

Schick's Crossing Preschool

Parent Handbook
2018-2019



Poplar Creek Church
300 E. Schick Road
Bartlett, IL 60103
630-483-1030

www.poplarcreek.com/preschool

Welcome

It is our pleasure to welcome you to Schick's Crossing Preschool! It is our hope that you and your child will have a wonderful early learning experience with us and that we can successfully prepare your child for future success in all areas of life. We have prepared this handbook so that you will know what you can expect from us, the director and staff, as well as what we will expect from you, the parents, guardians and caregivers. If at any time you have any questions or concerns, please do not hesitate to bring them to the attention of any of the preschool or church staff. We are here to assist you in any way you need.

Contact Information

Schick's Crossing Preschool telephone number: 630-483-1030

Poplar Creek Church telephone number: 630-483-1000

Miss Jen's cell phone number (for urgent or emergency calls): 630-336-4036

Fax: 630-483-6366

E-mail: jensteichen@poplarcreek.com

Web: www.poplarcreek.com/preschool

Mission Statement

Schick's Crossing Preschool exists to create an environment in which your children can learn and explore the world around them. We strive to make each child feel loved and important and will work to meet the social, emotional, physical and educational need of each individual child. It is our goal that each child will leave our program knowing that he or she is special to us and to God.

Religious Instruction

As a church ministry, Schick's Crossing Preschool will incorporate religious instruction as part of its curriculum. Children will participate in Bible devotions and prayer time on a regular basis.

Programs and Fees

Below is a list of the five programs offered for the 2018-2019 school year. All programs meet from 9:00 till 11:30 a.m., with the exception of the Pre-K class, which meets from 12:30-3:00 P.M.

| <u>Class</u> | <u>Days</u> | <u>Registration Fee</u> | <u>Monthly Tuition</u> |
|--------------|---------------------|-------------------------|------------------------|
| 2-year-olds | Tue/Thu Morning | \$75 | \$170 |
| 3-year-olds | Tue/Thu Morning | \$75 | \$150 |
| 3-year-olds | Mon/Wed/Fri Morning | \$75 | \$190 |
| 4-year-olds | Mon/Wed/Fri Morning | \$75 | \$200 |
| Pre-K | M/Tu/W/Th Afternoon | \$75 | \$225 |

Registration fees are non-refundable and are required upon enrollment. These fees are used towards classroom supplies and materials as well as operational necessities throughout the year.

Tuition payments may be made monthly or in a lump sum payment. Please make checks payable to Schick's Crossing Preschool. You will receive a payment coupon book that you will use to make monthly payments if you wish to have a receipt separate from your check or pay with cash.

Tuition payments are due on the first class day of each month. A \$5 fee will be charged for any payment that is made after the 10th of the month. If a tuition payment is not received by the first class day of the following month, the student will not be allowed to return until the past and current month's tuitions are paid.

Calendar

We will follow the U-46 school district holiday schedule. If U-46 schools are closed due to inclement weather, we will close as well. Classes start Sep. 4, 2018 and will end May 17, 2019. A complete holiday schedule will be distributed prior to school starting in September.

Class Descriptions

2-Year-Old

The primary focus for this program is socialization. Daily activities will include free play, songs, stories, art and gross motor time. Children will have the opportunity to work with manipulative toys, build with blocks, play in the housekeeping area, work on puzzles, explore the science area, look at picture books, play with instruments, create works of art and so much more. We will have monthly themes, which will guide our curriculum, and shapes, colors and counting will be built into many activities and our table time offerings. A complete daily schedule can be found at the end of this handbook. There is a maximum of 16 children with 2 or 3 teachers, based on class size.

3-Year-Old

The focus for both the 2-day and 3-day classes is on building important preschool skills such as social behavior, introduction to the alphabet, counting, increasing small motor skills and exploring the world around them. Daily activities will include circle time, calendar, weather charting, stories, songs, free play, art activities, gross motor time and language activities. Monthly themes guide our curriculum and give the children opportunities to learn more about their world. A complete daily schedule can be found at the end of this handbook. There is a maximum of 15 children in each class with 2 teachers.

