

Dimensions Early Education Programs

Information Guide for the 2011-12 School Year

We're glad your child will be a part of our program this year. Read through this booklet carefully. It will help us all work together to provide the best possible experience for your child. We welcome any questions, suggestions or concerns you may have. Your input is valuable as well as essential in achieving a successful year. Feel free to call the office any time. Thank you.

Dimensions Early Education Programs believe in a hands-on, experiential approach to learning that is based on the needs and curiosities of young children. In our programs children are involved in creative, interest-based experiences which provide them with many opportunities to:

- grow socially, emotionally, physically, and intellectually;
- improve problem-solving skills;
- begin developing conflict resolution skills;
- make decisions and begin taking responsibility for those decisions;
- and, most importantly, develop a foundation for life-long learning.

Our Early Education Programs are part of the Dimensions Educational Research Foundation, so on-going research and new resources are always available to our children. We work collaboratively with the Arbor Day Foundation on the national Nature Explore Program. Our cadre of consultants conduct research-based educator workshops and design consultations throughout the country. (Visit natureexplore.org for more information)

We use the nationally respected research-based HighScope Foundation Early Education Curriculum as a base for program activities along with resources developed through Dimensions Foundation research. A pluralistic mentality and an appreciation for all people and cultures is encouraged. Divergent thinking is valued as the children are supported in using their own good ideas and creativity.

Dimensions Early Education Programs are planned to work well whether children stay for part-time sessions or longer days. Our teachers are professionals who spend many hours planning and studying together each week. Our goal is to provide the best early education experience possible for each unique and special child.



Mission Statement

Our mission is to inspire children, families and educators to connect more deeply with the world around them.

Core Values

Excellence:

We strive for the highest quality in all that we do.

"Excellence is not a skill. It is an attitude." Ralph Marston

Integrity:

We hold ourselves accountable to the highest ethical standards.

"Integrity is what we do, what we say, and what we say we do." Don Galer

Innovation:

We create cutting-edge approaches to teaching and learning.

"(One's) mind, stretched to a new idea, never goes back to its original dimensions." Oliver Wendell Holmes

Discovery Learning:

We promote a life-long process of discovering the world from new perspectives.

"The real voyage of discovery is not in seeking new landscapes, but in having new eyes." Marcel Proust

Research-Based Framework:

The foundation of our work is the use of a rigorous research methodology based on close observation of children and teachers over time.

"You can observe a lot just by watching." Yogi Berra

Collaboration:

We use an interdisciplinary team approach that provides multiple perspectives through partnerships.

"We will surely get to our destination if we join hands." Aung San Sun Kyi

Inclusiveness:

We embrace the plurality and diversity of our world.

"In diversity there is beauty and there is strength." Maya Angelou

Sustainability:

We nurture the health and well-being of our organization as we work toward the health and well-being of our world.

"We are all weaving the future on the loom of today." Grace Dawson

International Outreach:

We are committed to sharing our knowledge and resources with the world.

"Life's most persistent and urgent question is, what are you doing for others?" Dr. Martin Luther King, Jr.

Who We Are

At Dimensions, we are teachers, families, neighbors and friends coming together as a community to provide the best quality of experiences for our children.....

The Arts

It has been a long-standing tradition at Dimensions Early Education Programs to provide meaningful, thought-provoking experiences for children that inspire creative thinking and support cognitive, perceptual, emotional and imaginative development. An integral part of our regular curriculum development, experiences with visual art, creative movement, story telling and music are incorporated to help children make sense of their environment and to provide a format for children to express their interpretations of the world around them. Engaging in artistic experience becomes part of the children's language as they communicate their thoughts, ideas, perceptions and knowledge.

Connecting with Nature

Through our on-going research and field-testing we have learned that a thoughtfully designed and well planned outdoor classroom becomes the framework or backdrop that supports holistic development and learning. It is a space where children grow and learn physically, intellectually and emotionally during everyday interactions with the outdoors. Our certified Nature Explore Classroom and green house accommodates all age levels as children have opportunities to explore, experiment, create and discover. As children work in the Nature Explore Classroom, meaningful learning takes place. Children learn through their creativity and imaginative play. As they develop important skills that support their developmental growth, they learn to be innovative thinkers.

Language & Literacy

We strive to provide a language-rich environment. Children have the opportunity to learn words of different languages, including Sign Language, based on their interests and the language(s) spoken by the children in the group.

