

The “I Can Do It” Learning Center

Parent Handbook



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Dear Parents,

Welcome to the "I Can Do It" Learning Center, an educational facility designed to encourage children to learn through problem solving and believing they "Can" succeed. Our goal is to encourage life long achievers through a curriculum that emphasizes reading, writing and arithmetic, as well as, meets the Idaho State Achievement Standards.

Our philosophy is to promote the "I Can Do It" spirit, to aid children to be confident, motivated, responsible, and productive. Our mission is to stamp out learned helplessness and build self-esteem in children. Our desire is to reinforce positive, acceptable behavior, while encouraging learning. At the "I Can Do It" Learning Center we use a "Love & Logic" approach (redirection and offering choices) with reasonable expectations.

Young children learn best through play and discovery and our challenge is to provide multiple learning opportunities to strengthen both their cognitive and physical development. In each classroom, instruction is provided to the whole class, to small groups, and to each individual child. Because our teacher/student ratios are low we are able to develop an individual program for each child. With an individual program, we are able to challenge each child through their strengths and encourage the development of their weaknesses.

As Teachers, we have various degrees in education and continue to update certifications, participate in education classes, conferences and workshops. Everyone working at the "I Can Do It" Learning Center is trained in both CPR and First Aid and have criminal background checks done.

Thank you for taking the time to read our Parent Handbook. We look forward to working with you and your children while encouraging the "I Can Do It" spirit. If you have any questions or concerns do let us know.

Yours truly,

Deb Wardall
Program Director/Teacher

Jon Wardall
Curriculum Director/Teacher

***Fall School Program -**

Begins the day after Labor Day and ends mid June. Our "school year" calendar is distributed with Classroom Supply Lists & Classroom Schedules in August.

***Parent Workshops**

"Parenting with Love & Logic" workshops will be held in the Fall & Spring, as well as, other workshops based on family interest and need.

***SIGN-IN & SIGN-OUT**

Parents/guardians or authorized adults must come into the building and sign their children in and out. Please escort your child into the Big Room and do not leave them within the Entry Way of the School. Children will not be released to anyone other than those authorized in our files or previously authorized by Parents/Guardians.

***CIRCLE TIME** - Respect for "Circle Time" is mandatory and appreciated. It is one of the most concentrated times of the day. The children's attention span, as well as, the learning process is disrupted when someone enters the room during "Circle Time". Please be sure your child is at school shortly before "Circle Time" begins at 9:00 a.m. **If children arrive after "Circle Time" begins, Parents/Guardians must stay with their child in the "Big Room" until "Circle Time" is obviously over.**

***DISCIPLINE**

Our desire is to reinforce positive, acceptable behavior, while encouraging responsibility and self-esteem. At the "I Can Do It" Learning Center we use a "Love & Logic" approach (redirection and offering choices) with reasonable expectations.

***Daily School Closure**

The school closes promptly at 5:55 p.m. Children must be picked up and on their way out the door before closing at 5:55 p.m. to respect staff closing the school. No exceptions.

***INCLEMENT WEATHER**

When the Post Falls School District determines **school closures** the Learning Center will close as well. School closures are announced between 5:45am and 8:00am on the following radio stations: KVNI, KJRB, KHQ, KGA, KXLY, KDRK and on television stations KREM-2, KXLY-4 and KHQ-6.

***BATHROOM ASSISTANCE** – All children must be totally self-sufficient in the bathroom. Teachers/Teachers Aides will not be responsible to assist with bathroom needs **unless a child has an unusual accident or illness.**

***BIRTHDAYS**

Parents/guardians are welcome to bring in a special snack for all of the children in their child's class to celebrate their child's special day.

***INVOLVEMENT**

Parents and family members are always welcome at the Learning Center. We have an open door policy and encourage parents/guardians to observe and participate in their child's classroom. We also want to encourage volunteers to assist on our field trips and with various projects. Please do share your talents, your input, needs or concerns with the teachers, as we truly believe in working together on behalf of the children. We want everyone to enjoy and participate in our Learning Center.

***COMMUNICATION**

Good communication between parents/guardians and teachers are essential. Please do keep us informed of any issues/concerns impacting your child. Parent/Teacher Conferences will take place in the Fall and Spring. Parents are required to participate in the Parent/Teacher Conferences in the Fall. Spring conferences will be scheduled on an as needed basis.

***LUNCH**

Parents are required to provide a lunch with a drink daily. If the lunch needs to be cooled you will need to use a freezer pack in your child's lunch box, as we do not have refrigerator space. Lunches cannot require heating or complex preparation. Lunch is an ideal opportunity for the children to practice their "self-help" skills.

***SNACK PARTICIPATION**

The Pre-K and Kindergarten families participate by providing two morning snacks per month for their student's class or contribute \$15/mth in place of the two morning snacks. Monthly calendar "sign-up" sheets are located in the kitchen. Reminders will not be given. Pre-K, Kindergarten & Combo students participating in the "After School" program will need to provide their own individual snacks daily. The School will not provide "After School" snacks.

***EMERGENCY PROCEDURES**

A consent form for emergency care or first aid is provided within the registration packet. Teachers or staff will take appropriate steps to aid minor emergencies. In cases other than minor emergencies, teachers or staff will take appropriate steps, while another teacher or staff calls 911. Parent/guardian will be contacted A.S.A.P.

***NOTE-** The "I Can Do It" Learning Center is required by law to report any suspected child abuse to Child Protective Services.

***Toys**

Children may not bring toys to school or summer camp to avoid a variety of issues.

