



Lindbergh Early Childhood  
Education (LECE)  
Family Handbook  
2023-2024

Dear Families,

We are so excited that your student will be joining us. We have been providing early childhood education to Lindbergh families for 52 years, and we are happy that you will be joining our family. Our school, and program resources, meet the educational needs of families from prenatal to kindergarten entry. Additionally, our child care component allows families to access full day preschool in an educational environment. This handbook tells you about the common practices that you will experience at LECE. Lindbergh Schools district wide policies and procedures can be found at [District Handbook](#).

**ECE Center and ECE West offer several options for families:**

**Parents as Teachers (PAT)** is a proven educational support to help parents support their children to have the best start possible in life. The Parents as Teachers program is offered at no cost to parents of children not yet attending kindergarten. Read more about PAT at [this link](#).

**Our preschool classrooms** implement Missouri Department of Elementary and Secondary Education approved curricula, provide intervention services for qualifying students, and assist all of our students in meeting their educational goals, which are aligned with the Missouri Early Learning Standards (MELS). Read more about our preschool at [this link](#). A description of the classroom schedules that we offer can be found in the registration section of this handbook.

**Our child care program** provides child care for students who are as young as 2 years old. Additionally, wrap-around child care for our students in our preschool classrooms is provided from 7:00 – 8:05 am and 2:55 – 5:30 pm, which are before & after school hours for our classrooms. Child care is provided, at no additional cost, in our full day classrooms to meet the needs of families who work full time.

Our opportunities for families are an excellent choice for over 400 students each year, in addition to approximately 800 PAT families. If you choose to register with LECE, we will be sure to make your family's entry into Lindbergh Schools a smooth transition.

Sincerely,  
Dr. Charlene Ziegler  
Principal

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## Mission, Vision and Philosophy

### Mission Statement

Join with families in learning, inspiring and influencing the future.

### Vision

Learn, inspire and influence

### Our Why

Each Lindbergh school has their own “Why,” which fits within the Lindbergh Schools’ “Why.” Our Why represents why we do what we do, and what makes us excited to come and serve families every day. Below is our Why at LECE. It is very important to us that we are continually learning and re-evaluating our practices to provide the best learning opportunities for our students.

***WHY: We use methods supported by current research to educate students with progressive practices and priorities.***

## Contact Information

Feel free to contact office or administrative personnel with any concerns or questions you may have:

Bridget Baudrexl - Building Secretary, ext. 8334, [bbaudrexl@lindberghschools.ws](mailto:bbaudrexl@lindberghschools.ws)

Beth Crancer - Parents as Teachers Coordinator, ext. 8338, [bcrancer@lindberghschools.ws](mailto:bcrancer@lindberghschools.ws)

Ali Petersen – Nurse at ECE Main, ext. 8332, [alexandriapetersen@lindberghschools.ws](mailto:alexandriapetersen@lindberghschools.ws)

Megan Fisher - Building Secretary, ext 4930, [meganfisher@lindberghschools.ws](mailto:meganfisher@lindberghschools.ws)

Christy Frost - Special School District Nurse, ext. 8339, [christyfrost@lindberghschools.ws](mailto:christyfrost@lindberghschools.ws)

Geannie Floyd – Special School District Area Coordinator, ext. 8347, [geanniefloyd@lindberghschools.ws](mailto:geanniefloyd@lindberghschools.ws)

Cindy Johnson - Family & Child Resource Coordinator, ext. 8348, [cjohnson@lindberghschools.ws](mailto:cjohnson@lindberghschools.ws)

Julianne Woodle Carson - Preschool Coordinator, ext. 8337, [juliannewoodlecarson@lindberghschools.ws](mailto:juliannewoodlecarson@lindberghschools.ws)

Charlene Ziegler - Principal, ext. 8360, [ctiegler@lindberghschools.ws](mailto:ctiegler@lindberghschools.ws)