Research has shown that language and literacy development begins in the first three years of life with their earliest experiences with books and stories. It is important to provide reading and literacy materials, as well as adults to support children's interests.

“Early literacy skills develop in real life settings through positive interactions with literacy materials and other people.”

From Early Literacy www.zerotothree.org/BrainWonders

Teaching Collaboration Groups

Research has shown that the quality of an early childhood program is directly related to the professionalism and knowledge level of the staff. Our teachers meet on a daily basis in teaching collaboration groups to:

- Plan curriculum based on the interest of the children.
- Work on documentation for research and portfolios.
- Participate in focus group interviews.
- Keep up on the latest research in the early childhood field.

Research, Visual and Nature Notes

Dimensions serves as the main research classroom site for an ongoing grant-funded research project. The primary goal of the collaborative project is to identify the skills infants, toddlers, and preschool-age children are developing as they interact with nature, natural materials, peers and adults in Nature Explore Classrooms. Teachers who are trained in qualitative research are key in this co/researcher model because they know the children and record the documentation of what they see children doing. Close observation of children is enhanced by documentation. Teachers are trained to use visual and nature notes to record their documentation because they provide the most authentic form of assessment of what children know, of what they can do and of what they are learning. It also provides important modeling for children as it affirms that teachers are watching children closely and are interested in what they are doing and saying. Teachers provide these notes as a form of ongoing assessment in children's portfolios.

Involvement Opportunities

At Dimensions, we understand the importance of a strong partnership between family and school to provide a successful and inspired education for your child. Your involvement is critical to both the school and your child's development and growth while here at Dimensions. In conjunction with staff requests and input, we have compiled a list of ways you can be an active supporter to our program. We encourage you and anyone else in your child's life—grandparents, aunts, uncles, and friends—to volunteer. If you have talents or interests that are not listed, please let us know. We look forward to having a strong partnership with all our families.

There are many ways in which you can be involved in the program. Call our office at 476-8304 or email jeanp@dimensionsfoundation.org for an *Involvement Opportunities Brochure* and *Sign-Up Form* if you did not receive one.

We have a variety of fundraisers during the year. Your support at these events is a vital part of the health of our program.

Scholastic Book and Discovery Toy Fair (September 28 & 29, 2011)

This is a great opportunity to purchase quality literature and toys for your children, birthday or early holiday gifts, and for our classrooms.

Make Every Child a Champion Fundraiser (October 14, 2011)

This is an adults-only evening including cocktails, appetizers, a tour of Memorial Stadium, inspiring speaker and a silent auction to support our program and our ongoing commitment to early education excellence.

Eat & Explore Night (February 10, 2012)

Enjoy an evening of food and fun. There will be many nature-inspired activities for all ages as well as a silent auction.

Nature Walkathon (April 19 & 20, 2012)

Dimensions is holding its first annual Nature Walkathon. This fundraiser is a natural fit for our mission and a fun way for family and friends to support Dimensions' programs.

Family Picnic & Plant Sale (May 18, 2012)

Come gather with your friends, family and neighbors for an evening of fun in the Nature Explore Classroom. You will have the opportunity to purchase plants and plant them that very evening on our Nature Explore Classroom or you might want to purchase some for your own garden.

Nature Explore Families' Club—You're invited to join us!

Throughout the school year we will be offering a fun way for families to make deeper connections with one another with the wonders of nature. Each month we will offer a chance to gather and enjoy a family activity, ranging from outdoor scavenger hunts to visits to nature centers and other natural places of interest. Our sense of community and camaraderie grows as families build this valuable time into their busy schedules.

Advisory Council

The Advisory Council is a group of enthusiastic and highly motivated individuals who are involved with helping:

- develop and propose our annual budget and recommend it to the Board of Directors
- oversee fundraising
- provide a liaison to the Church Council
- support the Director.

Sponsor-a-Child Fund

We work very hard to keep the price of our tuition down and our tuition covers only part of what it actually costs to provide a quality early childhood program. We do have many requests from families that would like to attend our program, but simply cannot because of the cost. Donations to this fund help families in many situations provide a safe and nurturing environment for their child. Contact the office at any time to make a tax-deductible donation to this fund.

Important Information

Communication

With everyone's busy schedules, we strive to communicate efficiently with our families. We have several ways in which we will try to keep you informed about what your child(ren) are doing or what is happening in the program. We ask for your help to take a bit of time to read the information that comes to you.

