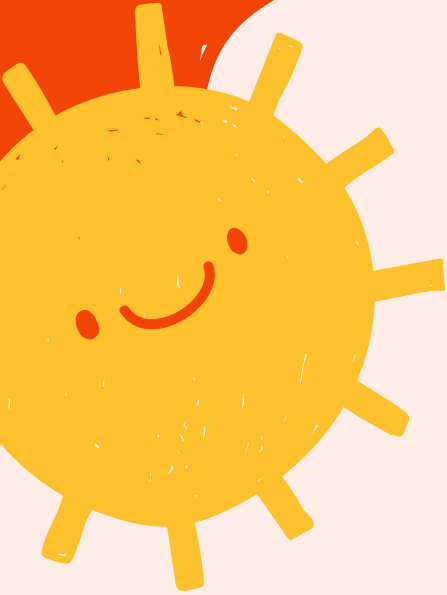




Batavia Covenant Preschool



Parent Handbook

**Bringing Joy
and the Love of Learning
to all God's Children**

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Purpose of the School

Batavia Covenant Preschool is a weekday, not-for-profit school established in 1990 by the Batavia Covenant Church and licensed by the Illinois Department of Children and Family Services. The school is designed to serve children and families in our church and community.

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, hands-on experiences, and through interactions with others. By providing a secure and engaging 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 & Hours

Children need to be fully potty trained for all classes except the Mini class.

Pre-K class 4s & 5s \$285/4 days \$360/5 days

4 years old by September 1st

4 classes per week Mon/Tues/Wed/Thurs 9:30am-12:00pm

Typically for children who are closer to 5 years old, are developmentally ready to attend 4 days or who need an additional year of growth before Kindergarten.

Once all children are registered, if there is space in our Senior Friday class, children have the option to attend 5 days/week.

Senior class 4s & 5s \$240/3 days \$360/5 days

4 Years old by September 1st

3 classes per week Mon/Wed/Fri 9:30am-12:00pm

3 classes per week Tues/Thurs/Fri 9:30am-12:00pm

Once all children are registered, if there is space in both classes, children have option to attend 5 days/week.

Junior class 3s & 4s \$240/3 days \$195/2 days \$360/5 days

3 years old by September 1st

3 classes per week Mon/Wed/Fri 9:30am-12:00pm

2 classes per week Tues/Thurs 9:30am-12:00pm

Once all children are registered, if there is space in both classes, children have option to attend 5 days/week.

Mini class 2s & 3s \$175

2 years old by September 1st

2 sessions per week (Mon/Wed) or (Tues/Thurs) 9:30am-11:30am

Children do not have to be toilet trained to join the Mini class.

Daily Schedule

The daily schedule allows for varied learning experiences.

There are times for free choice of activities, teacher directed activities, quiet times, snack, individual, small group, large group activities, indoor and outdoor play.

Activities will be planned around a theme appropriate to the child's age and may include literacy and language development, math, science, art, music, cooking, and school readiness.

Activities will be developmentally appropriate and designed with the whole child in mind. By providing an engaging, safe place to explore and learn, we hope to meet the child's needs socially, emotionally, cognitively, physically, and spiritually.

The preschool is a Christian ministry of the Batavia Covenant Church and the curriculum will include Bible stories, songs, and prayer.

Enrollment

All children are welcome and eligible for enrollment. BCP does not discriminate. We admit students of any race, color, gender, differing abilities, religion, national or ethnic origin, to all the rights, privileges and activities made available to all students.

Registration Fees & Tuition

Registration takes place in mid-January prior to the fall enrollment. The \$95 registration fee is payable when the child is accepted into a class. September tuition is due by May 1 and the remaining 8 payments are made at the beginning of each month Sept-April.

- Tuition checks should be made payable to Batavia Covenant Preschool. Personal checks, cash or money orders are acceptable.
- Tuition may be paid in full prior to school opening or it may be paid in 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.

Enrichment Program

Our after preschool class Enrichment Program, sponsored by the Batavia Covenant Church, is designed for children in the Junior, Senior and Pre-K classes who are ready to engage in meaningful and purposeful activities during an extended school day from 12:00-1:30.

- Parents may choose Lunch Bunch and/or Yoga with Mrs. Coyle.
- Pre-K students can sign up for all four days!
- Children will bring their lunches to preschool on the morning of their Enrichment Class.
- When signing up for the Enrichment Classes, please keep in mind your child's body rhythms and demeanor to determine if he or she is ready to engage in an extended school day.

Lunch Bunch Mon & Tues

This Enrichment Class begins with eating lunch together, while listening to relaxing music. During lunch, we will have time to connect with each other in purposeful conversation about the day just spent in the preschool classes.

