



Where learning and play go hand-in-hand.

A Parent's Guide to Our Preschool

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 August 15th. Please make all checks payable to *Tiny Treasures Preschool*.

- \$50 nonrefundable registration fee per family
- Registration/Emergency form
- Medical Form filled out and signed by your child's doctor (with the lead/TB areas completed)
- The last month of the school year's tuition (May)
- 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 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 and Publicity.

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. We typically have multiple fundraisers throughout the school year.

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° Fahrenheit 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 locked 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. Medical Emergencies 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 first called, and then you will be notified. If you're unavailable, the person listed on your emergency medical form will be notified.

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 discipline policy as specified by DCFS, (Department of Child & Family Services), to be followed by licensed & licensed exempt childcare facilities.

Our methods of discipline are listed as follows, though they are not necessarily used in this order. We always choose the method of discipline 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.
- Discipline 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.

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 other.
- We care about each other's feelings.
- We take care of our toys.
- Hands are for helping - not for hurting.

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 WPC Preschool. A \$25 fee will be charged on returned checks. Payments received after the 10th of the month are charged a \$10 late fee. Any tuition not received by the 15th of the month will result in disenrollment.

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.