



Tuition Based
Preschool Program

PARENT HANDBOOK

Little Lobo Learners

Tuition Based Preschool Program

Parent Handbook

Welcome to the Little Elm ISD

Dear Parents:

The early childhood programs of Little Elm ISD focus on the education and well-being of each individual child participating in a preschool program. In addition, we understand the importance of involving parents and are here to serve as your partners in the education and care of your child(ren).

Should you have any questions, please do not hesitate to contact your child's classroom teacher or the school principal.

Thank you for your support of the Little Lobo Learners Tuition Based Preschool program of Little Elm ISD.

Sincerely,

Cortney Clover
Director of Special Populations
Little Elm ISD

Tuition Based Preschool Program

The Little Elm ISD Tuition Based Preschool Program currently offers a 36-week, 7.5 hour-day, school-based educational and child care program for 3 and 4 year-old children. The tuition-based preschool program consists of children who qualify through an evaluation for the Preschool Program for Children with Disabilities (PPCD) and children as well as tuition based children without disabilities.

Mission

The mission of the Little Lobo Learners (L³) program is to ensure that all children, ages 3 and 4, have access to comprehensive, high quality preschool options and support on a developmental continuum.

Working within a context of children, families, and communities, LEISD is committed to creating an engaging learning environment that supports and respects the unique potential of each individual through best practices.

Because of common goals and high expectations, LEISD is dedicated to building a strong foundation and igniting a passion for lifelong learning for children and their families in order to prepare them for the future.

Selection Criteria

- Children will be selected on a first come, first served basis upon receipt of deposit.
- Deposit and tuition must be paid as scheduled.
- Children must be completely toilet trained at the time of enrollment.
- Children must not meet the general criteria for state entitled PK through one of the following: homeless, military, income-based, language acquisition or foster care.
- Children must not be eligible for special education.
- Families must agree to the tuition and guidelines associated with the inclusive program.
- Parents must provide transportation.
- Three-year old children enrolled in the program will have first selection the following year.

Deposit & Tuition

- Deposit of \$100 is required no later than May 11th in order to secure a position for each child; this deposit is non-refundable. However, it is imperative to note that completion of the application and receipt of deposit is the only way to secure your child's position. Deposit is not applicable to returning students.
- Payment schedule is listed below; on-line credit card payment, checks, cash or money orders are accepted. Payment should be made to LEISD, on the memo line please write L3: <your child's name>
- Payment should be sent in your child's folder or mailed by date/postmarked to:
Little Elm ISD
Special Populations Office - L3 Tuition
PO Box 6000, Little Elm, Texas 75068

Per Child Tuition

Payment	Schedule	Amount
Total	Annual	\$4,950
Semester	Each Semester	\$2,475
Monthly	9 Months	\$550
Weekly	36 weeks	\$137.50
Daily	170 days	\$29.18

Payment Schedule

Payment	Due Date	Late Fees Assessed
\$100	May 11, 2016	non-refundable/deposit
\$550	September 1, 2016	September 2, 2016
\$550	October 3, 2015	October 4, 2016
\$550	November 1, 2016	November 2, 2016
\$550	December 1, 2016	December 2, 2016
\$550	January 3, 2017	January 4, 2017
\$550	February 1, 2017	February 2, 2017
\$550	March 1, 2017	March 2, 2017
\$550	April 3, 2017	April 4, 2017
\$550	May 1, 2017 - last	May 2, 2017

Late Pickup and Late Fee Information

Late Pick-Up:

Children must be picked up no later than the last pickup time designated by the local school.

If an emergency should arise and you cannot pick up your child on time, please contact the school immediately. It is your responsibility to notify one of the persons on the Authorization Release form to pick up your child. However, if your child is picked up after the last designated pickup time, a \$15 dollar late pickup fee will be assessed for the first 10 minutes, and \$2 dollars per minute thereafter. *[Additional forms for documenting late pickup and late fees will be completed at the time.]*

More importantly, your child may feel insecure or experience anxiety if he/she is not picked up on time like the other children in the classroom.

