

The Little Mole International  
Preschool and Nursery  
Handbook

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# The Little Mole International Preschool and Nursery



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## Introduction

Welcome to the Little Mole International Preschool. Our purpose is to provide the highest quality preschool education in a secure, nurturing and stimulating environment. This handbook provides important information for parents regarding Little Mole's preschool and nursery program.

## Philosophy and Goals

The goal of the preschool is to guide each child in the growth of their total personality. Areas related to physical, mental, emotional and social development are all given equal attention when preparing a curriculum to fit the needs of each child. A child's self expression, creativity and analytical thinking are worked out in play. Through observations, the teacher may help a child succeed in areas where they do not excel. The teachers strive to aid each child in developing a positive image of them self.

In Early Childhood classrooms, children are encouraged to:

1. Express themselves and communicate with others
2. Understand basic concepts which help them understand their world
3. Develop self-confidence
4. Make friends
5. Share and cooperate with others
6. Develop physical skills
7. Develop a positive attitude toward learning

Many people still remain unsure as to what preschool is all about! Early Childhood education is not "babysitting" - it is about the development of important skills - those which are needed in everyday living, in relationships with other people, and in being prepared for success in school. We strive to help each child work to their full potential, in all areas, and to have them feel good about themselves and their prospects for success in school.

All children learn differently - just as adults do. Some are auditory learners, some kinesthetically and others visual. Our goal is to tap into your child's strengths and build a program around their specific needs.

A child's play is his or her work. It is the avenue through which children make sense of the world around them. Through interaction with their environment and other people, they develop emotionally, socially, intellectually, physically and spiritually. Due to the uniqueness of each child, we don't expect everyone to reach the same level at the same time. What we strive for is to capture the learning interests and curiosity of each individual, and provide an environment where each feels free to explore, inquire, and test the world around him without fear of failure.

As we do this, we base our instruction on what is known as the "Constructivist" model. The research behind this approach tells us that children can best learn through hands-on experiences. By being actively involved in the learning process, the child constructs his/her knowledge base by participating in developmentally appropriate activities. These opportunities for learning come through learning centers set up throughout the classroom, each center dealing with one of the areas of development.

These "areas of development" are:

- Language
- Social Development
- Motor Development

- Cognitive Development
- Spiritual Development

The classroom is child-centered and children are given choices as to the activities they wish to do. The teacher's role is that of facilitator, helping each child gain maximum benefit from each learning experience.

Project Construct is the philosophy that guides our instruction. It is based on four principles of child development and related practices:

1. Children have an intrinsic desire to make sense of the world. What they genuinely need to know, and are genuinely interested in, drives their learning.
2. Children actively construct knowledge and values based on the physical and social world. Because their thoughts are still closely tied to action, they require a physically and mentally active learning environment.
3. In their struggle to understand the world, young children's thinking will contain predictable errors.
4. Developmental areas are interactive and interrelated, each influencing the others. It is within the social environment that intelligence and language are fostered.

## Little Mole Preschool Curriculum

The goal of our preschool and nursery curriculum is to develop age-appropriate social, physical, language and literacy skills, to encourage thinking, reasoning, questioning and experimentation, to demonstrate proper health, safety and nutritional practices. Our curriculum also provides exposure to the arts and encourages creative expression and respect for gender, age and cultural diversity. No prior English skills are required since Children learn English naturally through instruction, play and song. When your child is too sick to take part in some activities (e.g. swimming pool, salt cave, etc) the child should stay at home. Children should take part in all daily activities in accordance with the curriculum.

At The Little Mole, we see ourselves as partners with parents in helping children grow academically. The preschool program is planned to cater to each child's interests and needs, and to foster the development of abilities, attitudes and skills which will prepare the child for academic understanding.

In preschool, children learn by participating in a great variety of activities both within, and occasionally outside, the Preschool facility. The most natural way for a preschool-aged child to learn is through play, observation, trial and error, and by doing things themselves. There will be a curriculum in place to make sure all fundamentals are covered, however, the style of learning will be flexible, open-ended, and child-led in order to cater to the wide range of interests, needs and abilities in a preschool classroom.

## Arrival and Dismissal of Children

School hours:

Preschool: 8 a.m.-1 p.m. half day; 8 a.m.-5 p.m. full day; Age: 3-6 years old

Nursery: 8.30 a.m.-1 p.m. half day, 8.30 a.m.-3.30 p.m. full day; Age: 6 months - 3 years old

Persons dropping off and picking up children must accompany them into the classroom or designated drop-off spot. Only people designated on the registration form, or designated in written form for a special occurrence, will have permission to pick up a child. Anyone picking up or dropping off a child from preschool must be at least 18 years of age, unless special permission has been granted by the office staff, due to unusual circumstances. Anyone not recognized by Little Mole staff will be required to present a valid picture ID.

