

Prairie Children Preschool

Indian Prairie School District 204



**Parent Handbook
2021-2022**

Prairie Children Preschool

Indian Prairie School District 204

Quick Reference Guide

Main Site: 780 Shoreline Drive
Aurora, IL 60504

Graham Site: 2315 High Meadow Road
Naperville, IL. 60564

Main Phone: (630) 375-3030

Absence Phone: (630) 375-3992

Fax: (630) 375-3029

Office Hours: 8:00 a.m. – 4:00 p.m.

Student Hours: 8:15am – 10:45 (a.m. classes)

12:15am – 2:45 (p.m. classes)

Principal:	Sally A. Osborne
Student Services Coordinator:	Betsy Schrubbe
Program Coordinator:	Cheri Carroll
Diagnostic Coordinator:	Renee Torrez
Principal's Secretary:	Aria Guilbeau- Horton
Student Services Secretary:	Shannon Danko
Student Services Secretary:	Chrysti Trekas
Building Nurse:	Jennifer Pettingill
Certified School Nurse:	Tanya Schmidt

Visit our website: preschool.ipisd.org

Dear Preschool Families,

Welcome to Prairie Children Preschool! Thank you for giving us the opportunity to work with your child during the most critical years of growth and development. Research continues to show that good teaching and parent involvement, during the early years, has a tremendous impact on future learning and development. Through a strong partnership between a dedicated staff and involved parents, your child will experience academic success, while engaging in opportunities that promote social/emotional competence.

Our Preschool vision and mission are aligned to core values and best practices that are necessary to support the learning of all students; *“Working with families to provide positive learning experiences so that all children will achieve foundational skills and knowledge for future success.”* As parents and educators, we must work together to continually evaluate not only what we teach but how we teach in order to maintain the standard of excellence that we currently enjoy.

The information outlined within this “Parent Handbook” is designed to give you an overview of our educational program, along with guidelines to ensure the health and safety of all children. If you have questions, at any time throughout the school year, please feel free to contact our school office.

We, the staff members at Prairie Children Preschool, look forward to working with you to provide many enriching and memorable experiences for you and your child.

Sincerely,

Sally A. Osborne
Principal
Prairie Children Preschool

Prairie Children Preschool Calendar 2021-2022

Aug-21					Sep-21					Date(s)		Description
M	T	W	T	F	M	T	W	T	F			
2	3	4	5	6			1	2	3	08/16/21 - 08/17/21 Institute Days		
9	10	11	12	13	4	5	6	7	8	08/18/21 Teacher Work Day		
16	17	18	19	20						08/19/21 Open House A Wing		
23	24	25	26	27	13	14	15	16	17	08/20/21 Open House C Wing, Graham, Gombert, Longwood & McCarty		
30	31				20	21	22	23	24	08/23/21 First Day of Preschool Attendance		
Oct-21					Nov-21					09/06/21 NO SCHOOL Labor Day		
M	T	W	T	F	M	T	W	T	F	09/07/21 NO SCHOOL Institute Day		
				1	1	2	3	4	5	10/11/21 NO SCHOOL Columbus Day/Indigenous Peoples' Day		
4	5	6	7	8	8	9	10	11	12	10/22/21 End of Quarter		
11	12	13	14	15	15	16	17	18	19	11/18/21 Parent/Teacher Conferences (4:30 PM - 8:00 PM)		
18	19	20	21	22	22	23	24	25	26	11/23/21 NO SCHOOL Parent/Teacher Conferences (8:00 AM - 3:00 PM & 4:30 PM - 8:00 PM)		
25	26	27	28	29	29	30				11/23/21 - 11/26/21 NO SCHOOL Thanksgiving Break		
Dec-21					Jan-22					12/23/21 - 01/03/22 NO SCHOOL Winter Break		
M	T	W	T	F	M	T	W	T	F	01/10/22 School Resumes		
		1	2	3	3	4	5	6	7	01/14/22 End of Semester		
6	7	8	9	10	10	11	12	13	14	01/17/22 NO SCHOOL Martin Luther King, Jr. Day		
13	14	15	16	17	17	18	19	20	21	01/18/22 NO SCHOOL SIP/Teacher Work Day		
20	21	22	23	24	24	25	26	27	28	02/21/22 NO SCHOOL Presidents' Day		
27	28	29	30	31	31					03/03/22 NO SCHOOL Parent/Teacher Conferences (1:00 PM - 8:00 PM)		
Feb-22					Mar-22					03/04/22 NO SCHOOL Institute Day		
M	T	W	T	F	M	T	W	T	F	03/15/22 NO SCHOOL Voting		
	1	2	3	4		1	2	3	4	03/25/22 End of Quarter		
7	8	9	10	11	7	8	9	10	11	03/28/22 - 04/01/22 NO SCHOOL Spring Break		
14	15	16	17	18	14	15	16	17	18	04/15/22 NO SCHOOL		
21	22	23	24	25	21	22	23	24	25	04/29/22 NO SCHOOL SIP Day		
28					28	29	30	31		05/30/22 NO SCHOOL Memorial Day		
Apr-22					May-22					06/02/22 Last Day of School (TENTATIVE) & End of Semester		
M	T	W	T	F	M	T	W	T	F	06/03/22 NO SCHOOL Teacher Work Day (TENTATIVE)		
				1	2	3	4	5	6	06/03/22 - 06/09/22 Emergency Days (if needed)		
4	5	6	7	8	9	10	11	12	13			
11	12	13	14	15	16	17	18	19	20			
18	19	20	21	22	23	24	25	26	27			
25	26	27	28	29	30	31						
Jun-22												
M	T	W	T	F								
		1	2	3								
6	7	8	9	10								
13	14	15	16	17								
20	21	22	23	24								
27	28	29	30									

