



# Kelly Galloway Kindergarten Parent Hand Book

Dear Families,

Welcome to the Lawrence Arts Center Kelly Galloway Kindergarten! Made possible by a gift from the Thomas D. Galloway Family, the curriculum developed for this ground-breaking arts-based kindergarten completes the continuum of the award-winning academic programming pioneered at the Arts Center. With a special focus on preparing young students to develop innovation skills, the arts-based approach sets the stage for a lifetime love of learning. This year your student will enjoy guest artists weekly as a part of our Smart Moves curriculum of music, drama, creative movement and dance. We strive to provide a creative, innovative, learning environment for your child and a happy, warm, and loving atmosphere. This results in a developmentally appropriate program for young children taught by well qualified teachers.

Please read this handbook. It contains some important information concerning the Lawrence Arts Center Kelly Galloway Kindergarten.

We appreciate the opportunity to work with your children. You are sharing with us a most important gift, your child/children. If you have any questions or concerns, be sure to contact us. We need and respect your input and your support.

Sincerely,

Linda Reimond  
Director of Early Childhood Education

## **Purpose**

Our Philosophy is that every child will find academic success through a less conventional curriculum, no matter what his/her ability, developmental level, age, or background. The Lawrence Arts Center Kelly

Galloway Kindergarten uses an innovative, creative, arts-based teaching structure to bring out a child's natural interest in learning. The arts allow children to think creatively, to build their own ideas, to solve problems in more than one way, and try new things. These skills not only create an excellent foundation for learning as children move into the academic world and throughout life, but they make learning fun!

## **Goals**

Early Childhood Education is defined as children from birth to 8 years of age.

- ❖ We strive to hire well-qualified, dedicated teachers who are trained in child development, education, and/or the arts and who care about young children.
- ❖ The faculty at the Lawrence Arts Center are committed to providing a high-quality, developmentally appropriate program for young children.
- ❖ Each class, taking into account the developmental needs of the children, is planned to promote the creative, physical, social, emotional, and intellectual well-being of the children.
- ❖ The faculty works together to offer an environment where the self-esteem of children will grow through a rich and varied experience with the arts in combination with sound kindergarten education.
- ❖ The daily curriculum encourages and supports active and engaged children who explore, experiment, observe, talk, play and process a wide variety of developmentally appropriate materials and activities.
- ❖ The faculty use positive techniques when disciplining, including a wide variety of methods that teach children to cooperate, respect, and care for others. Through play and the development of appropriate communication skills, we provide opportunities to develop empathy and consideration of others.
- ❖ We strive to keep children safe and healthy. We promote good health habits and a healthy environment.
- ❖ We strive to help kindergarten aged children become the best 5 year old they can be and the best 6 year old they can be.

## **Code of Ethical Conduct**

We follow the National Association for the Education of Young Children Code of Ethical Conduct. The ideals and principles of this code present a shared conception of professional responsibility that acknowledges the responsibilities we have in the early childhood field. We have ethical responsibilities to children, to families, to colleagues, to community, and to society.

## **What we will learn and some of the ways we will learn:**

- ❖ **Math:** music, blocks, songs, sequencing, counting, cooking, puzzles, games, patterning, number value, and an introduction to practical math.

- ❖ **Science:** Cooking, color mixing, observing, blocks, tactile and sensory experiences—sand & water play, finger painting, data collection and an introduction to the scientific process all through hands on investigation and science discovery centers.
- ❖ **Reading:** literacy centers, sequencing events, illustrating and labeling, re-telling, parts of a story, lots of books and reading, acting out stories, helping to read stories (repetition). Writing center-- making books, dictating stories to teachers and later writing themselves—reading is written down talk. The things we need most when beginning to read (pre reading) are: Stories, poems, rhyme, songs, chants—these all make better readers!
- ❖ **Writing:** painting and art work with all kinds of tools—paint brushes, markers, spray bottles, all small motor activities, puzzles, scissors, crayons, pencils, sensory writing.
- ❖ **Social Skills:** communication, solving problems, conflict resolution and getting along are life skills.
- ❖ **Choices:** group voting, build choices on student interest, real choices—“what to do first”, practice so children are comfortable making choices which increases independence and confidence.