Email: This will be our primary form of communication with you. It is **IMPERATIVE** that we have one email address that is current and checked regularly. (If you are not receiving emails from us, check your junk mail and make sure you add us to your contacts list.)

Online Forms: Most of our forms are now online. When you receive the email and link to fill out the forms, it is very important that you do this in a timely manner. We must have those forms completed and reviewed before your child can attend our program.

Dimensions Connection: We will periodically email our Dimensions Connection. This will have general information that you need, any events that are coming up, as well as any emergency information that we need to get to you.

Newsletter: Our newsletter, published once or twice a month, will be available on our website. This is a great way to see what exciting adventures your children are having in the classroom. (If you need a printed copy, please indicate on the contact/emergency form online.)

Daily Arrival and Pick-Up

Teachers come early and work hard to set up all the wonderful activities that take place during the day.

- Please do not bring your child until the session begins.
- It is important that children walk with an adult through the parking lot and into the building.
- Please wait in the hallway for your child(ren)'s session to end for a teacher to dismiss your child to you (so we know all children are with the right person).
- Remind your child to **walk** in the hallways so everyone is safe.
- Do not leave your car running or with unattended children in the parking lot.

Dimensions Early Education Programs considers pick-up an important process. We take every precaution possible to ensure children are being released to an authorized person. After enrolling, you must fill out the Online Forms and indicate both parents' or guardians' names, if applicable, and list your emergency contact names. **Your child will be released ONLY to people listed on this form UNLESS you call to notify us or let a teacher know. A photo ID will be required for everyone listed other than parents or guardians.**

Preschool Program Entrance: Use the East Entrance only. Thank you for not parking in front of steps or in reserved spaces. (For safety's sake, do not allow your child to use the handicap ramp. This is reserved for wheelchairs only.)

Infant & Toddler Program Entrance: Use the West Entrance only. Park in the cut-out or along the street for drop-off and pick-up. (The door by the northwest parking lot will be locked for safety reasons; use only to exit.)



Late Pick-Up

We expect you to arrive to pick up your child at the time that you signed up for on your application form. If you will be late to pick up your child, please call the office so that we can let the teacher and your child know you are running late; there will also be an additional charge. Because we must remain in teacher-child ratio at all times, if you are late on an ongoing basis, we may need to ask you to adjust your child's schedule or give up your spot.

The Early Education Programs are licensed by the State of Nebraska to operate until 5:30 PM and if you are registered for a 5:30 pick-up time you must be here to pick up your child AT 5:30. In the event that your child is not picked up by 5:30, then you will need to pay a late fee. This fee is used to pay our teachers for staying late, which is often a hardship for them. When you arrive late, the teacher will ask you to sign a late fee invoice. **You will receive an extra bill for \$1.00 for each minute that you were late.** We expect that this be paid by the next time your child is scheduled to be at school. If you continue to be late, you may be asked to give up your spot.

Visitors

Parents are welcome to visit any time. If you plan on a long visit, you may arrange a time to ensure that our sessions won't be too full of adults so that we can always provide the best possible experience for children. Because of licensing regulations it is not possible for children to bring friends to visit for a day. To schedule a visit, please call our office at 476-8304.

Please recognize that *visiting* your child's classroom and *volunteering* in your child's classroom are separate experiences. Both are welcome.

Tuition and Payments

Tuition payments will be automatically withdrawn from your checking or savings account on the 10th or 25th of each month, depending on which date you have chosen.

Tuition is calculated based on the sessions and hours you are registered for in a 4-week month. Some months have more or less than 20 school days, but over the course of the school year (August-May) it averages 20 days for full time (and proportionately for part time). This also helps parents in budgeting by knowing the tuition will be the same for each month.

You will be billed extra if your child is here earlier or later than the registered time. **This must be arranged in advance to see if space is available.**

No deductions are made for illnesses or absences during the school sessions, but in special circumstances adjustments may be made. You may consult with Linda Maack (lindam@dimensionsfoundation.org or 476-8304).

In the case of divorce, the parent who signs the contract is responsible for all payments.

Accounts not paid in full within 60 days are considered past due. Thorough communication should prevent past due accounts. However, we will use a collection agency if necessary.

Donating Toward the Full Costs of Our Program

Since our tuition covers only part of what it actually costs to provide a quality early childhood program, additional donations from parents are gratefully accepted at any time. Many parents choose to contribute something each month toward these costs. Please call or email Linda Maack at 476-8304 or lindam@dimensionsfoundation.org. This is a tax-deductible contribution. We appreciate and need your help if this is something you are able to do.