NOTE REGARDING EMERGENCY DAYS:

For students, the official school year ends at the conclusion of the last emergency day on the calendar. No planned absences, for any reason, should be scheduled until after the last Emergency Day. For staff, the official school year ends one day after the last emergency day on the calendar.

CALENDAR LEGEND

	Institute Day/SIP/Teacher Work Day
	Legal School Holiday
	Not in Attendance

2021-2022

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Prairie Children Preschool Information

Enrollment Requirements

Before enrolling at Prairie Children Preschool, each child is required to present:

- District #204 Registration Forms
- Proof of Residence in Indian Prairie School District 204
- Copy of Birth Certificate
- Certificate of Child Health Examination
- Student Health Information Card
- Emergency Consent Form



Children must be 3 years on or before September 1st of the current school year to be in enrolled in preschool. Children, who are 5 on or before September 1st of the current school year, will attend Kindergarten at their home elementary school.

Residency

Your family must reside in Indian Prairie School District 204 in order for your child to attend the Preschool. You must prove residency with three documents every school year your child attends preschool, one document from each group listed:

- **Group A:** Title evidence, mortgage statement, lease agreement, or tax bill;
- **Group B:** Utility Bill (such as an electric bill, gas bill, or home phone bill); a cell phone bill is not a utility bill and will not be accepted
- **Group C:** Illinois Driver's License, Illinois State Identification Card, other acceptable photo identification, voter's registration card, loan payment book, home insurance policy, bank account paperwork, medical card, permanent resident card.

It is your responsibility to notify the Preschool office of your move out of the district. Administrative staff will then work with you to discuss a reasonable transition for your child regarding their exit from the program.

Certificate of Health Exam

Illinois State law requires that each child must complete a physical examination and immunization against preventable communicable diseases, including but not limited to measles, mumps, rubella, diphtheria, pertussis, tetanus (DPT), poliomyelitis, hepatitis B, chicken pox, and haemophilus influenza B. **A record of the necessary immunizations must be presented. Failure to comply with turning in a physical exam by the last Monday in September for the current school year, will result in the student's exclusion from school until the required health forms are presented to the school.**



The Preschool Program

Prairie Children Preschool serves children, ages three and four. The Preschool classrooms are located on the first floor of the Crouse Educational Center (CEC).

School Begins Promptly at 8:15 AM Session and 12:15 PM Session if your child arrives after this time they will be marked Tardy.

Please drop your child off at 8:00AM for the morning session and 12:00PM for the PM session.

