

EARLY LEARNING CENTER

Purpose

Welcome to the Early Learning Center! Our primary goal is to create an environment in which children may develop to their fullest potential at their own individual rates. By providing carefully planned experiences and by utilizing successful teaching methods, the Early Learning Center is able to guide a child's self-concept and to stimulate growth.

Objectives

1. To further the development of a positive self-concept through an emotionally supported cognitive program.
2. To sharpen perceptual skills by helping develop and improve observation and thinking processes through sensory stimulation.
3. To extend the development of gross and fine motor skills, i.e.: coordination and flexibility.
4. To foster the expansion of communication skills.
5. To further social development by encouraging progress from a parallel to a cooperative mode of play and behavior.
6. To encourage an appreciation of nature and an understanding of man's place within the world.
7. To bring about within each child an appreciation and awareness of individual differences, interests, and abilities.

Philosophy

The philosophy of the Early Learning Center is based on the child development theory. The emphasis is on the growth and development of the whole child; that is, physical, emotional, social and intellectual development. Activities, materials, equipment, scheduling, and discipline are all planned with the four areas of growth in mind. Our curriculum is based on the philosophy that young children learn best by doing. Learning requires active thinking and experimenting to find out how things work and to learn about the world we live in. When your child plays, curiosity, self-esteem, language, problem-solving, and cooperation are developed. Through the planned activities these areas of growth help to foster readiness skills necessary for kindergarten.

We want to encourage a sense of responsibility in each child for himself or herself. One way we do this is by allowing children to choose what they want to do from a variety of options. Also, we will use a problem solving technique that will help the children learn to deal with their problems in a competent way. Of course, the development of a positive self-concept is of supreme importance. We try to communicate and relate to children only in ways that will promote and enhance a positive self image.

Last, we believe strongly in open communication with the parents of our preschool children. This dialogue increases our understanding of your child and your understanding of the experiences at the Early Learning Center.

"And it is true, the younger the child is, the more each day counts because it is a larger fraction of the child's whole life."

Margaret Mead

Play Today

You say you love your children,
And are concerned they learn today?
So am I--that's why I'm providing
A variety of kinds of play.
You're asking me the value
Of having your children play?
Your daughter's creating a tower;
She may be a builder someday.
You're saying you don't want your son
To play in that "sissy" way?
He's learning to cuddle a doll;
He may be a father someday.
you're questioning the learning centers;
They just look like useless play?
Your children are making choices;
They'll be on their own someday.

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PARENT HANDBOOK

Plano Senior High School
2200 Independence
Plano, TX 75075
Phone 469-752-9390

Instructional Practices in Education
And Training Lab School

classes. One preschool teacher and 3 to 9 high school students will be working with each class. Children who are 3, 4, and 5 year olds who are not enrolled in a public kindergarten may be considered.

If it is necessary to withdraw a child, the parents should inform the Director of the program at least two weeks before the date of withdrawal. **Tuition refunds will not be made for absences or withdrawals.**

Parking

If you plan to stay and observe or work with us during school, please park in the visitors' parking spaces or in the places "not numbered" in the parking lot north of our classroom. Each registered parent will receive a parking permit at the beginning of the school year.

Format

The Plano Senior High Early Learning Center is designed to provide an enriching experience for 3, 4, and 5 year old children in the Plano community. The Early Learning Center is a lab school for the high school Education and Training I and II classes. Education and Training is a two hour a day, year long, elective class of junior and senior students. Most of the students taking this class are interested in working with children in future careers. Approximately one half of their time is spent in classroom study of child development theory and the other half is spent working with children. Therefore, the Early Learning Center is a laboratory preschool operating as a crucial component of this career education class.

Parent Involvement--Observation

Development and learning occur throughout every day. Because the home environment and the school account for much of the child's experiences, it is important that cooperation and communication exist between the home and the school. The Early Learning Center urges all parents to become actively involved in the school. After an initial adjustment time, parents will have many opportunities to participate in the program.

