

Batavia Covenant Preschool Parent Handbook

TABLE OF CONTENTS

Absences	Page 3
Arrival and dismissal	Page 4
Bringing things from home	Page 8
Changes in child's record	Page 4
Classes and Hours	Page 3
Clothing	Page 8
Communication	Page 9
Emergency Weather Closing	Page 5
Enrollment	Page 6
Guidance & Discipline	Page 9 & 10
Health policies	Page 7
Insurance	Page 5
Medical emergencies	Page 8
Photographs and publicity	Page 10
Purpose of the school	Page 2
Radon Testing	Page 11
Registration fees and tuition	Page 5
Release of personal information	Page 10
Snack Policy.....	Page 11
Suspected child abuse & neglect	Page 10
Transportation	1 Page 6

PURPOSE OF THE SCHOOL

The Batavia Covenant Preschool is a weekday, not-for-profit school established by the church and licensed by the Illinois Department of Children and Family Services. The school is designed to serve the children of the church and the community and their families.

The purpose of the school is to provide a developmentally appropriate, Christian environment for the growth and development of the young child. We believe children are unique individuals who will grow and develop in their own special ways through play, and hands-on experiences, and through interactions with others. By providing a secure and stimulating environment along with the guidance of competent, caring staff members, we are giving children the opportunity to learn joyfully and appropriately for their age.

Children grow faster and learn more during the first five years of life than at any other time; thus, it is the responsibility of those who guide young children to provide appropriate, engaging learning situations. To this, we are committed.

CLASSES AND HOURS

The Preschool provides classes for children who are ages 2 through 5 years old and not enrolled in kindergarten.

The Pre-K class— must be 5 years old by January 1st

4 sessions per week (Mon. Tue. Wed. Thurs) 9:30 am-12noon

The Senior class— must be 4 years old by September 1st

3 sessions per week (Mon. Wed. Fri.) 9:30 am-12 noon

3 sessions per week (Tue. Thurs. Fri.) 9:30 am-12 noon

The Junior class— must be 3 years old by September 1st

3 sessions per week (Mon. Wed. Fri.) 9:30 am-12 noon

2 sessions per week (Tue. Thur.) 9:30 am-12 noon

The Mini class must— be 2 years old by September 1st

2 sessions per week (Mon. Wed) (Tue. Thur.) 9:30am-11:30am

The daily schedule allows for varied learning experiences. There are times for free choice of activities, teacher directed activities, quiet times, individual, small group, and large group activities.

Activities will be planned around a theme appropriate to the child's age and will include art, music, cooking, math, science and school readiness. Activities will be developmentally appropriate. In providing a safe place to explore and learn, we hope to meet the child's needs physically, socially, emotionally, cognitively, and spiritually.

The curriculum will include Bible stories, songs and prayer. The Batavia Covenant Church sponsors the preschool.

ABSENCES

If your child will be absent, please call the preschool office to inform us of the reason for the absence. If you are going on vacation or if your child is going to miss school for a number of days due to illness or other reasons, please call the preschool office. The health and whereabouts of your children are of great concern to us and we would appreciate you keeping us informed.

CHANGES IN CHILD'S RECORDS

If there are any changes in home, cell or business phone numbers, addresses, or place of employment, **the office must be notified immediately.** We need to know how and where to reach parents in case of an emergency. Also, **changes in emergency contact persons or doctors need to be listed.**

ARRIVAL AND DISMISSAL

TO ENSURE THE SAFETY OF ALL CHILDREN, PLEASE DO NOT LEAVE ANY CHILDREN UNATTENDED IN YOUR VEHICLES.

All children must be walked into the church preschool with their parents or authorized family members or caregivers. The adult bringing the child needs to take the child to the bathroom to **use the toilet & wash their hands** then head to the Cubby room to hang up backpacks. Children are then to be walked to their classroom or Fellowship hall to wait in line until their teacher welcomes them into the classroom. The adult needs to sign the child in with their signature and the time of drop off and pick up on the classroom clip board located in the Fellowship Hall.

PLEASE NOTE: OUR OUTSIDE DOOR WILL OPEN AT 9:15 AM AND 11:45 AM. THE DOUBLE DOORS LEADING INTO THE PRESCHOOL WING WILL NOT OPEN UNTIL 9:30 AM AND WILL REMAIN CLOSED UNTIL 12:00 PM

Our preschool day begins at 9:30 am with a warm greeting from your child's teacher and a good-bye from you. Our staff members have spent purposeful time preparing the activities and it is important for your child to arrive on time, ready to begin their preschool day with the rest of their classmates.

