



Bloomington Area Career Center  
ECCE Preschool Handbook

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# Preschool Handbook

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**Bloomington Area Career Center  
Early Child Care and Education Preschool  
Program**

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## BACC ECCE Preschool Program Goals

Compiled by the 2006-07 ECCE class

The Early Childhood Education Program at the BACC will:

- Provide an environment that will encourage a child's self esteem to grow.
- Provide opportunities for a child to grow socially – sharing, problem solving, showing empathy.
- Develop independence by allowing the preschooler to do things on their own.
- Develop manners and behavior skills, including showing respect.

### *To accomplish these goals we will:*

- Be Patient.
- Communicate clearly
- Maintain a clean and safe environment
- Make learning fun and exciting.

### How does play create learning?

1. Self-directed play in a safe environment teaches decision making.
2. Negotiating with peers teaches language skills, problem solving, recognition of other's feelings.
3. Discovery learning indulges a child's sense of wonder and independence.
4. Questions about their play help children set a plan, make decisions, and think at a higher level.

### What is the teacher's role in play?

1. A teacher should provide lots of time for play.
2. Create an independence promoting environment (this means a child can walk in the door and find everything he/she needs for play)
3. A teacher should provide multi-purpose props.
4. Helping plan the play (ask children when they arrive what they are going to do today)
5. Providing a safe environment
6. Helping to act out stories.
7. Settle disputes.
8. Redirect/replace violent or unsafe play.

### Creating self-confidence through a love of learning

1. Through play children foster their love of trying new things.
2. Fostering this love instills the desire to continue learning.
3. This love- developed early- creates children who desire to learn.
4. By fostering this desire, children continue to grow confident in their abilities to face new ideas and environments and people resulting in learning!!

## Why do we play at school ?

Play is a very important part of the BACC Preschool Program.

### Play for Children is:

1. Symbolic and meaningful. It helps children to act out their problems, worries and fears.
2. Social. It helps children to regulate their emotions.
3. Using and developing imagination.
4. Governed by rules and roles.
5. Filled with language
6. Facilitated by adults.
7. THE WAY CHILDREN LEARN!
8. Often misunderstood.

### Importance of Play in the Early Childhood Years:

1. Socialization (getting along with others)
2. Discovery Learning (helps children to problem solve)
3. Helps children to develop empathy and care for others.
4. Helps to develop emerging academic skills.

### Purpose of play in Early Childhood Years:

1. Language development
2. Social Learning
3. Learning to be part of a group.
4. Cognitive development

## Entrance Requirements

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*The BACC Preschool Program is a free preschool program provided to the community in order for high school junior and seniors to gain practical experience in working with children.. As a lab school, we do not charge tuition and enrollment is open to any child from ages 3-4 years of age by September 1st of current school year.*

*In addition to the above age requirement, the child must be **full potty trained**. Wearing a pull-up or plastic pants is not considered potty trained.*

*Due to health, safety and legal concerns please teach your child to be independent in their bathroom needs.*

*Bathroom accidents do happen, but if wet or dirty pants occur twice in a week, you will be asked to keep your child home until they are accident free for two weeks.*

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**Documentation Needed:** Each child needs to have on file a current registration form that includes emergency contact information, pick up information and a video/photography release form. Each child also needs to have a current physical that includes immunization records. If your child has been screened or tested for speech, social or learning difficulties we ask that documentation is provided at the time of enrollment.

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## Skills We Teach—

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In our multi-age classroom each skill is taught at an age appropriate level.

### Emotional and Social Skills

- Group activities
- Sharing/taking turns
- Helping others
- Getting along with others
- Following directions
- Listening and Paying attention
- Expressing anger/frustration in an appropriate manner.

### Physical Skills

- Print name
- Copy numbers and letters
- Playing games
- Large motor/movement activities
- Tracing and cutting
- Drawing, coloring and painting

### Academic Skills

- Experiences with color, shapes and sizes
- Experiences with music and literature
- Experiences with the five senses
- Experiences with numbers
- Experiences with the alphabet
- Experiences with writing



## ***What to Bring to School***

- **A change of clothing**—a complete set including socks and underwear in a Ziploc bag labeled with your child's name. This will be kept at school.
- **A book bag/tote bag**— Your child will be bringing home items almost daily. Please send a canvas tote type bag that is open at the top. Please **do** not send a large back pack, wheeled back pack or one with a lot of zippers. Canvas totes can be purchased at any craft store and can be decorated any way you wish. Save the “cool” back pack for elementary school. There simply is not the space to store all of the coats, bookbags, etc.