Classrooms are composed of up to 18 children, 5-6 children with disabilities and the remainder typically developing peers. One teacher and two teacher assistants are staffed in each classroom. Classroom teachers are required to have a four year teaching degree with an emphasis on early childhood education. Requirements also include certification by the Illinois State Board of Education in both general education and special education.

In addition, related service staff (speech pathologists, occupational therapists, physical therapists) provides services to children with disabilities, as needed. Mental health professionals, such as psychologists and social workers, are also part of your child's classroom team to support the learning of all children.

English Language Learner (ELL) Supports

Prairie Children Preschool values the linguistic and cultural diversity that families bring to our school. English Language Learners bring diverse cultural knowledge and experiences that contribute positively to the classroom and school environment. In keeping with our mission, the Preschool staff partner with families to support a rich language foundation in each child's home language.

The Federal NCLB – Title III Act and the Illinois School Code require that each school district administer a Home Language Survey to every student entering school for the first time. Based upon the Home Language Survey, English Language Learner (ELL) supports are determined and made available for children within the Preschool.

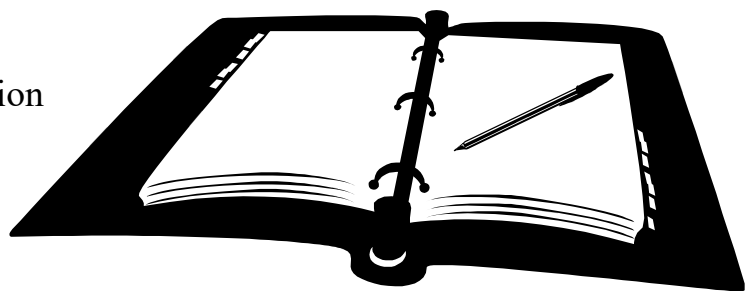
Additional information on English Language Learner (ELL) programming is available on the District #204 website: www.ipdsd.org.

Daily Schedule

A daily schedule provides a basic consistent routine to meet a child's individual needs. A good schedule offers balance between active and quiet time; large group, small group and individual activities; indoor and outdoor play and time for children to choose their own activities, as well as a time for teacher-directed activities.

The daily schedule is flexible, and at times, spontaneous, to meet individual and group interests. The Prairie Children Preschool schedule includes:

- Arrival time/Fine motor activities
- Large group instruction
- Choice time/ Small group instruction
- Snack
- Music/Movement
- Literacy/Language
- Dismissal



Curriculum/Assessment

The Illinois Early Learning and Development Standards (IELDS) provide the framework for instruction within the program. **Prairie Children Preschool Creative Curriculum** is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, which is developmentally appropriate for preschool age children. The Creative Curriculum helps teachers create a high-quality classroom-learning environment.

Our Curriculum/Units of Study

The school wide curriculum team created 4 school-wide units of study. Illinois Early Learning and Development Standards drive all these units. Learning outcomes for students will be consistent across classrooms. The units were developed to provide a framework for intentional and purposeful instruction. We are teaching transferable skills; meaning skills that can be learned now and used throughout your child's life. Each teacher is able to modify the curriculum based upon the needs of the students in each classroom. Activities may differ in each classroom, but the outcomes are the same.

Teaching Strategies Gold

Progress through the curriculum is monitored in order to ensure that all children are learning and acquiring skills/concepts being taught. A checklist from the Teaching Strategies Gold is used to gauge each child's progress. Information from the checklists is reviewed by staff and used to guide instructional planning within the classroom.

Language and Literacy

Preschool children's language skills are some of the best predictors of reading success in first and second grade. Their use of language to listen and speak, as well as their understanding of reading and writing, will be critical to their academic success in the early elementary grades. Effective language and literacy instruction for young children go hand in hand. Young children are learning how to communicate what they want their listeners to know, how to play with language, how to interact with books, how to understand and tell stories, and how to begin to write as a form of communication. (Illinois Early Learning and Developmental Standards, Preschool 2013)

Mathematics

Preschool children's experiences of the world are equally affected by ideas about spatial relationships and shape. They explore the concepts of geometry whether they are maneuvering through the living room, building a block tower, or choosing a puzzle piece. Such daily experiences are packed with mathematical concepts that fascinate and

challenge young thinkers and can eventually prompt analytical thought, growing precision, and abstraction.

