



**Welcome to Fox Tale Three Year Old Pre-School**

Welcome to the 2016/2017 Waukesha Parks, Recreation and Forestry Department Fox Tale Pre-School program. We are excited to provide this offering to the Waukesha Community.

This handbook has pertinent information regarding the program. This information will help prepare you and your child for a great school year! If you have any further questions after reading this handbook, please feel free to contact us at anytime.

Sincerely,

Mary Berg  
Recreation Supervisor  
262-524-3718

Melanie Gersch, Pre-School Instructor  
[mgersch@ci.waukesha.wi.us](mailto:mgersch@ci.waukesha.wi.us)

Lisa Morris, Pre-School Instructor

Debby Wilderman, Pre-School Instructor

**General Information**

**Main Office/Mailing Address**

City of Waukesha Parks, Recreation & Forestry Department  
1900 Aviation Drive  
Waukesha, WI 53188  
262-524-3737 (phone)  
262-524-3713 (fax)  
[www.ci.waukesha.wi.us](http://www.ci.waukesha.wi.us)

<p><b>Office Hours</b></p> <p>Monday – Friday 8:00 am – 4:30 pm</p>
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**Fox Tale Pre-School**

Schuetze Recreation Center  
1120 Baxter St. Waukesha, WI 53186  
262-524-3714 (phone)

**Mission Statement**

The City of Waukesha Parks, Recreation and Forestry is responsive and committed to providing essential park, recreation and urban forestry services making our community a desirable place to live, work and play.

Melanie Gersch – Certified Pre-School Instructor

- Early Childhood I and II
- Teaching Experience: 20 years
- CPR Certified

Lisa Morris – Pre-School Assistant

- Teaching Experience – City of Waukesha Pre-School Assistant 7 years, Before and Afterschool Camp Instructor 5 years, Fitness Babysitting Instructor 17 years
- CPR Certified

Debby Wilderman – Pre-School Assistant

- Childcare provider: 17 years
- CPR Certified

### Daily Schedule:

9:00 to 9:30 am	Welcome – coloring and free play
9:30 to 9:50 am	Group Time – Stories, Calendar and Songs
9:50 to 10:00 am	Bathroom and Snack
10:00 to 10:30 am	Large Muscle – Inside or Outside
10:30 – 11:20 am	Art
11:20 – 11:30 am	Clean Up
11:30 – 12:15 pm	Bathroom and Lunch
12:15 – 12:30 pm	Books – Stories and Review
12:30 pm	Dismissal

### Program Procedures

We would like to emphasize the necessity to **label** all lunch boxes, jackets, backpacks, etc. that are brought to school. It makes things easier for everyone and keeps things organized so that nothing gets misplaced.

- Morning: Until the doors open we encourage you to have your child play on the playground, in the hallway use the interactive map with your child or select a book from the bookshelf. Prior to the classroom doors opening at 9:00 am, help your child hang up his/her jacket on the coat hooks outside the room under their name and use bathroom and wash hands.
- Lunch boxes and backpacks are to be brought into the classroom. Locate your child's name card and place the lunch boxes on the table and backpacks under the tables on the east side of the room. Any item that requires refrigeration may be placed (labeled w/your child's name, please) in the basket, in the refrigerator, located in the kitchen. Please be sure to check the table for any "mail" that we may have for you.
- Your child needs to "check in" to school by putting on his/her name tag or placing the appropriate name plate in the basket. This also helps the children learn to recognize their names in print, an important pre-school skill. Incoming "pre-school mail" (notes to the teacher) can be placed in the basket marked pre-school mail. We also have home/school folders that travel between home and school on a daily basis.

- Afternoon pick up time: At 12:30 pm, remember to check the tables to the right of the door, there you will find your child's lunch box, as well as any art projects or communication we need to send home.

### **Health/Emergency Information**

It is the responsibility of the parent/guardian of the program participant to complete the enclosed Child Information Form prior to your child(ren) beginning the program.

Please inform the Fox Tale Pre-School teachers of any medical (physical or mental) condition that requires consideration by the WPRF staff. You need to identify these special needs for everyone's protection; staff, other participants, and the individual. We will respect your confidentiality.