In order to receive the full benefits of our program, as well as to help your child adjust accordingly, we ask that your child maintain a regular school schedule. Please try to have your child arrive no later than 9:00 a.m. We understand that special circumstances do occur, and that your child will be welcomed regardless of what time they arrive.

## Late Pick-Up Policy

The Little Mole preschool closes promptly at 5:00 p.m. each night. All children and parents must exit the building by this time. Parents that have a lengthy departure routine must arrive early enough to meet the time criteria. A No Exception Policy is in place for several reasons:

- Teachers give their best to your children each day. They also have responsibilities to their own children and family. They need to know they can end their school day reliably at 5:00 daily.
- Late pick-ups require The Little Mole to pay their teachers overtime. These additional costs must be passed on to parents who create the need for overtime.
- Most preschooler's internal body clock knows when their usual pick-up time is! Children can become nervous or fearful when they are at school later than normal. Please know that your child will always be comforted and safe, even in the event of an emergency.

## Little Mole Late Pick-Up Policy is as follows:

There will be a fee for that your child(ren) is in the building after 5:00 pm is applied per family. A form, indicating the child's name and time of dismissal to the parent, has been developed with this policy clearly stated. There will be no exceptions or warnings. If you are late for ANY reason, a charge will be issued. This No Exception policy makes it easier for us to apply the late policy to everyone consistently and fairly. It will be greatly appreciated, however, if parents call to notify us if they will be late and give an approximate arrival time so that we can better comfort your child. Parents who are late to pick up child (after 1 p.m. for half day, or 5 p.m. full day) have to inform the director Joanna Rogala or Magda Janczak and pay the tuition in accordance to signed agreement.

## School Attire and Hygiene

### Dress Code

Please, please, please dress your child in PLAY CLOTHES. Our program is extremely hands-on and

your child's clothing will show this! Smocks will be strongly encouraged but preschoolers usually find a way around this. If you must go some place directly after school, please bring a change of clothes.

Clothing should be comfortable and suitable for safety when running and playing. Clothes and shoes should be such that the child can put them on by themselves.

Always check how many clothes are in your child's cubby and if they are proper for the season.

Please don't leave the food or drinks in your child's locker.

Children are encouraged to maintain high hygiene standards throughout the day by washing their hands and brushing their teeth. Each child needs to have their own toothpaste and toothbrush which should be renewed every month.

## What you should bring if it is your child's first time:

Preschoolers:

- Indoor shoes or slippers
- Two complete change of cloths
- Small towel
- Toothpaste and tooth brush

Nursery:

- Indoor shoes or slippers
- Two complete change of cloths
- Small towel
- Toothpaste and tooth brush
- Diapers and wipes, if necessary

## Outdoor Policy

Outdoor play is an important part of our social curriculum. It is important for parents to provide the appropriate clothing and outerwear for weather conditions. Staff members use the following general guidelines when determining whether to go outside:

•Winter: Be sure children are dressed appropriately. The colder the temperature, the shorter the outdoor playtime.

•Summer: When the weather is hot, water will be taken to the playground to replenish body fluids. Length of outdoor playtime will be adjusted to be sure children do not get overheated.

Please note that children will go outside when the weather is considered appropriate. Children who are not well enough to participate in outdoor play should not attend school.

## Children's Personal Belongings

All personal items must be clearly labelled with the child's name. The Little Mole cannot be responsible for lost or damaged property.

A teacher may delegate certain days as Show and Tell days - items brought for this activity must fit in the child's backpack/drawer.

A Lost and Found box can be found at the Dress room.

## Birthdays

Birthdays are very important in the life of a preschooler and may be celebrated at school. Please let us know when and if you would like to celebrate, and we will put it in the schedule.

## Preschool Family Involvement

### Family and Staff Communication

- Family Folders: Each child has a folder located in the cloakroom that should be checked daily. School information and daily sheets will be sent home via these folders. Each Monday Parents received short written feedback about the child.
- Portfolios: Although not a primary means of communication, these portfolios can provide parents with updates on goals, development and progress.
- Verbal Communication: We are here to serve you, and encourage parents to seek a friendly rapport with teachers. You can make contact with a staff member at drop off and pick up each day. However, note that the main responsibility of your child's teacher is supervision of the classroom. Any lengthy conversation will need to be communicated via phone or at an arranged meeting.

### Family Involvement

We encourage full family involvement at every opportunity. Some possible ways to join our community are:

- Donating materials or supplies to the classroom for various activities and/or parties.
- Help organize class parties. Preschool parties are fairly simple affairs but we always welcome parent ideas.
- Do you have a handyman or a seamstress in your family? Your services can be quite useful to the program!
- Participate in fundraisers - they benefit everyone.
- Be a communicator - with your child's teacher and especially your child. Ask questions and provide information.

## Preschool Food Guidelines

Lunch is provided by Bionea (Bio food). If you would like to cancel lunch you need to inform the director one day before by 2 p.m. Then you will not pay for it.

