



Little Vikings Sch  L

*- where fun, laughs and learning begin -*

## **Welcome**

We welcome your family to the Tri-Valley Little Vikings School. We are excited for the new school year! The primary purpose for Little Vikings School is to provide positive experiences for both children and families through the classroom settings.

We have several options for your child within our Little Vikings School. The first option is our traditional Pre-K that is designed to serve students who have been identified as benefiting from an early childhood program and to prepare children for kindergarten. Those students who qualify for an Individualized Education Plan (IEP) will attend our early childhood (ECE) program. Our next option is a 5 day Viking Care program that is designed to provide a structured school environment with emphasis on socialization skills. A 3-day Viking Care program, running Tuesday, Wednesday and Thursday of each week would run within the 5 day program.

We at Tri-Valley recognize some families may need or prefer a full day option. Little Vikings School is set up to accommodate these situations. Children may be enrolled in one of the above half day programs or a combination of the above programs, allowing a full day at school.

## **Philosophy**

We at Tri-Valley believe that children should be in a safe, healthy, nurturing and stimulating environment. We also believe that education should encompass the whole child through social, emotional, and academic learning. Finally, we believe that children learn best through discovery, exploration, and hands-on activities.

## **Goals and Objectives**

Our classroom goals and objectives are based on the Illinois Early Learning and Development Standards and focus on *The Creative Curriculum* learning framework. This framework is based on theory and research in the early childhood field. It encompasses five components: How Children Develop and Learn, The Learning Environment, What Children Learn, Caring and Teaching, and Partnering with Families. Within these, students develop skills and dispositions to be life-long learners. They learn and grow as they engage in a variety of whole group, small group and independent activities utilizing eleven interest centers.

## **Little Vikings School Eligibility**

- Students in the Little Vikings School program must be at least 3 years old by their start date.
- Students must be fully potty trained (Specific exemptions apply as approved by teachers and building administration)
- All students must be screened before enrollment into the program. This process includes a child profile and results of the developmental screening instrument (DIAL 4).

- All children enrolled in the Pre-K program MUST RESIDE WITHIN THE TRI-VALLEY SCHOOL DISTRICT. Employees of the Tri-Valley school district are allowed to enroll their children in the 3 or 5 day Little Viking School regardless of Tri-Valley district residency.

## **Hours of Operation**

<b>Program</b>	<b>Hours</b>	<b>Cost</b>	<b>Registration Fee</b>
Traditional Pre-K	8:15-10:45 or 12:15-2:45	\$19 per day	\$25.00
3 Day Viking Care (T, W, TH)	8:15-10:45 or 12:15-2:45	\$19 per day	\$25.00
5 Day Viking Care	8:15-10:45 or 12:15-2:45	\$19 per day	\$25.00
Little Vikings School Full Day (8:15-2:45)	8:15 am-2:45 pm	\$39 per day	\$50.00
Little Vikings School Extended Day	6:30-5:30	\$49 per day	\$50.00

## **Payment Information**

When officially signing your child up for the program through the RevTrack online system, it is expected that all families will agree to automatic payments. By agreeing to automatic payments, the district will automatically charge your credit card for the full amount of the bill on the 15<sup>th</sup> of each month. Essentially, we will send you a bill for the month on the last working day. All payments will be billed to the credit card on file on the 15<sup>th</sup> of the preceding month.

### **Non- Payment**

- **Outstanding Balances must be paid within 60 days of the billing date or 1 billing cycle**
- **You will receive a letter with the outstanding amount and date due.**
- **Failure to pay will result in:**
  - **Removal from preschool**
  - **Inability to register for future extra services (before care, after care, pre-school)**
  - **Addition of the outstanding balance to registration fees**

# Enrollment Information

## Physical/Birth Certificate

Every child enrolled in any of the Little Vikings School options, must have an approved physical and immunization form completed by the child's physician on file by the first day of attendance. This policy is for all children in the elementary school. If your child is returning to our program and we have a current physical form on file with updated immunizations, we will not need another. **A child without a physical and immunization form completed will not be eligible to attend until the forms are completed and turned into the office.**

Upon enrollment, an original birth certificate (obtained by the county, not the hospital) will need to be submitted to the school office. **This certificate will be kept on file for Kindergarten enrollment.**

## Free/Reduced Meal Form

This form is needed to complete paperwork for financial assistance. Financial assistance is only available for the traditional Pre-K program.

