



3 Year Old Preschool Parent Handbook 2024-2025



Program Supervisor – Candice Southcott

Phone: 262-255-8460 / FAX: 262-255-8411

www.fallsrec.org

Welcome to 3 Year Old Preschool

3 Year Old Preschool is a program of the Menomonee Falls School District and Community Education & Recreation Department. We are pleased that you have selected our program for your child. This play-based program is designed to develop your child's social and emotional language, and motor and play skills. Children will have time to play with peers, complete projects, have a snack, and learn how they can play an important role within a group.

Daily Schedule

8:47 - 9:00	Practice our independence – hanging up coats and backpacks Find your seat/table activities Social time with friends
9:00 - 9:45	Transition to circle time Calendar/days of the week Preschool jobs Weather outside Large group activities and discussions
9:45 - 9:55	Bathroom Break
9:55 - 10:15	Gross Motor Time
10:15 - 10:30	Snack Time
10:30 - 11:00	Learning Centers
11:00 - 11:15	End of day circle time

Drop Off / Pick Up Times and Locations

Time	Ben Franklin	Drop Off / Pick Up
8:45 AM	South West Door	Parent/guardian must walk child to the designated door to drop off.
11:15 AM	South West Door	Parent/guardian must walk up to the designated door to pick up child.

Please park in the back parking lot near the baseball diamonds and meet staff at the south west door.

Time	Shady Lane	Drop Off / Pick Up
8:45 AM	North West Door #4	Parent/guardian must walk child to the designated door to drop off.
11:15 AM	Small Playground in front of school	Parent/guardian must walk to the designated door to pick up child.

Please park in the Shady Lane staff parking lot or on the street and meet staff at the northwest door #4. The staff parking lot is located on the west side of the building off of Christopher Drive.

Parent Involvement

We strongly encourage your input and involvement. Parent involvement greatly impacts the success of the program. Your suggestions and concerns are always welcome.

Visiting

We invite you to visit our sites anytime during operating hours. If you would like a tour, or to meet a staff person, please call the corresponding site. If you have a unique skill or talent you would like to share with the children, we encourage you to contact our site staff.

Communications to Families

We will make every effort to keep an open line of communication with families through the use of e-mail, the website, and information posted at the sites.

Communicating with Staff

Your ideas, suggestions, concerns and feedback help us to make continual improvements to our program. You can share your ideas and concerns by:

- Speaking with the staff working at your child's site.
- Contacting the Community Education & Recreation Department at (262) 255-8460.

Illness Identification Procedure & Sick Policy

Children with rashes, fever of 100 degrees or above, vomiting and/or diarrhea, deep cough or respiratory issues should NOT be sent to the program. The parent is responsible for keeping their child home if they have any of those symptoms. Children must stay home until the following happens:

- Fever free for 24 hours (without use of any medication)
- No sign of fever for 3 days (without use of any medication)
- Cough or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for 2 days

If a child becomes ill during program time, the parent or authorized person will be called to pick up the child. While waiting for a parent to arrive, the child will be taken to a separate area away from the main activity area with a staff person and made comfortable.

1. A basic first aid kit with supplies will be located at each site.
2. Staff will wash hands before and after working with ill child.
3. Gloves and mask will be worn by staff that is examining the child.
4. Staff will assess and document the child's symptoms in a separate area away from other children.
5. An ear thermometer will be available in the first aid kit. The thermometer will be cleaned with an alcohol wipe after every use and returned to the first aid kit ready for the next time it is needed.

NOTE-The Menomonee Falls Community Education and Recreation Department reserves the right not to admit people who pose a communicable disease risk to others.

3 Year Old Preschool Registration Information

Time and Dates of Class

Class Time: 8:47 - 11:15 AM

The Monday/Thursday program will start Monday, September 9 – Monday, June 9, 2024

The Tuesday/Friday program will start Tuesday, September 10 – Tuesday, June 10, 2024

The 3 Year Old Preschool program will follow the Menomonee Falls 4K school year calendar. There will be no program held on the following dates:

October: 18, 31	February: 21
November: 1, 27-29	March: 7, 24-28
December: 2, 23-31	April: 18, 21
January: 1, 20, 27	May: 26

Program Sites

Ben Franklin Elementary

N81 W14701 Franklin Drive

Preschool Phone: (414) 651-2048

School Phone: (262) 255-8470

Shady Lane Elementary

W172 N8959 Shady Lane

Preschool Phone: (414) 651-1133

School Phone: (262) 255-8480

School Year Tuition

Resident:

\$30 Annual registration fee + \$1335 per year

First payment of \$165 / Balance of \$1170 due in 9 equal payments of \$130

**Once enrolled, your child is expected to participate the entire school year*

Non-Resident:

\$30 Annual registration fee + \$1605 per year

First payment of \$210 / Balance of \$1350 due in 9 equal payments of \$155

**Once enrolled, your child is expected to participate the entire school year*

After the annual registration fee is paid, the remainder of the payments are due on the 15th of the month, September - May. By registering for this program you are agreeing to these terms for monthly payment of tuition in nine installments starting in September and ending in May.

**Once enrolled, you are responsible for the monthly payments for the entire school year*

Late Pick Up Fees

The 3-year-old preschool program ends at 11:15 AM. If a student is not picked up on time, we will need to retain staff to provide adequate supervision. There will be a charge of \$10.00 per 15 minutes, or any portion of 15 minutes starting at 11:15 AM. If your child is not picked up, and you or the other contacts listed cannot be reached, the police may be called.

Payments can be made online or in the CE & Rec office.

