The Little Wreckers Preschool Program (LWP) provides children of active Westport Public School Employees with a high quality preschool experience that focuses on educating the whole child.

Because the LWP is housed at Staples high School, the program also provides working parents/guardians with the comfort and convenience of having their child in a program that is in close proximity to their work environment.
DAILY PREPARATIONS

Communication
Important LWP information is communicated in three ways: e-newsletter mailed every week, individual emails sent directly to parents/guardians for individual concerns, and phone calls as needed. To stay up to date on everything happening at LWP, be sure to read the emails sent from LWP@earthplace.org. There is also general program information available on our website at http://earthplacepreschool.org/page/little-wreckers-preschool.

If you have any questions concerning your child or the policies of our program, please speak with your child’s lead teacher. You may also call Amee Borys, Director of Early Childhood Education at 203-557-4402. Always feel free to contact us with any questions you may have. We assure you that your phone calls will be returned as soon as possible.

If your child will be absent from the program, please email the lead teacher at LWP@earthplace.org.

Working with Families
As educators, we understand that families are important partners in the educational process. We communicate with families on a daily basis to give an overview of the day’s activities, and we send weekly e-newsletters detailing the learning and play experiences from the previous week. The newsletter includes a list of family fun events in the local community.

We also recognize the importance of open and honest communication when teachers have concerns regarding learning and behavioral issues. The early childhood educator is often the first person to bring concerns to the family, and it is important to approach each issue in a professional and educational way. We discuss concerns using only facts, speaking with “I messages,” explaining interventions, and detailing the child’s response to intervention. This helps parents/guardians understand that we are educating, not judging. Our job is to help and to meet the needs of each child in our program. If a child has needs beyond our capability, we will refer the family to birth to three or special education service providers in the child’s home district.

Clothes and Shoes
Yes: sneakers and socks! No: sandals or crocs! We want your children to have a fun, safe experience. We will be outside on the playground almost every day. Please choose clothes for your child with this in mind. We also ask that all children are dressed for mess! A preschool learning environment is a messy place. We use paint, playdough, and other materials that can and will get on your child’s clothing. For all students, please label all outerwear, gloves, and hats with your child’s name.
**Extra Clothing**
Expect your child to get dirty and wet at Earthplace LWP. Please send in a clear zip-lock bag labelled with your child’s name. This will be kept in the classroom.

**Rain Gear**
Students will continue outdoor activities during rainy days. Please send students with appropriate rain coats and boots. Please feel free to keep a pair of labelled rain boots in the classroom.

**Snow Gear**
Students will continue outdoor activities when it is snowing and/or there is snow on the ground. Please send your child in with a warm jacket, a hat, gloves, waterproof boots and snow pants. Remember to label everything!

**Items from Home**
We ask that children do not bring toys or electronics from home. LWP is not responsible for lost and stolen items. If your child needs a comfort item, it may be kept in his or her cubby.

**Backpacks**
Students will be able to store their backpacks in their cubbies.

**Snacks**
Parents/guardians are required to provide snacks. *Snacks must be nut free.*

**Reusable Water Bottles**
Children must bring a reusable water bottle labeled with their name.

**DAILY ROUTINE**

**Arrival**
LWP is open for arrival at 7:00 AM. Parents/guardians will enter at the North Side of SHS at the walkway/doorway adjacent to LWP courtyard and will be greeted by LWP staff.

