

## Statement of Services

# LITTLE KNIGHTS PRESCHOOL



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### MISSION AND VISION

We believe children learn best through meaningful play. Our play-based, child-centered program reflects the integration of physical, cognitive, social, emotional, language, self-help, and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery, and problem solving which allows individual growth and development of a positive self-image. We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational journey. The primary bridge between home and school is the involvement of family and community.

The statement and beliefs in this philosophy reflect the position of the National Association for the Education of Young Children (NAEYC).

The GOALS OF THE LAKE HAVASU HIGH SCHOOL (LHHS) LITTLE KNIGHTS PRESCHOOL LAB strives to meet the needs of the child by:

1. Providing children care that incorporates a curriculum which stresses social, emotional, physical, and intellectual learning skills necessary for positive growth.
2. Contributing to the wholesome growth and development of the future citizens of the community, giving them exposure to a variety of experiences.
3. Providing opportunities for developing a sense of identity- through knowing themselves, family, and those around them.
4. Providing a comfortable, relaxed, safe, healthy, and well-balanced program that enables the child to develop a good positive self-concept.

5. Providing opportunities for the child to relate to children and adults, and deal with their emotions by using verbal and non-verbal communications.
6. Helping each child develop self-discipline and autonomy.
7. Providing a well-planned program that creates and motivates interest, curiosity, and creativity.
8. Providing a healthy snack that is vital to developing a happy, healthy individual. \*Weekly snack menus are posted in the preschool and the parent corner.

### FIRST THINGS FIRST AND QUALITY FIRST

Little Knights Preschool is a recipient of First Things First funding and participates in the Quality First Rating System. Little Knights is a **five**-star rated program.

The *GOALS OF THE LHHS LITTLE KNIGHTS PRESCHOOL LAB* strives to meet the needs of the parents by:

1. Providing a licensed program, maintaining an atmosphere conducive to the growth excitement and learning for life long enjoyment.
2. Providing open communication opportunities for parents in order to meet individual needs.

### CURRICULUM

The Arizona Early Learning Standards guide our emergent theme based curriculum and addresses all learning modalities and includes language rich activities. Hands-on and multi-sensory learning opportunities are provided in all areas of instruction and play opportunities. Lesson plans are available for parents to review at any time.

### PORTFOLIOS

Portfolios are used to collect data and student work samples for each individual child. The Portfolio reflects student progress in four key areas of development: cognitive, emotional, physical (fine/gross motor), and social. Portfolios can be viewed by parents at any time.

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences are offered to all families in October and March. The conferences are optional and focus on the growth progress of

your child and his or her positive attributes. You may schedule a conference at any other time of the year as needed.

### EMPOWER PROGRAM

Little Knights is a participant in the Empower Program. This program allows us to empower children to live healthy lives. Program and district policy mandates that there is **NO SMOKING** within 1,000 feet of the high school campus.

### Class Dojo

We will be using this notification system for our preschool families. It is a way for us to send messages, reminders, pictures, and videos to you via the Class Dojo app. Each child has an access code that will be emailed or texted to parents.

### SOCIAL MEDIA

Little Knights Preschool has a Facebook group. If you would like to be a member, please ask to join the group and a staff member will add you. If you do not want your child's picture or video on our page, you **MUST** sign a media opt out form.

### LHHS LITTLE KNIGHTS PRESCHOOL SAMPLE AM SCHEDULE

7:45 - 8:25 Sign in and Self-selected Experiences (cognitive, fine and gross motor, social-emotional)

8:25 - 8:35 Calendar, Circle Time, Songs (cognitive, social-emotional)

8:35- 9:05 Outside Activities (motor skills, social-emotional)

9:05-9:20 Snack Time: Served Family Style (social-emotional, fine motor)

9:20 - 9:40 Transitions/Small Group Centers (cognitive, social-emotional, motor skills, language and literacy, science, math, social studies) Finger Plays and Hand Washing (cognitive, fine motor, self-help, health)

9:40 - 10:15 Inside and Outside Activities (motor skills, social-emotional)

10:15-10:40 Story and Whole Group Activity (social-emotional, motor skills, language and literacy)

10:40-10:45 Clean-up and Pick-up Time (social-emotional, motor skills)