Late Payment:

\$20 per day will be assessed on tuition up through 5 days; going beyond 5 calendar days will result in cancellation of participation in the program by the school district.

No more than two (2) total late payments will be accepted; after the second late payment, the district reserves the right to cancel program participation.

Non-Sufficient Funds Fee:

An additional \$50 will be assessed on any payment that results in non-sufficient funds.

Cancellation of Participation in the Program

By the school district-

A child's participation in the program will be *canceled* for the following reasons:

- Failure to make payment in advance of service.
- A pattern of late pickups.
- A pattern of late tuition payments.
- Failure to pay late fees.
- Cancellation of the program: The LEISD Board of Education has the right, in its sole discretion, to cancel the program at the end of any semester of any school year.

By the parent-

A child's participation in the program may be canceled by the parents with two (2) weeks written notice to the director of special populations. The family will be charged the daily rate as reflected in the payment chart for the two (2) week period.

PROGRAM DESCRIPTION

Staff Qualifications

Classrooms are staffed with a teacher certified both in special education and early childhood. The classroom also contains a highly qualified instructional support assistant(s), and will maintain an appropriate student-teacher ratio. All staff have cleared the State of Texas background check.

Report of Child's Progress/Conference and Progress Reports

Parent conferences are scheduled once during the Fall Semester. Appointments should be made with the teacher to discuss your child's progress if needed. Conferences are available by request at anytime.

Students will receive a progress report each nine weeks as determined by the elementary reporting dates on the district student calendar. The report card will give parents valuable information on how well their child is progressing.

Your teacher will keep a communication log in your child's folder. It will contain communication topics for parents and students. This will also be a place for parents to ask questions or inform parents of anything they need to communicate. Please leave these in the folder and do not remove them.

Parents are asked to immediately advise teachers of changes of address, phone numbers, or emergency numbers. It is also advised that parents let teachers know if there is a change in the child's home (hospital, illness, death, divorce, trip, new baby, etc). These events do affect children and their performance in class.

L3 Education Program

Special features include:

- Integrated, thematic curriculum organized on a continuum of how young children learn and grow, emphasizing early literacy and early mathematics skills.
- Literacy program based on current research on how young children acquire literacy skills.
- Developmentally appropriate practice that takes into account both age and individual appropriateness, and incorporates all learning domains and styles.
- Developmentally appropriate assessment that utilizes ongoing observation and systematic recording of the children's behavior to improve and individualize instruction and to communicate to parents children's growth and development.
- Parent involvement through education, training, and support.

Program Guidelines

Students must follow Little Elm ISD guidelines for behavior. If persistent negative behaviors interfere with the learning of others and consistently require an adult's supervision, the parent/guardian will be notified of a teacher/parent conference. If the negative behaviors persist then the student may be asked to withdraw from the program and the parent/guardian's tuition will be refunded based on the prorated procedures.

If at any time the school staff determines the student may be a student with a disability, they will follow the procedures for referral for an evaluation. If the student is evaluated and qualifies for special education services the student will need to withdraw from the program and the special education services will be provided in the appropriate setting determined by the ARD. Tuition will be refunded based on the prorated procedures.

Note:

- The parent/guardian has the option of denying services the child may qualify for.
- Parent/guardian will be given a two-week notice prior to dismissal from the program.

Nutrition Education

Nutrition education is incorporated in the daily activities. Science and math skills are developed as children learn to prepare foods or snacks, provided through tuition or by request from the teacher through classroom communication or school supply list. For instance, staff and children may prepare banana bread or “ants on a log.”

Outdoor Activities/Motor Lab

The daily schedule includes going outdoors for large motor activities except during inclement weather. Your child should come to school **properly dressed** to participate in gross motor activities. It is required that children wear closed toe shoes or tennis shoes with velcro.

