

LILA Kinder Prep

Give your child the world!



Lakes International
LANGUAGE ACADEMY
An IB World School

Parent
Aware 



Kinder Prep
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2016-2017 Kinder Prep Parent Handbook

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About Kinder Prep

Guided by Lakes International Language Academy's award-winning global focus, Kinder Prep is a fee-based, preschool experience for 3 year olds and a year-before- kindergarten experience for 4-year-olds that prepares all children to enter kindergarten with the readiness and skills necessary for a successful academic career.

Kinder Prep is a language-infused kindergarten readiness option, which features programming in Spanish, Chinese, and English to spark children's curiosity and create opportunities for exploration in language, science, math, literacy, the arts, and physical development. In Kinder Prep, learning takes place through play and developmentally age-appropriate activities in a safe and child-friendly learning atmosphere. Like all Lakes International Language Academy staff, Kinder Prep educators have professional training and job experience.

Constructive Guidance and Discipline

We believe our role as teachers and parents is to teach children what we expect from them, support them when they try, and to praise them when they succeed. We use a variety of positive guidance and discipline strategies and techniques, guided by the tenets of the IB PYP and Responsive Classroom, to encourage emotional regulation and the development of self-control, self-esteem, friendship making and problem solving skills. Teachers guide group discussions, establishing "classroom agreements" for behavior that everyone feels good about. This is one of the most important steps in establishing classroom community. We focus on actions students should take: what TO do in order to create a caring, productive learning environment.

Parent Aware - 4 Star Rating

We earned our 4 Star Rating by showing that we are committed to:

School readiness by using best practices in child assessment, and always working toward making instruction more individualized, stimulating and language-rich in order to promote critical thinking. We use Work Sampling System to evaluate student progress. We collect samples of the students learning through observation and the collection of work done by each student. The students progression of skills in each area of the curriculum guides our instruction.

Ongoing professional development by training our staff in the following key areas of children's development; cultural and socio-economic differences between families; practices that support inclusion; offering healthy meals; and engaging children in physical activity and active play.

Developing strong relationships with families by sharing assessment results and helping them access family support services.

Eligibility

Children should be 3 or 4 years of age by September 1 of the school year.
 Parents are responsible for transporting children to and from Kinder Prep.
 Children must be able to use the bathroom independently prior to entrance in the program.

Enrollment Options and Cost

Enrollment Option	10 payments - August 22- May 22	Yearly Cost	Daily Cost	Attendance Days
Full Day 8:00 am to 2:00 pm				
Monday - Friday	\$531.00	\$5,310.00	\$32.00	166
Mon/Wed/Fri	\$308.00	\$3,008.00	\$32.00	94
Tues/Thurs	\$231.00	\$2,304.00	\$32.00	72
Partial Day 8:00 am to 10:30 am				
Monday - Friday	\$266.00	\$2,656.00	\$16.00	166
Mon/Wed/Fri	\$151.00	\$1,504.00	\$16.00	94
Tues/Thurs	\$116.00	\$1,155.00	\$16.00	72

Enrollment

Kinder Prep’s program is designed for children within the eligibility requirement listed above. Enrollment will be on a first come first serve basis. All enrollment forms must be completed and returned to the program director by your child’s first day in the program.

These include:

- An online Kinder Prep application
- A \$40 non-refundable registration fee
- Student immunization record
- Early childhood screening record (4 year olds)

Early Childhood Screening

Minnesota’s mandatory Early Childhood Screening Program is available through Forest Lake School District. Children must be screened before entering district preschool or kindergarten classes. Screening

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is best done before your child turns four years of age. The screening includes vision, hearing and development assessments in addition to an immunization/health history review and a parent interview. If you need an appointment for screening, please call (651) 982-8301.

Care Options and Cost

Before and after care is available through LILA's school-age care. For information regarding Little Explorers, please contact the Explorers School Age Care Office at 651-252-6720 or at explorer.office@lakesinternational.org

Potty Requirements

Children enrolled in Kinder Prep must be potty trained before attending preschool. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should happen infrequently. We will begin a "three accident" practice in place. When three accidents occur in one month's time we need to re-evaluate your child's placement in preschool.