**All developed through PLAY, curiosity, self-esteem, language, problem solving, creative thinking, cooperation, etc.**

## **History**

Originally located in downtown Lawrence in the City's former Carnegie Library building, the Lawrence Arts Center offers a wide array of arts experiences through its education programs. The Center's stated purpose, from the beginning in 1974, has been to educate Lawrence and the surrounding communities in the arts, provide a full program of arts classes, provide support for local artists, and serve the arts-related needs of the community. The Center opened the Arts-Based Preschool in 1985. The Lawrence Arts Center Preschool approaches the basics in early childhood education through the arts, including music, sculpture, painting, drawing, creative drama, architecture, and creative movement/dance. In April 2002 the Lawrence Arts Center moved to its current location at 940 New Hampshire. Created in 2016, the Kelly Galloway Kindergarten, continues the long tradition of superior arts based education.

The Lawrence Arts Center is a non-profit, tax-exempt organization.

## **Line of Authority**

Problems should be brought to the attention of the Director of Early Childhood Education. The Director of Early Childhood Education shall report to the Chief Program Officer and/or the Executive Director of the Lawrence Arts Center with the final authority being the Board of Directors of the Lawrence Arts Center.

## **Non-Discrimination Policy**

The Lawrence Arts Center will not discriminate on the basis of race, creed, sex, national origin, religion, or handicap in operating classes.

## **Communication**

The telephone number of the Lawrence Arts Center is (785) 843-2787. Someone is usually available to

answer the telephone after 8:30 a.m. A voice message can be left at any time. Email address is [preschool@lawrenceartscenter.org](mailto:preschool@lawrenceartscenter.org). Website: [www.lawrenceartscenter.org](http://www.lawrenceartscenter.org). Through the Lawrence Arts Center website you can access the kindergarten website. Weekly/Bi-weekly we will be blogging about things happening in kindergarten, good articles to read etc. Part of the kindergarten website is for “kindergarten parents only” and is password protected. The user name and password information changes annually and will be available at the beginning of the school year. Included in the password protected section will be the monthly newsletter, notes from the teachers, a calendar of events, photos, etc. You may wish to follow the Lawrence Arts Center on Instagram @lawrenceartscenter, Twitter @LawrenceArtsCtr and on Facebook as Lawrence Arts Center.

We have a text reminder option through Remind.com for kindergarten. Throughout the school year we will have special days when the routine may be different or we ask that your child bring an item to school or a field trip is planned, etc. Typically we will send a paper note home as a reminder, but we also wanted to offer an optional texting reminder option. Information for this service will be in the August parent letter and in the first newsletter of the year. If you would like to know more information about this service, please visit [www.remind.com](http://www.remind.com).

### **Discipline Policy**

Discipline means an ongoing process of helping children develop inner control so that they can manage their own behavior in a socially approved manner. The Lawrence Arts Center’s policy states that there will be no physical or emotional punishment such as hitting, shaking, pushing, pinching, threats, sarcasm, prolonged isolation, denial of food, or derogatory remarks about the child or the family. Children will be spoken to in a calm manner. Children may need guidance to “sit and watch” for a short period of time, followed by some conversation with a teacher. Parents will be notified of serious behavior issues.

### **Behavior Policy**

We believe every child can learn. Our goal is that everyone grow to their greatest potential. We strive to and will make every effort to accommodate individual learner’s needs in our program. Please know if we feel we are unable to accommodate your child’s needs and/or if your child’s individual needs are superseding the larger groups’ needs, we will recommend you seek additional support resources through the Lawrence Public School District or private supportive services. We will collaborate with you as parents and the district/supportive services liaisons to determine the supports that would best suit your child’s individual needs.

### **Times**

Class times will be Monday through Friday 12:30pm – 3:30pm. If enrolled, extended care hours are 3:30-5:30 p.m. When picking up children, please help your child gather notes from the teacher, papers, artwork, coats, etc. Children must be escorted to and from the classroom by an adult. Children need to be picked up on time to avoid a \$10.00 late pick-up fee. Please be sure that sitters or other adults who might pick up your child understand this. If your child is enrolled in our extended care program and they are absent from class, they will be unable to attend extended care that day.