**Daily Schedule:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM</td>
<td>Students arrive</td>
</tr>
<tr>
<td>7:15 AM</td>
<td>Wash Hands</td>
</tr>
<tr>
<td>7:15-8:00 AM</td>
<td>Free Choice Playtime and Breakfast</td>
</tr>
<tr>
<td>8:00-8:15 AM</td>
<td>Clean Up</td>
</tr>
<tr>
<td>8:15-8:45</td>
<td>Morning Meeting – includes greeting, morning message, songs, finger plays, activities</td>
</tr>
<tr>
<td>8:45-9:45</td>
<td>Outdoor Playtime</td>
</tr>
<tr>
<td>9:45-10:25</td>
<td>Group Meeting – includes mini lesson to introduce learning experiences</td>
</tr>
</tbody>
</table>
10:25-11:25  Learning Centers and Snack – includes interest-based centers, snack center, standards-based activities for observation and assessment
11:25-11:45  Clean-Up/Wash Hands
11:45-12:45  Lunch
12:45-1:30  Story/ Emergent Literacy Response Journal
1:30-2:00  Rest Time/Independent Book Time
2:00-2:30  Outdoor Playtime
2:30-3:00  Puzzles/Games/Manipulatives
3:00-3:45  Enrichment Activities and Snack
3:45-4:00  Clean Up and Pack Up
4:00  Dismissal

**Enrichment Activities**
LWP students engage in a variety of enrichment activities including nature-inspired art, cooking, science experiments, indoor gardening, and nature journaling.

**Dismissal**
Please park in the parking lot and walk into the building.

Parents/guardians will pick up at the classroom door. Please wait for the teacher to dismiss your child to you. This allows us to ensure and record that your child has been dismissed to an authorized adult.

All adults authorized to pick up your child must be listed on the LWP Student Record Form or added using the Authorization Release Form. Please make sure that anyone who you authorize to pick up your child knows to have a photo ID available when he or she comes to pick up your child for the first time. This can be in the form of a State Issued ID or Passport. This includes nannies, grandparents/guardians and friends. Even mothers and fathers that we have not met previously will be asked for a Photo ID. Thank you for your cooperation. Your child’s safety is our top priority.

**POLICIES AND PROCEDURES**

**Absent Due to Illness or Other Reason**
If your child is going to be absent for any reason, please notify the LWP staff by emailing the LWP lead teacher at LWP@earthplace.org or by calling LWP at (203) 341-1200 and ask to be connected to the preschool classroom.
Severe Weather Closing/Early Dismissal
In the event that Westport Public Schools are closed due to severe weather, LWP will be closed as well. District employees will be notified as soon as the decision is made by the Superintendent’s Office.

Parking and Speed Limit – 15 mph
Traffic safety is a priority on school grounds. Please follow the direction of those who direct traffic in the parking lot. Speed limit of 15 mph into and out of our parking lot must be observed. Additionally, there is no parking or idling in the fire lane loop in front of the building. Children must be accompanied by an adult at all times. Please do not leave children unattended in or around vehicles. These rules and procedures are for the protection and safety of your children.

MEDICAL AND HEALTH POLICIES
Please note: Physical Exam and Medical Forms, Medication Forms and any pertinent Allergy Forms must be returned to Earthplace two weeks prior to the start of your child’s session in order for him or her to attend.

Westport Public Schools Health Policies and Procedures
Please follow the link to the district website for detailed policies and procedures regarding the health and wellness of your child:
http://www.westportps.org/parents/guardians/health/procedures

Physical Examination and Health Assessment Record Form
We require that children in LWP have a physical examination by their health care provider. The Health Assessment Record form is valid for one year from date of exam. Allergies must be listed by the doctor on the form. Please make sure that the date of your child’s physical exam and immunizations are all noted.

We suggest that you keep a copy of your child’s completed medical form at home for your records.

Medication Policy and Forms
We administer only medicines that aid in lifesaving situations. These include Epi-Pens, Benadryl and inhalers. If your child has an allergy or condition that would require these medications, you must complete and submit all applicable forms. It is very important that all forms be submitted two weeks prior to your child’s start date so that we can be sure they are filled out correctly. Your child will not be allowed to join the program until all medications and forms are in place.

