

**Welcome Little Ones Learning Center LLC**

hosted at  
Campbelltown United Methodist Church  
2760 Horseshoe Pike  
Palmyra PA

***Offering:***

2-day Preschool - for children 2.7mos by Sept 1, 9 to 11:30 am  
3-day Preschool - for children 3 yrs by Sept 1, 9 to 11:30 am  
4-day Preschool - for children 4 yrs by Sept 1, 12:30 to 3pm

Play & Learn Classes - mommy and me format  
(for babies, toddlers and preschoolers)  
Baby Sign Language Parent Workshop  
Potty Training Workshop

***Owner:***

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www.WelcomeLittleOnes.com

## **Welcome Little Ones Preschool Learning Center Philosophy, Purpose, Goals and Mission Statement**

### **Our Learning Center Philosophy**

We believe that the parent is the child's first teacher and the home is the first classroom. Because of this belief we endeavor to empower parents and to encourage children in everything we do.

### **Our Preschool Philosophy**

We believe young children learn best through actively exploring their enlarging world and by engaging in a variety of playful interaction with adults, other children and materials.

At *Welcome Little Ones Preschool* we are committed to establishing a safe, nurturing learning environment that will enhance and enrich all areas of the children's lives who are entrusted to our care.

Our curriculum is built upon a framework of growing and learning through play. As children interact with adults, other children and materials they are given many opportunities to explore, create and make discoveries. They will gain skills in solving problems, starting and completing a task, social interactions, as well as learning concepts through first hand experiences.

Within our program, each teacher is committed to planning and preparing the environment for the children to become actively involved in the learning process. From a variety of learning centers, children are encouraged and assisted in taking the initiative in selecting their own activities based on their developmental needs and interests. These centers have been prepared with the understanding that children's natural curiosity and desire to make sense of their world will motivate them to become involved in learning activities. As a result, children are challenged and guided to become physically and mentally active.

The staff at *Welcome Little Ones Preschool* serve as positive role models and provide care that is supportive, nurturing, warm and responsive to individual needs. Each child is viewed as a unique person with an individual pattern of development. Different levels of ability, development and learning styles are expected, accepted and used to design appropriate activities.

We respect parents as the primary and most important provider of care and nurturing and we believe parents and teachers are partners in the children's care and education. Our aim is that together we can provide an enriching environment that supports and encourages each child to learn to face new challenges and achieve new successes thereby assisting them in developing a healthy self-concept and positive feelings towards learning in all areas of their lives.

## **Our Purpose Statement**

The PURPOSE of the ***Welcome Little Ones Preschool*** is to stimulate the social, physical, intellectual, creative, emotional and spiritual growth of preschool children ages 2, 3, and 4 years. This will be accomplished through the curriculum which has been planned with the following GOALS in mind:

1. To help the child recognize him/herself as a valuable individual through positive encouragement and praise.
2. To encourage socialization by cooperating, sharing, and being sensitive to others.
3. To give opportunities for language and speech development, by encouraging verbalization in structured and unstructured activities.
4. To encourage the child to express him/herself in creative ways through the introduction of various materials and equipment.
5. To promote the child's natural curiosity, problem solving and joy of discovery through play.
6. To develop small and large muscle coordination through manipulative table toy play and indoor/outdoor exercise activities.
7. To develop an enjoyment, appreciation and interest in music and books both at school and at home.
8. To increase the child's awareness of the world in which he lives through learning centers.
9. To lay the groundwork for future academic learning by teaching the basic concepts of letters, numbers, colors, shapes and spatial relationships.
10. To provide a Christian atmosphere through the sharing of Bible verses, songs, stories and a table prayer.

The inspiration for our name "*Welcome Little Ones*" comes from the words of Jesus, when he said ...

"Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me." Mark 9:37

## **Our Mission Statement**

At *Welcome Little Ones Learning Center* we recognize the significance of children - to God, to the family unit and to the world of tomorrow. With this in mind our programs have been created to help meet the need for positive input, nurturing guidance and strong role models in the lives of these future citizens and leaders. *Welcome Little Ones* believes this investment in the generation of tomorrow will bring strength to families today and hope for the future.