Napping

A nap time of approximately one hour is provided each day. **A blanket for nap/rest time is recommended.** Your child may also bring a small doll or stuffed animal that will help him/her to rest or take a nap. A plastic shoe box will be provided for your child’s nap time things to be stored in. They will be sent home on the last day of the week to be washed. They must be returned on the following first day of the next week. Children who do not nap will engage in “quiet” activities. A nap mat will be provided.

Change of Clothing

Occasionally accidents do happen. For this reason, please send a change of clothing (shirt, underwear, pants/skirt, and socks) in a clear plastic bag with your child’s name written on the outside of the bag. All clothing should also be labeled. The clothes will be kept in the student’s backpack.

7.5-Hour-Day/Full School Year Program

The daily schedule provides a routine designed to meet the needs of the children. Classroom schedules may differ; however, all schedules provide for:

- A balance between active and quiet activities
- Individual, small, and large group activities (centers)
- Outdoor play/gross motor
- A balance between child-initiated and teacher-directed activities
- Children being read to individually and in small and large groups
- Literacy rich classrooms to facilitate reading and academic readiness
- Meals – breakfast is optional (through the cafeteria), lunch provided by parent (or can access cafeteria lunch), and snacks provided through tuition
- Rest or quiet time

Health and Wellness

- The campus will have access to a registered nurse.
- The classroom staff will follow the universal precautions when dealing with bodily fluids.
- If a student becomes hurt or seriously ill during the day all efforts will be made to contact the parent/guardian or person listed on the emergency contact list. If the parent/guardian or person cannot be reached by telephone, the student will be transported by ambulance to an emergency room and the parent/guardian will be held responsible for all expenses.
- Students must be free of fever and communicable diseases 24 hours or have a doctor's release in order to attend school.
- Medications will be dispensed according to the district guidelines.
- Students aged four (4) years and older will receive vision and hearing screening.

Breakfast, Lunch and Snacks

- Students will need to eat breakfast prior to arrival at school.
- The parent/guardian will provide a sack lunch with a drink or provide the cafeteria with parent-paid lunch account. After \$5 charge on account, student will be provided and charged for an alternate lunch.
- Snacks will be provided for the classroom unless the student has special dietary restrictions. If this is the case the parent/guardian is encouraged to provide the student with a snack.

- Occasionally the teachers may choose a cooking activity and request for parent/guardian to bring certain foods to school.
- If a student has any allergies please notify the classroom teacher and the school nurse.

Materials and Supplies

At the beginning of each school year the classroom teacher will send home a supply list. The supply list may include such things as tissue, notebook, folder, crayons or paper. Most materials and supplies will be furnished for the classroom. Parent/guardian will be responsible for the student's backpack, an extra set of clothing. Parents are encouraged to label all materials and clothing with the child's name.

School supply list has been provided for you in a separate document.

Curriculum

The L3 Program will follow the Pre-Kindergarten Curriculum which is based on the TEA Pre-Kindergarten Guidelines. The program provides a language and literacy enriched environment with many opportunities for hands-on learning. For more information, visit the TEA Texas Prekindergarten Guidelines online at: <http://tea.texas.gov/index2.aspx?id=2147495508>

Daily Schedule of Activities

The classroom teacher will provide the parent/guardian with a general daily schedule. Students in the L3 Program will be included in the campus activities as much as is appropriate.

Attendance

The classroom teacher will keep documentation on attendance but this will not be reported into the state system. There is not a minimum attendance requirement. However, regular attendance is expected. All students are expected to arrive before the tardy bell at 7:20 a.m., following the campus bell schedule. When your child(ren) arrives late it disrupts his/her learning and the learning of others.

Dress Code

Students should follow the dress code of Little Elm ISD. Because of the active nature of pre-K, students should wear clothing and shoes that allow for easy movement. It is advisable that your child dress in clothing that is easily washed since much of time is spent painting, cooking, and exploring our world. Clothing should be easy for your child to remove for bathroom purposes. Appropriate clothing includes tennis shoes (velcro), pants, shorts, skirt (with shorts underneath), socks, and a shirt.

Your child should NOT come to school wearing overalls, jumpsuits, sandals, boots or clothing with too many buttons.

