



PARKWOOD DAY SCHOOL

at Leawood United Methodist Church

Parkwood Day School at LUMC

2915 W 95th Street

Leawood, Kansas 66206

913.648.2683

parkwooddayschool@gmail.com

parkwoodattendance@gmail.com

Paula George, Director/Owner

Jennie Neis, Director



HOURS

School Day 8:30 a.m. to 3:30 p.m.

Full Day 7:00 a.m. to 6:00p.m.

Full Time and Limited Part Time Openings!

The school year will begin on Monday August 3, 2015

and will end on Friday May 27, 2016.

Back to School Night is on August 11, 2015 6:30-7:30pm

Summer Session begins June 6, 2016

~~~What makes Parkwood Day School unique?~~~

Our Mission

At Parkwood Day School, our mission is to provide education for a lifetime. We are a high-quality program with developmentally appropriate practices that support young children's cognitive, social, emotional, physical, and creative development to ensure children are well-equipped to enter the academic primary school years. We teach critical-thinking and effective communication skills so children can solve their own problems while fostering respect and acceptance between peers and adults.

Experienced Professionals

Mrs. Paula George, Director/Owner

Mrs. George has 19 years of experience in Early Childhood Education. She has been involved in programs that include Shawnee Mission School District, Johnson County Community College's Early Childhood Center, Bethany Lutheran Preschool and Brookridge Day School. She holds a B.A. in Speech, Language and Hearing with an emphasis in Early Childhood Language Development including American Sign Language Certification. Mrs. George and her family are the founders of the non-profit organization "Toys from the Heart".

Mrs. Jennie Neis, Director

Mrs. Neis has been working in the field of Early Childhood for over 10 years. She has her Associates Degree in Early Childhood Education from Johnson County Community College and her Bachelor's in general studies with a concentration in child development, leadership and human studies from Fort Hays State University. Mrs. Neis has been with Parkwood for over 2 years.

Our experienced professional Teachers and Staff provide a safe and nurturing environment where developmentally appropriate practices are put into action for the benefit of the individual child.

Administration

Laurie Chudik - Bookkeeper/Payroll
Service Support Coordinator/Parkwood Therapy - Maggie McKinley
Specials & Preschool Coordinator - Jenna Jablonski
Infant and Toddler Coordinator - Kristin Hildy

Curriculum

Philosophy

The staff at Parkwood Day School believes children learn best by doing - actively participating in the planning, execution, and reflection of their daily activities. Teachers provide children with engaging materials and key experiences based on the High/Scope Curriculum that help the children make choices, solve problems, and actively contribute to their own development. The environment reflects a child-directed approach to learning, but maintains structure and boundaries out of the safety and respect for ourselves and others.

Active Learning Environment

'Structure with Freedom'

The classroom environments reflect a child directed approach. There are boundaries for safety and respect for others as well as ourselves. Our hands-on learning environment provides experiences that allow children to become confident in their own unique abilities.

Daily Language Arts Activities

Language abilities develop when there are fascinating things to explore and talk about. In class your child will develop skills in listening, speaking, print awareness and an early understanding of reading. Most important to preschoolers are their own personal experiences. The children will have many opportunities during the day to share what they know and develop ways to take what they know further.

The children will participate in weekly activities to enhance letter recognition with phonics fun, games and language building.

Handwriting Readiness

Strong fine motor skills are the foundation to handwriting. The Handwriting Without Tears curriculum is designed to build skills through fun activities that include coloring, drawing, singing, and counting.

Hands-On Math and Science

Math and science are incorporated into the daily routine. Planned activities such as cooking and gardening allow for children to discover the connection between math and science in their daily lives. Open math and science centers also provide the children with time and space to discover on their own.

Community Based Social Studies

Community and family are important to us!! Parent training on interesting subjects and fun family events are sponsored by Parkwood and LUMC! We invite you to attend the Block Party!

Trunk or Treat, Ginger Bread Decorating Party and Easter Egg Hunt, and the many other family events we offer.

At Parkwood @ LUMC we also offer a child friendly chapel service that parents are welcome to attend. Check the school calendar for dates and times.

It is our goal to build strong relationships between child, parent, teacher and our community. Special events and guest speakers will help your child learn more about their environment outside of the classroom.

Outdoor Learning Environment

The beautiful outdoor learning environment is a unique place to learn. Working together with Dimensions Early Childhood Research Foundation and The Arbor Day Foundation we are creating large outdoor learning centers that will allow children to explore nature.

Second Step Anti-Violence Curriculum