### LECE Locations

#### Lindbergh Early Childhood Education

4814 S. Lindbergh

St. Louis, MO 63126

#### Lindbergh Early Childhood Education West

9011 Robyn Rd.

St. Louis, MO 63126

Main Number for both buildings: 314-729-2434

Fax Number for both buildings: 314-729-2484

Website: [www.lindberghschools.ws/ece](http://www.lindberghschools.ws/ece)

Facebook: [www.facebook.com/LindberghECE](https://www.facebook.com/LindberghECE)

## Registering Your Child

### Limited Registration

Registration for preschool is limited, and on a first come, first serve basis. We typically have a lengthy waiting list for students to register. Parents are welcome to request registration for their children as soon as they are born. Lindbergh Schools' residents will be given priority over students in other school districts for our preschool programs. Families are eligible to register in preschool regardless of the school district in which they reside. Registration is available year round for full day families.

### Process for getting your child on the waiting list

We currently have a waiting list for most preschool classrooms. To get your child on the waiting list, you will fill out the [Registration Request](#) on our website for the program that you are interested in and submit it with the \$50.00 registration fee. Children are placed on the waiting list based on their age, as well as by the date and time their completed registration request is turned in. All Lindbergh residents are offered placement before any non-residents. You will receive an email once the registration request is processed letting you know that your child is on the waiting list.

## Program Sessions

### Regular School Year

This term includes preschool and mimics the Lindbergh Schools K-12 calendar, which is based on 175 student days from August - May each school year. ECE students are off on the same days as K-12 students as noted on the [District Calendar](#). Inclement weather days are built into this calendar with tuition credit occurring after the built in inclement weather days and not prior.

During the regular school year childcare is provided, at no additional cost, to families in full day preschool from 7:00 - 8:05 am and 2:55 - 5:30 pm. We ask that parents be aware that experts agree that school days should be shorter than 10 hours per day in length.

### Summer Camp

This session is summer child care services only and operates starting soon after the school year ends in late May up to several days before the regular school year begins. The days in this session vary per year but total approximately 55 days.

## Classroom Placements

As we have openings, you will be notified by our registration office that your child has been placed into one of our LECE classrooms. You will be directed to create a Billing Account on Eleyo, our billing software. You will select your child's attendance schedule at this time. You will be instructed to log on to the Parent Portal and complete the online registration forms. All forms must be filled out completely for your registration to be complete.

## Classroom Options

### *Full Day Preschool*

Our full day classrooms include a child care component in order to meet the needs of working families from 7:00 a.m. - 5:30 p.m. Full day programming is only offered at the ECE Center. Tuition is not discounted for time away from the classroom, such as during intervention services. Full day classrooms are open to students from 7:00 a.m. - 5:30 p.m. The daily schedule of these classrooms are:

- 7:00 am-8:05 am – arrival after 8:05 a.m. is considered tardy
- 8:05 am-2:55 pm - education hours of the classroom
- 2:55 pm-5:30 pm - child care hours of the classroom

### *Part Day Preschool*

Part Day classrooms are ½ day options and are available at both the ECE Center and ECE West. The number of students in each classroom is dependent upon the needs of the students enrolled in that classroom.

#### **Morning Preschool**

8:30-11:45 a.m.

- Monday/Wednesday/Friday
- Tuesday/Thursday
- Monday - Friday
- Monday - Thursday (This option is not offered for Early Learner 2-3 year olds.)

#### **Afternoon Preschool (This option is not offered for Early Learner 2-3 year olds.)**

12:15-3:30 p.m.

- Monday/Wednesday/Friday
- Tuesday/Thursday
- Monday - Friday
- Monday - Thursday

## Scholarship Opportunities

Partial and full scholarship opportunities are available for students who meet Free and Reduced Lunch criteria. Scholarship spots are limited, and our waiting list does apply for all enrolling students, including those who wish to apply for a scholarship. To apply for a scholarship, please email [bbaudrexl@lindberghschools.ws](mailto:bbaudrexl@lindberghschools.ws).