## ***What to Leave at Home***

- Please do not allow your child to bring chewing gum, weapons, candy, food, money, dolls, action figures, stuffed animals or any other toys to school. We will have special days throughout the year where your child will be asked to bring in a special item to share. Parents will be notified if their child needs to bring something special to school.
- All illnesses should be left at home! Your child needs to be fever and symptom free( i.e. diarrhea, vomiting) for 24 hours before returning to preschool.

**Snacks/Food/Beverages**— A daily snack is not part of the preschool curriculum. There simply is not enough time in our 1 1/2 hour time slot. Please do not send any snacks or drinks with your preschooler unless you have spoken to the Preschool Director. There are several children in the program with food allergies and others with special dietary needs.

On the occasion that food/beverage is part of the lesson, a note will be sent home in advance letting parents know that food will be served. An alternative snack can be sent. When planning lessons that do contain food, all students' dietary needs are considered as the BACC Preschool does not want to exclude any students.

The preschoolers are offered water to drink when needed.

The Preschool Treasure Box often contains food items such as fruit snacks. If a preschooler chooses such an item from the box, it is placed in the book-bag to be eaten at home.

On occasion, parents will be asked to donate food items for lessons. Parents will be notified at least 2 weeks in advance of needed items.

## DISCIPLINE POLICY

### The preschool students will:

Use gentle hands and feet.

Use walking feet indoors.

Use inside voices when indoors.

Clean up after you are done playing.

Participate in planned activities

### **Hallway Rules**

We walk quietly.

We whisper

We try to keep up with our class.

### **Outside Rules**

We follow the directions of the teachers

We stay with our class

We hold hands with a teacher to and from the classroom to the outside play area.

Discipline problems are handled proactively by supervising, keeping children engaged, and redirection. Placing a child in time out is at the discretion of the High School Instructor.

If a child is placed in "time out" (removed from the group) it shall last no longer than 1 minute per year of age. The parent will also be notified in writing that the child was placed in time out and why. It is encouraged that the parent discuss the behavior with the child.

In the event that a conflict exists between children, the children will be encouraged to work out the conflict within the presence of a teacher.

\*There is to be no physical discipline whatsoever. This includes, but is not limited to, hitting, slapping, pulling, pushing, restraining, or any other inappropriate touching of children to discipline them. If such behavior is observed, the high school student will be recommended for immediate removal from the BACC Program.

Preschoolers will not be disciplined for toileting accidents or have snacks/food withheld as a disciplinary measure.

\*High school students are not to pick up the preschoolers for any reason, unless it is deemed absolutely necessary

### Our Daily Schedule

**12:40 - Arrival/Freeplay – Preschoolers will be signed in by parent/caregiver, put away book-bag and coat. All preschoolers will wash hands upon arrival.**

**12:55 – Opening Circle Time  
Calendar, weather, etc.**

**1:05 – Large Motor Activity**

**1:20 - Art/Small Motor Activity**

**1:35 – Math/Science/Literature—centers or group activity**

**1:45 – Free Play/Center time**

**1:55 - Closing**

**2:00- Prepare to go home**

### A few reminders.....

- Please note the starting and ending times for preschool. **Preschool does not begin until 12:40.** For the safety and security of your child, please do not arrive until 12:40. There are school buses and high school students arriving at the Area Vocational Center from 12:20—12:35. The hallways and parking lot are extremely crowded. The preschool classroom will also have a class in session until 12:30. The classroom needs to be prepared for Preschool during this 10 minute time period.
- **Arrival and Dismissal**—These arrangements are still being finalized for the 2007 –08 school year. At this time, please adhere to the preschool start and end times. If you will be detained at dismissal please call 829-8671 x. 5186. Even 5 minutes late can seem like a long time to a preschooler; especially if all of the other children have left.
- **Parking**—there are 2 designated parking spots for preschool drop off and pick up. All other spots in the first 3 rows are reserved parking for faculty, staff and students. Please refrain from parking in these spots. Each family will be asked to provide the license plate number(s) of the vehicle that will typically be used to pick up/drop off your preschooler. This information will be obtained in the fall.
- **Dress**— Please dress your child in simple play clothes that the preschooler can handle independently. It is difficult for a child to get involved if he or she is afraid of getting dirty. Your child will be working with markers, paint, glue, sand, etc. For safety reasons, please make sure your child does not wear flip flops or clogs to school. Shoes must have a back strap.
- Your child will spend part of the day outdoors. If the weather is above 40 degrees we will be outside. Please send your child with the appropriate outerwear.