### Daily Schedule - starting time to dismissal time

Our daily activities are carefully planned in coordination with each of the themes to promote a well balanced time of learning and discovery. Our approximate daily schedule will be as follows:

<u>A.M. Session</u>	<u>P.M. Session</u>	
9:00-9:05	12:30-12:35	Arrival
9:05-9:25	12:35-12:55	Fine Motor/Science-small groups/individ (Table Toy Play)
9:25-9:45	12:55-1:15	Lang Arts/Math/Soc Studies-whole group (Together Time)
9:45-10:25	1:15-1:55	Dramatic Play/Art-small groups/individual (Learning Centers)
10:25-10:35	1:55-2:05	Clean-Up-whole group
10:35-10:50	2:05-2:20	Health/Safety/Nutrition-whole group (Snack Time)
10:50-11:10	2:20-2:40	Music/Language Arts-whole group (Song & Story Time)
11:10-11:30	2:40-3:00	Music/Gross Motor-whole group (Group Games)
11:30	3:00	Dismissal

Following is a detailed description of each component of the daily schedule ...

**Arrival**- Children are requested to arrive no earlier than 5 minutes before class time. Coats and school bags will be hung up in a designated coat hook area.

**Table Toy Play**- includes a variety of manipulative toys such as puzzles, nesting toys, Lego blocks, beads, etc. to develop fine motor skills. Academic elements such as literacy, math, problem solving, name recognition and printing are introduced.

**Together Time**- begins with discussion about the calendar, the weather, and any upcoming special events and includes the selection of a "Happy Helper" for the day. Then the children are introduced to a concept or topic as related to our current theme of exploration. There's lots of Language Arts, Math and Social Studies happening during this time.

**Learning Centers-** offer rich learning experiences in language, social, emotional, physical and dramatic play areas.

The various centers available are:

**Special Projects-** will develop in coordination with our current theme. A variety of materials will be experimented with; such as crayons, chalk, pencils, various paints, scissors, glue, yarn, fabric, and other craft supplies.

**Creative Art-** is available for children who want extended art exploration using their own imagination and ideas.

**Home Living-** is a housekeeping area that encourages play acting through the use of dolls, dress-up clothes, and includes a well stocked kitchen.

**Sand/Water/Rice Table-** will be available on a rotating basis to provide experience in measuring and sensory stimulation.

**Science Center-** gives opportunity for special discoveries related to our theme and may include such things as nature items and sensory activities.

**Block Center-** encourages creative construction with various kinds of blocks and accessories as train sets, cars, trucks, and people figures.

**Book Center-** well equipped with books for pleasure and enrichment.

**Play-doh Center-** complete with placemats, rolling pins, and cookie cutters will give opportunity for sculpting, manipulating and creating.

**Variety Center-** from time to time special interest centers will be available to coordinate with our themes, such as: puppet theatre, grocery store, post office, etc..

**Clean-Up & Rest Time-** following their active fun-filled Center Time children are expected to help in tidying up play areas and then go to the snack tables for a few minutes of quiet rest.

**Snack Time-** Children will participate in providing a snack for the class (approximately once every 6 weeks) and will help to share in serving it. Table manners and group clean-up will be promoted. Health, safety and nutrition will be discussed during this time and Birthdays will be celebrated.

**Song & Story time**- Children are introduced to finger plays, action rhymes, musical instruments, music and books, including Bible stories. This will extend our theme study and could include creative movement games.

**Group Games**- designed to explore movement, simple drama, large muscle exercise or group games activities or group musical activities.

**Dismissal**- will be promptly at 11:30/3:00 for each session. The teacher will dress the children for outdoors, hand out activity papers and artwork projects then take them to the exit area where parents are responsible for promptly picking up their child.

### **Outline of the Curriculum**

Our curriculum meets the PA Education Early Learning Standards and is planned according to “themes for exploration”. Please note: Letters, Colors, Numbers and Shapes are highlighted through out each theme. The following themes are planned for the school year:

September - I’m Me & I’m Special

- We Are Helpers
- Families All Day Long
- Friends

October - Fall

- Hallowe’en/Pumpkins
- Feelings

November - My 5 Senses

- Thanksgiving

December - Winter

- Christmas

January - Snow

- PA Farm Show
- Dinosaurs
- Jungle

Feb - Community Helpers

- Valentines
- Things that Grow: People, Plants, Animals

March - Growing Things Need: Food, Water, Day/Night, Air

- St Patrick’s Day

April - Easter

- Spring

May - Transportation

- Mother’s Day
- Summer/Safety

(Please note: Letters, Colors, Numbers and Shapes are highlighted through out each theme.)

## **School Guidelines**

### **Dress**

Dressing your child in clothes that are washable and comfortable that will allow maximum freedom to enjoy our daily activities. To provide greater safety we advise that children wear nonskid, soft soled, close toed shoes throughout the school year. During the cooler months please dress in weather appropriate outer wear.