(Illinois Early Learning and Developmental Standards, Preschool 2013)

Science

Teachers help children develop the dispositions of a scientist through active engagement in the practices of science. These dispositions include curiosity, persistence, motivation to answer questions, solve problems, and interest in real discovery.

(Illinois Early Learning and Developmental Standards, Preschool 2013)

Physical Development

The general health and well-being of young children is central to the core of child development. The first five years of life mark significant changes in a child's body and establish a critical foundation for the cognitive, affective, and psychomotor behaviors needed to progress through childhood. (Illinois Early Learning and Developmental Standards, Preschool 2013)

The Arts

The creative arts allow young children to explore and express their individuality, imaginations, and ideas through music, movement and dance, drama, and the visual arts. Through artistic experiences, children are motivated to engage in problem solving as they experiment with combinations of media and creative expression. (Illinois Early Learning and Developmental Standards, Preschool 2013)

Social Studies

The knowledge and skills learned through social studies prepare children to become informed and engaged citizens of their country and the world. Including social studies in the educational curriculum of the early childhood years provides an opportunity for adults to support children as they are developing a sense of self and an awareness of their family and community. (Illinois Early Learning and Developmental Standards, Preschool 2013)



Positive Behavior Intervention Strategies



In collaboration with the Illinois State Board of Education (ISBE) the Preschool has initiated the Positive Behavior Intervention Strategies (PBIS) model. The Preschool motto is: Be Ready, Be Respectful and Be Safe. This sets a school wide expectation for everyone. These concepts are presented to the children in a variety of appropriate ways that encourage children in a positive way. You will see examples in the playground area. There are also large banners around the school with the motto.

This thoughtful approach assists children in developing a sense of security and safety in the school environment as well as respect for self and others. Through positive interactions in a caring atmosphere, these techniques/strategies will be utilized as follows: state rules and guidelines, set limits, maintain consistency and model appropriate behavior.

How Can Parents Support?

Parents are encouraged to use the common vocabulary of “Be Ready, Respectful, and Safe” when talking with your child at home. Model for your child by using language that lets your child know that you accept them and celebrate their accomplishments.



PATHS (Promoting Alternative Thinking Strategies)

PATHS (Promoting Alternative Thinking Strategies) is a social emotional learning curriculum focused on promoting the development of self-control, positive self-esteem, emotional awareness, basic problem solving skills, social skills, and friendships. PATHS was originally developed for use in elementary schools, with a Preschool version developed later (some of the elementary schools in District 204 are providing PATHS in their elementary programs).

Research conducted on the Preschool PATHS program showed that preschoolers who completed the program scored significantly higher on standardized tests of emotional and social competence than students not exposed to the program.

The program is implemented by lessons, which are grouped into units. The lessons that make up a unit share a similar theme. For example, Unit 2 is *Basic Feelings*, and several of the lessons within the Unit are *Happy*, *Sad*, and *Compliments*.

We are excited about the PATHS program. It is a great program for our students to develop social emotional competence; the lessons are fun and include stories and puppets.

School Supplies

- **Backpack:** A backpack (no wheeled carts) is necessary to transport important information and projects from home and school. Please consider your child's size when purchasing a backpack. An 8½" x 11" size is appropriate.
- **Clothing:** Active participation may involve messy play. In case of accidents, an extra set of clothing is requested. Please send in warm weather & cold weather clothing (short sleeves, long sleeves, pants, shorts, socks and underwear). Please label all clothing. Send your child to school in comfortable clothing. Clothing should not discourage your child's participation. It should also be appropriate for the weather.
- **Bicycle Helmet:** There will be opportunities for your child to ride tricycles at school. We recommend you supply a helmet for your child to be kept at school during bike riding seasons. Please make sure your child's helmet is labeled with his/her name.



- **Snacks:** Please send a small **healthy snack with a drink daily**. A large zip lock bag is recommended for you to put your child's snack in. Be sure to mark the bag with your child's name.



