



Where learning and play go hand-in-hand.

# Parent Handbook

*A Ministry of:*  
Wildwood Presbyterian Church

18630 W. Old Gages Lake Rd  
Grayslake | IL 60030

(847) 223-0186

## Admission Policy

Tiny Treasures Preschool admits children of all races, colors, and creeds. The Preschool Board of Directors will determine if the school can meet the needs of a child with special needs. We admit children who are toilet trained, although we expect a short period of adjustment may be needed for incoming 3-year-olds when acclimating to a new environment. All enrolled children must be 3 or 4-years-old on September 1st of that given school year.

If it becomes necessary to withdraw your child from preschool, we require two weeks' notice before the child's last day of attendance and do not reimburse unused tuition.

## Enrollment Forms

The following forms and fees are due by your child's first day of attendance. Please make all checks payable to *Tiny Treasures Preschool*.

- \$50 nonrefundable registration fee per child
- Registration/Emergency form
- Medical Form filled out and signed by your child's doctor (with the lead/TB areas completed)
- The first month's tuition
- Supply & Snack fee based on overall enrollment days a week

## Parent Communication & Involvement

We encourage regular communication between parents and staff. Please feel free to contact your child's teacher before or after school. Teachers may also send home written observations. A progress report and formal conference will be set aside to discuss your child's growth and development.

We encourage you to volunteer in the classroom. Every August, positions on the Preschool Board of Director's will be open to parents. Serving as a volunteer on the Board is an excellent way to get involved in your child's education. Positions open for parents include Fundraising, Parent Communication/ Education, Property/ Equipment, Publicity and Secretary.

## Tuition

Tuition is due by your child's first class day of the month. Tuition is based on the annual cost of the program; therefore no adjustments can be made for legal holidays, vacations, illnesses, or other absences. Checks need to be made out to Tiny Treasures Preschool.

A \$25 fee will be charged on returned checks. Payments received after the 15th of the month are charged a \$10 late fee. Failure to pay monthly tuition will result in a meeting with the director.

## Arrival and Dismissal Procedures

- All classes begin at 9:00am and pick-up time is 12:00pm.
- The preschool entrance (located just to the east or right of the main doors) will be open from 8:50-9:15am and from 11:45-12:10pm. For security reasons, doors will be locked from 9:15-11:45 am. If you need to come to the preschool during this time, please enter through the main church entrance.
- When arriving, please sign your child in and *wait with your child* until the classroom doors open at 9:00am.
- At dismissal, please sign your child out and your child will be released to you at the classroom door. Your child will ONLY be released into your custody or the designated person(s) listed on the registration form.
- Beginning at 12:10pm, a \$20 fee will be charged for every 15 minutes past noon. In the event of extenuating circumstances, please notify the director as soon as possible.
- If you wish to speak to a teacher after class, please wait until all of the children have been dismissed.

## Confidentiality of Information

The staff will respect the confidential nature of the children's personal records. All information pertaining to admission, progress, health, or discharge of a child will be confidential unless a parent has granted permission for the disclosure of this information. Tiny Treasures Preschool follows the guidelines of the Department of Children and Family Services (DCFS), and the Lake County Health Department. The Lake County Health Dept. and DCFS may review the preschool records.

## Fundraising

Fundraising events provide money for additional equipment and supplies for your child. While you are not required to help with the fundraisers, your assistance is appreciated and directly contributes to the success of our program. Exciting opportunities for upcoming fundraising will be shared by the director soon.

## Illness

Please call the preschool office if your child will be absent from school. It is important that your child stay home if s/he is ill. Not only is it difficult for your child to enjoy the planned activities, but our school has a responsibility to limit exposure to other children. Please do not send your child to school if s/he has any of the following: a fever of 100°F or above, recent diarrhea, vomiting, rash, or discharge from the eye, ear, or nose. Your child must be fever-free, without the use of fever-reducing medications for 24 hours before returning to school. If your child becomes ill during the morning at preschool, you will be contacted immediately. It is expected that your child will be picked up as soon as possible. If you are not available, the adults listed on your child's emergency list will be contacted to pick up your child.