Second Step is an anti-violence curriculum developed within urban and Head Start early childhood programs. The program teaches the concepts of uniqueness, diversity and how to use language related to consequential and critical thinking. Children meet Impulsive Puppy, Slow-Down Snail and Be-Calm Bunny to teach them the appropriate ways to express the complexity of their emotions.

Spanish

Parkwood Day School will offer Spanish to your child focusing on vocabulary and events incorporated in our monthly themes. Throughout the year Parkwood students will be learning colors, shapes, numbers and counting, vocabulary relating to family, foods, animals, culture and much more! The curriculum incorporates movement, music and art into our weekly lessons. The children will also be enjoying bilingual children's stories to enhance their learning experience.

Music/Movement is Marvelous/Joyful Noise – Chapel Choir

Music enhances our curriculum with original theme based music that is educational and entertaining. Your child will experience music and movement through hands-on activities that include instruments, puppets and dance. Movement is Marvelous is a thematic based curriculum that helps children explore music using movement with our bodies, scarves, bean bags and/or hoops. Our preschool students in the Green/Orange Caterpillars and Butterflies will also participate in yoga lessons throughout the month. Children learn how to create a sense of balance both physically and emotionally. The PreK/TK groups will be learning creative, dramatic and inspirational music and skits to share during our Chapel times.

Lunch Program

Mealtime is also a time to learn. The children will benefit by participating in the mealtime process. Manners, nutrition and healthy eating will be the focus of mealtime. Morning and

afternoon snacks will be provided by Parkwood. Good nutrition is a part of our daily program.

Lunches are provided by Parkwood and are catered by Hy-Vee Foods and prepared on-site.

We follow the CACFP meal patterns for snacks and lunches served at Parkwood. The following website provides more information about the meal patterns and components for good nutrition for preschool children:

http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm.

Birthday treats are welcome at Parkwood. You may choose to coordinate your child's birthday treats with snack or meal time. Birthday treats, such as a cupcake, cookies or fruit snacks, can be served with snack along with our required snack components, for example: Cupcake, Apple, and Milk. We suggest that you bring in some of your child's favorite foods to accompany birthday treats if you choose to bring sugary birthday treats for snack. Birthday treats can also be served with lunch.

Parkwood is a Peanut Free program.

Please keep us updated with any changes in regards to allergies. If your child develops an allergy to food, milk, medications, etc., please let the office and the classroom staff know as soon as possible.

Working together we can assure that the nutritional needs of the children are being met.

Rest Time

Rest time will begin after lunch at 12:30 p.m. All children will rest in a peaceful and relaxing environment. Non-sleepers will be asked to rest quietly for 30 minutes and then move on to 'quiet time' activities. Rest time will conclude between 2:00 - 2:30 p.m. depending on the age of the child. Children should bring a backpack daily with a crib sheet, blanket, small pillow or lovey for rest time. Rest time items need to be cleaned weekly.

Flexible Scheduling

We offer full time and part time enrollment. The minimum days of attendance for the Fire Flies, Little Bugs, Busy Bugs, Bumble Bees and Caterpillars are 2 days. The minimum days of attendance for the Butterfly/Dragonflies rooms are 3 days. Full time families are guaranteed a yearly spot during summer enrollment.

If you are attending Parkwood part time, you are able to pick your child's days of attendance based on your scheduling needs and program availability. Enrollment forms require a 1st and 2nd choice to be selected. It is our goal at Parkwood Day School to be a family friendly program considering your financial and scheduling needs, although 1st choices are not guaranteed.

- You contract for the school year August 3rd through the end of May.
- In-House Enrollment begins in January for the following school year beginning in August.
- Enrolling ages Infants-6 weeks to 6 years.
- Informal care is offered 8am - 4pm.

- *Part time scheduling is due to availability.*
- *Parkwood's Summer Session is a 6 to 8 week program based on the school year calendar.*
- *Summer Enrollment begins in January, for current families, prior to the summer session.*
- *Summer Enrollment - enrolling ages Infants to entering 3rd grade.*
- *You contract for the summer session beginning June 6, 2016.*
- *The summer program is a theme based curriculum enhanced with tumbling, yoga, theater, math/science/reading fun and cooking.*

Informal Care

Informal Care is offered with the reduced hours of 8:00 am to 4:00 pm during times when the Shawnee Mission School District is closed for holidays, winter and spring breaks.

You can attend Parkwood during Informal Care Days on the days when your child is normally enrolled in school. If you wish to attend a day during Informal Care that is not your regularly scheduled day a daily, drop-in tuition rate applies.

You must bring a sack lunch on Informal Care days. We are a peanut free program.

