

**The  
Kaleidoscope  
Handbook**

**THE ABC'S OF KALEIDOSCOPE**

CONTENTS

ACTIVE PHYSICAL PLAY.....4

BIRTHDAYS.....10

DISCIPLINE POLICY.....7

DRESS.....6

DROP OFF AND PICK-UP.....6

EMERGENCY, HEALTH, AND SAFETY PROCEDURES.....8

ENTRANCE, WITHDRAWAL, AND READMITTANCE.....5

FEEES AND TUITION.....5

GROUP TIME.....4

LEARNING CENTERS.....3-4

NECESSARY FORMS.....5

NUTRITION POLICY AND LUNCHESES.....7

PHILOSOPHY AND GOALS.....2

PROGRAM.....3-4

READINESS ACTIVITIES.....4

SCHOOL CLOSING.....9

SICKNESS PROCEDURES.....8-9

TOYS, TREASURES, AND TREATS FROM HOME.....10

VACATION OR HOSPITALIZATION.....5-6

VISITS AND VOLUNTEER POLICY.....9

Rev 9/20/09

## **THE KALEIDOSCOPE PRESCHOOL AND CHILD CARE CENTER**

St. Mary of the Lake School  
704 West Merchant Street  
New Buffalo, MI 49117-1241  
269-469-1515  
FAX 269-469-3772

Welcome to the Kaleidoscope, a state licensed preschool and child care center for children between the ages of two and one-half and five, who are toilet trained and ready to experience the preschool environment. Sessions are offered daily throughout the school year from September through May. The Kaleidoscope Preschool and Child Care Center follow the school year calendar. Enrollment is limited to twenty-four children per session.

The Kaleidoscope Child Care Center does not permit discrimination because of race, color, sex, age, religion, handicap or national origin. This policy applies to admission policies as well as employment practices.

Likewise, no child whose parents desire to enroll him/her in Kaleidoscope, provided there is the capacity for additional enrollees, shall be denied admission to the preschool. Children with special needs may be admitted on the condition that staff can adequately meet those needs.

### **PHILOSOPHY**

The underlying philosophy of the Kaleidoscope is the belief that each child is unique and develops at his/her own rate. Our learning environment will be rich in activities, have a warm, nurturing staff, and will provide time for individual pursuits. This environment will allow each child to develop secure trust in adults and positive social relationships with peers. It will foster a positive self-concept, and give each child a broad foundation for cognitive development. We will encourage the total development of each child physically, intellectually, emotionally, socially and culturally in every facet of our program, placing **a high value on the need for and importance of play.**

### **GOALS**

The Kaleidoscope will provide a warm, safe, exciting environment that considers children's total development and each child's individual needs and interests. We will provide a warm invitation to learning and exploration through play, support social interactions, and foster a positive self-concept.

We will seek to provide a wide variety of activities and materials so that children have many different ways to experience success, challenge, and creativity.

We will foster creative thinking and problem solving by giving the children opportunities to meet the challenge of daily living with our support.

We will seek to develop a sense of responsibility, which enables children to care for themselves, each other, and their environment.

## **PROGRAM**

The Kaleidoscope will seek to develop the whole child at his/her own rate of maturation as follows:

**Intellectual Development:** By providing a rich curriculum, which encourages opportunities to explore, experience and understand their world intelligently. By helping children, at their age level, to express in creative ways their understanding of and feeling toward the world around them.

**Social Development:** By helping the child find a comfortable, contributing place in his/her group. By helping children to behave in ways that are appropriate for responsible preschool citizens—sharing respect for self, others and property, practicing self-control and recognition of responsibilities.

**Physical Development:** By facilitating sturdy growth through providing space, opportunity and equipment needed for the maximum freedom and physical activity. By meeting the child's need for rest, exercise, good nutrition and safety awareness.

**Emotional Development:** By helping the child feel adequate and competent in the new world of school. By helping the child grow in independence by providing opportunities for him/her to manage: himself/herself, materials, routines of the day and to take initiative in planning and doing things. A wide variety of activities will be offered so that the children will have many different ways to experience success and creativity.