## Medication

Medication will be kept in a cupboard out of reach of the children. Non-prescription medication must be in a labeled container with directions included. Prescription medicine must be in the original container and have a pharmacy label. You must have a written permission form on file with the prescription and non-prescription medicine. You will be informed if medication is given to your child. All of our personnel are trained in first aid procedures. There will always be one staff member on duty that is trained in CPR. In a serious emergency, 911 will be called first, then you will be notified. If you are unavailable, the person listed on your emergency medical form will be notified.

## Guidance & Discipline Policy

The goal of Tiny Treasures Preschool is to establish an atmosphere in which the children will feel safe, secure, happy, and have the maximum opportunity to learn. To accomplish this goal, we have developed a policy as specified by DCFS (Department of Child & Family Services), to be followed by licensed & licensed exempt childcare facilities.

Our methods of guidance are listed as follows, though they are not necessarily used in this order. We always choose the method of guidance that is most appropriate for the particular situation.

- Redirection of the behavior.
- Speaking to the child and explaining why his or her behavior is not acceptable.
- Guidance of children will be carried out in a positive and firm manner. Example: saying, "hands are not for hurting, hands are for helping."
- Occasionally the behavior requires calling the parents immediately to discuss what should be done or for a parent to talk to the child by telephone (such as uncontrollable crying or screaming).
- Removal from the group for brief amounts of time may be used (after explanation of why the behavior is not acceptable. No more than one minute per year of age). This is not a punishment but to help them calm down and regroup. We use love & reassurance and tell the child that while the behavior is not acceptable the child is absolutely worthy of love & acceptance!
- Time out (a "chill out time"), in the office talking with the director about the unacceptable behavior. This is a time to regroup, encouraging positive behavior with love & support! You can do it!
- In extreme cases, the parent is called to come and pick up the child.
- Discipline will be consistent in its application.

If problematic behavior continues, the teachers will meet with the parents to find a solution that would be in the best interest of the child

and the class. If a resolution cannot be reached, the issue may be taken to the Preschool Board for further discussion.

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We want you to understand that the following types of discipline will NEVER exist in our preschool:

- Any form of punishment for toilet accidents
- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear
- Threatened or actual withdrawal of food, rest, or use of the bathroom
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishments
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child

In the event of a child intentionally harming another person, a parent will be called immediately to pick up their child.

Please note: Three reports of intentional physical harm documented by the director, could result in dismissal from school.

This behavior program can only be successful if all of us, at school and at home, work together. Thank you for your support and cooperation.

## **Classroom Rules**

Classroom rules will be posted in the class and shared with the students and parents. Here are the classroom rules:

- We listen to each other.
- We share with others.
- We care about each other's feelings.
- We take care of our toys.
- Hands are for helping - not for hurting.
- Personal toys should be left safely at home.

# Tiny Treasures Preschool Parent Handbook Sign-Off

After reviewing the Tiny Treasures Preschool Parent Handbook and Guidance Policy, please initial each section and sign at the bottom. Thank you for your cooperation and support!

\_\_\_\_\_ I have received the Tiny Treasures Parent Handbook and understand the policies regarding late tuition payments and returned check fees (“After the 15th of the month a late fee of \$10 is charged. A \$25 fee will be charged on all returned checks.”).

\_\_\_\_\_ I understand the policies regarding late pick-up as listed in the Parent Handbook (“Beginning at 12:10 pm, a \$20 fee will be charged for every 15 minutes past the designated pick-up time”).

\_\_\_\_\_ As stated in the Parent Handbook, I will sign-in my child upon arrival to preschool and sign-out my child at dismissal time.

\_\_\_\_\_ As stated in the Parent Handbook I will “not send my child to preschool if s/he has any of the following: a fever of 100° F or above, recent diarrhea, vomiting, rash or discharge from the eye, ear, or nose. Your child must be fever-free, without the use of fever-reducing medications for 24 hours before returning to preschool.”

\_\_\_\_\_ I have read the guidance policy and I give permission to the staff of TTP to care for my child in the explained measures.

All primary communication will be done through handouts and emails. If you prefer a different form of communication, please talk to the Director.

\_\_\_\_\_

I have received the Tiny Treasures Preschool Parent Handbook and understand the policies as stated in the handbook.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_