If your child is injured or ill at Fox Tale Pre-School and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Fox Tale Pre-School staff person will stay with your child at all times until you or an emergency contact arrive.

If your child has a rash, sore throat, runny nose, fever or cough, please keep him/her home as these symptoms may be the first signs of contagious disease.

The City of Waukesha Parks, Recreation & Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

### **Absentees:**

It is expected that your child will attend school regularly. Your child may be excused from school for the reasons listed below:

- Illness – When a student is absent his/her parent or guardian shall contact the Schuetze Recreation Center (262)524-3714 no later than 30 minutes after the start of the school day.
- Appointments which cannot be scheduled outside the school day and family vacations – When requesting a pre-planned or an extended absence, the instructor should be notified at least two weeks prior to the absence. Parents must realize that time out of the classroom will mean that some valuable academic experiences will be missed.
- Funerals or other religious services requested by the parent.
- Serious personal or family reasons.

### **What Fox Tale Pre-School Expects of Parents**

In our attempt to provide a successful educational program for your children, we place a great deal of importance on your role in the process. If we are to do our best, it is important that we can expect that you will:

- Make every effort to provide for the physical needs of your child. This includes plenty of rest, good nutritional foods and proper dress.
- Strive to prepare your child emotionally and socially in developing a good attitude toward learning and discipline.
- Display a positive, supportive attitude toward the education of your child.
- Become familiar with our academic and behavioral expectations for your child and support us. If you feel that the expectations are being unreasonably implemented, it is

your right and obligation to contact the teacher and/or Recreation Supervisor to discuss your concerns.

- Take advantage of the many parent involvement activities that will be presented to you.
- Inform the Schuetze Recreation Center when your child will be absent from school at (262)524-3714.

### **Communication**

#### **Respecting Children**

The family is the most important element in young children's lives. Building a strong bond between home and school allows children to feel confident as their world expands. Parents and families are an important part of our program. We will do our best to keep you informed of your child's activities at pre-school.

We offer children the same courtesies and respect we offer adults. Children are very alert to what is being said even if it appears they are not listening. Comments adults make about a child's character or behavior tells that child what we think of him or her, helping to shape their self-image. Teachers and parents should carefully consider any statements they make in front of the children. When discussing your child with you, we will included your child in the conversation if present and and will respect his or her feelings. For some questions, concerns and/or comments, you may want to talk to the teacher when your child is not present. We will arrange such a discussion whenever needed.

#### **Informal Communication**

Arrival and departure times are great opportunities to exchange quick information between parents and your child's pre-school teacher. Notes and e-mails are also an easy way for parents and staff to communicate.

#### **White Board**

We will write a note on a white board outside our door each day, to let you know what we did, what stories we enjoyed, what songs we sang, large motor fun, etc. Please take a minute to read this, so you will have an opportunity to discuss the day's activities with your child.

#### **Pre-School Mail**

We use child identified table space to communicate with parents. You may find notes from the teacher to parents, children to parents or children to children in your child's home/school folder (provided). In addition, you may find occasional articles, information on parent outreach opportunities or art work. If you wish to distribute materials in these areas, please get the teacher's permission. To avoid hurt feelings, party invitations will only be permitted if they include every child in the class. Please check your child's area everyday – you never know what exciting information is awaiting you!

#### **Pre-School Visits**

Parents are always welcome to visit Fox Tale Pre-School. We encourage parents to observe and participate in activities with their children. We especially enjoy parents sharing a talent, occupation or hobby with the group.

#### **Friday Field Trip Opportunities (Optional)**

We encourage parents to attend extra field trip opportunities provided by WPRF listed in the activity guide. A registration form and payment must be handed in to office staff.

- Ebert's
- Green Meadows

## **Separation**

It is common for young children to experience anxiety about parents leaving. Your child may be anxious about leaving you when coming to pre-school. Sometimes this concern appears the first day, sometimes later and sometimes not at all. We want to work with you to help your child make a smooth and enjoyable transition from home to new social environments. If your child experiences separation anxiety, we will be happy to provide helpful strategies to facilitate this transition. Please allow your child some time for adjustment.

## **Medication Policy**

Medication will only be distributed at our pre-school and all day care sites.