**Learning Center Time:** Learning Centers will divide the classroom in such a way as to allow the children to make choices, to move freely and independently, and to grow in areas of need. They also give opportunities for a large number to learn individually and in small groups. Learning Centers tend to invite a child to come and see, come and do, come and learn. The teachers will also invite, guide, and encourage children to explore and learn in all centers of the rooms. The varied activities are designed to give children the chance to master skills and therefore aid in developing a positive self-image. The schedule of the day will provide for a balance of activities:

Informative/Creative  
Active/Quiet  
Structured/Unstructured  
Teacher Directed

Observing/Participating  
Indoor/Outdoor  
Individual/Group  
Student Directed

## A Sketch of Learning Centers

**Book Center** – a soft place for reading and quiet conversation.

**Music Center** – to listen, sing, move, dance, play instruments, etc.

**Art and Writing Center** – to explore and create with pencils, pens, markers, and art and craft media.

**Dramatic Play Center** – for role experimentation, playhouse, and puppetry.

**Block building Center** – to construct creatively, muscle development, etc.

**Manipulative Center** – for problem solving practice, fine motor skills.

**Discovery Center** – science and sensory experiences, sand/water play, woodworking and cooking projects....

**Group Time:** Listening, comprehension, memory and language skills are enhanced through stories, songs, fingerplays and discussions of current interest and holidays.

**Active Physical Play:** Coordination and strength of the large muscles are developed daily during playtime – indoor and outdoor.

**Readiness Activities:** The power to read develops naturally. It is a product of growing and living. Reading readiness comes as a child's whole body grows and from all he/she does in and out of school. At least 30 minutes of developmentally appropriate emergent literacy activities will be planned for each session.

Cognitive concepts are integrated throughout the day. As the child's skills develop, activities are available for the child to go a step further. A child's desire to read is strengthened as he/she finds how much help and pleasure books can bring.

Through first-hand experiences, children add to ideas and vocabulary, which they must have if reading is to be a meaningful experience. Throughout the day, in all activities, children will learn to speak clearly, listen thoughtfully and observe closely. Readiness will be fostered by all we do to help the children be physically sturdy, happy and self-confident. Children get ready to work with pencils as they handle paint, brushes, crayons, markers, puzzles, blocks and balls.

The days are full of meanings, and the language of arithmetic as children count out napkins, crackers, cups, or measure ingredients for a cooking experience, weigh and measure themselves, use a calendar and solve problems of numbers involved in block building and count how many children are present.

Reading is talk written down. The children communicate through the written word as the teachers record their stories, letters, captions and explanations for their paintings, drawings. Children love to play games of rhyming words. They say them, hear them and the teachers write them down. Readiness activities are an important part of preschool, however, reading and math will not be taught in a formal, academic way.

### **ENTRANCE, WITHDRAWAL, AND READMITTANCE**

Although there are definite registration times in the spring and fall, a child may enter the Kaleidoscope at any time during the year, if an opening is available. Entrance is official and the child's name is placed on the class list for the time desired when the information card, health form and official county birth certificate are on file and the nonrefundable registration fee is paid. Teachers should be informed as far in advance as possible if parents plan to withdraw a child. Readmittance after withdrawal necessitates payment of another registration fee.

The Kaleidoscope is licensed to serve school age students (5-13) from the community Monday through Friday until 5:30 p.m. during the school year. Information cards and health forms must be on file for the children using this program. For safety's sake, we ask parents to call the school office (469-1515) if their child will not be in attendance as scheduled due to illness or any reason.

### **NECESSARY FORMS**

1. Each child must have a completed INFORMATION CARD on file on the first day of enrollment. All spaces must be filled in on both sides, including insurance numbers.
2. Child's IMMUNIZATION RECORD must be on file on first day of attendance. Month, Day, Year of each immunization is necessary. SEE ATTACHED FORM REGARDING MICHIGAN'S IMMUNIZATION REQUIREMENTS.
3. Each child must have a completed PHYSICAL FORM signed by his/her doctor on file on the first day of enrollment. This strict state requirement must be met or the child will not be allowed to attend preschool. Physicals are good for one calendar year. **Please note:** both the front and back of the green health appraisal form must be signed by a medical professional.

