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and return this
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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. 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
- Birth Certificate

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 Directors 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.

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 10th 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 12:00pm, 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.

_____ I have read the Behavior/Transition Policy and give my permission to the staff of TTP to care for the children's safety.

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: _____

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 10th 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 9:15am and pick-up time is 11:45am.
- The preschool entrance (located just to the east or right of the main doors) will be open from 8:45-9:15am and from 11:30-12:00pm. For security reasons, doors will be locked from 9:15-11:30am. 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 9:15am.
- 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 12:00pm, 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 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.

Field Trips

Field trips are scheduled throughout the year to enrich the learning experience. Parents will need to drive their child to and from the field trip location.

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. 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.

Positive Guidance 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 to be followed by licensed childcare facilities. 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.
- Three reports of intentional physical harm documented by the provider, could result in dismissal from school.
- Discipline will be consistent in its application.

Behavior/Transition Policy

- When a behavior or safety concern is noticed, the provider will document said behavior/safety concern and share with the parent/guardian.
- If the behavior/safety concern continues, a meeting will be arranged between the parent/guardian, and director and teacher to collaborate on a solution. A plan will be developed and shared with the parent/guardian.
- Behaviors and interventions will be documented and shared with the parent/guardian as they happen. If an outside behavioralist/intervention is needed, and both provider and parent/guardian agree, the provider will help to find outside resources that will help to establish interventions to help with the challenging behavior. If parent/guardian does not agree to intervention from an outside source, this shall be documented.
- If, after documenting continued behaviors/safety concerns, interventions and collaborating with the family, the behavior continues and is found to be a detriment to the preschool, a safety hazard to other children, or not the right fit for the child, a transition plan will be developed to find a more appropriate setting by making referrals to other programs.
- The director will ask the family for written acknowledgement of the steps taken in this process and agreement to withdraw their child due to the challenging behaviors, safety concerns, or the program not being the right fit for the child. If written acknowledgement is not given, the director will maintain documentation of this in the child's file. Withdrawal date shall be documented in the child's file.
- Director shall notify DCFS of any transition plans.

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.

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. 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

General Safety

In the event of an emergency such as fire or tornado parents will be called by the director to explain our emergency plan. If children need to be picked up, parents will pick them up in the preschool parking lot by the garage. Identification will be needed if an adult is not listed as an emergency pick-up. The children will be provided with any life saving medication they may need.

The church retains Rose Pest Solutions for monthly, and as needed, pest control. If the workers need to spray or do any pest control, this is done after hours when no children are in or near the building.

Wildwood Presbyterian Church maintains an insurance policy with Acord Insurance which covers any injury to children on the church property grounds. The church holds a policy with Chicago Backflow that keeps our pipes free from contaminants. The water at the church

is Lake Michigan water and is tested yearly by the Lake County Public Works Dept.