### LHHS LITTLE KNIGHTS PRESCHOOL SAMPLE PM SCHEDULE

- 11:30 - 12:05 Sign in and Self-selected Experiences (cognitive, fine and gross motor, social-emotional)
- 12:05 - 12:15 Calendar, Circle Time, Songs (cognitive, social-emotional)
- 12:15-12:40 Outside Activities (motor skills, social-emotional)
- 12:40-12:55 Snack Time: Served Family Style (social-emotional, fine motor)
- 12:55 - 1:15 Transitions/Small Group Centers (cognitive, social-emotional, motor skills, language and literacy, science, math, social studies) Finger Plays and Hand Washing (cognitive, fine motor, self-help, health)
- 1:15 - 1:55 Inside and Outside Activities (motor skills, social-emotional)
- 1:55-2:25 Story and Whole Group Activity (social-emotional, motor skills, language and literacy)
- 2:25-2:30 Clean-up, self-selected experiences and Pick-up Time (social-emotional, motor skills)

\*\*All times are flexible and can vary from day to day depending upon the activities, weather, number of children, and motivation level of the children involved with the experience. The schedule changes every week to give each high school class an opportunity to prepare and teach each curriculum area.

The LHHS LITTLE KNIGHTS PRESCHOOL LAB schedule is designed to meet the needs of your child by being flexible. The children will experience several group activities as well as individual activities. The Lab feels it is important for each child to be able to get along with others as well as be creative individuals on their own.

### LHHS LITTLE KNIGHTS PRESCHOOL LAB ELIGIBILITY REQUIREMENTS

The children will be enrolled through Smoketree Developmental Preschool

1. Enrollment is limited to children ages 3 through 5.
2. The child must be potty-trained.
3. Enrollment is limited to a maximum of 18 preschool children per session.
4. It is the responsibility of the parent to complete the following forms:
  - Child's application form (blue)
  - General health form (green)
  - Immunization records (copy)
  - Original birth certificate (copy)

## BASIS FOR WITHDRAWAL

Your child may be withdrawn from the program for any of the following reasons:

1. Failure to update immunization records as necessary and required by the State of Arizona licensing agency.
2. When fees have been delinquent for 2 consecutive weeks, unless arrangements have been made with Mrs. Hendry or Ms. Michaela.
3. Non-attendance for more than one week, without notification to Little Knights Staff, is a failure to comply with the state attendance policy.  
\*Due to a lengthy waiting list, it is imperative that the preschool staff is notified of any absences or withdrawals.

## DISCLAIMER

THE LHHS LITTLE KNIGHTS PRESCHOOL LAB does not discriminate on the basis of sex, race, religion, family background or national origin. We also accept children with special needs on an individual basis.

## ATTENDANCE

1. The hours of THE LHHS LITTLE KNIGHTS PRESCHOOL LAB are: 7:45-10:45 for the AM session and 11:30-2:30 for the PM session.  
**We are closed on Thursdays due to early release and/or testing unless otherwise stated.**
2. Attendance is regulated by grant and state mandates. Children are required to attend 85% or more of the sessions each month.
3. Regular attendance is encouraged so that your child can fully benefit from the planned program.
4. Preschool Staff must be notified of any change in the hours that a child is picked up.
5. **If your child is being brought to the preschool by any person other than the parent; that designated person must bring your child directly to the preschool. This includes families who have older siblings that are signing the preschooler in.**
6. Arrival time and departure time for each child will be indicated on the sign-in/out sheet. It is required that your **signature** (not initials) be provided as well.
7. Parents are required to submit in writing the name(s) of all persons who may be notified in case of emergency. The inability to reach

parent(s) in an emergency is not the fault of the school and they cannot be held liable if this information is not provided by the parent(s).

8. Parents are required to submit in writing upon enrollment, name(s) of all individuals who the child may be released to, upon the absence and by the request of parents. Children will not be released to individuals if parents have not given permission.
9. If a child will be absent for more than two sessions, it is requested the parent contact the center.

### FINANCING

1. PAYMENT - Fees in the form of **cash or card** must be paid to the LHHS Bookstore located in A-Hall. Checks will **NOT** be accepted. A receipt will be given to the parent for payment.
2. The fee for THE LHHS LITTLE KNIGHTS PRESCHOOL LAB is \$65.00 per week, and is due: for a **two week payment** on the first and third Monday of the month or for a **four week payment** by the first Monday of the month. This fee is non-refundable.
3. After the fees have been delinquent for 2 consecutive weeks, or failure to comply with the state attendance policy, your child may be removed from the program, unless arrangements are made with Mrs. Hendry or Ms. Michaela.