After eating, we will transition to either an Art, Cooking, Math or Science activity, based around the theme of the month. The children will also enjoy listening to a theme related book.

Yoga with Mrs. Coyle Wed & Thurs

This Enrichment Class begins with the 45 minute yoga class. After yoga, we will transition to eating lunch together.

Students will work on:

- Calming Techniques
- Body Awareness
- Mindfulness
- Developing Strength and Flexibility
- Self-Esteem

Arrival & Dismissal

All children must be walked into the preschool with their parents, 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 to the Fellowship hall to wait in their class line until their teacher welcomes them into the classroom. If our preschool offers a drive-up arrival & dismissal option, you will receive instructions prior to this change.

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

- Our preschool day begins at 9:30am 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 12:00pm, your children need to be promptly picked up at this dismissal time. Children may be insecure when their friends are gone and no one has come for them. 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.





Transportation

Batavia Covenant Preschool does not provide transportation to or from school. Parents are responsible for transporting their child and may choose to form a carpool for their convenience.

Emergency Weather Closing

In case of inclement weather due to snow, ice, extreme temperatures, etc., the preschool will close when the Batavia Public School District 101 closes. Expect to receive a text from the Remind texting app and an email.

We will also post preschool closings on the Preschool Welcome page on our website-bataviacov.org. Please note that we do not provide make-up days for days off of school due to inclement weather.



Snacks

- Each child will be assigned a snack day to bring the snack for the class, provided on a calendar, given at the end of each month for the start of the following month. For the safety of your child's health, DCFS will only allow snacks that are store bought and in their original unopened containers.
- All fresh fruits and veggies must be washed and prepared in our Health Dept inspected kitchen.
- Children are to bring water bottles daily, labeled with their names. Additional water is always available for the children.
- To ensure snacks are safe for everyone, we are a peanut free facility. Please do not bring any snacks with peanut or peanut products listed in the ingredients.

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.

Clothing

Dress your child in simple, washable clothes. Expect your children to get messy! We use paint, markers, crayons, sand, dirt etc. The children use dry erase markers in some of the classes which, if written on clothing instead of white boards, does not wash out well. Please do not send your child to preschool in expensive clothes which may be costly to replace. Please dress your children in clothing that provides ease of use for going to the bathroom.

The children also play outside everyday, weather permitting. 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. Please dress child appropriately for the weather we are having for outdoor play. Please label all jackets, boots, sweaters and mittens. Please provide boots for your child to wear on rainy, snowy or muddy days and bring shoes for your child to change into once inside the preschool.

Bringing things from home

Sometimes, in adjusting to a new situation, it is helpful for a child to bring something of his or her own to school. As much as possible, 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.

Health Policy

The health policy of our preschool has been created 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.

Symptoms of Illness

- Sneezing
- Productive cough
- Nasal discharge
- Headache
- Extreme Fatigue
- Fever
- Pain
- Reddened, Weepy Eyes
- Skin Eruptions/Rash
- Sore Throat
- Vomiting
- Diarrhea

- Parents are asked to keep their children home in the event of any of these symptoms to prevent the spread of illness and to keep our preschool community healthy.
- Should children develop any of these symptoms while at the school, they will be cared for in an isolation area until a parent can arrive to pick them up.
- Children may return to school when considered non-infectious; when they have been symptom free for 24 hours, have not required the use of fever/pain medication for 24 hours or have been on an antibiotic for 24 hours.

Health Policy

(continued)

- If your child contracts a communicable disease such as Covid, RSV, Influenza, a Strep infection, Conjunctivitis or has head lice, please let the director know A.S.A.P.
- If symptoms persist or if a communicable disease is confirmed, the ability to return to school may require a statement from the child's physician declaring the condition non-contagious.

Absences

If your child will be absent, send a text, an email or call the preschool office to inform us of the reason for the absence. Please let us know your child's symptoms, type of illness and if they have been diagnosed by a physician. We need to know this information, as we are responsible to report certain communicable illness to the Kane County Health Dept. 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 let us know. We care deeply about your children and their health and welfare is of great concern to us.

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.