~~~~~Classrooms~~~~~

Infants

In this classroom lesson plans are written for each individual child based upon their development. We believe that open communication between parents and caregivers is vital for the success of each child. The infant room is a balance of meeting basic needs and encouraging development through play.

Ages 12 months and walking to 2 ½

Classrooms are designed to introduce the group learning experience to your child while focusing on each toddler's individual needs. The focus is self-help skills including social development, language and potty training. In these classes your child will experience activities that include phonics, music & movement, messy art and large motor development.

Ages 2 to 3

Classrooms are designed to help your child develop as they become confident with their self-help skills. The focus is to expand on the traditional preschool experience. In these classes your child will experience activities that will develop their knowledge of the daily routine, area rotations, and language.

Ages 3 to 4

Classrooms are designed to develop your child's academic skills. In these classes your child will experience activities to help them recognize letters and numbers through Small Group time with stories, science and math, etc. The Plan/Do/Review concept will be introduced to students, which allows them to begin making decisions about their day.

Pre-K to Transitional Kindergarten

These classrooms are designed to make your child more independent. Children are able to choose many exciting ways to explore language, science, math, art, handwriting and computer skills within the classroom. The focus is to prepare your child for Kindergarten through active learning and play. In this class your child will participate in smaller group rotations for more individual instruction. Reading groups are formed based on the readiness and skill level of your child. Yoga is practiced in this class as part of our movement rotation.

There is a two year option to attend if needed. A Transitional Kindergarten curriculum is incorporated into the classroom that is based on children's skill level and age.

Parkwood Therapy's Leaping Learners Curriculum: Ages infant to school age

This curriculum consists of support staff working within the classrooms, in small groups and individually as needed to provide unique learning opportunities targeting key experiences for children who need strengthening in sensory exploration, social learning, communication, language, fine and gross motor development. Additional fees apply. Outside community groups are available for families not enrolled in the program or attending local public/private schools.

Parkwood Day School Policies

School Entrance

The school's main entrance is the automatic door located on the West side of the building. Please use this entrance when dropping off and picking up your child. Please let us know in writing if there are any changes in regards to who will be dropping off or picking up your child. Let us know if you need assistance dropping off or picking up your child.

The back door will be locked at all times. Please ring the back door bell and someone will meet you at the door. The door to the children's wing is closed at 8:45 am after morning drop off. It will be open from 3:30 to 3:45 pm for pick-up. When the door is closed, please ring the intercom/door bell and someone will meet you at the door.

Parking Lot Safety

No child is to be left alone in a car in the parking lot. Our policy is that if prior arrangements are made, we are able to assist you by getting your child to their classroom if

it is difficult with younger siblings. We usually make these arrangements for families with infants and younger toddlers. When prior arrangements are made we are able to meet you at the back door for drop off and/or pick up. However we are not able to secure your child in their car seat. At pick up time, we would walk your child out to meet you at the car. Please note that the back door is only for use when prior arrangements have been made. We are happy to help with your school day.

Contact Information

Communication is an important part of our program. Below is the contact information to reach us.

By email:

parkwooddayschool@gmail.com

parkwoodattendance@gmail.com Please use this email to report an absence/vacation and to inquire about a schedule change. Permanent schedule changes require a 30 day written notice to allow for restructure of classroom and/or staff schedule. All schedule changes need to be approved by the office and are subject to availability. Please do not contact classroom teachers about changes in your child's schedule.

By phone:

[913.648.2683](tel:913.648.2683) Direct Line to Parkwood Day School Office

[913.648.2131](tel:913.648.2131) X110 Parkwood Extension at LUMC

[785.418.4066](tel:785.418.4066) Jennie Cell Phone

Parent/Teacher Communication

Weekly newsletters will be in your child's cubbie to inform you of the theme for the week and an overview of the week's activities that support the theme. Each classroom has an email address to correspond with parents for items that include daily news updates, special events/fields trips and parent reminders. Teachers will answer these emails during rest time (12:15 to 2:30) and before and after school until 7:00 pm. If you need a quick response to a question, please use the parwooddayschool@gmail.com address. Administration staff will respond. Classroom staff is unable to answer emails other than at designated times since they are actively involved with supporting the classroom needs and facilitating the learning process.

Teachers and support staff are prohibited from using their personal cell phones to communicate with parents. If you need immediate assistance, please use the email or phone numbers above to communicate with the administrative staff.

What to Bring to School?

