

VOLUNTEERS

There will be occasions when we will need volunteers to help prepare classroom items, etc. Field trips will be taken. We will need volunteers to help transport children, too.

WAYS IN WHICH WE MAY BE OF HELP TO YOU

When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment and his growth and development.

Your child's progress will be discussed at Parent/Teacher Conferences which are held in the fall and spring.

Tests that we administer are primarily for screening purposes. You will be referred to persons who provide special services, if we feel that your child needs further evaluation of his school performance.

WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and messy activities and provide clothing that is washable! Please always consider comfort, first! Be sure that all coats, and other articles of clothing are labeled for identification. If you child wears rain or snow boots, we ask you to send shoes for your child to change into. We ask that you choose clothing that can be easily managed by your child. Elastic waist pants are the best. Overalls, jeans with difficult snaps, buttons, zippers and one-piece outfits are usually the cause of bathroom accidents.



WHO CAN ATTEND?

The school is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be at least three years of age by September 1, and must not be over kindergarten age. The school is nonprofit, nonsectarian, and nonpolitical.

OUR MISSION

Little Prairie Preschool has been an outreach to our community since 1983; providing a good foundation for kindergarten and expressing God's love. Our staff provides a safe, loving and Christian environment where children can develop socially, emotionally, physically and spiritually. Through our daily Bible lessons, verses, songs and prayer, we are teaching our students that God loves us.

WELCOME

You are a preschool family now. We offer a setting geared to the needs and interest of each child who is a part of our school. We try to take into consideration individual differences and special abilities. Thank you for allowing us to join with you in providing for the care, loving, and nurturing of your developing child. We look forward with eagerness to the school days ahead.



Licensure Status

Our preschool is under the supervision of DCFS (Department of Children and Family Services). From 1983 through Spring 2020 we were a licensed facility. This was the choice of the church committee at the time of forming the preschool. We were informed by DCFS in April of 2020 that we qualified to be a license-exempt facility. This is because our students are with us less than 10 hours per week. This status does not change the high quality of our program or day to day operations. It does allow for less paperwork and more flexibility in hiring.



ARRIVAL AND PICK UP

The morning classes meet from 8:00 till 11:00 and the afternoon classes meet from 12:00 till 3:00. All children are to arrive no earlier or no later than the starting time. Children are to be picked up at the time that school is scheduled to dismiss. If your child is not picked up at the scheduled time and 15 minutes has passed, the parent will be notified. If the parent cannot be contacted, the staff will be contacting the individuals who you have given consent to pick up your child. If contacts are unsuccessful and there is a 30 minute time span, a \$10.00 charge will be expected. The staff will remain at school with your child, but after 45 minutes have passed and contacts are unsuccessful, the staff will be contacting local law enforcement to try and locate parents. When you or someone else picks up your child, you must come in and sign him/her out and write down the time of departure and your vehicle type (this is required by the State). Please use our West door to bring and pick up your child. Those arriving late for drop-off will need to use our North door.

CAR POOLS

We will try and help parents find others with whom to form a car pool.



AUTHORIZATION TO PICK UP CHILD

No child will be released to a person not authorized by a parent to pick up the child. We must have written permission in this respect.

CREDIT FOR ABSENCE

There are NO Credit Refunds. Tuition is a flat rate regardless of snow days, sickness, holidays and absences. We request that you call the school on the day of your child's absence. If it becomes necessary to withdraw your child from school permanently, it is required that you give a 2 weeks notice with the Director personally. A child who attends any portion of the month will be charged for the entire month. When you enroll your child into our pre-school program our staff will be preparing your child for kindergarten. We expect your child to be at school at each class time unless it is due to illness. When

NUTRITION

The state health department and DCFS requires one natural fruit each day, along with 100% juice or milk with snack. All snack items are to come in unopened containers. We cannot use any item, if the container has already been opened. Parents provide the snacks daily. All snacks must be store bought. We cannot accept any home prepared foods OR any kind of soda, Kool-Aid or fruit punch. Milk and 100 % juices will be the only drinks accepted. By the age of 3 years, your child should be able to drink from an open cup. When snacks are being served, 5 oz. Dixie cups are used for your child's drink. **NOTE: We NO longer allow take-home treats at any time. The Preschool staff will handle choosing and giving out prizes and special holiday treats throughout the year.** This is to protect children with allergies.

RELIGIOUS INSTRUCTION

Since we are a school sponsored by a church body, we will be teaching Biblical concepts. Prayers will be recited, a Bible story will be read and applied, and some of our art work will have a religious theme, especially at holiday time. We will in no way teach church doctrine, for this is not our purpose in conducting a preschool.

STAFF

All staff members of the Little Prairie Preschool are qualified for the position for which they are hired. They are all recognized by the state of Illinois to be capable of fulfilling their responsibilities at our school. They are certified in CPR and First Aid. They have underwent an application process channeled through the Elders of LPCC and a committee made up of our church membership.

TOYS

We ask that you bring no toys from home with the exception of items requested by the teachers for educational purposes. In those instances, teachers will see to it that personal items are returned to children's backpacks. Otherwise, do NOT bring toys/objects from home for children to hold or play with. The preschool will not be responsible for keeping track of unauthorized items.



- If your child has a heavy nasal discharge.
- If your child has a constant cough.
- If your child is fussy, cranky, and generally not himself.