# Parent Information

## Emergency Information

It is very important that we have current emergency information so we can contact you in case of any emergency. Please make sure you have two additional emergency contacts listed. Let us know immediately if this information changes.

## Parent Contact

A very important part of your child's education is the bond between home and school. Little Vikings School programs are a great time to lay the foundation for working together to provide the best learning experiences for your child. It is vital that you agree to attend parent meetings and other school events.

## Withdrawal Procedures

If you choose to drop your child from the Little Vikings School program, we ask that you provide a written notice of withdrawal for our state records. If, at a later date, you would like to re-enroll your child, re-enrollment will be based on available openings. Please contact your Little Vikings School teacher at least 2 days prior to withdrawal. This allows time for staff to update records, prepare classroom children, and say goodbye to the child. We feel that it is important to allow closure for the child and the class.

## **Car Seat/Booster Seat**

Please transport your child (and other children in your vehicle) in the appropriate car seat or booster seat as required by law. All school personnel working with your child are mandated DCFS reporters which requires us BY LAW to report incidents of suspected or witnessed abuse, neglect or child endangerment. Please do not put us in this very uncomfortable position of having to make a DCFS report on behalf of your child due to inadequate or inappropriate safety restraint. Thank you for your cooperation in this---we all want the best for your child!

## **How to Contact Us**

We anticipate that you will have questions and concerns about your child from time to time. Please understand that we are not available for conversations at drop-off and pick-up times because we must devote all of our attention to the children. You may send a note with your child, email your child's teacher, or call the school at 378-2031 and leave a message with the office. We will return your email or call as soon as possible. Please understand that we do have multiple classes of children during the day and may not be able to contact you until after school, etc. unless it is an emergency.

## **Volunteers**

Parents are encouraged to be involved in and out of the classroom. We will contact volunteers as needed. They are especially important on our party days and field trips.

## **Field Trips**

When possible, we will take as many parents as are willing to chaperone. Parents must provide their own transportation for field trips. Because you are responsible for a small group of students, SIBLINGS ARE NOT ALLOWED on field trips. See the student handbook for more information.

## **Picture/Video Release Form**

We need to have your permission for the following: publish pictures of your child in newspapers, newsletters, or the school website, and to videotape your child during classroom observations.

## **Attendance**

Regular attendance is very important. It will be difficult to see a lot of progress in your child if he/she is often absent. Unless your child is sick or there is a family emergency, he/she should come to school every day. Frequent absences could result in being dropped from the program so another child can participate.

## **Illness**

Little Vikings School is a program for well children. Your child will not feel like participating and may expose classmates to a contagious illness if he/she:

- Has a fever
- Has vomited within the last 24 hours
- Has infected (yellow or green) secretions from nose or eyes
- Has rashes of a suspicious nature

Please do not send your child to school if you think they are ill. If they become sick at school, we will call immediately. We will try to make your child as comfortable as possible while they wait for your arrival.

## **Absence**

If your child will not be in school, it is important to call before 9:00 am and let us know. The school number is 378-2031.

## **Inclement Weather**

Snow Days-We will follow the same schedule as the rest of the school district. If Tri-Valley calls off school, Little Vikings School will NOT be in session either. Please listen to WJBC (AM 1230) or follow our website announcements. The district office will also send out telephone notifications of these changes.

## **Tri-Valley Discipline Policy**

All classroom rules and regulations will be designed to help free children for creative work. The key to good discipline is that it is done in love. Discipline will be primarily preventive in nature, guiding the child in personal growth. However, should corrective discipline be necessary, it will be administered as follows:

Step 1: Non-Verbal Warning

Step 2: Redirection

Step 3: Verbal Warning

Step 4: Second Verbal Warning

Step 5: Logical consequences of behavior such as losing the privilege to play with a toy which is not being played with appropriately, removal of child from activity to sit for up to one minute per year of age followed by a reminder of the choice made and suggestions for a more appropriate choice to be used next time.