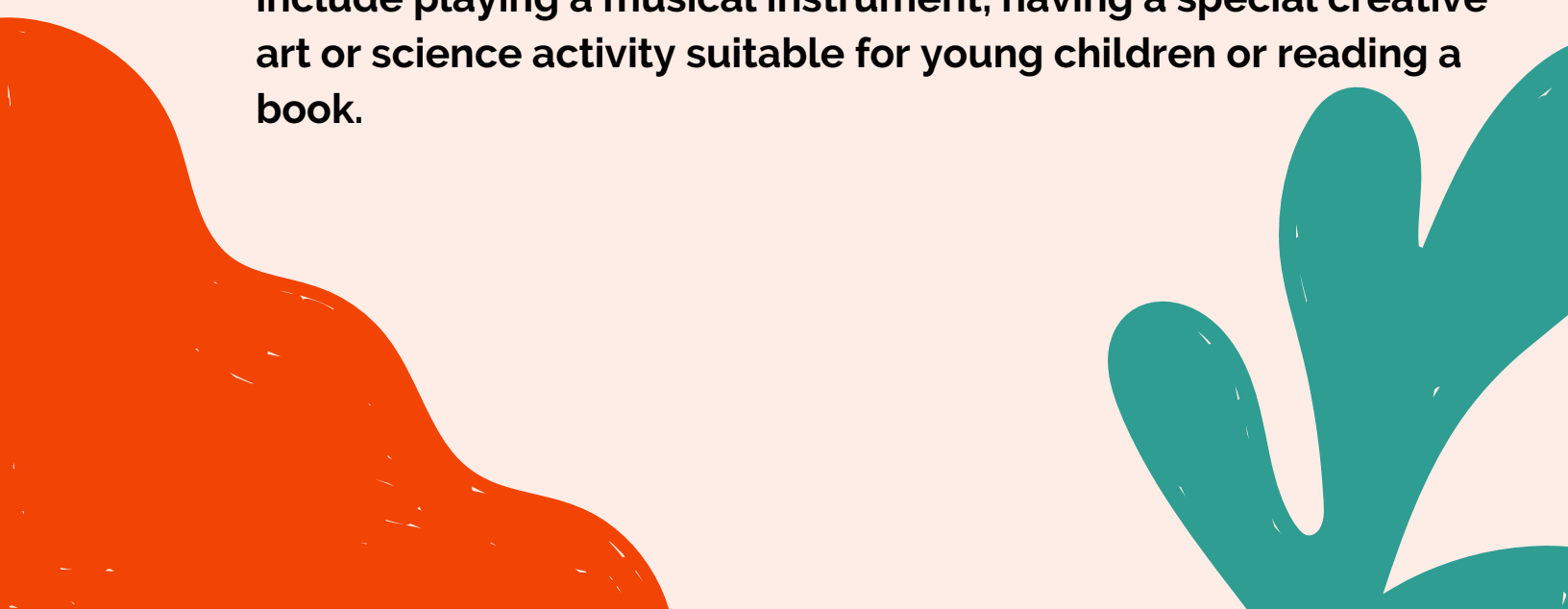
Changes in Child's Record

If there are any changes in home, cell or business phone numbers, addresses or place of employment, please notify the preschool office at your earliest convenience. It is very important that we are able to reach parents in case of an emergency.

Also, any changes in emergency contact persons or doctors need to be provided.



Communication

- 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. Photos are taken, when appropriate, and are sometimes emailed home, posted on a Google Photos Album or provided on the monitor in the Fellowship Hall.
 - Teachers share their email with parents and a phone call can be arranged for longer discussions.
 - Teachers will provide a brief description of any important events or happenings during the day to parents at dismissal.
 - Parent conferences will be held once a year in early spring. Parents may request a conference at other times.
 - Parents are always welcome at the preschool. If you would like to share a talent or special interest with your child's class, please contact your child's teacher. Some examples may include playing a musical instrument, having a special creative art or science activity suitable for young children or reading a book.
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Guidance & Discipline Policy

- An important goal for our preschool is to have a safe, welcoming atmosphere for all children, their families and our teachers. The staff members of our preschool are here to guide the children in their social/emotional development and to teach appropriate responses to the many situations that arise during the preschool day. The set up of the environment and the few simple rules of the classroom alleviate most discipline scenarios. When children are having difficulty, it is most likely because they are learning to deal with their emotions. Most preschool aged children are just beginning to develop the social skills needed to work and play with others. We believe this is one of the most important aspects of a child's preschool experience.
- Our most important response to children needing guidance is to encourage them in a positive manner toward an appropriate behavior for a given situation. Redirection to the positive choice usually works well in most circumstances. If a child is having recurrences of a negative behavior, parents will be notified. Our goal is for children to become self-regulated in their choices for behavior and learning, and to gain a sense of community within their classroom and in our larger preschool environment.
- Our staff will acknowledge the emotions children are experiencing. We will work together to help children recognize and name these emotions and to guide them toward an appropriate response. In some instances, if a child is not responding to our guidance, it may require moving a child away from an area of play and talking with a child about his or her behavior. Depending on the circumstance, we may reach out to a child's parents for their input in helping us meet the needs of their child at preschool. A parent may be asked to spend time in the classroom to assist with guiding their child's behavior.