Potty-trained preschool children can:

- Communicate to the teachers that he/she needs to go to the restroom.
- Go to the restroom and perform the necessary functions without assistance from an adult.
- Wear cloth underwear. Pull-ups are not allowed.

If your child is not completely potty trained as described above when preschool starts or when, you may choose one of the following options:

- You may withdraw your child from the preschool and place their name at the top of our waiting list without paying tuition. The registration fee is nonrefundable and you are not guaranteed placement.
- You may continue to pay tuition to hold your child's spot until potty training has been completed.

Again, it is not uncommon for a child who is fully toilet trained to have a set back when he/she is in a new environment. Preschool Staff are aware of this and will assist the children when necessary. Staff will allow time for potty breaks during class. Parents will be notified if a child has a potty accident.

Sample Schedules

KINDER PREP - PARTIAL DAY

8:00am -10:30am

Partial day kinder prep options include students joining us for 2 1/2 hour per day. These sessions will be packed with time for inquiry and exploration. Students will have time to play with others and gain the independence they need to excel in Kindergarten, all while being immersed in Spanish and/or Chinese.

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SAMPLE PARTIAL DAY SCHEDULE

ARRIVAL/TABLE/CENTER ACTIVITIES
CIRCLE TIME
-GREETING
-SONG (S)
-UNIT BOOKS/ACTIVITIES

BATHROOM/ WASH HANDS
SNACK
LEARNING ACTIVITIES
OUTDOOR PLAY
GOOD-BYE CIRCLE

KINDER PREP - FULL DAY

8:00am - 2:00pm

Full day kinder prep options include traditional preschool activities infused with a language focus. We will have an extended day of learning that includes outside exploration and games, as well as time to rest. Kinder Prep Full Day students have the option of purchasing school lunch or they they may bring lunch from home.

SAMPLE FULL DAY SCHEDULE

ARRIVAL/TABLE/CENTER ACTIVITIES
CIRCLE TIME
-GREETING
-SONG (S)
-UNIT BOOKS/ACTIVITIES
BATHROOM/ WASH HANDS
SNACK
LEARNING ACTIVITIES
OUTDOOR PLAY

GAMES e.g. MATH, BINGO, ALPHABET
AND SHAPES
WASH HANDS/BATHROOM
LUNCH
OUTDOOR PLAY
QUIET TIME
BATHROOM AND WATER BREAK
SELF-GUIDED CENTERS
CLOSING CIRCLE & DISMISSAL

Lunch Information

The Food Service Department provides the option of a daily, nutritious lunch for Kinder Prep students. We will have information about setting up lunch services and payment options available during our Fall Open House. During the 2015-2016 School Year, elementary lunch cost \$2.20. Some students may qualify for free or reduced lunch. Students may also purchase milk only. This year's cost of milk only was \$0.40.

Payments are made via check to Forest Lake **ISD #831** or online using www.paypams.com

Arrival and Pick-up

We require that all children be signed in and out of Kinder Prep by parents/guardian/designees whether picking up or dropping off each day. **You must sign your child in/out each day as the sign-in/out**

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sheets are used for emergency evacuations and fire drills. We cannot release your child to anyone unless their name is listed on your registration form. We require that you provide any additional name(s) in writing.

Payment Information

Kinder Prep Full Day or Partial Day:

Program fees are due by the 22nd of the month prior to programming. **A late payment fee of \$25/occurrence will be added to payments received after the due date.**

Kinder Prep services WILL NOT be provided for your child until:

- 1. All outstanding balances are paid in full.**
- 2. All registration materials are complete and received by the Kinder Prep Office.**

Kinder Prep uses the online fee payment system, FeePay. Monthly program fees and monthly care calendar payments may be made online through our payment system.

In the event, that you need to pay via check or cash, those may be submitted in our annex's drop box and made payable to "LILA" *Please do not hand payments to our staff. All payments need to be placed in the drop box.

