

PLAY & LEARN PRESCHOOL
2300 S. Sunnyslope Road, New Berlin, WI 53151
Kay Von Rueden - Director
(262) 786-5818

GENERAL INFORMATION
3 & 4 YEAR OLD PROGRAM

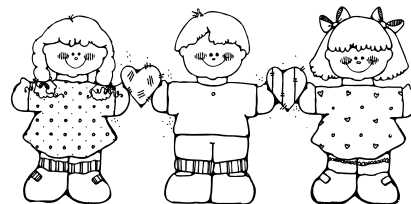
PURPOSE

Play & Learn Preschool, an outreach ministry of Forest Park Presbyterian Church, exists to provide a service to parents who wish to enroll their children in a preschool that will be enjoyable, educational and economical.

PHILOSOPHY

Play & Learn Preschool believes that each child deserves:

- individual attention and tasks;
- group experiences and interaction;
- structured time and directed activities;
- unstructured time and non-directed activities;
- alternating periods of stimulation and relaxation;
- teachers who are trained, qualified and genuinely interested in working with young children.



Each child also deserves opportunities for:

- physical, intellectual, psychological and social development;
- expression through play, language, art, music and movement;
- learning to understand and appreciate people, places, things and nature.

We also believe that parents **should visit** Play & Learn Preschool before registration to view the facility, the staff and the program. Copies of *Child Care Checklist* from the Department of Health & Social services are available upon request.

Formal religious doctrine is not a part of our curriculum.

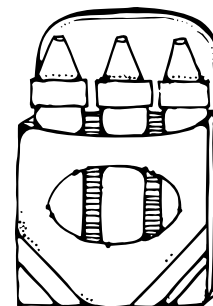
PROGRAM

Play & Learn Preschool is licensed by the State of Wisconsin and has a maximum enrollment of 20 children per class. Each class has 2 certified preschool teachers and one helping parent. The helping parent is expected to assist 3 or 4 times per year. The classes for the 3-year olds are held on Tuesday and Thursday from 9:00-11:30 or 12:30-3:00. The classes for the 4-year olds are held on Monday and Wednesday morning from 9:00-12:00 with Friday afternoon (12:00-3:00) being an optional 3rd day.

❑ CLASSROOM FURNISHINGS

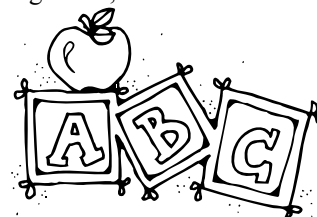
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|--------------------------------|------------------------------|
| -housekeeping center | -books |
| -block center & workbench | -manipulative toys |
| -display table & tub table | -games |
| -flannel/chalk/bulletin boards | -puppets |
| -art materials | -costumes & dress-up clothes |
| -musical instruments | -props |

Additional supplies will be introduced into the classroom during the various themes.
No pets will reside in the Play & Learn classroom.



❑ DAILY SCHEDULE

- arrival, individual greeting, health assessment, attendance recording;
- indoor/outdoor play;
- daily presentation of the child leader, the parent helper, the “theme focus” for the day;
- small group activities involving conversation, skill building, concept development and individual planning;
- work time where children pursue the plans of their choice and work on an assignment;
- clean-up time;
- bathroom, rest, snack and book browsing;
- music, creative movement, rhythms and games;
- story time;
- outdoor play (weather dependant); large motor activity;
- preparation for dismissal.



In addition, special events are planned during the themes for the 4 year olds and approximately twice a year for the 3 year olds. These events may be held at the Preschool or we may go off site. Parents are frequently invited to accompany us when the events are held off site.

POLICY

Play & Learn Preschool has adopted the following policies to facilitate its lawful and orderly operation. The Board of Directors retains the right to interpret these policies and to create new policies. Additional policy and Day Care Rules are available for your review at the Center.

□ ADMISSION

Children of any sex, race, nationality, culture color or ability will be admitted regardless of parents' political or religious persuasion providing:

- their age is appropriate for the requested class on or before Sept. 1st ;
- they are not in need of diaper changing;
- the required forms and fees have been submitted.

Confirmation of admission will be sent to parents by April 1, preceding the September admission.

□ REGISTRATION

- Registrations will be accepted no more than 1 year prior to admission.
- Registrations will be numbered and children's enrollment will be based on order of receipt.
- Registration priority will be given preceding September admission as follows:
 - children currently enrolled at the Center until February 28;
 - siblings of children who are/were enrolled at the Center until February 28;
 - church members;
 - children of families new to the Center.



□ FEES

- Registration and tuition fees can be paid by check or money order made payable to PLAY & LEARN PRESCHOOL
- A 75.00 deposit for the 1st child /\$25 for each additional child must be submitted with each registration; \$25/family of this registration fee will be credited to your first tuition payment.
- Tuition for the 2011-2012 school year will be as follows:
 - \$850.00 for children who attend 2 days/week (3 yr. olds)
 - \$984.00 for children who attend 2 days/week (4 yr. olds)
 - \$1476.00 for children who attend 3 days/week (4 yr. olds)
- Tuition may be paid:
 - annually: August 19;
 - bi-annually-August 19 and February 1; or
 - quarterly (only for children attending 2 or 3 days/week): August 19, November 1, February 1 and April 1.
- Tuition for late entrants for the four year old program is \$110/month for 2 days/week and \$164/month for 3 days/week. Tuition for late entrants for the three year old program is \$94/month for 2 days/week.
- A rebate for each paid full month remaining in the semester will be given to parents of children who are discharged from the Center.
- Fees, mostly nominal, will be assessed for each student to cover the cost of field trips.



□ CALENDAR

- Classes will begin the Wednesday following Labor Day and end the Thursday preceding Memorial Day.
- There will be a 2- week recess at Christmas and a 1- week recess in the Spring. Classes will not be held on Wednesday, Thursday or Friday of Thanksgiving week or on Good Friday.

□ NUTRITION

- A five-ounce cup of natural fruit juice or milk and a wholesome, low sugar snack provided by the helping parent will be served mid session.
- Children will be expected and encouraged to taste/lick a small portion of the components of the snack unless an allergy precludes this.

□ CONFERENCES

- Opportunities for scheduled parent/teacher conferences will be provided mid-year. (Classes will not be cancelled.)
- Unscheduled conferences can be held at the mutual convenience of the parent and teacher.

□ VISITATION

- Parents are welcome to visit the Center at any time