Guidance & Discipline Policy

BEHAVIOR SUPPORT POLICY

- **Our utmost concern is for the safety and well-being of all children and staff in the preschool. If a child is being unsafe or unkind with words or with their body, the child is brought to the director's office to have a talk about what it means to be safe with all of our friends at the preschool.**
- **If further steps are necessary, the preschool staff, along with the child's parents/guardians, will establish a behavior support plan, in order to further assist the child's ability to participate safely in our preschool program.**

TRANSITION POLICY

- **If together, we are not successful in guiding a child to safe behavior, we will assist the family in transitioning to a program that is designed to meet the specific needs of the child.**
- **In an effort to partner with families, we expect all parents to understand that they are subject to the same standards of respectful, appropriate behavior. In the unlikely event that a parent exhibits inappropriate or disrespectful behavior, we may take any or all of the following actions; verbal warning, conference, family dismissal.**
- **For more detailed information refer to 407 Licensing Standards for Day Care Centers Sections 407.250.j-n & 407.270.a.5.**

Suspected Child Abuse or 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 in an unstable 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 & Publicity

With parental permission, photographs of the children participating in our program may be taken from time to time and may appear in brochures, our website, Facebook or Instagram accounts, or other publicity materials along with our school scrapbook and bulletin board displays.




Radon Testing

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 lower level preschool wing door.

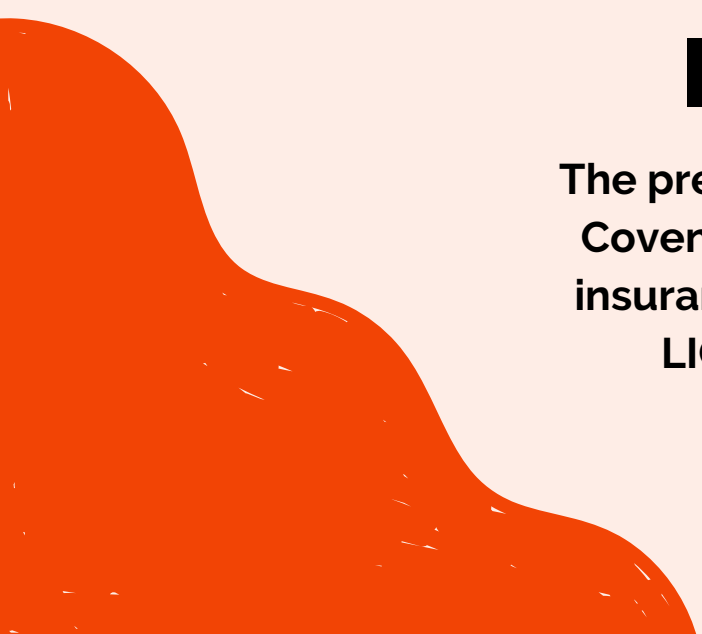
Water Testing

The Department of Children & Family Services requires preschools to have the water in the facility professionally tested for lead. BCP testing results are posted on the bulletin outside the preschool office door.



Insurance

The preschool, through the Batavia Covenant Church, carries liability insurance as required in the DCFS LICENSING STANDARDS.






Emergency Action Plan

In the event of an emergency and in an effort to be coordinated with Batavia School Dist 101, since our preschool is in the town of Batavia, we will follow the school district's Emergency Action Plan. Please refer to the following page for the terminology of the categories used for different scenarios.

Our staff has been educated and trained regarding the circumstances that would warrant our preschool to operate under each of these scenarios. We have practiced being in numerous areas of the church and how to act if the need arises to apply any of these procedures. Should the need arise to operate under one of these scenarios, you will be contacted via the Remind texting app.

Should the need to evacuate the building occur, we will take the children to the Batavia Fire Station, next door, which is our safe haven, If we need to release your children to you from the Fire Station, you would be notified via the Remind texting app.



IN AN EMERGENCY

TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

- Clear the hallways and remain in room or area until the “all clear” is announced
- Do business as usual

ADULTS

- Close and lock door
- Account for students and adults
- Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

- Return or remain inside
- Do business as usual

ADULTS

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN! Assess the situation. Prepare to run, hide, fight.

STUDENTS

- Move away from sight
- Maintain silence
- Do not open the door

ADULTS

- Lock interior doors
- Assess: decide to run, hide or fight
- If running: use quickest route, hands visible
- If hiding: barricade door, stay out of sight, & spread out
- If fighting: commit & be aggressive



EVACUATE! To your rally point.

STUDENTS

- Bring your phone
- Leave your stuff behind
- Follow instructions

ADULTS

- Close doors and windows
- Grab Emergency Go Kit
- Lead evacuation to rally point
- Account for students and adults
- Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Move to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover, and hold

ADULTS

- Lead safety strategy
- Account for students and adults