4-Year-Old/Pre-K

The primary focus for these classes is kindergarten readiness. This includes social skills, independence, language skills, math and science awareness and gross motor development. The children will participate in circle time, weather and calendar charting, show-and-tell, alphabet activities, sight words, Spanish, math and science activities, free play, art and gross motor activities. Our themed units will give the students a backdrop for their learning and will expand their knowledge of the world around them. A complete daily schedule can be found at the end of this handbook. There is a maximum of 17 children in each class with 2 or 3 teachers, based on class size.

Enrollment and Discharge Policy

Enrollment in Schick's Crossing Preschool is done on a first-come, first-served basis. Enrollment is open to any child without discrimination in regard to sex, race, religion or national origin. To enroll a child, please return completed Registration Form and registration fee to the preschool office. Registration fees are non-refundable. Each child must have a Registration Form, Participant Information Form, Medical Form, DHS Health Examination Form, and Birth Certificate on file at the preschool prior to the first day of classes. If parent fails to submit proof of the child's identity within 30 day timeframe, the center is required by law to notify the Illinois State police or local law enforcement agency.

Should you wish to un-enroll your child for any reason, please submit notice, in writing, to the director as soon as possible. Tuition fees will be prorated only if director receives notice of un-enrollment 30 days in advance.

A child may be discharged from the preschool due to any of the following reasons:

- If the child is consistently disruptive, uncooperative or becomes a danger to the other children.
- If the child's needs cannot be met at the preschool or if the child's adjustment to the preschool is unsatisfactory.
- If the parents or guardians do not comply with the written policies of the preschool.

Preschool staff will work with the child and parents to try resolve any such problem amicably. Discharge from the preschool will be considered a last resort.

Drop Off and Pick Up Procedures

Please use the main entrance whenever dropping off your child for preschool. The doors will be opened at 8:50 A.M. and 12:20 P.M., and you may bring your child downstairs at that time. Before entering the classrooms, each child must wash his or her hands with soap and water. Please take your child to the bathroom, encourage him or her to use the bathroom, (even if s/he went before leaving the house,) and wash his or her hands. This will help reduce illnesses and allow the teachers to spend more time interacting with the children instead of running children to the bathroom. Each child must be signed in when dropped off in the classroom.

At the end of the morning/afternoon we will dismiss the children from two upstairs entrances. The 2-year-old and morning 4-year-old classes will be taken to the nursery and will be dismissed from the nursery entrance. The 3-year-old and afternoon 4-year-old classes will be taken to the main entrance and dismissed from there. Each parent or guardian must come to the entrance, sign out the student, and then may take him or her home. If someone other than a parent or regular caregiver will be taking your child home, please let the teachers know and write their name in the "Notes" section of the sign-in sheet. If someone comes to take home your child who we do not know, we will ask for a picture ID and they must be listed on your emergency form. If the person is not listed and you have not told us s/he will be picking up your child, we will not send your child with him/her.

Late Pick Up Policy

Class times for morning classes are 9:00 – 11:30 a.m., and 12:30-3:00 p.m. for the afternoon class. It is our expectation that parents will be prompt in picking up their children, for the sake of both the child and staff members. Tardiness in picking up can cause anxiety for young children. In addition, teachers need to use the time after class to clean up the rooms and prepare for the next class. For these reasons, we have created this Late Pick Up Policy.

If a parent or other caregiver is 10 minutes late (11:40 a.m. or 3:10 p.m.), the child will be brought back downstairs to the classroom so that the child will be in a comfortable environment and the teachers may work in the classrooms. Parents will need to come into the classroom to pick up their child. Teachers will begin trying to contact parents at this time.

If a parent or other caregiver is 15 minutes late (11:45 a.m. or 3:15 p.m.), a \$10 childcare fee will be assessed with the next month's tuition. Failure to pay this fee may result in disenrollment of the child. After three incidents of tardiness resulting in fees, the child may be un-enrolled.