### **Cancellation of School**

When the Lawrence Public Schools are closed due to bad weather, the Lawrence Arts Center kindergarten will be closed. Listen to KLWN 1320 AM, KPR 91.5 FM, Channel 6 News, or check the LAC website ([www.lawrenceartscenter.org](http://www.lawrenceartscenter.org)) or social media for school closure information.

### **Parent/Teacher Conferences**

Classes will be cancelled four days for the kindergarten students for teachers to prepare for conferences and for parent/teacher conferences. These will occur after the first and second trimesters. Please refer to the calendar of events for the exact dates. These scheduled conferences are typically 15-20 minutes, if you feel that more time is needed, or the date/times do not meet your families schedule, the teachers are willing to schedule a conference at other times as requested or needed.

#### **DISASTER PLANS:**

The Lawrence Arts Center Kindergarten has a disaster plan that is posted on the bulletin board in the classroom. Our designated relocation site is the Salvation Army building located at 946 New Hampshire St. Parents will be notified through a phone call if the disaster plan has been enacted.

**Tornado Warnings:** In case of a severe storm that results in a tornado WARNING, the children will be taken to the basement for protection and will remain there until an all clear is issued. We suggest that you do not come after your child for the safety of the entire family. We will practice these drills and post the practice dates.

**Fire Drills:** Each month we will practice leaving the building for fire drills. These dates will be posted.

**Eminent Danger:** Lawrence Arts Center faculty and staff have been trained for this event using the ALICE (Alert, Lockdown, Inform, Counter, Evade) training method.

#### **Pick-up Authorization**

Only people that you authorize on your child's pickup form may pick up your child. If it becomes necessary for a person not on your list to pick up your child, we will need to receive your approval, a note or phone call from you stating that person's name and telephone number.

If a staff member has reason to suspect that the person picking up the child may be under the influence of drugs or alcohol or otherwise lacking capacity to safely transport the child, the staff may contact another person authorized to pick up the child.

#### **Field Trips**

The State Health Department requires that all child care providers obtain signed parental permission of each location to which children go off the premises. The general permission form that each parent signs gives the Lawrence Arts Center Kindergarten teachers permission to take your child on walking field trips in the downtown area. Field trips to other destinations and all bus or car trips require a separate parental permission form for each trip. If a parent does not sign for each separate trip, the child will be unable to attend and will remain in the office area at the Center. A "Driver Information Form" needs to be completed and on file for drivers on field trips. All children must be in car seats or booster seats if they are riding in a car. If your child is not riding with you, please bring their car seat into the classroom on Car Field Trip days. On all field trips, teachers take along emergency treatment forms and a first aid kit. Please make other arrangements for siblings, if you wish to help on a field trip.

#### **Beginning of School Procedure**

All children and families are invited to visit on the beginning of school Open House/Ice Cream Social (date and time specified on the calendar). The class will be divided in half with one half attending the first day (and not the second day) and the other half only attending the second day. This day will be a regularly scheduled class day. Each child will receive a post card from their teachers in August telling about the

Open House and which day they should attend their first day of class.

### **Dress**

**Please dress your child in play clothes appropriate for the weather.** We will do messy activities in our classrooms and outdoors. We have paint shirts, but sometimes we get paint, etc. on our clothes. Please dress with mess in mind. **Please mark all outerwear**, as many children wear similar sweaters, jackets, raincoats, gloves and hats.

### **Snacks**

Parents will supply a daily snack, unless otherwise planned. We request a small, simple, healthy, mess free, non-perishable snack. Snacks do not need to be elaborate, but do need to meet Health Department regulations. Snack suggestions are listed on a separate page. If your child has any special dietary needs, please let us know, as we will be cooking in our classroom often. Please send a water bottle with your child each day.

### **Birthday/Holidays**

We will be celebrating each child's birthday/half birthday (for summer birthdays) with a song and a birthday crown. Invitations to parties will not be distributed at school unless the entire class is invited.