### PARTIES

Some parents may wish to bring refreshments/treats on their child's birthday. If you wish to do so, please let us know in advance to aid in planning. Most Birthday celebrations can be done at the end of preschool hours or the parent may choose to bring in a healthy and nutritious treat which can be served at snack time. All treats must be store bought. We are a **NUT FREE** school, so please read your food labels!

### HEALTH AND SAFETY

1. Blackboard is a communication notification system used in the school district. Notifications of early release, special events and emergencies are electronically posted for parents. Please provide

**your name, child's name, email, phone number and for any person authorized to pick up your child.**

2. Each child is required to have a documented immunization record on file.
3. Parents are required to notify hired staff whenever a child has been exposed to a contagious disease, or are ill for any reason. Please contact hired staff at 928-854-5347 or email [mhendry@lhusd.org](mailto:mhendry@lhusd.org) or [mdelgado@lhusd.org](mailto:mdelgado@lhusd.org) . The identity of the child will be confidential.
4. If a child becomes ill or has an accident during school hours, the parents or emergency person will be contacted and expected to pick the child up immediately.
5. Medications will not be administered at THE LHHS LITTLE KNIGHTS PRESCHOOL LAB.
6. FIRE DRILLS: Monthly fire drills are scheduled as required by state licensure. Immediate evacuation practices are followed which require staff to get the children out of the building as quickly as possible.
7. Lock-down drills are practiced four times per year. You will receive a black board text message that the drill is in practice.
8. All inspection reports are available upon request.
9. Comfortable play shoes (tennis shoes) or sandals with heel straps are recommended.
10. Staff will not be allowed to apply sunscreen to children, therefore we request that parents apply sunscreen prior to arrival.

### TRANSPORTATION

Each parent is responsible for their child coming to and going from The LHHS Little Knights Preschool Lab. If other arrangements are made, parents must notify Mrs. Hendry, Ms. Michaela or Ms. Jordyn as to who will be picking up their child. When entering and leaving our school campus: **please observe the fire lanes, disabled parking areas, and bus parking (including the bus turn around area).** Preschool parking is behind J Hall where the huge cement barriers are located.

### FIELD TRIPS

Throughout the year we plan off-campus field trips where parents are asked to attend. We do visit various locations on our campus including the gym,

aerobics room, wrestling room, food center, Performing Arts Center, library and various classrooms.

### HOW DO WE DISCIPLINE AT LHHS LITTLE KNIGHTS PRESCHOOL LAB?

The chief method of discipline practiced by the center is behavior modification and the use of a positive approach. Some examples of this technique include:

1. Encourage desirable behavior: ignore undesirable behavior unless it will harm the child or those around him/her.
2. Redirect: Use suggestions rather than commands.
3. Show the child it is his/her behavior that is undesirable - not the child him/herself.
4. Respect the child's rights. Be fair and reasonable, yet firm and consistent.
5. Allow the child to make decisions and better solutions. Children learn by doing.
6. Have clear and consistent rules.
7. A child will be allowed time to cool off or talk it out and it will be monitored by Mrs. Hendry, Ms. Michaela, or Ms. Jordyn.

### PARENT TEACHER PARTNERSHIP

You are the prime teacher of your child, thus communication between you and THE LHHS LITTLE KNIGHTS PRESCHOOL LAB staff is vital for the richest development of your child. The greatest development of your child's potential is of concern to both you and me. Your home has been the center of interest in your child's life. As THE LHHS LITTLE KNIGHTS PRESCHOOL LAB enters into a partnership with you, your child and the students need your help and support so that we may have the most successful program possible.

### CURRENT LIABILITY COVERAGE

The current liability coverage of the Lake Havasu Unified School District #1 for comprehensive general and auto liability is \$1,000,000 combined single limit per occurrence.



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Ms. Jordyn  
Lead teacher  
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[jgunderson@lhusd.org](mailto:jgunderson@lhusd.org)

This facility is regulated by:  
*ARIZONA DEPARTMENT OF HEALTH  
SERVICES  
Office of Child Care Licensure  
1500 East Cedar Avenue, Suite 22  
Flagstaff, Arizona 86004  
928-774-2707*

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