Please note: Due to the number of students with tree nut and peanut allergies, please avoid sending any snacks with these products in them. In addition, if any classroom has a student with a severe food allergy other than nuts, an additional note will be sent home if avoidance of the food is necessary in the classroom for student safety.

Visitors to the Preschool

Due to our restrictions because of Covid this school year we are not allowing parent volunteers or visitors to the preschool.

Prairie Children Preschool encourages parents to visit the preschool and volunteer in your child's classroom at least twice during the school year. We will let you know when we are able to have volunteers again.

Visitors to the preschool, please follow the guidelines listed below:

- Enter the Preschool through door #1 (main Preschool entrance)
- Sign-in/sign-out at the school office upon arrival and departure and please have a picture ID for our security system and to obtain your identification badge.
- The front office staff will call the classroom to inform the teacher of your arrival
- Please wear your identification badge while in the building.
- If you are at school to pick up your child for an early dismissal, please stay in the office area. It is everyone's responsibility to maintain a secure environment here at Prairie Children Preschool. School District 204 Policy #843 regarding building security is available from the principal.

Parents are encouraged to visit the Preschool. However, unless a visit is in response to a general invitation or a special event, visits should be scheduled in advance with an administrator or teacher.

In addition to the above guidelines, when volunteering in your child's classroom, please follow the guidelines listed below:

- Parent Volunteers will be scheduled by the classroom teacher at least twice a year to ensure that all parents get a chance to volunteer in the classroom.



- Volunteers shall be limited to adults. Other siblings cannot accompany their parents due to safety and distractibility of the children within the learning environment.
- Prior to entering hallways and classrooms, volunteers must sign in at the Preschool office and put on an identification badge.
- Please note: Security cameras are installed at the main Preschool entrance and doors will be locked during school hours. Access the building by pressing the “buzzer” to be cleared for entry.

Health Issues

Illness

When your child is ill with any symptoms of communicable disease (e.g. 100 degrees fever or higher, cough, cold, fever, rash, diarrhea, lethargy, or vomiting) **please do not send your child to school**. It is important that your child's temperature has been normal for 24 hours off fever-reducing medication before he/she returns to school. If a child becomes ill during school hours, parents will be notified to pick up the child immediately. If the situation presents itself as an emergency, 911 will be called and a parent/guardian will be contacted.

Be sure to have alternate emergency numbers of friends and relatives who reside in the area listed on the health card as well as cell phone numbers for yourself. If any member of your family contracts a communicable disease, the school must be notified at once.



A prolonged illness may require a Physician's Statement for re-admittance into the program. If you expect a long illness, hospitalization, and/or surgery please alert the school.

Absences

To report an absence, please call **(630) 375-3992**. This number can be reached 24 hours per day. When calling please leave **your child's name, spell the last name, time of day he/she attends (a.m. or p.m.), teacher's name or mascot, and the reason for the absence**. If your child is ill, please provide specific details (exp: skin rash, vomiting, fever, congestion, etc.) so we can keep track of these health concerns.

Vision and Hearing Screening

Vision and hearing screening is conducted annually at Prairie Children Preschool. Prairie Children Preschool's nurse is trained and certified by the Illinois Department of Public Health in vision and hearing screening. The frequency of vision and hearing screening is addressed in the rules and regulations of the Illinois Child Vision and Hearing Test Act (410 ILCS 205).

Vision and hearing screenings are scheduled during the school day. Details will be sent home with specific dates. If your son/daughter wears glasses, please make sure you always send them to school with the child.

Communicable Diseases

All students are required to submit proof of immunization to the school. All non-immunized children must be excluded from school, with a written notice sent to the parents.