At the close of the preschool day at 12:00, your children need to be promptly picked up at this dismissal time. A child may be insecure when his/her friends are gone and no one has come for him/her. Parents should notify the school if for any reason they would be late. A late fee of \$10.00 may be assessed. Only a parent or authorized person may pick up a child. This person should be prepared to show identification. The school must have the person's name, address and phone number prior to the day the person wishes to pick up the child. In an emergency when the parent cannot pick up the child, the parent may call the school and indicate who will pick the child up and then send a signed note stating that the child may be dismissed to said person.

EMERGENCY WEATHER CLOSING

In case of inclement weather due to snow, ice, extreme temperatures, etc., **The Preschool will close when the Batavia Public Schools close.** We will post preschool closings on the Preschool Welcome page on our website at:
bataviacov.org

Please note: We do not provide make-up days for days off of school due to inclement weather.

REGISTRATION FEES AND TUITION

All checks paid to the preschool should be payable to Batavia Covenant Preschool. Personal checks, cash or money orders are acceptable.

The registration fee is payable when the child is accepted into a class.

Tuition may be paid in full prior to school opening or it may be paid in 9 monthly installments. Monthly tuition is due the first day of the month that the class meets.

Full tuition is paid regardless of illness or family trips. When a child is enrolled in school, the expense to maintain the services reserved for the child is constant although the child may be absent.

A late fee may be assessed if tuition is not received in a timely manner. If tuition has not been received by the 1st of the following month, it may be necessary to remove the child from the program.

Children are expected to be enrolled for the full year. If a situation arises that requires you to withdraw your child, please inform the director and the child's teacher as soon as possible.

INSURANCE

The Preschool, through the Batavia Covenant Church, carries liability insurance as required in the D.C.F.S. LICENSING STANDARDS.

ENROLLMENT

All children are eligible for enrollment and will not be discriminated against because of race, color, gender, religion, national or ethnic origin.

Registration will take place in mid-January prior to the fall enrollment. The application for admission and the non-refundable registration fee is due at this time. The first month's tuition will be payable before June 1st of that previous spring.

The following forms and fees are due at Orientation:

- Birth certificate (Original certified copy)
- Child's record / Emergency form
- Guidance and Discipline Policy
- Illinois Certificate of Health Exam
- Integrated Pest Management
- Late Pick Up Policy
- Parent Consent
- Personal History
- Registration form (turned in at registration)
- Tuition Contract (turned in at registration)
- Verification of receipt (D.C.F.S. Booklet)
- Verification of receipt (Parent Handbook)

These forms make up the child's personal file on record in the preschool office file and are required by the Illinois Department of Children and Family Services.

Each child must have a medical examination dated no less than 6 months prior to enrollment. **The child's immunizations must be current and a TB test and Lead Screening are needed to enroll. All forms must be on file before the child may be enrolled. These are state regulations.**

TRANSPORTATION

The Batavia Covenant Preschool does not provide transportation to or from school. Parents are responsible for transporting their child and may want to form carpools for their convenience.

HEALTH POLICIES

The health policy of our preschool has been formulated for the purpose of safeguarding the health, safety and well-being of all children and adults who participate in our school's activities. Any child not well enough to participate in all activities of the program including outdoor play should remain at home.

The following symptoms could indicate a contagious disease:

Constant sneezing / Productive cough / Nasal discharge
Extreme Fatigue
Fever / Pain
Reddened, Weepy Eyes
Skin Eruptions / Rash
Swelling / Redness of Throat
Vomiting or Diarrhea

Parents are required to keep their children home in the event of any of these symptoms. **The child will be admitted to class when he/she has been free of any or all of these symptoms and has not required fever /pain medication for a minimum of 24 hours.**

Should these symptoms develop while at the school the child will be cared for in an isolation area until a parent can arrive to pick him / her up. If symptoms persist or if communicable disease is confirmed (measles, chicken pox) re-admittance may require a statement from the child's physician declaring the condition non-contagious.

When your child is given antibiotics, he/she can be considered non-infectious 24 hours after beginning treatment and has been fever free for 24 hours, and then he/she may return to school.

If your child contracts a communicable disease such as measles, chicken pox or strep throat or has head lice, please let the director know **A.S.A.P.** so we may alert other parents to the symptoms.

We request that parents maintain a change of clothes in each child's backpack for any type of accident.

MEDICAL EMERGENCIES

In the case of a medical emergency or an accident, we will contact the parents immediately, as well as administer necessary first aid. In the event we cannot reach a parent at the phone numbers we have on file we will attempt to contact them through persons listed on the completed emergency information form. If it seems necessary or appropriate we will contact the child's physician.

In the case of a life-threatening emergency we will immediately call **911**, administer necessary first aid/CPR, contact the parents and continue to reassure and comfort the child. Should transportation to a hospital become necessary, a staff member will accompany the child whenever possible.