## Tuition Prices & Payment

- Tuition payments for the part day classrooms are due on the first Tuesday of each month. Monthly tuition covers costs from the first Monday of the month up to the first Monday of the following month. The payments are only September – May.
- Tuition payments for full day programming are due on Tuesday each week.
- Advance payment is accepted for all programs.
- A 10% discount, rounded to the nearest dollar, is offered for the lowest tuition if two or more siblings attend.

- We can only accept online payments.
- Payment options are as follows:
  - **Online Payment Only**

Each time a tuition payment is due or there is a current balance, families will receive an email invoice/statement. This invoice/statement provides the option of clicking on the invoice/statement and paying online through either a debit from a checking or savings account or paying by credit or debit card. Families are responsible for ensuring that LECE has a valid email address.

### Late Payments

- If payment is over two weeks late, the school holds the right to not allow attendance unless a specific payment plan has been agreed upon.
- Please email [bbaudrexl@lindberghschools.ws](mailto:bbaudrexl@lindberghschools.ws) if you are unable to make payment during a given time.
- A family may not have an outstanding balance when registering for a new session or school year.

### Days and Hours of Operation

Days in operation follow the Lindbergh Schools district calendar at <http://go.lindberghschools.ws/Page/26>.

Our full day classrooms are open from 7:00 am to 5:30 pm. Please note that all students must be picked up before 5:30 pm. We do not assess a late fee for families who are late picking up their student(s). After three circumstances of a family picking up their student after the school is closed, a meeting will be required with a member of the administration in order to continue attendance.

Our part day classrooms are 8:30-11:45 am and 12:15-3:30 pm.



## Helpful Information for Parents

### Building Access

Please take note of the entry and exit process for each building.

1. Everyone will be ID'd at a single entry/exit point. Retractable barriers will direct families to the reception desk in each building.
1. At ECE Center, families will be able to wash their hands or use the restroom with their students before entering the hallways. Parents should wait until their student is ready to go down the hallway, and is with them, to have their ID scanned.
2. ECE staff must scan a driver's license or state issued ID in Badge Pass to approve entry for all adults who enter the building. Please note that this is a districtwide requirement in every Lindbergh school, even for parents and adults who we recognize. Badge Pass approval takes fewer than 6 seconds for any person who is previously registered.
3. Badge Pass keeps our students safe by scanning for specific safety-related risks associated with each individual. This includes, but is not limited to, the Missouri sexual offender registry, child custody alerts, local safety alerts, individuals who are not permitted on Lindbergh campuses, and other circumstances as needed.
4. When you are ready to exit the building, the front desk staff will disable the alarm so that you may exit.

Thank you for your cooperation and support as we work to keep students safe at all times and provide a secure learning environment for all ECE children.

### Authorized Pick up

We realize that families may have special routines and schedules that require multiple people to be available for picking up and dropping off your child. You may authorize as many adults as you need to be "authorized pickups" by adding them to your child's contact list. You may add, or remove, or verify the individuals when necessary, through the Infinite Campus Parent Portal. Only the people you have designated as authorized to pick up your child will be allowed to do so. If you need to verify that a friend or family member is on the list, you may do so at any time by stopping at the reception desk or asking your child's teacher.

### Late Pickup Policy

Families who have not picked up their full day student by 5:30 pm more than 3 times in a school year will meet with a member of the administrative team in order to continue enrollment. We do understand unusual instances, however we are closed at 5:30 pm and staff members are not available to stay late with students.

### Schedule/Schedule Changes

- A permanent schedule must be established for each child upon registration.

- A schedule change is defined as a change in a child’s attendance that exceeds one week. Families who make more than two schedule changes over the course of the year will be charged \$10.00 per change unless the change results in an increase in tuition.
- A “Schedule Change/Withdrawal Form” must be completed by the family one week prior to a change in schedule. These forms are available on our [website](#).
- A written “Schedule Change/Withdrawal Form” must be completed one week prior to any withdrawal from our program. Families will be financially responsible for tuition for the one week after notification. Your child may continue to attend during this time.

