

# Lincoln Elementary



Preschool  
Handbook

# 2022-2023

## Lincoln Elementary Preschool Handbook

1

### Contents

Mission and Vision Statement.....	3
Contact information.....	3
Preschool Admission.....	3
Tuition.....	4
Preschool Hours.....	4
Preschool Closings.....	4
Preschool Discipline Policy.....	4
Preschool Educational Goals.....	5
Curriculum.....	5
Health Policy.....	5
Attendance.....	6
Birthdays.....	6
Class Parties.....	6
Clothing.....	6
Nap Procedures.....	6
Toilet Training.....	7
Outdoor Play.....	7
Field Trips.....	7

Mission and Vision Statement

Little Rebels Preschool is committed to providing a quality education for each child in preparation for early success and school readiness. We provide a safe and nurturing learning environment that promotes social, emotional, cognitive, and physical growth, as well as developing the skills necessary to prepare them for kindergarten.

Guided by high expectations, coupled with the knowledge that all children learn at various levels and speeds, our preschool staff will provide students with a wide range of educational experiences & fun opportunities that will help each child learn to the best of his or her abilities.

We strive to provide a balance of child-directed and teacher-directed activities, as well as time for children to play, work individually, in small groups and in large groups.

Contact Information

421 N. Rebecca St.  
Ivanhoe, MN 56142

Phone: 507-694-1540

Email: [patricia.lindeman@ivanhoeschools.org](mailto:patricia.lindeman@ivanhoeschools.org)

Preschool Admission

**Non-Discrimination Statement:**

Lincoln Elementary admits students of any race, religion, color, sexual orientation, gender identity, national or ethnic origin, or disability to all the rights, privileges, programs, and activities afforded or made available to students at the school. We do not discriminate based on race, religion, color, sexual orientation, gender identity, national or ethnic origin, or disability in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Children who are 3 years old by September 1st are eligible for entry into our 3-year-old preschool program in the fall. However, please be aware that age alone does not automatically guarantee your child's acceptance into our 3-year-old program. Chronological age of the child

**3**

may sometimes be different from the developmental stage of the child. Therefore, decisions for entry into our 3-year-old program will be made by the administration.

Children who are 4 years old by September 1st are eligible for entry into our 4-year-old preschool program in the fall. However, please be aware that age alone does not automatically guarantee your child's acceptance into our 4-year-old program. Chronological age of the child may sometimes be different from the developmental stage of the child. Therefore, decisions for entry into our 4-year-old program will be made by the administration.

#### Tuition (under discussion)

##### Monthly Fee

##### 3's preschool:

- ½ Day: \$53.00

- Full Day: \$73.00

##### 4's preschool: \$133.00/month

Tuition fees are due on the 1st of each month. Parents/Guardians should bring tuition payments to the office or send them with your student, in a marked and sealed envelope. If you need financial assistance, scholarships are available to those who qualify. Contact Patricia Lindeman regarding scholarships at: [patricia.lindeman@ivanhoeschools.org](mailto:patricia.lindeman@ivanhoeschools.org)

#### Preschool Hours

Our school day begins at 8:20a.m. and ends at 3:35p.m. Students are allowed in the building starting at 8:05 a.m. for breakfast. Please do not drop your child off any earlier, as there will not be any supervision.

#### Preschool Closings

Please watch for reports about the weather in case of school closings or early dismissals. You can find information on [www.marshallradio.net](http://www.marshallradio.net) or news channels. Also, the school district will send a phone call to all families. Please be sure to have your phone number(s) on file.

#### Preschool Discipline Policy

The preschool classroom has specific rules. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided, and children can develop self-discipline and self-control. This is a

learning process for young preschoolers.

We do expect behavioral mistakes to occur. When they do, the student or students involved will be gently reminded of the rule they forgot. If the behavior continues, the child will be asked to “take a break” away from the group until they are able to show appropriate behavior.

**4**

On rare occasions—if the child’s behavior is too disruptive to the rest of the classroom, the child may be taken into the hallway to calm down or to a quiet room to talk. If such an incident occurs, a note will be sent home and/or a call will be made within 24 hours, to discuss the incident.