If a child has not been immunized for Measles, and a **suspected** case of Measles occurs in the school, “a notice will be sent home with each student who has not shown proof of immunity, explaining that the student will be excluded, effective the following morning, until acceptable proof of immunity is received by the school or until twenty-one (21) days after the onset of the last reported case.” (Illinois Administrative Code Part 690; Section 690.520, 4)

- **Conjunctivitis:** All children with tearing, irritation, and/or redness of one or both eyes will be sent home until a physician deems a child is non-contagious, or the child has been on medication for twenty-four (24) hours.
- **Fever:** The most common cause of fever in children is infection. Children with fevers over 100 will be considered contagious and should be kept at home.
- **Lice:** A child will be sent home with head lice and the parents will be given instructions on how to remedy the situation. The student will be readmitted to the classroom setting with presentation of a receipt, empty medicated shampoo box or a physician note.
- **Rash:** All children with undiagnosed rashes will be sent home until the rash is diagnosed and a physician note documenting the child is non-contagious.

The Board of Education has adopted a policy (500.84) which delineates the steps to be taken if a student or employee is suspected of having or has a confirmed case of any communicable disease.

Medication



Children who take any scheduled and/or emergency medication at school must have a signed statement from a parent and the physician on file. Forms can be obtained at the office.

Please do not send medication to school with your child. The parent should bring the medication to school. All medications must be in the original labeled bottle from the pharmacy. For more specific information, please refer to the district’s medication policy.

Holidays and Birthdays

Since the observance of special days and holidays vary greatly from family to family, some guidelines have been established in order to respect cultural differences and ensure the safety of all children.

Holidays

Holidays are celebrated in a way that recognizes the development of the young child, while respecting the diversity of all children within the program. Young children can become easily fatigued, overly excited, and anxious in the midst of holiday events/activities. Approaching holidays in a more relaxed manner helps to alleviate undue stress, providing a calming influence through a consistent daily routine.

- Holiday parties are not celebrated within individual classrooms during school sessions. The early childhood staff encourages questions and explores ideas with children via classroom activities, materials, or projects with respect to a child's family holiday celebrations and traditions. Classroom activities are guided by the unit of study and interests of the children within the class.
- The PTA sponsors holiday parties on Friday evenings and on Saturday afternoons. This is a great opportunity for all members of the family to be involved in a holiday celebration with other families.
- No goody bags or gifts will be distributed to other children for holidays. Please note: Food allergies are a growing health concern in the U.S. Therefore, any sharing of food is discouraged, as this is the only way to prevent a child from having a severe reaction.


Birthdays

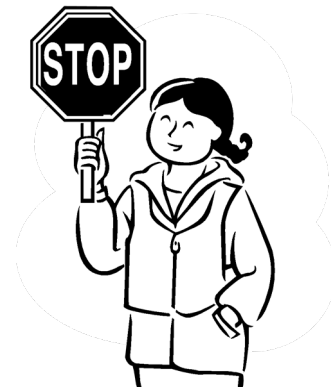
- At the Preschool we enjoy celebrating your child's important day! Your child will receive a birthday crown and we will sing "Happy Birthday."
- On your child's birthday, we encourage parents to come to school and spend time with their child in the classroom, if possible. Parents are also invited to donate a children's book for the classroom in honor of your child's birthday, as an alternative to birthday treats. If you do choose to donate a book to the classroom, we will read the book as part of the birthday celebration. This is a special time to celebrate with your preschooler **please make other arrangements for siblings** during this time.
- As per District #204 policy, birthday party invitations cannot be distributed through the backpacks. Information shared through invitations is considered personal and confidential.



Arrival/Departure Guidelines

For the safety of the children, please follow these procedures:

- The speed limit in the preschool lot is 
- A car tag will be given to you by the teacher before your child starts school.
- Please secure the tag to your front window before entering the parking lot. Leave it there until you exit the parking lot.
- An adult will greet you at drop off and escort your child to the classroom.
- Always wait in your car for the next available staff member to get your child.
- Please remember to put your car in park.
- Parents must buckle their child in.
- For the safety of the staff, please do not bring any pets in the car to drop-off or pick-up.
- **Please do not use cell phones in the car line for the safety of children and staff.** Cell phones are a distraction and a potential danger, while young children and staff are transitioning in and out of the building in the midst of moving vehicles.
- We will periodically have the Aurora Police Dept. on site during arrival/dismissal times.



PLEASE DO NOT LEAVE YOUR CHILDREN UNATTENDED in vehicles in the Preschool parking lot while picking up/dropping off for school.