### Vacation Weeks

- Vacation applies only to families registered in our year round, full day preschool classrooms.
- Vacation is accrued at a rate of two weeks between July 1 and June 30, after three months of continuous attendance, any unused vacation time expires on June 30 and may not be carried over from year to year.
- Vacation must be taken as a Monday through Friday absence.
- If your child attends any time during a week of scheduled vacation, you will be charged full tuition for that week.
- Vacation requests need to be received by LECE at least one week in advance, and should be filled out [online](#).
- You will receive a reply email indicating that your request has been received.

### Absences

If your child is absent, or will be picked up early, please call us at 314-729-2434 or email your teachers.. This helps your child’s teacher prepare for the day. Absences due to illness (with the exception of hospitalization or convalescence after hospitalization of the child) will not be deducted from tuition.

### Snow Days

If Lindbergh Schools closes due to inclement weather, we will communicate directly with families by text message, email and an automated phone message. Lindbergh Schools closure status is also available on local media, the district website, [www.lindberghschools.ws](http://www.lindberghschools.ws), and our Facebook page, [www.facebook.com/LindberghECE](http://www.facebook.com/LindberghECE). All LECE programs close with Lindbergh Schools.

Five snow days are built into the school year calendar. Families will not receive tuition credit for these days. If the district has additional snow days beyond the five built-in days, families will be credited tuition for those days.

## Health and Safety

### Parking Lot Safety

To ensure the safety of all staff and families using LECE parking lots, please make sure to not use your cell phone while in the parking lot. Please hold your child's hand when crossing the street and on the sidewalk. Please make sure to follow the directional arrows and stop at the crosswalk to allow families to cross safely. Students must stay with an adult at all times.

### Outdoor Play

Providing the temperature and air quality guidelines are met, we go outside each day. To ensure that students are protected against cold, heat, sun or insect disease, families should follow the guidelines below:

- Please send a change of clothing for your child so that in the event your child's clothing becomes damp, they can be changed promptly.
- Sunscreen and insect repellent may be applied by the classroom with appropriate written permission sunscreen provided from the family. We ask that families apply these protectants in the morning and the teaching staff will reapply in the afternoon as directed.

Most health sources strongly recommend that children go outside daily, except during extremely cold weather, as this helps prevent upper respiratory infections. LECE uses the guidelines recommended by St. Louis Children's Hospital Resource Center recommended guidelines which are:

- Below 10 degrees (regardless of wind chill) – children will remain indoors.
- Between 10 and 32 degrees – outdoor play will be limited to 15-20 minutes.
- Above 32 degrees – there will be no restrictions on time.
- NOAA Heat index chart is followed in warm weather.
- Active precipitation will be a factor as well.

### Photos/Videos

Sometimes we take photos or videos of our children in class for educational and/or marketing purposes. At times, a photo may be in a district newsletter, newspaper or website. There is a directory release form contained within your registration process. If you prefer no photos/videos are taken of your child to be used outside the classroom, please make sure you fill this out, letting the administration know your preference. If you approve of your child's photo being taken for educational or marketing purposes by the District, then no action is necessary.

### Animal Policy

To protect students from potential allergens and bacteria from pets, we do not allow classroom pets. We do allow animals to visit occasionally, when they fit the criteria for the school district. Families who wish to allow their family pet to visit should see the Principal for approval in advance of bringing the family pet. Your pet's shot records will be required.