### **Toys**

Our Center is well equipped with toys and materials for you child's use. **Please do not allow him/her to bring toys from home**, except for designated show-and-tell days.

### **Holidays**

School holidays will be similar to the Palmyra Public Schools. A "Calendar of Events" will be published in August with all major events and holidays for the school year.

### **Special Events**

Through out the school year, special events will be planned for the parents and families. You are encouraged to participate as much as possible in these highlighted events of our school year! (Christmas Program, Parent's Night Out, Graduation, etc.)

### **Parent/ Teacher Meetings**

Parent/teacher updates will take place in November and March. Assessments will be shared to inform you of your child's progress and interest in our day-to-day program. Parents may request and arrange other meeting with the Teacher or Director as the need arises. We would appreciate being kept informed of circumstances or stress which might affect your child's behavior at school.

### **Birthdays**

To help celebrate your child's birthday a special treat may be brought in by the parents. Children with summer birthdays may celebrate "Half-birthdays" during the year. (For more information see the Snack Ideas on page 9)

### **Newsletters**

A newsletter will be emailed each week. It will outline our themes of study and any upcoming special events. A separate email will list the snack turns for your child's class for the month.

### **Canopy Drop-off and Pick-up**

We offer a convenient drive through drop-off and pick-up under the canopy on the east side of the church during the cooler months of the year. The teacher will inform you when that will be available.

### **Tuition**

For most convenient tuition payment, we require that you submit monthly postdated checks on Parent's Back-to-School night for the months of September-April, May's fees will have been collected in the Registration Process along with the \$40 registration fee. The registration fee and the one month deposit are non-refundable. The monthly tuition checks should be dated for the first of each month, made payable to Welcome Little Ones Learning Center and be written as follows:

4-day school: \$205                      3-day school: \$165                      2-day school: \$125

Note: there will be a 25.00 charge, payable to the Preschool for any N.S.F. checks. Should your child need to withdraw, all remaining checks will be promptly returned to you, providing a 30 day notice is given. If a 30 day notice is not given, the following month's tuition will be retained and all other remaining checks will be returned to you.

### **Health**

1. In order for your child to enjoy school to its fullest he/she should get adequate amounts of rest each night and have a good breakfast/lunch before coming to school.
2. When your child is not feeling well (cold, cough, upset stomach, or a more serious illness) please keep him/her home. Call, text, or email the teacher to let her know.
3. In case of serious illness or disease, please notify the teacher immediately. If your child will be out of school for more than 2 days, please call, text, email or send a note.
4. Please follow your Doctor's advice concerning returning your child to school following a communicable illness.

### **Parent Volunteer Program**

At *Welcome Little Ones Preschool* we believe that the parents are the child's first teachers. With that in mind, we would welcome your participation in our program. This will assist us in getting to know you and your family better. It will also allow you to become more familiar with our classroom setting and routines.

To facilitate your involvement in our class a questionnaire will be distributed to all parents to determine what areas you would like to assist us in.

### **Weather Notifications**

As a general rule we will follow the Palmyra Area School District for weather related closings and delays. If PASD is on a 2-hour delay, we will have a 1-hour delay. This generally just affects the morning classes and afternoon classes run at the regular time.

Any changes to the class times will be announced on the Welcome Little Ones website, the Facebook page, and you'll receive an email from your child's teacher.

## **Snack Ideas**

As is mentioned on page 6, the children will be bringing the snacks and serving them to the rest of the class. Here are a few suggestions to assist you in choosing and preparing a snack suitable for *Welcome Little Ones Preschool*.

**Please Note: The snack should include an item from 2 or more food groups.**

### **Milk & Milk Products**

- cheese slices
- dips for vegetables

### **Breads & Cereals**

- crackers (any variety)
- cereal treats  
(ie rice krispie squares)
- wholesome cookies
- muffins
- pretzels

### **Meat & Poultry**

- small portions of sliced lunch meat  
rolled up with a toothpick

### **Fruits & Vegetables**

- apples
- oranges
- bananas
- peaches
- pears
- watermelon
- cantaloupe
- grapes
- dried fruit  
(raisins, etc)
- carrots
- cucumber

### **Some Helpful Hints**

- snacks should be “finger foods”, ready to eat, so the children require no cutlery or bowls to eat it with
- foods should require no special refrigeration or heating
- please prepare 20 servings
- water will be served at snack time unless juice or milk are provided
- make your child’s snack into a parent & child project. Enjoy selecting and preparing the snack with your child - it will strengthen your relationship.