Supplies

To help with our supply budget, we are asking each family to provide a few basic supplies. You will receive a list at your Preschool Orientation or Toddler Classroom Visit. If you would like to provide donations throughout the year, a teacher list of requests will be posted in the hallways. All donations are needed and appreciated, as well as tax-deductible.

Health

*In order for us to provide a healthy and safe environment for all children, it is important that we all follow our illness policies. Please refer to these when you are making decisions about whether or not you should send your child to school. **Please notify the office at 476-8304 if you are keeping your child home for any reason.** The Health Department encourages us to keep records of the types of illnesses in our program.*

Keeping Your Child At Home

The following are symptoms that require your child to stay home from school:

- Misery with a cold. Including mattery, watery eyes, running nose or other physical symptoms.
- Undiagnosed rash.
- A deep or chesty, croupy or constant cough or wheezing
- Draining of ears or open sores
- Any symptoms of possible infectious disease (such as mattery eyes)
- Vomiting
- Diarrhea (*Refer to the Definition below*)
2 bouts of diarrhea within one hour, 3 bouts in a 24-hour period, or 1 uncontained bout.
- Fever (*Refer to the Definition below*)
Taken axillary/under the arm
99°...Infants
100°...Toddlers/Preschoolers
- Inability to cope in group situations because of not feeling well.
- Head Lice

If your child has been sick with a fever, vomiting or diarrhea we require a waiting period of at least 24 hours without any of these symptoms, without medications, before returning to school.

Occasionally, some of the above symptoms occur for reasons that are not contagious and are not illness-related. If this is the case, send a note from your child's doctor stating that your child is not contagious. However, if we feel a child's condition could cause other children or staff to become ill, we will ask that your child remain at home until all symptoms have cleared. We use the Lincoln/Lancaster County Health Department's guidebook as our over-arching policy for when children should be kept home. Staff and parent helpers should also adhere to the same illness policies.

Definition of a fever: Any child who has a fever of 100°F (99°F for infants) or more will be sent home and should remain home until he/she has been fever free for 24 hours without medication. If your child has a fever which has been recurring more than 48 hours (goes down with medicine then back up again when medicine wears off) the child will be sent home and we'll recommend consultation with a physician. We are not able to administer medicine to regulate a child's temperature. If acetaminophen or ibuprofen is prescribed for pain, the container's label must reflect dosage for your child's age. For labels reading "if under age _____ consult physician" we must have a doctor's note stating dosage amount and reason for administering.

Definition of Diarrhea: Loose, watery, or uncontained bowel movement. Uncontained meaning leaks out of diaper or the child is not able to control enough to use the toilet. Should the following occur, 2 per hour, 3 within 24 hours, or 1 uncontained, the child will be sent home and we ask he/she not be brought back until having a solid bowel movement at home. Bowel movements must continue to be solid when returning.



Head Lice: If a case of head lice is discovered the child will be sent home immediately and can return after successful treatment, meaning when there are no live nits. Our office has helpful information regarding treatment and infestation prevention. It's crucial to report any case to our office immediately at 476-8304 so that we can take steps to prevent infestation. We respect your right to privacy and will ensure your family and child will remain anonymous.

There may be cases when it will be necessary to present a doctor's note to indicate an illness is no longer infectious. Teachers may recommend you consult with your child's physician. However, to look out for the health of all the children in the program, it is always the final decision of the teachers and staff. If we discover your child has head lice, we will call and ask that you pick them up immediately. They can return after successful treatment when there are no live nits. Please call our office if you discover that your child has head lice, so that we can take the proper precautions to prevent further spread at school. We respect everyone's right to privacy and will ensure that your family and child remain anonymous.

Sending Your Child Home

If we need to send your child home because of illness:

- They will get an "**Illness Form**" in their cubby.
- This sheet will help eliminate any confusion about why your child was sent home and when they can return to school.
- If we need to call you to come and pick-up, we ask that you make arrangements to be able to pick them up as soon as possible. (It is difficult to keep children isolated for more than one hour because of staffing limitations.)
- Do not bring your child back to school until they are symptom free and fever-free for 24 hours without any fever reducing medications
- There are times that your child may not have a fever, but we still feel that they are not able to participate in daily activities because they are not feeling well, we will call and ask that you come and pick them up.