Payment is due on the 15th of the month starting in September.



How to Make Monthly Online Payments

- Visit www.fallsrec.org.
- Select **Register** from the top horizontal menu bar.
- Sign In with your username, which is your complete email address, and password by clicking the blue **Sign In** box on the right side. If you do not remember your password, select the **Forgot Password** button.
- In the Search field, it is recommended to search either by the corresponding activity number for the monthly payment listed below, or type in “preschool payment” and the list of the monthly payments will be displayed.
- Select the appropriate monthly payment listing and **Add to Cart**
- Continue through the process following the prompts just like you would be registering for any class or activity and proceed to checkout.

Preschool Payment Schedule	Activity Number
Preschool Payment 1 Due September 15, 2024	30601
Preschool Payment 2 Due October 15, 2024	30602
Preschool Payment 3 Due November 15, 2024	30603
Preschool Payment 4 Due December 15, 2024	30604
Preschool Payment 5 Due January 15, 2025	30605
Preschool Payment 6 Due February 15, 2025	30606
Preschool Payment 7 Due March 15, 2025	30607
Preschool Payment 8 Due April 15, 2025	30608
Preschool Payment 9 Due May 15, 2025	30609

3 Year Old Preschool Policies

Absences

If your child will not be attending, please call your child's preschool site to notify them. If your child has a contagious disease, please notify us immediately so that we may determine whether our preschool families need to be notified of possible exposure. Children must be fever free, vomit free, and diarrhea free for 24 hours prior to their return to school.

Apparel

Children must be adequately dressed for outdoor play. Sandals, jelly shoes, and strapless crocks are not allowed for safety reasons. Boots, hats, gloves, snow pants and socks are required when snow is on the ground.

Bathroom

Children should be independent in the bathroom.

Cancelations Due to Weather

If the Menomonee Falls Public Schools are closed for the day, preschool will also be closed.

Change of Clothing

Please send a change of clothing in a Ziploc bag labeled with their name for your child to leave at school in-case of an accident. Please make sure to change this with the season.

Drop Off and Pick Up Policy

For the safety of your child, a parent or guardian is expected to accompany their child up to the building. Staff members will meet your child at the designated door.

Please be aware that your child will only be released to the people listed on their Annual Registration Form unless staff has been notified otherwise in writing. Staff may ask to see a photo identification of someone they do not recognize.

First Aid

Our staff is trained in CPR and First-Aid, and they will act accordingly in emergency situations. If first-aid is administered to your child during the course of the day, such as an ice pack or band aid, a staff member will notify you upon pick-up of your child. In the case of a more serious situation, you or the proper guardian will be contacted. **Please be sure that your child's emergency contact information is up to date at all times.**

Medications

Please make staff aware of the medications that your child might have to take. If your child has a "bee sting" epi-pen kit, please let us know on the first day so it can be stored in an easily accessible location, and all staff can be informed. Parents must complete a Medical Authorization to Administer Medications form available in the CE & Rec office.

Snacks

A small morning snack is provided. Please remind the staff if your child has any food allergies.

Kids INC Behavior Code of Conduct

In the Kids INC Program we promote positive behavior and treat all children and staff equally. Staff will attempt to avoid discipline problems by planning activities that are fun, educational and appealing, and by arranging the play spaces appropriately. Clear rules will be set. All of the children are expected to follow all of the rules. If a child chooses not to follow the rules, they also choose to have staff implement the behavior code of conduct. Each situation will be handled on a case by case basis. Because of the nature of our program, program staff cannot provide one-on-one support or individual care to a child.

Expectations

1. Respect one Another
Encourage others rather than put them down.
 - Do not use offensive or negative language
 - Respect each other's personal space
 - Show good sportsmanship and follow the rules
2. Respect the Staff
Ask permission before switching activities.
 - Address the staff by name only
 - Trust the staff to make good decisions
 - Follow directions properly
3. Respect the Environment
Always use equipment and furniture for the purpose it was designed.
 - Walk, do not run inside the building
 - Report all broken equipment immediately
 - Care for our outdoor and indoor surroundings

Implementation of the Code of Conduct

The following procedures will be followed when disciplining program participants.

- Parents/guardians will receive a verbal description of the behaviors. If the behaviors continue, they will be notified again, and an incident report will be completed.
- Staff will document and communicate the behaviors to the child, parent/guardian, site supervisor and recreation supervisor using the incident report. Parents are expected to discuss the behaviors and work collaboratively with their child and Kids INC staff to correct the behaviors.
- The child may be removed from the program temporarily, depending on the circumstances.
- The child may be removed from the program for the remainder of the year and future enrollment will be evaluated.

In the event that the parents, staff and child are unable to come to a mutually satisfying course of action, or the child's behavior is deemed a safety concern, CE & Rec reserves the right to ask the parent/guardian to make alternative arrangements. Behavior that puts a child or others at a safety risk will be addressed following the process outlined above. Examples of dangerous behaviors may include, but are not limited to:

- Repeated defiance (not listening, ignoring directions, refusing to do what is asked)
- Leaving supervised areas
- Use of inappropriate language
- Causing physical harm to oneself or others

These types of behaviors could lead to immediate removal or temporary dismissal from the program.

I have read the Kids INC Behavior Code of Conduct and have reviewed and discussed it with my child (ren). I will support and encourage my child to abide by all of the rules and expectations of the Summer Kids INC program. I understand that if my child chooses to disregard the rules, action up to dismissal from the program may occur.

Child's Name

Site

Child's Name

Site

Child's Name

Site

Parent/Guardian Signature

Date