Breakfast: We will serve a healthy, nutritious breakfast every morning. A variety of foods will be offered each day. Please do not allow your child to bring food or drink for breakfast.

If your child has special dietary needs and you would like to send snacks and/or lunch, please discuss this with your child's teacher/director.

Snacks: Afternoon snacks and drinks will be provided by the preschool. The snacks and drinks are nutritious.

If your child requires special snacks due to dietary restrictions, parents may send the special treats to school. Please discuss this with your child's teacher/director.

## Monthly Newsletter

As school progresses and the children adjust to their new classes, we will try to provide you with continuing information regarding our program at The Little Mole. We will keep you informed of field trips, holidays, curriculum and other important information through our monthly newsletter, and our school bulletin board which you will find located in our front entrance.

## Show and Tell

To encourage verbal communication and expression, children may bring an object of interest to share with the group. Examples of things appropriate for sharing include: object found in nature (bugs, leaves, special rock, etc.) artwork they have done at home, pictures from trips or special events, objects relating to our theme at school.

## Discipline

Discipline in preschool is a teaching opportunity. Emphasis is placed upon being positive. When a problem arises the child is encouraged, under the teacher's guidance, to work it out herself/himself. Biting, spitting, and abnormally profane language is discussed with the parent to enlist their cooperation and support. The child will be made aware that she/he is loved and that it is her/his behavior that we cannot accept. The child is encouraged to talk about her/his feelings and to realize that all people have feelings.

## When Children are Ill

If your child is ill or experiences any of the following symptoms, please do not bring them to school. Should your child show any of the symptoms below while at school, you will be asked to make arrangements for the child to be picked up.

If a child contracts or is exposed to a contagious disease (i.e. chicken pox, pink eye, impetigo, strep throat, ringworm, lice), you must report this information to the child's teacher/director immediately. A notice of possible exposure to the disease will be posted outside the classroom. Confidentiality will always be maintained.

A parent must pick up a sick child within one hour of being notified. The child will be removed from the classroom and will be kept isolated and comfortable until parent's arrival.

In order to maintain the health and safety of our children and staff, the following will apply.

## Our Health Regulations

1. Each child will be required to have on file a completed medical form.

2. We ask that you not send your child to school if he or she exhibits any of the following symptoms, either in the morning or during the night before school:

- fever - 37.8 degrees Celsius
- severe coughing - child gets red or blue in the face, child makes high-pitched croupy or whooping sounds after the coughs
- difficult or rapid breathing - especially in infants
- yellowish skin or eyes
- pinkeye - tears, redness of eyelid lining, followed by swelling and discharge of pus
- unusual spots or rashes
- sore throat or trouble swallowing
- infected skin patches
- crusty, bright yellow, dry, or gummy areas of skin - possibly accompanied by fever
- unusually dark, tea-colour urine - especially with a fever
- gray or white stool
- headache and stiff neck
- vomiting
- diarrhoea
- severe itching of body or scalp or scratching of scalp

3. If any of the above symptoms are present, or were present the night before school, or if your child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, we kindly ask that you keep your child home until your child has been symptom-free for 24 hours or has been cleared to return to school by his or her paediatrician.

## Medication Dispensed at School

The Little Mole Staff is not authorized to give any medication to children. NEVER send any medication in backpack - not even cough drops.

## Accidents and Incidents At School

If your child is involved in an incident or accident at school, the teacher will tend to the children involved. A program accident/incident report will be completed and a copy sent home to the parents of each child involved as well as a copy kept in each child's file. If the injury is such that we feel the child may need care or treatment beyond what we are able to provide at school, a parent or emergency contact person will be called. Emergency help will be summoned if we deem it necessary for the welfare of the injured child.

## Non Attendance Days

Please see the calendar on the last page of this handbook when the preschool is closed.

In case of the child attends the school on full-day basis for the entire school year, it is authorized to up to 10 days of absence free of charge (i.e. tuition reduction at the end of school year).

In case the child attends the preschool 3 days per week, it is authorized to utilize absence on another day, however, such utilization must be approved by the director. The maximum is 10 days of absence during a school year.

## Child Care

The Little Mole organize a child care for children 1 – 3 years old children from 3 p.m. till 6 p.m.  
Reservation must be made one day before and it is extra paid.

## Communication

When asking about daily information please talk to either Joanna or a teacher. For information regarding agreement, rules, others please speak with the director Joanna Rogala or Magda Janczak.

Joanna Rogala 731 316 605  
Magda Janczak 731 024 074  
mail: [info@ipprague.cz](mailto:info@ipprague.cz)

## The Little Mole Admission Agreement 2010-2011

Child's Name.....

Mother's Name.....

Father's Name.....

### Parent Handbook

I have received a copy of The Little Mole International Preschool and Nursery Handbook 2010/2011.  
I have read and understand its policies and procedures, and agree to comply  
with the program rules and regulations including any future Amendments to it.

.....  
(initials)

.....  
(initials)

This page is **signed and returned to The Little Mole.**