Handwashing

When arriving and checking in with a teacher, please take your child into the classroom and help them wash their hands. This helps prevent the spread of illnesses.

Medication

If your child needs medication administered during his/her time at Dimensions, fill out and sign a Medication Form.

- Medication must be in original, labeled container.
- **If your child has any type of food allergy or medical condition** that would require us to administer any type of medication, such as an epi-pen, you **MUST notify the office immediately** so that we can send you the Medical Guidelines Form. You will be required to meet all the requirements of the form before your child may attend the first day.

Nebulizer Treatments

If your child needs a breathing or nebulizer treatment, we ask that, if possible, these treatments be spaced so that they can be given at home or a parent or guardian can come to school to do the treatment. If this is not possible, call the office and talk with Michelle Zimmer to make other arrangements.



Sunscreen Policy

Dimensions Early Education program's mission is to help children connect with nature. Since we are committed to spending as much time outside as possible, it is important that children are protected from the sun's harmful rays.

- Parents **must** apply sunscreen to their child **BEFORE** bringing their child each day.
- If permission authorizing the application of sunscreen is on file, sunscreen will be re-applied to children by teachers or staff if outside longer than usual.
- One brand/type of sunscreen with an SPF of at least 30 will be provided for all children for whom we have been given authorization to apply sunscreen.
- If your child has a sensitivity to certain sunscreens, you will be responsible for bringing your own labeled with your child's name. **Please give it to a teacher it may NOT be kept in a child's cubby. It must be kept out of reach of children.**



Safety

We always want to make sure the children at Dimensions are safe and it is important that families are informed and aware of the policies that help us to achieve this goal.

Phone Numbers and Emergency Contacts

When you filled out your forms, you listed your phone numbers and emergency contacts. Please make sure these are updated at all times. It is important that we have current phone numbers each time that you drop your child off. Remember to let both your child's teacher and the office know if the number is different for the day.

We must always know where to reach at least one parent/guardian during the sessions. Notify the office if you need a phone number changed permanently.

CPR & First Aid

Teachers are trained in CPR and first aid procedures but are glad that they rarely, if ever, need to use their training. Safety is always stressed. In the event of a bump or scrape, parents will be called for instructions, except in extremely minor situations

Emergencies

If you need to contact your child's teacher DURING the session, you may call the Dimensions Early Education office at 476-8304. The office is located at 2045 E Street (near the east parking lot). Be sure to leave a detailed message if necessary. If you indicate that it is an emergency, your call will be put through to the teacher if possible. (If it's not an emergency, you can leave a message and the teacher will call you back when she is not with children.)

Photo ID's

We require anyone other than parents or guardians picking up your child to show a photo ID. Please inform them to make sure they have their ID with them. It is important to keep the list of people picking up your child(ren) updated. We will NOT release to older siblings unless we have talked to a parent first.

Snow Emergency/School Closings

We follow the Lincoln Public School emergency weather closings. If LPS is not in session, please follow the Catholic School closings. Listen to the local radio and TV stations for updates or call our office and listen to the message on our voice mail.

Emergency Response

Emergency plans has been put into place to deal with different types of situations. Our staff is trained in the appropriate actions necessary during these emergencies and in helping children deal with their feelings during these situations.

If any of these emergencies occur, it is important that you know what your job will be to help us keep the children safe and maintain order until the situation is over.

Shelter-in-Place or Lockdown

This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors and the building will be secured or locked to restrict entry. No one may enter the building at this time. Please come to the office at 2045 E Street if you are arriving and the building is locked. We will place a red piece of paper on the door to alert you of the situation. After the emergency is over we will always alert parents by putting a note in your child's cubby.

Evacuation to Another Site

If it is not safe for the children to remain in the building, we have a plan in place to evacuate to a predetermined alternate site within walking distance. If we are not allowed back in the Dimensions building, parents will be notified to come and pick up their children at the alternate site. If it is safe to return to the building, you will be notified that we needed to evacuate the building and the reason why by a note in your child's cubby.

In the event of an actual emergency, we recommend that you please not call the office. It is important that we keep the phone lines open and all of our staff will be focusing on the emergency situation. As soon as the situation is over, we will be able to get information to parents.

Fire Drills/Tornado Drills

Fire and tornado drills are practiced according to licensing and fire code. It is important to us that we do this in a way that does not scare children.