We encourage parents to use our observation room where you may watch unnoticed by the children. Other people will come by to watch our children in action from the observation room, such as psychology and other high school classes, junior college child development classes, visiting teachers and administrators, and more. After observing, parents often have comments or questions about their child's behavior, other children's behavior, and/or student's activities. The teacher is available to talk with parents about their child's progress and other topics that pertain to the child. A parent conference during the spring or a scheduled appointment with the teacher will provide some time to discuss your perceptions.

Weekly lesson plans are posted for parents and a monthly newsletter provides an outline of the activities planned for the children.

Early Learning Center Hours of Operation

4 Year Olds: Monday, Wednesday, and Thursday 9:10-2:10*
Tuesday 9:10-11:40

3 Year Olds: Tuesday and Thursday 9:10-2:10*

*Students must bring their own lunch and snack.

The afternoon sessions are designated as "Stay and Learn" because we focus on the specific needs of each age.

Since we are located on a high school campus, it is important that this schedule be followed, or that you call to advise of any problems. There will

be a \$1 per minute late charge assessed for pick-up after 11:50, or after 2:20. If you are late please come in and pick up your child.

Forms

There are several forms due on or before the first day of school. These include the emergency release form, the immunization record, and a physician's release statement. These are required and must be on file in our office.

Tuition-Fees

Tuition is a direct reflection of the cost of operating the program. Each month's tuition goes to meet the monthly financial obligations, and therefore, all tuition is due on the first of the month. A late fee will be assessed on the 8th. Our tuition is based on our yearly budget and divided by nine. Therefore, each month's tuition is the same, even December.

\$ 30.00	Supply Fee
\$120.00	Nonrefundable Registration Fee
\$340.00	4 Year Old Tuition
\$210.00	3 Year Old Tuition

Schedule/Holidays

Preschool classes will be held Monday through Thursday. There will be no preschool on Friday. Our school schedule will follow the Plano ISD calendar for holidays, record's days, snow days, etc. An Early Learning Center calendar will be available for easy reference.

Pick-up Authorization

Children will be allowed to leave school only with his or her parents or with those whom you have authorized. If there is ever a change in the procedure, please give the necessary information to the teacher in written form.

Safety

Children must always be escorted in and out of the building by an adult. We ask all parents to walk with their children into the building to our room and to pick them up the same way, **or** feel free to use our pick-up and drop-off system with the high school students. If you are late please walk in and pick up your child because the high school students will not be available.

Health

Each child's health is of major importance to the Early Learning Center. For effective participation, each child must be healthy.

Please notify the school if your child will be absent. Please keep your child at home if there is any sign of illness. Also, please report if the child has a communicable disease or has been exposed to one, so other parents can be notified.

ELC Preschool will provide specialized medical assistance as recommended or ordered by a health-care professional. **Medication will be administered if failure to medicate might result in the onset of a life threatening reaction and that time could be a critical factor.** We will not accept open-ended directives from parents to administer medications.

The ELC Preschool is a **nut/peanut free** facility. There will be no nut or peanut products allowed in the classroom.

Emergency Care Procedure

In case of illness or injury during school hours, the following procedure will be used. The teacher will attempt to contact one or both parents. If parents cannot be reached, the two emergency friends given will be contacted. If parents or emergency friends cannot be reached and it is decided that the child needs **immediate** medical attention or examination, the child will be taken to the emergency room.

If for any reason the building needs to be evacuated, our emergency pick-up location will be Haggard Middle School, 2401 Westside Drive. The phone number is 469-752-5400.

Clothing

Play clothes are great! Children should be dressed suitable for active play. Smocks are provided for art projects, but are not foolproof. Also, as a safety consideration, rubber or similar soled shoes are necessary for school. Slick, hard soled shoes or flimsy sandals are dangerous to active children.

We try to play outside if weather permits, please send your child in appropriate clothing.

Birthdays

We think birthdays are important! We ask at Open House at the beginning of the school year that each parent send in a children's book with their child's name listed on the inside cover (ex: From Sally). Each child will be presented with a book on his/her birthday as a gift. This book will be a different book than the one they brought at the beginning of the year. This will take the focus off food and put it on something fun and educational.

Enrollment

Enrollment will be taken from submitted applications from the Plano community. The staff will consider age and sex in balancing the preschool