1. Medication will be stored in a locked storage box.
2. Parental consent and a Physician Order must be on file with staff before medication is administered.
3. Medication will be given to student in private by staff.
4. Staff will hand student the medication, observe them take it, look in their mouth to be sure it is swallowed.
5. Staff will then document that the medication was taken.
6. It is the Parent/Guardian responsibility that medication is available for distribution at the site.

Epi-Pen will only be administered by staff that has been trained in distribution.

## **Americans with Disabilities Act**

We comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Waukesha Parks, Recreation & Forestry Department.

## **Lunches & Snacks**

During the morning we will be having a snack and juice to help carry students through until lunch. We will provide the snack and there will be a sign up sheet for juice through out the school year.

If you child is bringing a special snack (birthday or other occasion), please consider bringing a healthy item (cheese and crackers, fruit, etc).

Participants should bring a lunch each day – lunch will be eaten around 11:45 pm. Parents are encouraged to send food items that will make positive contributions to children’s diet and health (protein, fruit, vegetables, whole grains, milk or juice). Lunches should include beverages.

Please send your child with a labeled water bottle.

Fox Tale Preschool is a peanut free/nut free classroom (please read detailed information – pages 7-10)

## **Student Discipline**

Students are expected to display behavior that conforms to school rules, Waukesha School Board and City of Waukesha Parks, Recreation and Forestry Department policies and respect the rights of others at all times. When student behavior interferes with the educational purposes of the school, violates school rules or policies, conflicts with the rights of others, or endangers the

health or safety of others, disciplinary action may be necessary for the benefit of the individual and the school.

The goals of disciplinary action are to protect the educational process, ensure the health and safety of all members of the school community and to help students grow in their capacity of self-discipline and responsibility. Professional staff members, in consultation with parents/guardians when appropriate or necessary, shall expect students to correct misbehavior and to conform to school rules and policies.

### **What to Bring**

Students should bring a backpack, change of seasonably appropriate clothes, bag lunch, drink and water bottle. Please label all these items.

We will be going outside to play each day (weather permitting), children should bring appropriate seasonal attire.

Attire: Please make sure your child dresses comfortably and wears shoes that they can run and play in, tennis shoes are preferred.

We provide all the equipment/materials needed, therefore the children should not be bringing toys from home.

### **Photograph Policy**

Please be aware that WPRF participants may be photographed or taped for promotional purposes, (ie. WPRF activity guide, Channel 25, newspapers). Please let the staff know if you do not want your child photographed.

### **Your Child's Thoughts on Starting Pre-School**

- Please plan the beginning of the day so I don't have to be rushed to get to pre-school, or I will get worried, confused and irritable.
- Don't push me inside the door and run. Please don't slip away without saying "good-bye"
- Sometimes I spend a lot of time making something and I am proud of it. If you show that you value it too, it makes me feel happy and successful and ready to tackle more difficult things.
- Please don't talk about me when I'm within earshot. I don't miss much and I do worry about what I hear. The teacher will always be happy to find somewhere else to talk to you about me.
- Send me to Pre-School in clothes that I am comfortable in, can be easily washed, and that I can manage on my own so that I can play in them without worrying about getting dirty.
- When you come for me, please don't ask me or the teacher if I've been good. I try to be but sometimes things go wrong. I don't want to be reminded of my mistakes. Ask me what I have done during the day.
- What makes me feel good is if you show that you are really pleased to see me and are interested when I have something to show you.

**We look forward to a great year!**

## Peanut and Nut Free Classroom

The rationale our peanut and nut free classroom is based on the unique nature of these allergies. Most people with food allergies – even severe allergies – can manage their allergies by simply not eating foods with their allergen in them.

People with peanut and tree nut allergies avoid eating the allergen but there are two limits to this approach. First, it's possible for people with these two allergies to react to traces of nut dust in the air (from peanut shells, for example). Second, nuts are full of natural oils that leave residues. While these residues can be removed with common household cleaners, it can be difficult or impossible to clean off all surface areas (doorknobs, walls, etc) during the school day.

Our classroom is peanut and nut free as these allergies can be life-threatening.

### Peanut Free/Tree Nut Free Snack List

Please avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios and walnuts.

Please note: Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts."

Quick check brands: Kellogg's, Keebler, General Mills, Betty Crocker, and Quaker Oats brands are excellent at calling out allergens in a box.