Dimensions' Expectations

Clothing

At Dimensions, children are active learners both inside and out. We provide many experiences based on the interest of the children and some of them can get a little messy. It is also our mission to inspire children to connect more deeply with nature and we will be going outside in all kinds of weather. We want to make sure that all children are dressed appropriately for the weather conditions. Please make sure you:

- Dress your child so that they are comfortable for both play outside and inside.
- Your child has appropriate shoes for running and climbing. (No flip flops or crocs.)
- Label all clothing
- Have appropriate winter weather clothing:
 - Coat
 - Hat
 - Mittens/Gloves
 - Boots
 - Snowpants (Snowy weather)

Toilet Training

Toddlers: As you begin to toilet train your child at home, let the teachers know what routines you use at home so that we can be consistent with your child at school. Please make sure that you have several changes of clothes at school.

Preschool: We are not equipped to change diapers during the Preschool sessions, but we certainly are prepared to deal with “accidents” from time to time. Emergency clothing is on hand for just that reason. We do require, however, that your child be out of diapers and pull-ups.

Snacks

Your child will be provided a healthy snack each day. Sign-up sheets will be located in the hallway next to your child's cubby OR on the Toddler Doors. **(All snacks must be unopened, store bought items).** If you bring fresh fruit or vegetables, please **DO NOT** prepare or cut it at home.

Our philosophy is to promote healthy eating for all of the children and because of the rise in childhood obesity, related complications, and for medical reasons, such as diabetes, allergies and other medical conditions we ask that you **do not bring any of the following**

- **no sweets**
- **no peanuts or nuts**
- **no home-made items**
- **no high-sugar content foods**

Birthdays

We try to make birthdays special days for every child by making decorated tags and singing to each birthday person. If you would like to send a non-food treat, consider stickers or special cups or napkins. **Healthy, fun snacks** are always welcome for birthdays. **Sweet treats (such as cookies, cupcakes, etc.) will NOT be served.** Because of safety issues, no gum or balloons.

Toys

We work very hard at providing wonderfully enriching materials and experiences for your child. Please help us by keeping your child's toys at home.

Preschool Field Trips

Each teacher chooses the field trips for her group based on the learning interests of children as well as the job and interest of the parents who would like to provide field trip opportunities. Please let your child's teacher know if you have a job or interest that would lend itself to an appropriate preschool field trip.

Teachers will rely on and request parent drivers when they schedule their field trips. Sign-up sheets will be posted in the hallways by your child's cubbies. We ask that you make the field trip a special time for your child. Please make other arrangements for their younger brothers or sisters. If you do drive on a field trip, we will be counting on you to help supervise the preschoolers in your car. Car seats are required by law for children up to age six. If your child has not yet reached the age of six, send a car seat for him/her on field trip days.

If Your Child Stays for Lunch...

Please Remember...

- Children will **not** have access to a refrigerator or microwave for lunches.
- If you have foods that need to stay cold, you could use a frozen cold pack (available in grocery stores).
- Be sure to put your child's name on the outside of his/her lunch box or sack.
- Help us by keeping sweet, sugary foods to a minimum.
- Lunches do not need to be large. We provide nutritious snacks. Most young children usually don't eat much at one time.
- The Infant Room has access to a refrigerator for bottles.

Sleep Policy: Infants (under 12 months)

- Teachers will put infants under the age of 12 months on their backs when placed in cribs.
- A doctor's statement will be required if a child needs to sleep in alternative positions for medical reasons.
- All teachers will follow the steps for SIDS prevention.
- Parents will need to provide a winter and summer sleep sack for their child to use during naptime.
- Please bring a crib sheet to use at naptime.
- Blankets or soft toys will not be used in the cribs at naptime.

Sleep Policy: Infants (over 12 months), Toddlers, Preschool

- Please bring a **SMALL** pillow, blanket and crib sheet for your child to **store at school**.
- Label all items.
- Please choose items that do not need to go home each night.

Infant Room—Shoeless Environment

The infant room is a shoeless environment. This allows for a cleaner floor surface for children to enjoy while exploring in the classroom. When you drop off and pick up your child simply remove your shoes and join us in the classroom. There is a place provided for your shoes near the entry. Shoe covers will be available if you prefer that option. You might notice the teachers might be wearing shoes. This is because they have brought them to wear only in the infant room.