### **FEES AND TUITION**

1. Payable at time of registration, there is a nonrefundable registration fee.
2. **Preschool tuition** must be paid on a monthly basis in the first week of your child's attendance for the month. **Child care tuition** must be paid on a weekly basis on the first day of attendance. If the tuition is not paid, the child will not be allowed to attend.

3. There will be **no** credit given or make-up days scheduled for days missed because of illness, family vacations or inclement weather. Switching of preschool days cannot be allowed because of licensed capacity.

4. Make all checks payable to **KALEIDOSCOPE**.

### **DRESS**

1. The Kaleidoscope is a busy place with many activities. Please dress your child in comfortable, washable play clothes suitable for messy and lively play. Children learn by actively participating and their clothing should not prevent them from doing so, so don't dress up for preschool. We climb, run, and jump so pants or jeans are suggested for **all** children. Tile floors and playground equipment can be slippery, so non-skid shoes with closed toes and heels are best for the children.

2. We will go outdoors every day for fresh air and exercise when weather permits, so dress your child accordingly. **If your child is too sick to play outdoors, he/she is too sick to come to preschool.**

3. Name labels on sweaters, jackets, coats, scarves, hats, raincoats, mittens and boots are most helpful. Masking tape and permanent marker labels will do just fine.

4. Please send one full set of playclothes (underwear, socks, slacks, and shirt) in a plastic bag clearly marked with child's name. This emergency package comes in handy when we are working and experimenting with the water table or in case of bathroom emergencies.

### **DROP OFF AND PICK-UP**

1. Please escort your child to assigned preschool room, no earlier than five minutes before session starts, and wait until the teachers or helpers have greeted your child.

2. Please pick-up your child promptly at the end of the session.

3. Park all cars in the church parking lot closest to the church in order to protect the school-aged children who are on lunch recess or dismissing.

4. You must inform teacher, in advance in writing, if someone else has permission to pick-up your child. Telephone calls will not be accepted. The person picking up your child must be named on your child's information card.

5. When your child comes to school for the first time, saying "goodbye" may be difficult for both of you. You are welcome to stay with your child as long as you would like, but we do ask that when you say that you are going – please do so. If you show doubts about leaving your child, it only reinforces his/her doubts about being left. Sneaking away does not work, and harms the trust relationship you want to strengthen. Picking your child up right on time is also a part of this trust relationship.

## **NUTRITIONAL POLICY AND LUNCHES**

The Kaleidoscope will provide children with a daily breakfast, a nutritious afternoon snack, beverages and occasional treats. Parents may provide sack lunches, and may purchase milk tickets in the school office. Kaleidoscope students may order hot lunch(milk is included) through the satellite program provided by New Buffalo Area Schools. Reduced or free hot lunches are available to those who qualify. Menus are sent home at the beginning of each month. Lunch tickets may be purchased as needed in the school office during office hours. No charging is permitted. Parents should alert staff to child's food allergies, if any, and this should be highlighted on white information card. Allergies to bee stings should also be noted.

## **DISCIPLINE POLICY**

1. All staff, volunteers and visitors treat children with respect.
2. Kaleidoscope children are taught three rules:
  - a) BE GOOD TO YOURSELF.
  - b) BE GOOD TO OTHERS.
  - c) BE GOOD TO THE PROPERTY.
3. Absolutely no corporal punishment is allowed for any reason. At no time is any adult or child allowed to hit, shake, bite someone or use any form of physical abuse.
4. No child is restricted from outdoor play, meals, snacks or bathroom privileges for any reason.
5. Children may not leave the classroom or school building unless accompanied by an adult.
6. When discipline problems occur, teachers will separate child/children from the group for a short time, quietly and respectfully talk about the difficulty with the child, and involve child in a plan to improve behavior.
7. If discipline problems persist, child will be asked to take a "time-out" – sit on a chair for a short period and resume activity when he/she is prepared to follow rules.
8. Direct and deliberate aggression by a child will be addressed immediately by staff.
9. If discipline problems are serious and persistent, parents will be notified and a conference scheduled.
10. If discipline problems are not resolved and child's behavior is a serious distraction from his/her enrichment in this program as well as the enrichment of other children in the group, the child will be asked to withdraw from The Kaleidoscope.