## **Birth to Age Five Parent as Teachers Services**

### **Parents as Teachers (PAT)**

Your child's classroom teacher and your family's Parent Educator work hand-in-hand to make the experience for your family educational and enjoyable. If you are a family residing within Lindbergh Schools boundaries, you have the opportunity to register in Parents as Teachers (PAT). Parents as Teachers is a program supported by the Department of Elementary and Secondary Education that recognizes you as your child's first and most important teacher. PAT serves families expecting a child or those who have a child not yet in kindergarten. The program is free of charge, funded in part by the Department of Elementary and Secondary Education. PAT provides core services, including the following:

### **Developmental Screenings**

- Developmental screenings are completed for preschool students in the fall for all children age two and up, not yet registered in kindergarten.
- A week before your child's screening, we will provide you with a Family Questionnaire. Your answers will allow us to give you some ideas of your child's development in the self-help/adaptive and social/behavioral areas.
- Screening results will be shared with you and your child's classroom teacher so they may be used to develop classroom activities and lessons.
- Screening is not an intelligence test, but a quick and effective way to look at your child in comparison with other children his/her age.
- Screenings look at various areas of child development and will give one perspective of your child's abilities and emerging skills in the areas of fine and gross motor, language, pre-academic concepts, vision and hearing.
- The benefits of screening include viewing a child's development in comparison to other same-aged children and knowing what is coming next in their development. Screening can also assist in the early identification of a developmental delay. Early intervention dramatically reduces a child's need for special help later in school. Screening summaries will provide ideas of activities your child's teacher and you can share with your child to stretch their abilities and strengthen any area of concern.

### **Personal Visits**

Personal visits by a certified parent educator are available for families with children from birth to three years of age. Parent educators share research-based, age-appropriate developmental information with families to teach them about their child's developmental milestones and to teach them techniques to assist their child in reaching those milestones. Parent educators also provide families with the information needed to answer the questions common to most families, including sleeping, discipline, tantrums, etc.

### **Resource and Referral Services**

PAT, the family and child resource coordinator, and your classroom teacher may have resources about other community services in which your family may be interested. We encourage you to take advantage of the opportunities available.

## Curriculum

LECE follows a constructivist approach. We believe that children learn based upon the construction of knowledge, as a result of their experiences. Our curricular framework is Project Construct, developed by the Missouri Department of Elementary and Secondary Education in 1986. Project Construct is a learner-centered curriculum and an approach to teaching for preschool and elementary grades. It was developed from research demonstrating that learners construct knowledge through interactions with their physical and social environments.

In Project Construct classrooms, students interact with materials, solve realistic problems, explain their thinking and examine their reasoning. Children are provided with opportunities for language acquisition that align with the program philosophy, consider family perspectives and consider community perspectives. They also learn to function as members of a community. As a result, they attain a deep understanding in the core content areas, become critical thinkers and creative problem-solvers, develop cooperative and collaborative skills and develop a love of learning. Our teachers plan for experiences that address social/emotional skills, character education, language and literacy, cognition, math, science, social studies, creative expression, dramatic play, art, music, physical development, technology, health and safety. Project Construct places the assessment of students at the center of its framework. Assessment of the students is an ongoing process from which teachers support the learning styles and needs of individual students. This ongoing assessment allows teachers to make adjustments in their lessons to help each child reach their full potential.

## Student Assessment

Our primary goal is to meet the educational goals of students, which will foster appropriate social development, and a love of learning. As such, assessment of students is critical to reaching this goal. The results of assessment are the guiding force of our lesson planning for students.

The needs of students are at the foundation of how we select to meet the goals and objectives of our curriculum. Students are assessed continually using information from the following sources including, but not limited to:

- Family Questionnaire
- Authentic assessment via observation in large, small and one-on-one group settings
- The Ages and Stages Questionnaire within three months of their start date.

## Orientation Process

We encourage all families to tour our facilities before registering in our programs. During the tour, most families spend time visiting with our staff and classrooms going over our mission, curricular goals and philosophy. After the entire registration packet is complete, a family will be notified their child has been admitted to the school. The child's teacher will call the family and invite them to visit the classroom at least once before their child starts the program if the child's start date is not at the start of the year.

When the family visits the classroom, the child is introduced to their future classmates, shown their cubby and is acquainted with the classroom and school. At this time, the child's families and the teacher are able

to share information regarding their child. During the time period that a family is visiting, we ask families to set an appointment time to visit so that their needs may be met with service excellence. After the start of attendance, a family may visit in a classroom at any time.