All LWP staff members have been trained to administer Epi-Pens, Benadryl, and inhalers. All medications should be unopened and sealed with the appropriately calibrated utensil for dispensing. All medications must be picked up within a week of the end of your child’s last session or they will be destroyed by the nurse consultant.
Please note: Because we remove Epi-Pens from their packaging, the Epi-Pens themselves must have a pharmacy label.

**Illness: Notes to Return and 24-Hour Stay-Home Policies**
If we see that your child is becoming ill, we will call you to pick him or her up before further symptoms develop and other children are exposed to possible infection. There are some health situations such as but not limited to impetigo and pink eye which require a doctor’s note for the child to return to our program.

The following symptoms require adherence to our 24-hour Stay-Home policy: vomiting, diarrhea and fever. Children who have exhibited these symptoms must remain at home at least 24 hours after the last incident or after the child's temperature has returned to normal without fever reducing medications such as Tylenol or Motrin.

**First Aid**
In each group, there is an individual who has been trained to administer First Aid, CPR, and AED. If your child is given first aid, we will send home a note describing the reason for the first aid, what we did and who administered the first aid.

**Environmental Allergies, Food Allergies and Food Intolerances**
We will be in touch with all parents/guardians who have indicated that their children have environmental allergies, food allergies or food intolerances. Please review the medical form your doctor fills out to be sure that all allergies are listed. Although all lead teachers have been informed of the children who have allergies, please remind them on your child’s first day with us.

**Peanut Allergies- No Peanut Butter**
No nuts or nut butters, such as peanut butter or almond butter, are allowed for snack. This includes trail mixes and other prepared items that include nuts. Suggested nut butter alternatives include soy butter and sunflower butter. Please label carefully.

**Communicable Diseases**
If your child is diagnosed with a contagious illness, please alert the staff so that the appropriate steps may be taken to protect all the students and staff. We will keep this information confidential but will alert parents/guardians that the risk exists.

**Sunscreens and Repellents**
Teachers may apply parent-provided sunscreen and or insect repellent to students that have submitted the Non-Prescription Topical Medication Authorization Form. Please note that insect repellents should be applied sparingly and to clothes rather than to skin and never to the face.
Forms
See table below to learn about forms that must be completed and submitted before your child can attend our program:

<table>
<thead>
<tr>
<th>Form</th>
<th>Who must complete the form?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Record Form</td>
<td>• All students</td>
</tr>
<tr>
<td>Health Assessment Record</td>
<td>• All students (form is valid for one year from date of exam)</td>
</tr>
<tr>
<td>Non-Prescription Topical Medications</td>
<td>• All students who wish to have staff apply sunscreen or insect repellent</td>
</tr>
<tr>
<td>Authorization for the Administration of Medication</td>
<td>• Students with medication that require administering during program hours.</td>
</tr>
<tr>
<td>Emergency Health Care Plan</td>
<td>• Students with a life-threatening allergy.</td>
</tr>
<tr>
<td>Asthma Action Plan</td>
<td>• Students with asthma.</td>
</tr>
<tr>
<td>Allergy/Food Intolerance Care Plan</td>
<td>• Students with a food allergy.</td>
</tr>
<tr>
<td>Religious Exemption Statement</td>
<td>• Students who have elected to opt out of immunizations must complete this form and have it notarized.</td>
</tr>
<tr>
<td>Authorization Release Form</td>
<td>• Parents/guardians who wish to authorize additional adults to pick up their students.</td>
</tr>
</tbody>
</table>

TUITION AND PAYMENT INFORMATION

Registration Fee and Contract
When you enroll your child in LWP, we will generate a contract outlining your child’s specific schedule and fees. A non-refundable registration fee of $250 per child is required at the time of registration online.

Automatic Monthly Payments
LWP encourages families to enroll in an automatic monthly payment plan. Your monthly tuition fee will be automatically drafted from your bank account or credit card. Please see the Automatic Payment Authorization Form if you would like to take advantage of this convenient service.

*We do not store any personal financial information. All documents are shredded after data is entered in our online payment system, BluePay.