Additional Fees

Non-sufficient funds:

If a check is returned for non-sufficient funds, it is the parent's responsibility to submit the NSF amount plus a return check fee of \$25 to the Kinder Prep Office by cash, money order or certified check. Failure to comply may result in termination of care. After the 2nd NSF check, Kinder Prep will only accept cash or money orders.

Past Due Accounts:

Payment due dates for each service are listed above. Continual late payments or past due balances may result in additional fees or termination of childcare services. Please contact the Kinder Prep office if special arrangements need to be made.

Withdrawal from the Program:

If a parent chooses to withdraw their child from the program, a \$25 cancellation fee will be assessed per child and all outstanding balances must be paid in full by the withdrawal date.

Credits and Discounts

Tuition credit and fee changes:

Kinder Prep is a non-profit, self-supporting program. Tuition refunds are **NOT** issued for absences. Kinder Prep reserves the right to change tuition fees on an annual basis.

Credit after 3rd Snow Day Closing:

Contracted fees for emergency closings will be reimbursed after 3-school closure days.

Multiple Child Discount:

When siblings are enrolled in Kinder Prep, the first child will be billed at full price and each additional child will be billed at a 20% discount.

Financial Assistance:

Childcare assistance may be available to qualifying families through county funds. Families must provide a written verification form from the financial agency prior to starting care at Kinder Prep. The person who completed the registration form is ultimately responsible for all childcare expenses incurred that are not paid by the financial agency.

Health/Illness

Emergency Information

We will be using the emergency information provided on your child's Kinder Prep Registration Form. If a child becomes ill or injured in school, parents will be contacted first. If the school is unable to contact the parents, then the alternate person will be called. Please ensure it is current by updating changes in telephone numbers and alternate contacts during the year.

Illness/Injuries

If your child becomes ill or is injured during school hours, the teacher will provide basic first aid. If your child cannot remain in school, we will contact a parent to pick up the child. **Please keep your children home when they are ill. If your child is vomiting the night before or in the morning, running a temperature, has signs of a cold or sore throat, please keep him/her home for at least 24 hours before returning to school. Please keep him/her home for 24 hours after last vomiting episode and 24 hours after fever has been reduced without the use of medication. This will help control the spread of illness to other students and staff.** Please remember to contact and report the absence to Kinder Prep's director or teacher.

If your child develops any contagious conditions such as chicken pox, pink eye, strep throat, head lice, etc. please notify our staff as soon as possible. We will post the information (no names included) in order to inform other families of the illness and its symptoms.

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Medication

Whenever possible, medication should be administered at home. **NO MEDICATIONS** are to be given in school without a written order from the doctor and parent's written permission. Authorization forms may be obtained from the school. The medication must be in a current prescription bottle accompanied by the authorization form. This also applies to over the counter medications.

First Aid Emergency Care

Kinder Prep will supply appropriate care and basic first aid for minor injuries and verbally communicate with parents. In the event a serious injury or emergency should occur, Kinder Prep staff will contact 911 to dispatch an ambulance. All expenses incurred will be the responsibility of the child's parent.

Emergency Procedures

All staff will have training and annual review of emergency procedures. Kinder Prep will conduct emergency practice with children according to LILA policies.

Child Abuse and Neglect

LILA staff is required to report all suspected physical abuse, emotional abuse, sexual abuse, or neglect of children according to Minnesota State Law.

Special Needs

Parents must inform the Kinder Prep program prior to enrolling their child in Kinder Prep if their child has an Individual Education Plan (IEP) or special need relating to their behavior or medical condition.

A conference may be required so that the staff and parents can discuss and determine the "appropriateness" of the program for the child. To ensure safety, appropriate staffing and a care plan need to be in place before the child starts the program.

Parents must inform Kinder Prep before enrolling their child in the program if their child has a chronic health condition, such as; allergies, asthma, eczema, etc.

Treats/Birthday Celebrations

Snack

For our Kinder Prep snack time, we will have a snack sign up sheet available during our Open House. We will supplement the snacks as needed.

Birthday/Celebration Treats

Healthy treats/snacks are encouraged. State guidelines require that all treats for students are store-bought, not homemade. Please contact your child's teacher to make arrangements and to check for student food allergies. Advance notice is also helpful so that teachers and families can plan for children with food allergies. Please provide any utensils, napkins, cups, plates, etc, that may be needed.