ITEMS TO BRING ON THE FIRST DAY OF SCHOOL:

2 boxes of tissue, 2 boxes gallon sized Ziploc bags, package of printer paper, 1 inch 3 ring binder, 1 package of Clorox wipes, 1 box of cereal and 1 box of crackers.

Children who are not potty trained need to bring: Diapers/Pull ups and Wipes.

Infants need to bring: a 5 pack of burp cloths, 5 pack of cloth bibs and 2 soft plastic bibs - items for classroom use.

ITEMS TO BRING DAILY:

Backpack that zips that contains a crib sheet, small blanket, small pillow or lovey and a change of clothes. Please label all items with your child's name.

ITEMS TO BRING QUARTERLY: *Toddlers and Preschool Classes*

1 package of Clorox wipes, 1 box of cereal and 1 box of crackers

Parent Volunteers

There are many volunteer opportunities at Parkwood. Parents help coordinate special projects, snacks and special holidays, etc. Volunteers are also needed to participate in fun events like Trunk n Treat/Annual Block Party, and the Thanksgiving Feast. Each classroom has a Mystery Reader, Lunch Helper, Crossing Guard, Book Worm Helper and Playdoh Making Sign-Up sheet for you to share in the learning in your child's classroom.

Check in with Clean Hands

At Parkwood, we "Check In with Clean Hands!". Each morning upon arrival your child will be asked to wash his/her hands. You may do this activity with your child or you can use this opportunity to transition your child from parent to teacher.

Sick Child Policy

We follow the Kansas Department of Health and Environment guidelines for exclusion of sick children. It states that parents will be notified immediately when a child has a sign or symptom requiring exclusion from the facility.

A child will be sent home if one or more of the following conditions exists:

- if the illness prevents the child from participating comfortably in the facility activities,*
- the illness results in a greater care need than the staff can provide, and or the child has any of the following conditions;*
- Auxiliary temperature (under arm) of 100 degrees or greater; uncontrolled diarrhea (2 or more), persistent crying, difficulty breathing, or wheezing;*
- Vomiting(2 or more); mouth sores; rash with fever or behavior change; pink eye; scabies, head lice or other infestation; untreated tuberculosis.*
- Your child must be fever free with no signs or symptoms of illness for a period of 24 hours before returning to school.*

Medication

Johnson County Health Department regulates how medicine is brought, stored and administered in child care centers:

- Prescription medication that is brought to Parkwood must be from a pharmacy container labeled with the child's name, the name of the medication, dosage, dosage intervals, the name of the physician, the date the prescription was filled.
- All prescription and non-prescription medication is to be stored in the office in a locked box.
- Parents are required to complete an Authorization for Dispensing Medication form for prescription and non-prescription medication. Forms are available outside the office door.
- Paula, Jennie or Kristin are authorized to administer medication. A record will be kept in the child's file as to who gave the medication, and of the date and time it was given.

Attendance

Each classroom has a sign in/out book for you to use to record the time that your child arrives and departs from Parkwood. Please complete your child's sheet each time your child is at Parkwood. This ensures the safety of the children and maintains a record of who dropped off or picked up your child from school.

Your child needs to be here on time! The hours between 8:30 and 11:30 are prime teaching times. It makes it hard on your child, teachers and other students when you arrive late.

All contracted days must be paid in full including school closings, conferences, and teacher workdays or if your child is absent due to sickness, vacation or other reasons. If you wish to start later than the beginning of the school/summer session you will need to pay for the yearly spot to reserve a later start date. If your child is absent and you would like to attend another day, an additional drop-in care tuition charge will apply. Prior arrangements must be made and are subject to availability.

Additional days of attendance may be added on a drop-in care basis. Prior arrangements must be made and are subject to availability. Payment must be received the morning of drop off. Payments must be made even if care is cancelled.

Please contact the office to report absences, vacations or to inquire about a schedule change. A 30 day written notice must be given to reduce enrolled days, withdraw or change SD/FD options.

Exclusion Policy

Below is the criteria that gives Parkwood Day School the right to exclude participation the the program:

- **Non-Payment of Tuition:** Parkwood Day School reserves the right to terminate child care due to non-payment of tuition. If there is a balance due on your account and payment has not been made within 3 days of notice from Parkwood, you will be contacted by Parkwood to pick-up your child from the program if they are in attendance for the day. We are able to work with families when tuition is due and payment arrangements are made and followed. If payment arrangements are made and not followed, then Parkwood reserves the right to terminate care.