If a parent or other caregiver is 20 minutes late (11:50 a.m. or 3:20 p.m.), teachers will begin trying to contact emergency contacts listed in the child's file. If no parent or emergency contact can be reached who can pick up the child within the next 15 minutes, the director will contact the Bartlett Police Department and the Department of Children and Family Services to notify them of the situation. It will be up to the authorities to decide what steps will be taken at that time. Preschool staff will continue to provide care for the child until either a parent, emergency contact or legal authority arrives to take custody of the child.

We understand that accidents happen and some things are beyond our control. If you know you will be late, please try to arrange for someone to pick up your child on time, or if not possible, call the office to let a staff member know of the situation. While fines may still be assessed, knowing that a parent or caregiver is on the way may prevent us from contacting the authorities and will alleviate any fears we may have for your and your child's safety.

It is of the utmost importance that emergency contact information is kept up-to-date. Please notify staff members, in writing, of any change as soon as possible.

Staff members will not hold the child responsible for the situation and will not discuss the issue with the child.

Guidance and Discipline

It is our goal to help the children in our program learn how to handle conflicts effectively, by using kind words and recognizing emotions in themselves and in others. To that end, we will try to handle all conflicts in such a manner that will demonstrate these problem-solving skills to the children in our care. We will be loving and kind in our corrections, while remaining firm and consistent. We will not yell at the children or ridicule them in any way, but guide them toward the appropriate behavior and help them develop self-control. We will utilize the following discipline techniques:

- Reinforcement of positive behavior
- Modeling positive behavior
- Redirecting towards more acceptable behavior
- Praising positive behavior
- Setting clear limits

Time-outs will only be used as a last resort and will be limited to one minute per year of child's age. When a child is consistently aggressive with others or with property, the teachers will discuss the problem with the parents to try to figure out a solution that can be carried out at home as well as at school. In extreme cases, if the problem cannot be corrected and is causing severe disruptions in the classroom, we might have to ask that the child not return until the problem has been corrected.

If one child does intentionally injure another an incident report will be completed for each child involved, which the parent, teacher and director must sign. A copy will be given to the parent upon request.

Health and Safety

It is our desire to keep the children and staff at Schick's Crossing Preschool as healthy and safe as possible. In order to do this, it requires everyone's cooperation. The staff will do all it can by cleaning surfaces daily, washing toys regularly and encouraging frequent hand washing. There is nothing that anyone can do to eliminate all illnesses, however, there are steps that each of us can take to minimize them.

We ask that every child wash his or her hands with soap and water upon entering the building, before going into the classroom. This simple step will reduce a great number of illnesses from being spread in the classroom. Hands will be washed during the day as well, including after toileting, after playing outside and before and after eating snacks.

If your child is exhibiting symptoms of an illness, we ask that you keep him or her home from school. This will reduce spreading the illness to others and will further enable your child to rest and get better. You may want to seek the advice of your pediatrician to determine whether or not an illness is contagious, and please be sure that your child is no longer contagious before allowing him or her to return to school. If your child is being treated with antibiotics, he/she should have been on the antibiotic for at least 24 hours before returning to school. Staff members may not give any medication to any child.

We realize that sometimes symptoms can hang around well after the child is no longer contagious. Please be sure, however, that your child feels well enough to participate in all activities. Please use your best judgment when sending your child to school and be considerate of the other students and teachers in the classroom.

We would appreciate being notified if your child will be absent due to illness or other reason. Please try to call the church office by 8:45 a.m., and if there is no answer, leave a message in voicemail box 17. If your child is home due to a communicable illness, please let us know so that

we can warn parents that their child might have been exposed. We will not release the name of the sick child, only the illness. There will be no tuition fee reductions due to absences.

If a child becomes ill during the school day, he/she will be isolated while a parent or other caregiver is called. A child with the following symptoms will be sent home:

- A temperature of over 100 degrees.
- Diarrhea or vomiting.
- Any undiagnosed rash.
- Sore or discharging eyes or ears.
- Heavy nasal discharge.
- General lethargy (child is unable to participate in classroom activities.)

You will be notified in writing of any communicable disease to which your child may have been exposed.