### **Getting Ready for Preschool**

Entering a new school can be a difficult transition. The following list of ideas can help ease the transition.

- Dress your child comfortably. Choose clothes that are easy for your child to manage and that you do not mind getting dirty.
- Have your child wear shoes that are safe for climbing, running and jumping. Sandals and loose shoes are not recommended. Because of the risks associated, Crocs and similar shoes are not allowed.
- Bring an extra set of clothes, including socks, underwear and shoes. Change the clothing as your child grows and seasons change. Please label everything.
- Participate in orientation and sign up for the communication tools that we use. It is a great way to get to know the teachers, the families and the children.
- If your child is in a full day classroom, a small pillow, sheet/blanket and security item are needed for rest/nap time.
- Allow your child to bring a security object that will help with any transition difficulties.
- If your child speaks a language other than English as their primary language, please let us know and share some words which may be comforting to them in their first days.

When you register your child in our preschool program, you will complete a Family Questionnaire to relay information about your child's needs, interests, and strengths. If you feel the development of your child would benefit from additional services, please see the family and child resource coordinator.

## **Lunch/Snack for Preschool Students**

### **Bringing Food into the Classroom**

Please talk with the nursing staff about any foods you want to bring into the classroom. Food items must be store bought due to Health Department regulations.

### **Peanut Butter and Tree Nut Practice**

Though we are not peanut and tree nut free buildings, we do everything we can to reduce the risk of exposure. Due to the high number of peanut and tree nut allergies, we require that no peanut butter or peanuts/tree nuts be brought into the ECE Center or ECE West. Please see the nursing staff for questions about any further precautions in your child's classroom.

### **Safe Snack Process for Shared Food Items Provided by Parents or Staff**

#### **Birthday/Party Treats**

Lindbergh Schools no longer permits students and families to bring outside food to school for personal celebrations. This change applies to birthdays and other special occasions when food items are brought to school to share with classmates and staff. All class celebrations, such as holiday parties, will still include

snacks, but they will be limited to two snacks per classroom, approved by our school nurse, and provided by our food service provider. Treat bags and party invitations cannot be distributed through the child's classroom. These changes will make it easier for Lindbergh staff to ensure that snacks are safe for all students. Please talk with your child's teacher regarding options for celebrations.

#### **Daily Nap Time/Quiet Time for Full Day Preschool Students**

In our full day classrooms, our students rest for an age appropriate amount of time. Each student rests on their cot for a short period of time, then they are offered quiet activities if not sleeping. It is comforting to the child to have a crib sheet, a crib size blanket, and a small security item during this time. Staff supervise the students by positioning themselves in the classroom and moving about the classroom.

## **Family Involvement in Preschool**

Your involvement in your child's school is one of the most educationally beneficial practices that you can follow. While your child is seeing that you value their education, you are learning a little bit more about your child's school and the process of the classroom. Establishing a relationship with your child's teacher and school aids in preventing issues that may arise and helps us to better meet your child's needs. It is for this reason that we encourage our families to have open communication with their child's teachers throughout the year in addition to our fall and spring conference times. Working together is the key to a child's success.

Families have many opportunities to get involved at LECE, including involvement with the LECE PTO, our family group. For more information on PTO activities, "Like" the Lindbergh Early Childhood Education PTO on Facebook. Additionally, families have many opportunities to get involved in their child's classroom throughout the year. Families are notified of these opportunities through newsletters, clipboard notes, emails and Facebook updates from the classroom.

During the registration process, you will complete a Family Questionnaire. The questionnaire will allow us to get to know your family a little better. Please share with us information to the extent of which you are comfortable. We utilize numerous ways to get to know your family, including casual conversation, the Family Questionnaire, various classroom projects and the Family of the Month. Having knowledge of your family customs, race, religion, home language, culture, family structure, traditions, values and beliefs helps us to better meet the needs of your child and respect your priorities. From this information, we are able to modify our practices and activities as we evaluate how our methods meet your needs.