Thank you for support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school.

### Health Snacks

#### **Fruits and Vegetables**

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grapes tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

#### **Cheese/Dairy**

- Yogurt in individual cups or tubes
- Pudding in individual cups, cans or tubes
- String cheese and other cheeses
- Drinkable yogurt or smoothies
- Cottage cheese
- Kraft Handi-snacks with cheese (with red sticks) *\*\*Be careful with any other type of pre-packaged cheese and cracker sandwiches, most contain nuts/traces of nuts*

## Crackers/Snack Items

- Crackers
  - Triscuits, Wheat Thins, Vegetable Thins (all flavors)
  - Ritz crackers/dinosaurs/sticks (NOT Ritz bits or sandwiches)
  - Town House, Club, Toasteds crackers
  - Cheez-Its, Cheese Nips, Better Cheddars
  - Saltines, Oyster crackers
  - Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
  - Kashi Tasty Little Crackers (TLC)
  - Breton/Dare brand crackers
  - Goldfish crackers
- Graham crackers, Graham crackers stickers
- Teddy Grahams or Teddy Graham character brands
- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Cereals
  - Cheerios (NOT Honey Nut or Frosted)
  - Chex (Rice, Corn, Wheat)
  - Cinnamon Toast Crunch
  - Corn Flakes
  - Crispix
  - Frosted Mini-Wheats
  - Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
  - Kix
  - Life (NOT Vanilla Yogurt Crunch)
  - Wheaties
  - Other unsweetened cereal without nuts
- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Popcorn
- Pretzels (most all brands, but some Snyder's products not peanut/nut free)
- Nutrigrain cereal bars/yogurt bars, Special K Bars (NOT Honey Nut) *\*\*Most other brands of granola bars contain peanuts/nuts or contain traces of peanuts/nuts*
- Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes (NOT Quaker brand, not nut free)
- Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
- Potato Soy Crisps
- Cheez – IT Party Mix/Munchie Party Mixes *\*\*Have not found any other brands of Chex type mixes to be peanut/nut safe*

## **Special Treats**

### **Cakes/Cupcakes**

- Hostess cupcakes
- Hostess Twinkies, Ho Hos, Ding Dongs

### **Cookies**

- Kellogg's brand Rice Krispie Treats (original)
- Oreos (Regular, Golden, or Minis)
- Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L. Fudge sandwich cookies (original and double stuffed)
- Gripz Chips Ahoy

### **Donuts/Muffins**

- Krispy Kreme donuts/donut holes
- Hostess brand (powder, frosted)
- Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)

### **Chips**

- Bugles
- Cheetos
- Doritos
- Fritos
- Potato chips
- Pringles
- Sun Chips
- Tostitos

### **Ice Cream/Popsicles**

- Popsicles
- Whole fruits bars
- Juice bars
- Fruit ice/Ice squeeze up tubes
- Orange push-ups
- Breyer's Vanilla ice cream
- Kroger brand – ice cream sandwiches, strawberry shortcake bars, sundae cups

### **Other**

- Fruit snacks (twist, gushers, roll-ups, etc.)
- Pop Tarts
- Pop Tart Snack Sticks
- Yogos/Yogos Rolls
- Sweetened Cereals: Corn Pops, Fruit Loops, Captain Crunch (regular), Apple Jacks

### **Candy**

- Air Heads
- Blow pops
- Dum-Dum suckers
- Gummy bears/worms
- Hershey Kisses – Milk Chocolate
- Hershey Kissables
- Jolly Ranchers
- Junior Mints
- Laffy Taffy

- Life Savers (hard and gummy)
- Mike and Ike's
- Milk Duds
- Necco Sweethearts boxes (candy hearts)
- Nerds
- Pixie Sticks
- Ring Pops
- Rolos
- Runts
- Sixlets
- Skittles
- Smarties
- Spree
- Starburst
- Swedish Fish
- Sweet Tarts (regular and chewy)
- Tootsie Rolls
- Tootsie Roll Pops
- Twizzlers licorice
- Whoppers

**Peanut Butter Substitute:** Sunbutter (Good Harvest)  
SoyNut Butter (Pick n Save)

**Lunch Meat and Sandwich Bread**