PLEASE DO NOT INCLUDE PEANUTS, PEANUT BUTTER OR PEANUT OIL IN ANY OF YOUR SNACK PREPARATIONS AS OUR CLASSROOM IS A PEANUT FREE ROOM

### **A Special Note for Birthdays**

Birthdays will be celebrated at Preschool during our snack time as close to the actual birthdate as possible. “Half-birthdays” will be arranged throughout the year for those with summer birthdays.

Your child’s birthday will be noted on the snack calendar that is emailed monthly. For a birthday snack we suggest mini-muffins, mini-cupcakes, rice krispie treats, or a special cookie. You may choose to bring in a special drink and party napkins if you wish. We will provide a special musical birthday bear to sing, and a small surprise gift along with lots of fun and excitement!

## Discipline Policy

The Discipline Policy of *Welcome Little Ones Preschool* is based around the belief that each child is a unique and special individual and deserves to be treated as such. In the preschool setting he/she will become aware of his/her own worth both as an individual and as a member of his/her peer group through positive affirmation and encouragement, while learning to respect the rights of others and to conform to simple rules and guidelines. We will attempt at all times to maintain an atmosphere of freedom, friendliness, and creativity with adults as role models and guides in the learning process. This will be carried out in the following way:

1. The child's behavior will be monitored according to limits set by the staff. This will provide the child with the security of knowing that his strong emotions will not lead him to do things that he will later regret. He knows an adult will take the responsibility of stopping unacceptable behavior until he is able to do so for himself.
2. The child will be taught about safety, care of property, good health habits, and consideration for others and an expectation of behavior will be explained as well as the limits established.
3. The child will have the rules explained to him in a cheerful, sympathetic manner to make them understandable and acceptable to the child. We will be consistent, firm and fair.
4. The child will be allowed to make as many decisions as possible within the necessary limits.
5. The child will see that the rules are enforced in a positive, impersonal way
6. The child's reasons for behaving in a disruptive manner (such as hitting, kicking, biting, throwing things, defying, or running away) will try to be understood. His behavior may be caused by any of the following:

fear	jealousy	loneliness
fatigue	confusion	hyperactivity
anger	need for toileting	overstimulation
curiosity	boredom	sleepiness
insecurity	shyness	embarrassment
hunger	illness	others _____
7. The uncooperative child will be redirected to another activity with the hopes of redirecting the entire activity into a more wholesome direction.
8. If one child requires too much adult attention, he should be temporarily removed from the group and allowed a "time out" with the purpose of helping him to consider his behavior in light of the rules and have the opportunity to make a more appropriate choice of action.
9. If a child is continually disruptive and uncooperative parents will be notified and a parent-teacher interview arranged.
10. Should this fail to relieve the situation the child may be asked to withdraw from the program.

In this way, we feel we can maintain a safe and secure atmosphere for your child in this preschool environment. If you have any questions or concerns, please feel free to call us or make an appointment to come and see us. Please respect your child's dignity and the teacher's schedule, by not expecting to discuss this in his presence as you come and go from the preschool. We look forward to working with you and thank you for the opportunity to contribute to your child's early learning.

### **Our Staff**

Each member of the Center's staff has been employed as a competent qualified person to provide loving and understanding care for your child. They will be firm, but kind in dealing with each child, according to his/her needs.

**Please see our current staff on the 'About Us' section of our website.**

We are honored to be entrusted with your child for the coming school. If we can be of special help to you and /or your child, please feel free to contact us. We want *Welcome Little Ones Preschool* to be a great experience for all involved.

### **Our Licensing**

Our school has met all the requirements to operate with a Private Academic School License from the State Department of Education. We are the only preschool in the Palmyra Area School District with this accreditation.

### **Our Owner**

Carol Anne Friesen brings her love of children and families into all of her endeavors along with her 35 plus years of experience as an Early Childhood Educator. As a mother, pastor's wife, children's ministry coordinator and children's center director she has given her life to honoring God by promoting the value and worth of children and parenting.

Over the years she has worked with hundreds of families in the Children's Centers she has directed, in the Churches her husband has pastored, and in her piano studios, parent/child music education classes and Baby Signs classes. *Welcome Little Ones Learning Center* fulfills her dream to have one more children's center. She is thrilled to see this come to fruition and excited about all the families she will be able to serve here.