- *Developmental Concerns: Parkwood Day School reserves the right to terminate child care due to withholding of information about development concerns of child enrolled in program. If children are on an IEP/IFSP or on medication for a developmental disorder and Parkwood Day School is not notified, we have the right to remove the child from our program. Parkwood Day School has a curriculum in place to address developmental concerns and are able to work with families to assist on obtaining services from the SMSD or provide in-house services.*

Enrollment and Fees

Parkwood Day School LLC does not discriminate in admissions or determination of enrollment on the basis of race, sex, sexual orientation, color, religion, national origin, ancestry or physical handicap in accordance with Kansas Civil Rights Statute K.S.A. 44-1009.

All appropriate health forms must be turned in before your child may attend class.

Enrollment, Classroom Fees and Teacher Appreciation Fee are due at the time of enrollment:

*Enrollment Fee.....\$70.00
 Classroom Fee.....\$125.00
 Teacher Appreciation Fee.....\$75.00*

School Day/Full Day Hours:

SD=School Day 8:30 a.m. to 3:30 p.m. FD=Full Day 7:00 a.m. to 6:00 p.m.

Tuition:

Tuition is calculated for the year and then divided into 10 equal monthly payments due on the 1st of each month or 20 equal bi-monthly payments due on the 1st and 15th of each month.

Adjustments in tuition will be made if combining school days and full days. Lunch is included in the yearly tuition price. Tuition payments are due monthly or bi-monthly. Payments can be made by cash or check. Monthly receipts are available to all families upon request. A yearly statement will be received by February 1 for the previous year. Please retain your canceled checks, bank statements and receipts for your tax records.

All contracted days must be paid in full including school closings, conferences, and teacher workdays or if your child is absent due to sickness, vacation or other reasons. If your child is absent and you would like to attend another day, an additional drop-in care tuition charge will apply. Prior arrangements must be made and are subject to availability.

Withdrawal from the program requires a 30 day paid written notice. Fees are non-refundable.

Children are to be picked up by 6:00 pm. A late fee will be charged a \$1.00 per minute after 6:00pm. Payment due within 5 days.

Late Tuition/Returned Check Policy:

A late fee of \$25.00 per child enrolled will be added to the tuition balance if tuition is not paid by 6pm on the 1st and 15th as agreed per your enrollment form. If the 1st or 15th occur on a day your child does not attend please make arrangements to pay prior to the 6pm deadline as agreed per enrollment.

There will be a \$60.00 charge, plus an additional payment for any incurred fees, for all returned checks. The \$60.00 charge, together with the amount of the returned check will be paid in cash.

Parkwood Day School is licensed and registered as a Limited Liability Company.

School Closings/Holidays

All Holidays, School Closings, Conferences, Teacher Workdays and Early Release Days are included in the monthly tuition.

School Closings/Holidays:

- Labor Day - Monday, September 7, 2015
- Thanksgiving - Wednesday, Thursday and Friday, November 25, 26 and 27, 2015
- Winter Break - Monday, December 21, 2015 to Friday, December 25, 2015
- New Year's Day - Friday, January 1, 2016
- Good Friday - Friday, March 25, 2016
- Easter Monday - Monday, March 28, 2016

Early Release - 3:30 pm

- Tuesday, September 15, 2015
- Friday, October 9, 2015
- Wednesday, November 4, 2015 for Parent-Teacher Conferences
- **November 24, 2015 - Early Release at 12:30 pm after Thanksgiving Feast**
- Friday, December 18, 2015
- Friday, February 5, 2016
- Wednesday, April 6, 2016 for Parent Teacher Conferences

Informal Care - 8:00 am to 4:00 pm:

- Monday, Tuesday, Wednesday, and Thursday - December 28, 29, 30 & 31, 2015
- Martin Luther King Day - Monday, January 18, 2016
- President's Day - Monday, February 15, 2016
- Spring Break Informal Session - March 14, 2016 to March 18, 2016

Last Day of Classes - Wednesday, May 25, 2016.

Summer 2016 session will begin Wednesday, June 1, 2016.

Conferences, Teacher Workdays, School Improvement Days and/or Church Events will be added as needed.

Snow Days

If there is no school in the Shawnee Mission School District due to snow and ice, **WE WILL NOT HAVE SCHOOL.** If Shawnee Mission School District is closed due to cold temperatures we will be open for informal care, 8am-4pm. If Parkwood is closed an email will be sent and it will be listed on KMBC-9 News Channel as Parkwood Day School - Leawood. You will be notified by email if we are open and Shawnee Mission School District is closed. Five

inclement weather days are built into the school calendar. Tuition will be adjusted for full time students if there are additional closings.

Other Closings

If there is a condition that warrants other closings, you will be notified by email and telephone.

~~~~~We are looking forward to a great year~~~~~