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We love to celebrate birthdays with our students. You are welcome to bring in a store bought treat. We do encourage our students to eat healthy, so we do try to limit the amount of sugar. If sending in sweet treats, mini versions of the item would be preferred.

School Pictures

School pictures will be taken in the fall.

Pictures or Video

Kinder Prep will follow LILA's student video and photo procedures.

If you prefer that your child's picture or video not be used by the school, e.g. marketing, newsletters, please send a written request to the Kinder Prep Director. We will also be sharing photos with our families on SmugMug. We have a LILA account. Username and password will be given out at conferences.

Clothing and Personal Belongings

Outdoor Recess/Clothing

Parents should anticipate weather conditions when children dress for the day. Layered clothing allows children to wear appropriate weight clothes and permits them to feel comfortable throughout the day. Students will have time to explore outside, so **during winter months** children need to bring a hat, mittens, boots, snow pants, and warm outerwear to school every day. All students should dress appropriately and come prepared to go outside unless the temperature is below zero/minus 5 windchill or they have a doctor's note saying they should stay indoors.

All students must have "indoor" footwear to wear during the day. Each year many children misplace articles of clothing such as boots, caps, mittens, etc. We encourage you to permanently label each article of outer clothing with your child's full name.

Personal Belongings

Please leave your child's toys and "special" belongings at home. **However, if your child is staying for Kinder Prep Plus, we encourage you to bring in a stuffed toy or blanket for rest time.** Please label all items. Staff is not responsible for lost, broken, or stolen items.

Family Participation

Parent involvement is welcomed at Kinder Prep. We welcome your participation, i.e., reading books, helping with a cooking activity, sharing information about your occupations or hobbies, and talking about special holidays or customs. If you would like to share something with the children, please let one of the teachers know and we will try to arrange an opportunity for you to visit.

Staff Contact Information

Contact Kinder Prep

Questions? Sick child? Feedback? Please contact us. We appreciate the opportunity to talk with you!

One of the best ways to reach us during the day is through email. We are busy working with our students, but check our email several times throughout the day.

Who should I contact, for a/an...

Absence - Blanca Orteu - borteu@lakesinternational.org

Change in scheduling - Blanca Orteu - borteu@lakesinternational.org

Payment Questions - Melissa Bent mbent@lakesinternational.org

Coordinators

Site Coordinator - Blanca Orteu

borteu@lakesinternational.org

Coordinator of Teaching and Learning - Kinder Prep

Sharon DeRaad - sderaad@lakesinternational.org

Mailing Address

LILA Kinder Prep

246 11th Ave. S.E. Forest Lake, MN 55025

Phone: 651-464-0771

Fax: 651-464-4429

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Calendar

September

6 First Day of Kinder Prep

October

3 Teacher Workday/In-service - No School
18 Kinder Prep Evening Conferences
19 Kinder Prep Conferences - No School
20-21 Teacher Workday/In-service - No School

November

7 Teacher Workday/In-service - No School
24-25 Holiday-No School

December

19-30 Winter Break-No School

January

2 Winter Break-No School
15 LILA Lottery Deadline
16 Teacher Workday/In-service - No School
23 Teacher Workday/In-service - No School

February

17 Teacher Workday/In-service - No School
20 Kindergarten Round Up - No School or Care
2016-2017 Kinder Prep Open House Day

March

2 Kinder Prep Evening Conferences
3 Kinder Prep Conferences - No School
6-10 Spring Break - No School
13 Teacher Workday/In-service - No School

April

3 - 4 Teacher Workday/In-service - No School
14 Holiday-No School

May

29 Holiday - No School

June

8 Last Day of Kinder Prep

Holidays

Kinder Prep will run on the same days as Lakes International Language Academy's K-6 program, starting on September 6 through June 8.

Snow Days and School Closings

Kinder Prep is closed if the Forest Lake ISD #831 is closed. We will also contact you via our school messaging system to notify you of delays, early dismissal, and school closings. If you aren't receiving notification from us, please contact us.