LEARNING CENTERS

Prekindergarten uses the center approach to learning. Centers are areas with educational materials that provide opportunities for different types of learning during Work Time. It is important to remember that children learn many important skills while they play.

In the **Block Center** children learn:

- develop eye-hand coordination
- explore spatial relationships
- compare sizes and shapes
- develop large and small muscle coordination
- learn how to work and plan together
- become aware of organizing and measuring
- become aware of problem-solving techniques
- creativeness through planning, designing, constructing an idea
- a satisfactory way of expressing ideas, impressions, and feelings
- experiments with color, shapes, sizes, various textures
- eye-hand coordination, fine-muscle control for writing skills
- respect for the artistic expressions of others
- to develop their visual and tactile skills

In the **Technology Center** children learn:

- to develop eye-hand coordination
- to develop language
- to learn cooperation
- to practice listening carefully to directions
- to solve problems

In the **Library/Listening Center** children learn:

- to respect and care for books
- to imagine events and situations
- storytelling and dictate stories
- an interest in words and books
- sequencing of pictures of a story
- left-to-right progression
- the interpretation of pictures and details of pictures

In the **Pretend and Learn Center** children learn:

- have the opportunity to develop self-confidence through role-playing
- play familiar situations, assume family roles, work out problems and concerns
- develop muscle coordination, oral language skills and math readiness

In the **Math Center** children learn:

- to recognize, describe and name shapes
- to recognize patterns and relationships among objects
- to classify objects and explain how the grouping was done
- one-to-one correspondence
- how to make comparisons and to see relationships of concrete objects

In the **Science Center** children learn:

- to explore the natural and mechanical world
- to observe orderly sequences and sequences of life processes
- to formulate and evaluate predictions
- to observe the relationships between and among sizes
- to gather simple data and to draw conclusions
- to develop visual and tactile senses
- methods of classifications to sort materials
- making comparisons
- eye-hand coordination
- measurements and weights
- oral language by interaction with peers
- to complete a task and to be responsible for cleaning up after self

In the **ABC and Writing/Manipulative Center** children learn:

- to develop perceptual discrimination by shape, size, color, directions, detail, and design
- to practice eye-hand coordination
- to practice problem-solving skills
- to develop readiness and explore basic concepts in a variety of curriculum areas
- to experience a sense of achievement and develop self-confidence
- to develop concentration skills
- to develop their alphabet knowledge
- to develop their phonological knowledge skills (letters and their sounds)

In the **Art Center** children learn:

- creativeness through planning, designing, constructing an idea
- a satisfactory way of expressing ideas, impressions, and feelings
- experimentation with color, shapes, sizes, various textures
- eye-hand coordination and better fine-muscle control
- respect for the artistic expressions of others
- to develop their visual and tactile skills

Contacts

If you have any questions or concerns please contact your child's teacher, campus principal or the Director of Special Populations.

Little Elm ISD - Tuition Based PK Program
Acknowledgement & Agreement

I, _____ (parent name), have read and understand the program guidelines for my child,

_____ (student name) for the 2016-2017 school year.

_____ I have read and understand the parent handbook.

_____ I have read and understand that my deposit is non-refundable.

_____ I have read and understand the payment schedule.

Signed: _____ Date: _____

Please return this form to your campus within five (5) days of receipt of parent handbook.



Tuition Based Pre-Kindergarten Program At-a-Glance

- Highly Qualified Texas Certified Teachers
- TEA Pre-Kindergarten Guidelines/Curriculum
- For Children Not Eligible for General PK
- Full School Day Programming (7:20 am - 2:55 pm)
- \$550 per month for nine months
- Follow LEISD School Calendar for Breaks
- Ages 3 or 4 on or before September 1, 2016
- Rest Time Provided
- Snacks Provided
- Online Payments
- Parents Responsible for Transportation
- Located at Chavez Elementary School

LIMITED SPACE!! 22 Spots Available
First Come - First Serve - Deposit Required

Application Required
For Further Information Call 972-947-9340 ext 11000