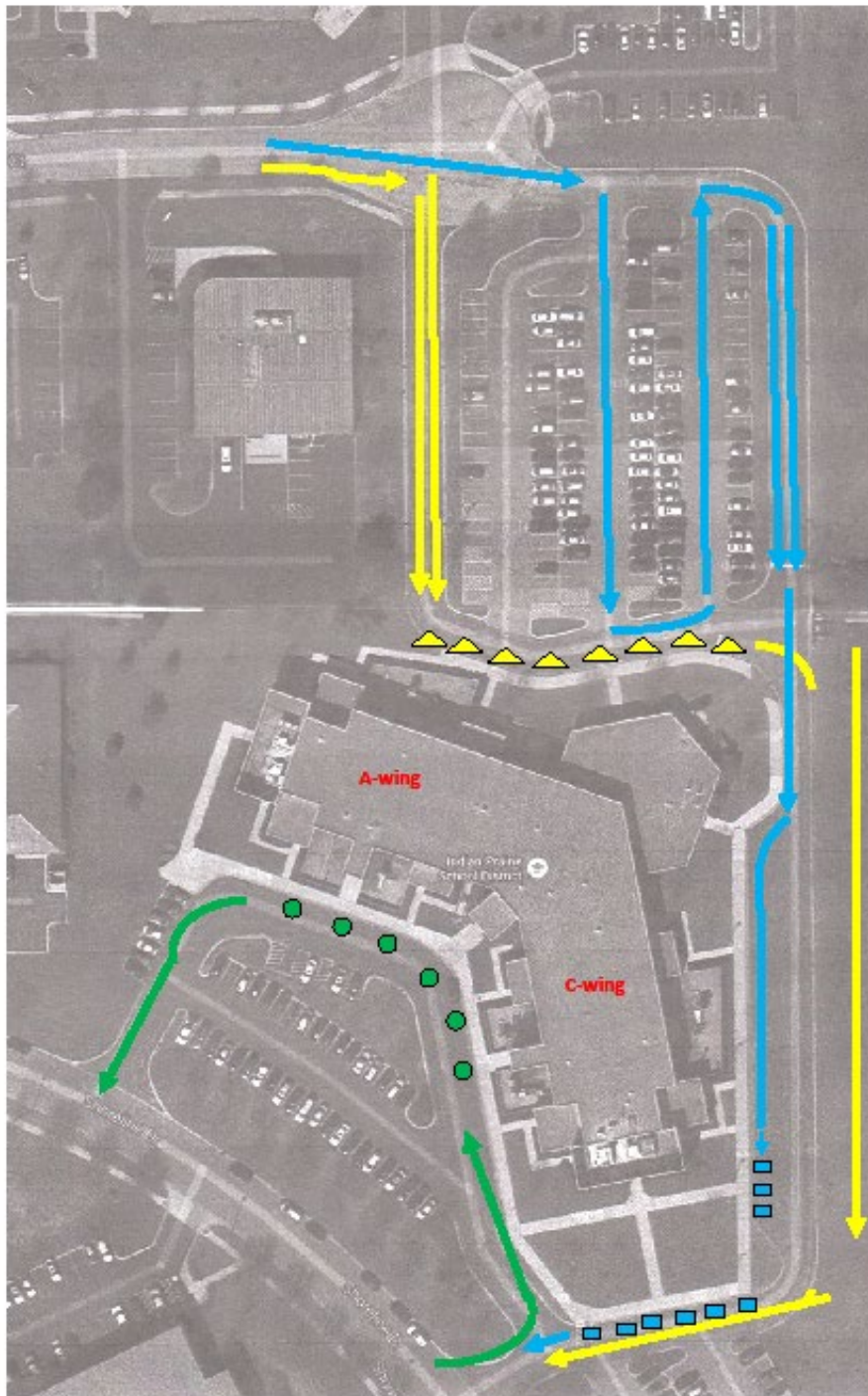
Staff will begin picking up children 15 minutes before school starts. **Drop off is no earlier than 8:00 a.m. or 12:00 p.m. Pick up is at 10:45 a.m. or 2:45 p.m.** It is very important that you are prompt in arrival and departure times. **If you arrive to school after 8:15 AM or 12:15 PM your child will be marked as tardy.**

If picking your child up indoors, **please bring your child's car tag with you for identification.** You will be asked to wait outside the office for the next available staff member to get your child for you. If you **do not have your car tag** you will need your **photo ID with name as identification** to pick up your child.