Immediate removal from an activity may take place in the event of things such as hitting, biting, kicking, etc. We encourage open communication between teacher and parent to be able to work together on more serious individual discipline problems should they arise. Use of corporal punishment of any kind is prohibited.

## **PTO**

Tri-Valley Elementary has a very active PTO. Little Vikings School families are invited and encouraged to be active in PTO. Many of our parent education programs and family events have been held in collaboration with PTO.

## **Holiday Parties**

We will have three parties during the school year: Halloween, Christmas, and Valentine's Day. We will include holiday related activities into our program for that day. We have a sign-up sheet for these parties.

## **Birthdays**

Birthdays are a very special event in children's lives, and we would like to provide your child with the opportunity to celebrate his/her special day with their classmates. On or near your child's birthday, he/she may bring in a birthday treat to share. Please let the teacher know ahead of time if you will be bringing in a treat. The children typically seem to like simple treats the best such as decorated cookies, rice crispy treats, miniature cupcakes, etc. If your child brings birthday party invitations to school, please make sure everyone gets one---otherwise, you will need to pass them out outside of school. Children who have summer birthdays may celebrate with classmates on their half birthday.

## **Snacks/Meals**

Traditional Pre-K: Snack

3 Day Viking Care: Snack

5 Day Viking Care: Snack

Full Day Little Vikings School: Lunch and Snacks

Extended Day Little Vikings School: Lunch and Snacks

## **Lunch**

If your child is attending Little Vikings School Full Day or Extended Day, your child will have two choices of a main entrée for lunch each day. A weekly calendar will come home where you will make the child's lunch selection. Each month, a lunch menu will be sent home or you can find a

copy on the school website:

<http://www.tri-valley.k12.il.us/asp/upload/tempuploads/TVESLUNCH.pdf> You may also choose to bring in a lunch from home if your child does not enjoy the lunch offering for that day.

## **Snack Time**

We have a snack daily in all Little Vikings School classrooms. A snack and juice or milk will be provided. Snack items will include: yogurt (gogurt sticks work well), goldfish crackers, string cheese, animal crackers, cheese crackers, pretzels, popcorn, fruit snacks, and graham crackers.

## **Calendar Reminder**

Little Vikings School follows the school calendar and will be closed for holidays, spring break, snow days, etc. All Little Vikings School programs will begin on the first full day of student attendance.

## **Summer Little Vikings Day Care**

We will be offering summer care to those enrolled in a full day Little Vikings School program the option to continue the full day care for June, July and August from **7:00 am-5:00 pm**. We will be closed one week at the start of summer to transition the building to accommodate the daycare and one week in July for building maintenance.

## **Supplies for Full Day Little Vikings School**

The school district will provide all children a cot for quiet time and a beach towel (blanket). The towel will be sent home at the end of each week to be laundered at home and returned the next week.

## **Annual Registration Fees**

Below is a list of annual, per child, registration fees. The fees are due no later than May 1st.

- Traditional Pre-K \$25.00
- 5 Day Viking Care \$25.00
- 3 Day Viking Care \$25.00
- Vikings School Full Day (8:00-3:00) \$50.00
- Vikings School Extended Day (6:30-5:30) \$50.00

If you would like to add the before and/or after school program, the registration fee is below:

- Before School Care \$25.00
- After School Care \$30.00



# **Schedule**

## **Traditional Pre-K**

- Arrival
- Beginning of class routine
  - put away backpack, coats, wash hands, skills baskets/puzzles/books
- Opening Meeting
  - attendance, jobs, pledge, share, songs/rhymes, story
- Choice Time
  - interest centers and small groups
  - snack
- Library (once a week)
- P.E.
  - small and large motor skills
- Group Time
- Dismissal

## **3/5 Day Viking Care**

- Arrival
- Morning Routine
  - put away backpack, coats, wash hands, attendance, puzzles
- Opening Meeting
  - calendar, jobs, pledge, share, songs/rhymes, story
- Choice Time
  - interest centers and small groups
- Snack
- Group Time
- Dismissal

## **Lunch Bridge Transition Events**

- Recess
- Lunch
- Quiet Time