## **EMERGENCY, HEALTH AND SAFETY PROCEDURES**

Safety is of prime importance at The Kaleidoscope. Our staff is prepared for weather, fire, or other emergencies. We have written policies on all topics. These policies may be viewed upon request in the office. Practice sessions or drills for such emergencies are conducted regularly.

For medical emergencies, first aid is given. Parents will be called and informed as to extent of injuries. Accident reports will be kept on file.

Participant Protection Policy: At no time is any individual permitted to possess any type of weapon, firearm, illegal substance, alcoholic beverage or drug paraphernalia on St. Mary of the Lake School property. Kaleidoscope staff will immediately notify the local police of any violation of this policy.

No smoking is allowed in the building or on the grounds of St. Mary of the Lake School. Studies of health risks faced by children and adults inhaling smoke include lung cancer and eye, nose, and throat irritation. In addition, resistance to communicable diseases is lowered. For these reasons, Kaleidoscope has chosen to ban smoking anywhere in the building and on the grounds.

Periodic surveillance for the assumed presence of asbestos was completed in 1988-89. The only asbestos-containing building material that was assumed to be present in our school was in the floor tiles. The asbestos management plans are located in the office and available upon request.

## **SICKNESS PROCEDURES**

1. Please call 469-1515 and notify the Kaleidoscope staff if your child will not be coming because of illness. Staff must send reports weekly to the BCHD reporting communicable diseases. Let the center know of any exposure to communicable diseases and carefully observe the quarantine periods for any of the diseases. Some diseases require your child to be excluded from school. Some diseases require a “return to school” note from your doctor. Some diseases require proof of treatment before returning to school. Each case is based on each child’s individual circumstances.

**If your child has lice, inform the teacher at once.** Good communication is crucial to dealing with this problem successfully. Per the National Pediculosis (Head Lice) Association, the Kaleidoscope continues to maintain a “no-nit” policy regarding Head Lice. This means your child’s head must be free of lice and nits, which are the eggs, before your child can return to school.

A child should be **fever free for at least twenty-four hours before returning to preschool.**

2. If your child has a cold (runny nose, sore throat, and slight fever) or shows any other signs of illness, please keep the child home. A white or yellow discharge from the nose is a sign of infection and should be treated by a doctor.

3. If a child becomes sick at the Kaleidoscope, the parents or designated person on the white information card will be called to take the child home.
4. If your child is under any medication, which needs to be administered at the Kaleidoscope, you must have the following available:
  - a) The original bottle that the medication came in with correct name and medicine on the bottle.
  - b) Signed and dated note of permission to center to administer medicine.
  - c) Specific directions for administering medication: time, amount, etc.
5. Once again, **be sure to inform staff of any allergies: food(s), bee sting, etc. and highlight this on the white information card.**

**SCHOOL CLOSINGS**

When the New Buffalo Area Schools are closed because of bad weather, the Kaleidoscope and St. Mary of the Lake School will be closed. We want everyone’s safety considered when road conditions are hazardous. Information about school closing in the New Buffalo area will be broadcast over radio and T.V. stations listed below.

**Radio:**

WCSY	98.3 FM	Benton Harbor	WCOE	96.7 FM	LaPorte
WHFB	1060 AM	Benton Harbor	WEFM	95.9 FM	Michigan City
WLOA	1540 FM	LaPorte	WIMS	1420 FM	Michigan City

**T.V.:**

- WSBT 22
- WNDU 16
- WSJV 28

**VISITS**

Parents and grandparents are welcome to come and play with us at any time. (See Volunteer Policy)

**Volunteer Policy**

Anyone who volunteers in the Kaleidoscope needs to complete VIRTUS training and must have a background check before volunteering.

### **BIRTHDAYS**

Birthdays are fun to share with friends at preschool. If you wish to send a special treat along, you are welcome to do so, but please inform the staff in advance. **No cupcakes, please.** Children who have summer birthdays may celebrate them in September or May.

### **TOYS, TREASURES AND TREATS FROM HOME**

We are fortunate to have well equipped classrooms with a wide variety of play materials. For this reason, we prefer that the children do not bring their favorite playthings to preschool.