Behavioral and Developmental Challenges

It takes time for children to adjust and settle into a routine. Some children's behaviors will be challenging and parents and teachers need to remember that consistency and routine are key and most children respond when these are in place. However, if we feel that there are challenges that are not resolving themselves after teachers, the Director and parents have used the strategies that have been outlined for them, Dimensions Early Education Programs will ask parents to:

- Call Lincoln Public School at 436-1920 to start an evaluation process. (At that time, parents will be given two weeks to request an evaluation.)
- If a child qualifies for LPS services, all meetings with LPS staff must be scheduled through our office at 476-8304.
- It is important that all requests from LPS and Dimensions be followed through by parent(s) or we may need to ask you to give up your spot in the program.

Our Staff

All of our staff work together to help our entire program function as a unified whole. As your family joins our program, we want to work together as a team to make sure your child has the best experiences possible while at Dimensions. Please do not ever hesitate to contact any of our staff if you have any questions, concerns, ideas or if we may help in any way.

List of teachers

Kaysha Brady	Cindy Heinzman	Sherry Miller	Denise Topil
Tami Britton	Barb Jensen	Holly Murdoch	Kris Van Laningham
Katie Dietz	Donalyn Katt	Kristi Reitz	Abbie Whisler
Laurie Flynn	Amanda Kelly	Alissa Ryder	Joyce White
Heather Guess	Katie Logan	Cassie Thelen	
Suzan Haley	Kathy Marshall	Kathy Tichota	

Office Staff

Our Executive Administrative Assistant, Jean Pancharoen, will be in the office Monday through Friday from 8:30AM-5:00PM. Beth Pauley is our Graphics and Communication Specialist and Editor of the Dimensions' Newsletter. If they happen to be out of the office for a moment, leave a detailed message at 476-8304

Early Education Director

Michelle Zimmer has been with the program since 1993. She oversees the daily operations including registration, scheduling and the many aspects of program planning for the Preschool, Infant and Toddler programs. She is also responsible for curriculum and planning for the Summer Discovery Days Program (infants through grade five). She works directly with the teachers to provide professional development opportunities and support. Michelle also is the communication liaison for the Advisory Council, teachers, staff, parents, website and product development. She facilitates the scheduling of student teachers from Southeast Community College, Concordia and Doane who will be doing their practicums in our Research Classrooms. Please do not hesitate to contact her with your questions and concerns.

Administrative Director

Linda Maack has been with our program since 1982. She facilitates scheduling of staff in the classrooms and handles all payments and billing. She also serves as a certified Dimensions Foundation Trainer.

Community Involvement Director

Jen Jorges coordinates events and fundraisers while building and maintaining alumni and community connections for Dimensions. In addition, she will be assisting with the finding and writing of community grant applications. Coordination and supervision of the classroom volunteers, supplies and snack provisions will also be handled by her.

Executive Director

Nancy Rosenow has been with our organization since 1982 and serves as Executive Director of the Dimensions Educational Research Foundation and Nature Explore. She works closely with Dimensions Foundation researchers and consultants in the development of resource materials and training. Nancy presents Dimensions Foundation workshops and consultations throughout the United States.

Dimensions Early Education Programs
Important Dates for 2011–2012

- August 16** Preschool Orientation
Toddler Classroom Visits
- August 17** Preschool Orientation
Toddler Classroom Visits
- August 18** First Day of Sessions
- August 25 or 26** Classroom Volunteer Inservice
- September 5** No School — Office Closed
- September 28–29** Conferences/Book Fair
- October 14** Make Every Child a Champion
Fundraising Event at Champions Club
- November 24** No School — Office Closed
- November 25** No School — Office Closed
- December 22–January 1** No School (Office Closed on December 23 and 30)
- February 1–2** Conferences
- February 10** Eat & Explore Night/Open House
- March 12-13** No School
- April 5** No School
- April 6** No School — Office Closed
- April 19 & 20** Walkathon
- May 18** Family Picnic
- May 24** Last Day of Sessions
- May 28** No School — Office Closed
- May 29** First Day of Limited Summer Session
- June 4** First Day of Regular Summer Sessions
- July 4** Closed
- July 16-20** Closed
- August 3** Last Day of Summer Sessions



ALL EMERGENCY weather closings of LPS announced on the radio and TV will be observed by our program. If LPS is not in session we will follow the Catholic School weather closing announcements.

www.dimensionsfoundation.org earlyed@dimensionsfoundation.org
 Find us on Facebook at: **Dimensions Early Education Programs @ First-Plymouth**