***Physical Education**

Planning involves recognition of what is "age appropriate", as well as, an emphasis to stimulate brain development. Classes are designed to increase your child's motor skills, coordination, as well as, to improve your child's strength and self-confidence.

***Literature and Music**

Promoting development of language and literacy is a major part of our music & movement program. Stories, songs and puppet shows will be used as a tool for language development and reading. We believe that a language/literacy rich environment truly stimulates development.

***NO WEAPONS**

The Federal Gun-Free Schools Act and Idaho's weapon law mandates schools to enforce a "zero tolerance" weapons policy. The "I Can Do It" Learning Center asks that you do not allow your child to bring a weapon of any kind, toy or real, to school. Bringing a weapon to school may result in suspension.

***NON-AGGRESSION POLICY**

If a child is overly aggressive to his/her classmates and or teacher/staff the child may be asked to leave for the day. Chronic, excessive use of aggression by a child may be determined as grounds to discontinue educational services. For example:

- biting, hitting, punching, throwing others to the floor
- out of control behavior where redirection does not work
- using foul language (cussing) and/or belligerent talking back (with teachers/staff)

***DISCONTINUATION OF SERVICE**

The following are grounds for discontinuation of educational services:

- repetitive delinquencies to pay monthly tuition as agreed
- repetitive, unannounced, late child pickups
- lack of cooperation or requested communication with the Learning Center's Directors (Jon & Deb Wardall), staff, programs and policies
- inappropriate conduct by adults towards Directors/staff or by children towards other children

*The right to refuse admittance shall be within the authority of

Jon & Deb Wardall the Directors at the "I Can Do It" Learning Center. This shall apply to a child already enrolled, as well as, to a child applying for enrollment.

***MEDICATIONS**

All medications must be given to a teacher by the parent/guardian. Medications may not be given to children to give to the teacher or left in a child's lunch box or backpack. Over-the-counter and prescription medications will only be given to a child by a teacher with written approval of the parent/guardian.

*IMMUNIZATIONS

All children should be immunized against childhood illnesses or parents should provide a "statement of exemption to immunization". Up to date immunization records or the "statement of exemption to immunization" is required before a child can **begin** to attend the "I Can Do It" Learning Center. It is up to the parent/guardian to furnish the Learning Center with the appropriate documentation.

NOTE: A child can be exempted from immunization for medical, personal or religious reasons. However, if there is an outbreak of a vaccine-preventable disease that the child has not been immunized against, she or he can be excluded from school until the outbreak is over, which in some cases can be several weeks.

*ILLNESSES

Children exhibiting the following symptoms should not come to school.

***fever of 101 degrees F. or higher**

***vomiting** NOTE – children with fever, diarrhea, or vomiting must wait 24 hours

***diarrhea** after symptoms have stopped before returning to the Learning Center

*draining rash

*eye discharge or pink eye

*lice or nits

*thick colored discharge from the nose

*severe or chronic cough

*ear discharge or earache

*sore throat

*a childhood disease (i.e. chicken pox etc.)

*too tired or sick to participate in activities

If a child exhibits any of the above symptoms they will be isolated until a parent/guardian or authorized adult picks them up.

PLEASE keep your child at home if he/she shows any signs of health or behavior that is noticeably out of the ordinary. **PLEASE report** contagious diseases immediately to the Learning Center so other parents can be alerted.

*APPROPRIATE CLOTHING

Please send your child to school each day with a regular-sized backpack with an extra set of clothing inside. Your child's initials or name should be on all of their belongings. The Learning Center cannot/will not be responsible for your child's belongings.

For the safety and comfort of your child, we suggest washable, play clothes (shorts underneath dresses) and tennis shoes (soft soled shoes). Play clothes and shoes that encourage children to be active freely, as well as, encourage self-help are best.

It is really important that parents/guardians provide appropriate clothing (boots, coats, hats, gloves and snow pants) for weather expectations or surprises. The children will go **outside everyday** to experience and enjoy the different weather conditions. The fresh air and a chance to unwind make students more productive in the classroom. During the summer months, please provide extra clothes for water play, a towel, water bottle and sunscreen. Check our lost and found periodically.

***SCHOOL ATTENDANCE**

Daily attendance is essential to assure your student is able to progress academically. Any student missing more than five days in a trimester or fifteen in a semester may be in jeopardy of advancing to the next grade.

***Homework Requirements -**

Words from the **Love & Logic Insider's Club**

- "Are you Doing Too Much Homework?"

The very best parents care deeply about how their kids do in school. That's why it's easy for them to start getting over-involved in their children's homework.

When parents sit next to their kids every night...and make sure that they do each and every scrap of homework correctly...they create kids who never learn how to think and learn for themselves. Listed below are some tips for avoiding this trap:

- *provide a time and place for your child to learn and do homework
- *help them only as long as they are doing the vast majority of the work
- *let them know that you will let them do most of it on their own so that they won't need you to follow them to work when they are adults
- *remember that it is far better that a child learn from getting poor grades when they are young than learn that it is someone else's responsibility to make them successful

***Summer Day Camp -**

Begins one week after our school program has ended in June and ends a week before Labor Day. Every day is packed full of a variety of activities and adventures. We begin the summer learning about various bugs & insects, as well as, plants & gardening. The children enjoy a variety of arts & crafts activities, music & movement, puppet shows, story time and buddy reading. Outdoor activities include field games (sportsmanship), neighborhood walks, biking, water play and Friday beach outings.

*Holiday - 3 day weekend for the 4th. of July