If hurtful behavior happens more than three times, a parent/teacher meeting will be scheduled. At this meeting, our hope is to produce a plan for success. We believe that giving children choices is a great behavior management technique. Please encourage your child to let us know if they are having trouble in any way. Parents/Guardians are sometimes the first people to know if their child is having any trouble, so please keep us informed too. We can only “fix” what we are aware of. We are now a team, and we look forward to working with both you and your child.

### Preschool Educational Goals

Daily goals for all children consist of following the rules: working cooperatively, asking questions, and discovering new things. Also, your child will be given individual goals throughout the year based on progress and assessment.

### Curriculum

Our developmentally appropriate curriculum is customized to meet each child’s individual needs: socially, emotionally, physically, cognitively, and spiritually. Daily practices provide consistency, while incorporating emergent curriculum which in turn stimulates each child’s unique interests, curiosity, and sense of discovery.

Our curriculum consists of:

- Learning names - Monthly themes
- Handwriting - Discovery learning centers
- Self-help skills - Large and fine motor skills
- The alphabet - Interactive play and movement - Colors - Behavior and manners teaching - Shapes - Patterning
- Body parts - Sorting
- Numbers

### Health Policy

For the protection of all children and staff, no child will be permitted to attend preschool if any of the following symptoms are exhibited:

- Vomiting or diarrhea (within a 24-hour period)
- Fever (temperature of 100 degrees Fahrenheit or higher within a 24-hour period without fever reducing medicines on board)
- Acute cold

5

- Head lice (nits or bugs)

If your child becomes ill at school, you will be contacted to pick them up. To limit exposure, we ask that someone be available to pick up your child within 45 minutes.

### Attendance

Each day in preschool is a unique learning experience that cannot be recaptured. Attendance is compulsory unless unavoidable. Excessive absences may result in your child not being able to adjust to their teacher, peers, or to the classroom routine. It may also result in poor academic achievement. If there are excessive absences, a parent-teacher conference will be scheduled.

### Birthdays

Birthdays are a special occasion for young children and worthy of celebration. If you would like to bring treats (store-bought only) for the class on your child's birthday, please let the Preschool teacher know. If your child has a summer birthday, we will celebrate their half birthday.

### Class Parties

We have various class parties throughout the year. Please let the preschool teacher know if you are interested in helping, as party days are scheduled.

### Clothing

Please help your child "dress for success," so they can independently dress and undress for toileting. Remember that the way young children learn is through play, so they should wear washable play clothing. Consider shoes and boots that are Velcro or z-strapped rather than lace and tie. These simple things will help your child feel successful. Sturdy shoes, which do not slip off the feet, are necessary for the playground and gym.

All children are required to have one complete change of clothing in case of accidents. Please label all items and place them in a zip-lock plastic bag with the name of the child clearly written on the outside.

### Nap Procedures

Nap time is an important opportunity for growing, active, children to rest and re-energize. All

children will be expected to lay down during rest/nap time. They do not have to sleep, but they need to rest. Children are helped to relax by a variety of methods: darkened room, soft music, or through listening to stories being read. Rest time will last one hour and fifteen minutes for the 3-year-old preschool class. The 4-year-old preschool class will have twenty minutes of rest.

**6**

We ask that parents bring a small, soft blanket and/or a soft toy. This will help the child find comfort.

### Toilet Training

Children must be completely toilet trained prior to enrollment in the 3-year-old classroom. If a child has two accidents in one day, the family will be notified to come and pick up the child for the remainder of that day. If the child continues to have frequent accidents the administration will temporarily stop enrollment until complete toilet training is achieved. We will certainly save your child's spot in the class and will welcome them back as soon as they are accident free!

Of course, if there is a medical condition on file with the district, which is verified by a physician, special consideration may be afforded to your child. Likewise, if there is a documented educational or physical disability which interferes with toilet training, your child will be afforded consideration.

### Outdoor Play

When weather permits, all children will go outside for recess. Please be sure that your child has appropriate clothing, (coat, snow pants, boots, hat, and gloves) for all types of weather.

### Field Trips

Field trips can be a valuable way to enrich, extend, and reinforce classroom instruction, expose children to the outside world, and give students and teachers opportunities to relate under different surroundings. Preschool students generally take 2 to 3 field trips each school year. Permission slips are sent home prior to each specific trip. Parents receive ample notice of the field trips, and all students are expected to accompany their class, if they are in school that day.