- Keep your child home even if the child is just tired----even though you may be tired of looking after him. Rest at such times may prevent the development of serious illness.
- If your child has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever.) Please notify the school at once if the child does have a communicable disease.
- If your child has a contagious rash like poison ivy.

The child may come to school:

- If your child's cold is over, but is left with a minor nasal drip.
- If your child has been exposed to a communicable disease, but the school has been notified so that the child's incubation period can be discussed and it can be determined on what dates the child should stay home.

A Tuberculin test is required of staff at the time of employment.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance. The preschool staff will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will need a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep us up-to-date on phone numbers, emergency numbers, and other pertinent information.



your child does not attend regularly the Director/Teacher has the right to ask the parents to remove the child from school. The school often has children on a waiting list and it's only fair to let another child attend to benefit from our program.



BIRTHDAYS

Your child will be the leader on their birthdate or the school day closest to it. The Birthday Leader will get to pick an item out of the Birthday Box, will receive a card and the class will sing "Happy Birthday". Please **DO NOT** send large cupcakes, full-size cakes or anything extremely messy for birthday snack. Cookies or ice cream cups or miniature cupcakes are allowed. Homemade items are not allowed due to DCFS policy. Baked goods (and all snack items, any time) must be purchased and in unopened packaging. A natural fruit and 100% juice or milk must also be included in the snack.

DAILY PROGRAM

While your child is in school, he or she will be involved in learning and self-directed play. When a child enters our classroom, he or she will be greeted by a teacher and then given the freedom to enter the world of learning and fun.

A teacher is always nearby to lend support when needed---to help the child when he momentarily loses control of materials, equipment, or even his emotions. A teacher is always nearby to answer questions, offer a challenging statement, or make a suggestion---in keeping with each particular child's current level of achievement, interest, ability, and needs.

Each day we begin with free play, then Bible lesson followed by circle time, snack, large motor activities, group learning & sharing time, story time and activity centers. Children have a time to grow, time and room to explore, to experiment, to discover and time to be a child.

DISCIPLINARY ACTION

The staff here at Little Prairie Preschool reinforces class rules daily and expects your child to accept our authority. When your child does not accept authority, a time out mat is used. When your child has had a time out, a note about their

behavior will be sent home that day in their backpacks. If teachers have not had sufficient time to write a note during class, a text or phone call will be made to the parents later in the day. A conference with the parents can be done any time during the school year to discuss any concerns about your child's behavior. The teacher has the right to ask the parents to remove a child from the school if the teacher sees that the child is not benefiting from the school or if he is a danger to the other children (such as persistent biting or kicking of others). This action will not be taken until the teacher and parents have conferred about the problem and a week's notice has been given by the school.



EXPECTATIONS

By the age of 3 years, your child should be able to drink from an open cup. Beyond that, all that we expect of the child is that he or she come to school and be himself or herself. We expect parents & guardians to read the operating procedures in this handbook and in supplemental notes and newsletters that we send home each month/day.

FINANCIAL ARRANGEMENTS

Tuition is determined on the actual costs of operating the school. Registration is in April. You will be notified of the registration. A registration fee of \$65 for the 2 day class, and \$75 registration fee for the 3 day class must be payable when you enroll your child in April. The registration fee is non-refundable. The fees are used to help pay for take home papers and supplies that your child will use during the year. The monthly tuition is \$75 for the 2 day class, and \$85 for the 3 day class. The tuition is payable in advance. The school depends on each month's tuition to pay its current expenses. Fees must be paid by the 10th of the month unless you have made other arrangements with the Director of the school. If fees are paid after the 10th, a late fee of \$10 will be charged. If you know you will not be able to get the tuition to the school by the 10th, then it must be mailed to the school and postmarked no later than the 10th. Delinquent fees of 30 days or more will result in

the removal of a child until the fees are paid. A generous, community benefactor offers tuition scholarships for those families that qualify. Please see the separate scholarship application forms for more information on scholarships.

HEALTH & SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to all of us. Upon enrollment you must file with us a health form signed by a physician. We also require that the child have certain standard immunizations, including Polioyелitis, Measles, Mumps, Rubella (MMR), Diphtheria, pertussis, tetanus (DPT), Hib, Hepatitis B and chicken pox (Varicella). It is now required in the State of Illinois that your child receive a vaccination against chicken pox or to provide proof of having had the disease. This requires a statement from your child's physician. The chicken pox vaccine must have been given on or after the first birthday. This is a requirement from the Illinois Department of Public Health which took effect July 1, 2002. A TB test by the Mantoux method is not required, but it is recommended for anyone upon entry into a group setting such as a daycare, school, group home, etc. A lead screen test and results is required also by the State of Illinois. Effective January 1, 2008, the Illinois State Board of Education has required a Certified Copy of each child's birth certificate when a child enrolls for the first time in a preschool. A Certified copy will be at the courthouse of your child's birth place. A form will be given to you to sign when you present the original certified birth certificate and a copy will be made. The original will be returned to the parent or guardian. Before the first day of school, immunizations, physical, lead screen test with results and the certified copy of the birth certificate must be completed. All personal information about a child will be confidential. A written consent from the parent must be provided before any personal information is released.

Your child may be sent home if he appears to have symptoms of illness during the class time. In such cases, he is immediately isolated from the others and a parent is contacted.

Keep your child home:

- If your child has a fever or has had one during the previous 24 hour period.
- If your child is on an antibiotic, they must be on it 24 hrs. before returning to school.