reflection questions, to ensure the child understands the reasons for the break. The child will discuss some choices he or she could make next time to ensure a positive outcome.

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

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

Biting and Hitting

If a child bites or hits another, 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 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.

A Note to Parents

Greetings!

We are looking forward to an enriching year ahead in our brand new school! The 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 loving, caring atmosphere and an abundance of stimulating activities and lessons so the kids may learn, grow and flourish!

If you have any questions or comments, 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