CLOTHING

Dress your child in simple, washable clothes. This is a preschool-the children use paint, markers, crayons, sand, dirt etc. The children also play outside everyday, weather permitting. **Please do not send your child to preschool in expensive clothes which may be costly to replace. Also please do not send your child in open-backed shoes or flip flops.** Your children need to be free to climb, run and jump in safe shoes. If possible, have your child wear clothes he/she can get on and off him/ herself when going to the bathroom. Please label all jackets, boots, sweaters and mittens. Boots are to be left in the "cubby room". They may bring shoes with them to wear in the classroom. Please dress child appropriately for outdoor play.

BRINGING THINGS FROM HOME

Sometimes in adjusting to a new situation it is helpful for the child to bring something of his own to school. We will encourage children to keep these special items in their cubbies. We request that fragile and valuable toys, as well as toy guns, be left at home. We cannot be responsible for items brought from home. Children should not bring gum or candy to school.

COMMUNICATION

Parents are always welcome at the preschool. If you would like to share a talent or special interest, please contact one of the teachers. Some talents would include playing a musical instrument, having a special creative art suitable to do with young children, or an unusual pet or science Show and Tell. Donations are also appreciated. (Examples include educational toys in good condition, dress up clothes, time to help with repairs, sewing doll clothes, aprons or other needed items).

Each month the parents will receive a class newsletter including information concerning the calendar and other news, themes for the month, and periodically, words to some songs and finger plays. We hope this will help families feel a part of the child's school experience.

Parent conferences will be held once a year in early spring. Parents may request a conference at other times. It is difficult to have conferences at arrival or dismissal times, when teachers need to be with the children. Please feel free to call the teacher with any questions or problems by calling the preschool phone number 630-879-3795

GUIDANCE AND DISCIPLINE

The set up of the environment and the few simple rules of the classroom alleviate most discipline problems. If a child is having difficulty, it may be that he or she is tired that day or that they are learning to deal with their emotions and just beginning to develop the social skills needed to work and play with others. The staff believes this is one of the important aspects of preschool. We will help children deal with anger appropriately and help children to work through problems. In some instances, it may require removing a child from that area of play. We will communicate any problems to parents. In the rare event that appropriate disciplinary action and conferencing with the child's parents do not result in a resolution; we must reserve the right to require the parents to find alternate care. (Continued on the next page)

(CONTINUED) GUIDANCE AND DISCIPLINE

In an effort to partner with all parents, we expect all parents to understand that they are subject to the same standards of appropriate behavior. In the unlikely event that a parent exhibits inappropriate and disrespectful behavior, we may take any or all of the following actions; verbal warning, conference, family dismissal.

The safety of all children is of the utmost concern to our staff. Children attending our preschool must demonstrate the capacity to listen to their teachers, and remain with the class— in the classroom, on the playground, and while walking from one space in the building to another i.e., gym, sanctuary, etc.

SUSPECTED CHILD ABUSE AND NEGLECT

By law, the staff is required to report suspected child abuse and/or neglect. We are obligated therefore to report any suspected cases of abuse or neglect to the Department of Children and Family Services.

For the safety of everyone, no child will be released to any person (including a parent) who appears to be under the influence of drugs or alcohol or in any other way appears to be not in a stable condition to operate a vehicle or otherwise care for the child.

RELEASE OF PERSONAL INFORMATION

No personal information will be released to an individual outside of the Batavia Covenant Church and Preschool without the written permission of a parent or guardian.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our program may be taken from time to time and may appear in newspapers, brochures, on our website or other publicity materials along with our school scrapbook and bulletin board displays.

RADON TEST CERTIFICATION

The Department of Children & Family Services requires preschools to have the facility professionally tested for radon every 3 years. BCP test certification is posted on the bulletin outside the preschool wing door.

SNACKS

Each family provides snacks and a drink for the whole class on a given day. For the safety of your child's health, DCFS will only allow snacks, juice and milk that are store bought and in their original unopened containers.

Juice **must** be 100% juice and 64 oz. bottles are preferred over juice boxes. A half gallon of milk is sufficient for the class. We always have water available for the children.

To ensure snacks are safe for everyone, we are a peanut free facility. Please do not bring any snacks with peanuts or peanut products listed in the ingredients.

Parents will be assigned a snack day for their child, provided on a calendar, given at the end of each month for the start of the following month. This calendar will include the snack and drink for that day. Our goal is to provide a balance of healthy snacks for the days your child spends at preschool.

Please understand that the snack may or may not be your child's favorite or may possibly be something your child dislikes. While eating together with other children, our healthy snack time provides an opportunity for children to try new or different foods. Teachers will encourage the children to have a taste of the healthy snacks provided.

Birthday Treat Policy

Sugary sweet treats (cupcakes, donuts) are not permitted for birthday celebrations. The sugar levels in these treats are so high and do not provide the adequate nutrition young children require in the midst of their busy day of play. We will still celebrate, sing and give best birthday wishes to your children on their day of celebration, but the snack for the day will be healthy.

REVISED 6/2018