While the children in our care are under constant supervision, accidents can, and will, occur. In this situation, parents will be notified of any accident and its circumstances and an accident report will be completed and kept on file. If the accident is minor, the staff will handle it and either call the parent to report the incident or report it in person when the child is picked up. If the accident is severe and we feel that immediate attention is necessary, our first response will be to get the help needed, by calling the child's physician on record or 911, and then we will notify the parents. If parents cannot be reached after 2 attempts at each number, we will contact those individuals listed on the child's emergency form.

If your child is exempt from medical care on religious grounds, you must provide us with the name of a certified practitioner who we may contact should an emergency arise.

Schick's Crossing Preschool does provide hearing and vision screening annually in the spring as required by DCFS.

Copies of the Risk Management and Pest Management plans are available upon request of the parent.

Personal Belongings

Each child should come prepared with a backpack each day. This will make sending papers, crafts, notes and personal belongings home much easier. It is very important that the backpack

be large enough to hold all the above listed items and an extra change of clothes. If your child's backpack is too small, he or she will have to carry any items that do not fit, which may result in lost or broken items. Because accidents do happen, both in the bathroom and in the class, please keep an extra change of clothes in your child's backpack. If your child is still in diapers or is in the process of potty training, please have extra diapers or pull-ups in the backpack as well.

We ask that you try to keep all personal toys, stuffed animals and other belongings at home, but we understand that sometimes bringing these items can help make the transition from home to school much easier. If your child insists on bringing security items to school, please encourage him or her to leave them in his or her backpack. If, however, your child relies on these items, we will allow them in the classroom but will work with your child on reducing his or her dependency on these items while at school. We will not be held responsible for any items that are misplaced or broken.

Dress Code

Children should always dress in comfortable clothing when coming to preschool. Please be sure, also, that their clothes are easy to manipulate, as young children like to be able to dress themselves. This will also help us spend less time in the bathroom and more time learning. We will be going outside whenever possible (though not often during winter months) so please make sure clothes are weather appropriate and that children have jackets or coats when needed. Whenever possible, we purchase washable art materials, but do understand, however, that accidents happen and avoid sending your child in clothes that you do not want to risk getting stained.

Children will spend time each day running, jumping and climbing. While these activities are vital for early learning, they can cause injury if children are wearing shoes that don't fit well. Sandals, dress shoes and other loose-fitting shoes (including crocs) may not be appropriate for preschool activities. Please use your best judgment when dressing your child for school.

Snacks

Each family will be responsible for providing a snack for the class on a rotating basis. A snack menu will be developed by preschool staff to ensure that snacks meet nutrition guidelines as set forth by DCFS. Parents will be assigned a specific day and snack to provide, and menus must be followed. All food and beverage items must be prepackaged and unopened.

If you will be unable to provide a snack on your assigned day, you may bring it in prior to the assigned day or you may switch days with another parent. Allergy students are an exception if they need to provide their own snack daily.

Special Events

During the school year we will hold several special events. These will include a Christmas Program and Year-End Celebration, and may include other events such as picnics, parent nights and more. We encourage all of our families to participate, but they are not required.

We will be taking our 3- and 4-day classes on field trips over the course of the year. We encourage family members to join us on the field trips. The cost for each trip is minimal and your child is not required to attend if you so desire. Permission forms will be distributed prior to each field trip. Transportation will be provided by parents in their personal vehicles, upon showing valid drivers license and proof of insurance.

Birthdays are a very special time for each child and we would like to be able to celebrate each child on his or her special day. If you would like to bring in a special treat to share with the class it will be sent home with each student rather than eaten in class.

Parental Involvement

It is important for parents to feel comfortable with their child's school, teachers and experiences. In order for this to happen, we invite parents to spend time helping in the class as a reading parent and participating in special events.

We will offer each parent the opportunity for a parent-teacher conference in February by parent request. If, however, you feel that you need to have a conference before or after that time, please speak with your child's teachers to set up a time to meet, either in person or for a phone conference. We are always willing to speak with a parent who has questions or concerns.