We celebrate Halloween and Valentine's Day in the class. We do not celebrate religious holidays. We will be learning about various cultural traditions in class. In conversation, children will talk about holidays they celebrate at home. During the course of the year, you may wish to share a "family tradition" with the class. Please make arrangements with the teachers so that this can be included in the class plans.

### **Parent Participation**

Parents are encouraged to be involved in their child's kindergarten experience, and as they progress through school, and to actively participate in activities and functions at the Lawrence Arts Center. This is not a requirement for enrollment. We have opportunities to be part of our program. We need helpers on field trips, including drivers on some trips. Guest readers are welcome to share small group or large group stories with the children. Sharing a family tradition, talent or special interest is always very special and the children really enjoy it. Some of our cooking activities allow for helping hands. If you are interested in helping in the classroom, feel free to talk with the teachers about your interests.

Refer to the calendar of events for more information on events. Families are invited to share Stone Soup Supper together. Gallery Exhibit receptions are open to all family members and friends. See calendar for dates of these events.

### **Health**

Please keep your child at home if he/she is ill. **Children need to be free of fever and fever reducing medication for 24 hours before returning to school.** We do not want to expose other children or teachers to illnesses. We will call you if your child does not feel well at school. Please notify us if any contagious diseases occur as we must report them to the Health Department.

### **Tuition and Fees**

Monthly tuition will be due on the first of each month. A late fee of \$10.00 will be assessed after the 10th of the month. If you need to make other arrangements about payment dates, please do so at the front desk. Payment may be mailed to the school, given to the front desk personnel, or set up an ACH account or credit card account for automatic withdrawal. If you would like to have your monthly tuition automatically withdrawn

from your bank account or automatically charged to your credit card, please ask the front desk personnel or the preschool director for the form to complete the transaction.

The front desk staff will send an invoice to your email address at the beginning of the month. If your child's fees are unpaid by the end of the month, the child's enrollment will be terminated and your deposit will be forfeited.

A \$65.00 enrollment fee for tuition and \$20.00 enrollment fee for extended day is charged at the time an enrollment form is submitted. These fees are **non-refundable**.

A security deposit equal to one month's tuition will be required to complete enrollment. The deposit can be used as the last month's tuition payment if all fees are current. Thirty days written notice is required to use the deposit before May.

The fee schedule is set in the spring for the term beginning in September. Extended day fees vary per day and hours.

We do not send reports for tax purposes, please keep your receipt each month as you pay.

### **Parking Safety**

You may park on New Hampshire Street or in the parking garage across the street. The lower level of the parking garage is 2 hour free parking. Please be careful, when walking and driving, as you use the crosswalk between the parking garage and the building.

### **Books**

We send home Scholastic Book Club flyers on a monthly basis. There is no obligation to purchase books. Books can be ordered online or by returning the order form on the flyers. Book orders are distributed from school.

### **Gifts**

Sometimes teachers receive gifts. Teacher gifts are appreciated, but never expected. If you wish to give a teacher gift, please consider something to benefit the entire kindergarten, i.e. a book, game, CD, etc. At any given time, there may be an online (Amazon) or posted "Wish List" with particular items for the class. If you have any questions, please ask the Director of Early Childhood Education.

### **Health Department Approved Snack Ideas**

Crackers—any variety	Rice cakes w/cream cheese & fruit
Celery and cheese spread or peanut butter	Pretzel sticks w/cheese cubes or fruit
Fruit or veggies and cheese	Crackers and cheese
Animal crackers	Fruit or veggies and crackers
Trail mix	Ritz Bits Popcorn
Graham crackers/Teddy grahams, cinnamon	Yogurt
graham crackers	Bite size sandwiches
Granola bars	Pita bread triangles (w/cheese, peanut butter, applesauce, etc)
Bread, Bagel, or muffins	Oyster crackers
Fruit Kabobs w/crackers or cheese	Hummus & crackers, veggies, or pita bread
Rice cakes w/peanut butter & raisins	

Veggies & dip/dressing  
Fruit w/ yogurt for dipping  
Applesauce with pretzels  
Applesauce with graham crackers

Bagel and cream cheese  
Waffle sticks & fruit  
String cheese & pretzels or crackers,  
String cheese & fruit or veggies