

## OUR MISSION

Little Prairie Preschool has been an outreach to our community since 1983 to provide a good foundation for kindergarten and to know about 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 children that God loves us.

## WELCOME

You are a preschool family now. We would like to extend an open invitation for you to drop in for informal visits. This will give us the opportunity to become acquainted with your entire family, and it will allow us to provide optimal learning opportunities for your child.

Informality is the keynote. We offer a relaxed and casual 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. Through all of these settings we try to prepare each child to be ready for kindergarten.

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 year ahead.



## 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 is expected and for every 30 minutes thereafter. The staff will remain at school with your child, but after the first 45 minutes have passed and con-

tacts are unsuccessful, the staff will be contacting the police department to try and locate the 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. Please use the West door to bring and pick up your child.

## 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.

## 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.



## CAR POOLS

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

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

## DAILY PROGRAM

While your child is in school, he or she will be involved in learning and self-directed play. When the child enters his or her classroom, he is greeted by his teacher, and then he is 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 story followed by a snack time, circle time, large motor activities, large group and table time activities. 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 needs to use the Time Out Mat, a note about their behavior will be sent home that day in their backpacks. 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 come to school and be himself. What we expect of the parents is that you read the operating procedures in this handbook and in supplemental notes and newsletters that we

that we may send you from time to time, and that you feel free to be a part of the school--offering suggestions, comments, and constructive criticisms, as well as financial and moral support.

## FINANCIAL ARRANGEMENTS

Tuition is determined on the actual costs of operating the school. Registration is in April. You will be notified of the registration dates by mail. A registration fee of \$50 for the 2 day class, and \$60 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 pay for take home papers and supplies that your child will use during the year. The monthly tuition is \$65 for the 2 day class, and \$75 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.

## 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 Hib, Hepatitis B and chicken pox (varicella) vaccine. 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 is required but it must be done by the Mantoux method and results be written on the physical form. A lead screen test and results is required also. Effective January 1, 2008, the Illinois State Board of Education has required a Certified Copy of each child's birth certificate when a child en-



rolls for the first time in a preschool. A Certified copy will be at the courthouse of your child's birth place. Before the first day of school, immunizations, physical, TB, 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.
- 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 Director or an assistant 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.

### HOLIDAYS AND VACATIONS

We will follow the same attendance schedule set up by the Edwards County Community School District No. 1. When they are out of school for holidays, vacations or snow days, we will also be dismissed. We will not have early dismissal unless it is stated in the monthly newsletter.

### 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 some 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.



## TOYS

We ask that you bring no toys from home.

## VOLUNTEERS

There will be occasions when we will need volunteers. We need and urge your voluntary assistance when activities are being planned. Field trips will be taken, and we will be using the church van for our outings. 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 other messy activities and provide clothing that is washable. Think of playing outdoors when weather permits and of the changing seasons. Be sure that all coats, mittens, boots, and other articles of clothing are labeled for identification. If your child wears rain or snow boots, we ask you to send shoes for your child to change into. Especially with the 3 year olds, 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.



## *A Parent's Prayer*

*Oh, God, make me a better parent.*

*Help me to understand my children, to listen patiently to what they have to say and to answer all their questions kindly. Keep me from interrupting them, talking back to them and contradicting them. Make me as courteous to them as I would have them be to me. Give me the courage to confess my sins against my children and to ask of them forgiveness, when I know that I have done them wrong.*

*May I not vainly hurt the feelings of my children. Forbid that I should laugh at their mistakes or resort to shame and ridicule as punishment. Let me not tempt a child to lie and steal. So guide me hour by hour that I may demonstrate by all I say and do that honesty produces happiness.*

*Reduce, I pray, the meanness in me. May I cease to nag; and when I am out of sorts, help me, Oh Lord, to hold my tongue. Blind me to the little errors of my children and help me to see the good things that they do. Give me a ready word for honest praise. Help me to treat my children as those of their own age, but let me not exact of them the judgments and conventions of adults. Allow me not to rob them of the opportunity to wait upon themselves, to think, to choose, and to make decisions.*

*Forbid that I should ever punish them for my selfish satisfaction. May I grant them all of their wishes that are reasonable and have the courage always to withhold a privilege which I know will do them harm. Make me so fair and just, so considerate and companionable to my children that they will have a genuine esteem for me. Fit me to be loved and imitated by my children.*

*With all thy gifts, Oh God, do give me calm and poise and self control.*

**AMEN**