We invite parents to share any concerns, ideas or suggestions with us so that we will better understand your needs and can create the best possible program for the children enrolled.

These ideas and suggestions will be thoughtfully considered and may be implemented whenever feasible and appropriate. Parent surveys will be done at the end of the school year. These are important aids in helping us make the program the best it can be and are taken very seriously.

Confidentiality and Release of Information

All information concerning your child, including registration and health forms, incident and accident reports and conversations with or concerning students and their families, will be considered confidential. The preschool is restricted by law from releasing confidential information without first obtaining permission from the parent/guardian. (Exception—If child abuse or neglect is suspected and reported, proper authorities have legal access to a child's file with or without parental consent.)

Consent for Use of Photographs

By enrolling at Schick's Crossing Preschool, you are giving permission for your child's photograph to be used within the preschool or for marketing purposes, such as newspaper articles, brochures or our website or our Facebook page. If you do not wish to give your consent, please write a letter to the director stating that you do not give permission for your child's photograph to be used.

Insurance Coverage

As a ministry of Poplar Creek Church, Schick's Crossing Preschool is covered under Poplar Creek Church's umbrella insurance policy through Church Mutual Insurance, Merrill, WI. This policy grants liability coverage to anyone participating in preschool or church activities. The preschool does not offer any type of additional insurance for purchase on an individual basis for children enrolled at the preschool. Any regular or routine medical expenses that may result while the child is at the preschool will be the primary responsibility of the parent.

Schick's Crossing Preschool Board

The Preschool Board will be composed of the Director, a teacher, a member of the Poplar Creek Church governing body and two or more preschool parents. The Board will serve as a group that will assist the Director in making policy decisions, financial planning and reviewing overall program status. The Preschool Board reports to Poplar Creek Church's Leadership/shepherd's. Interested parents should speak to the Director. Board members are selected each year, but may serve for more than one year.

Ultimate responsibility for Schick's Crossing Preschool lies with Poplar Creek Church's leadership/shepherds. You can contact leadership by calling the church office at 630-483-1000.

2-Year-Old Class Schedule

| | |
|---------------|---|
| 9:00 - 10:00 | Settling In Art activities/Table Time Free choice |
| 10:00 - 10:20 | Snack Time |
| 10:20 - 10:30 | Stories and Songs |
| 10:30 - 11:00 | Gym/Outside Time |
| 11:00 - 11:10 | Bathroom Break |

11:10 - 11:25 Free Choice

11:25 - 11:30 Get Ready To Go

3-Year-Olds
Class Schedule

9:00 - 9:15 Settling in/Free Choice

9:15 - 9:30 Circle Time
Job assignments
Stories and songs
Calendar and weather charting

9:30 - 10:00 Art activities
Learning activities

10:00 - 10:30 Gym/Outside Time

10:30 - 10:40 Bathroom Break

10:40 - 11:00 Snack Time/Free Choice

11:00 - 11:15 Free Choice

11:15 - 11:25 Closing Circle Time

11:25 - 11:30 Get Ready to Go!

4-Year-Olds/Pre-K Class Schedule

| Time | Activity |
|------------------------|---|
| 9:00-9:15, 12:30-12:45 | Settling In Drop off backpacks/snacks Cupcake/present, ice cream cone activity Charting Free Choice |
| 9:15-9:30, 12:45-1:00 | Circle Time Calendar and weather charting Job assignments Letter of the week Stories and songs Show and tell |
| 9:30-10:10, 1:00-1:40 | Learning Activities Art Activities Free Choice Free choice |
| 10:10-10:15, 1:40-1:45 | Bathroom Break |
| 10:15-10:30, 1:45-2:00 | Snack Time/Free Choice |
| 10:30-10:55, 2:00-2:25 | Gym/Outside Time |
| 10:55-11:00, 2:25-2:30 | Bathroom Break |

11:00-11:15, 2:30-2:45

Pack Up/Free Choice

11:15-11:25, 2:45-2:55

Closing Circle Time

11:25-11:30, 2:55-3:00

Get Ready to Go!