If an emergency arises and you need to pick up your child early, you must sign your child out at the office. Early dismissals interrupt class time; therefore, we ask that you make every effort to wait until school is dismissed to pick up your child. **For security reasons, parents may not pick up their child in the classroom. You must have your tag or a photo ID for identification.** If someone from your emergency contact list is picking up your child they will also need a photo ID to prove who they are when picking up your child.

If there is a change in your child's transportation status (i.e. your child usually takes the bus but you are picking them up by car instead), please contact the preschool office no later than ½ hour prior to dismissal time. **AM session call before 10:15 and PM session call before 2:15.**

Map of Parking Lot for Dropping Off and Picking Up Your Child



- ▲ If you have a yellow student tag, line up where it says Yellow Line. Follow map lines as indicated.
- If you have a blue student tag, line up where the signs indicate Blue Line. Follow map lines as indicated.
- The Green area is the front of the CEC. This is not a preschool entrance

Emergency School Closings

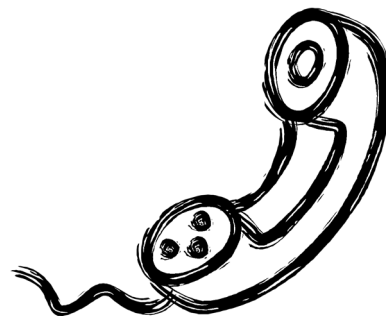


In case of bad weather or national emergency, school closings will be announced by Indian Prairie School District #204 by 6:00 am through the following:

- Connect-ED phone call to parents/guardians
- Announcement posted on the district's website at www.ipspd.org
- A message on the district's information line at 630-375-3015
- Emergency Closing Center's website at www.emergencyclosingcenter.com/ecc/search.jsp
- Local television and radio stations

We will only announce when schools are closed. If schools are not closed, it is ultimately the responsibility of parents and guardians to decide if conditions safely allow for their children to attend school.

Inclement Weather During Arrival and Dismissal Routines



If during drop off and/or pick up times, we experience severe weather such as thunder, lightning, tornado, heavy rain or snow, we will suspend drop off/pick up until the weather stabilizes for the safety of both staff and your child. During severe weather, we will call our staff back into the building and suspend drop off/pick up for up to 15 minutes until the severe weather passes. During these unforeseen times, at drop off, we ask that parents either wait in the car with their child or drive to the main preschool lot and bring in your child and at pick up, we ask that parents wait in their car in line. If severe weather occurs for more than 15 minutes at pick up time, please drive to the main preschool lot, park, and pick up your child at the office. Please remember to bring in your mascot tag.

If a severe weather warning is issued after buses have departed from the school, bus drivers will be instructed to proceed cautiously to a safe area to park the bus until the storm warning has expired.

Parent Involvement

The early childhood staff embraces parent involvement through school activities, PTA events, and parent-child enrichment activities. Research continues to show that the greatest benefits

to children are when parents and teachers work as partners to guide children in their growth, development, and education. The parent is the child's first teacher and is instrumental in supporting learning between home and school.

Here are just a few ways for parents and staff to communicate:

- A monthly newsletter from your child's classroom staff will provide "highlights" of classroom activities, as well as upcoming events.
- Phone calls, classroom notes, and e-mail. Please note: If you call the office during session times and wish to speak to a staff member, a secretary will take a message or forward your call to the staff member's voicemail.
- Parent/teacher conferences are scheduled during the school year to familiarize and share information regarding your child's overall growth and development.
- Volunteer or participate at least 4 times a year or once a quarter in your child's classroom.

Another great way to become involved in your child's Preschool experience is by joining the PTA!

Tuition



Due Dates

Tuition payments are due on the 1st of each month September-April. The tuition payment due with your registration secures your child's placement in the preschool and is applied toward the May 2021 tuition payment. Payments are completed on-line thru our Pushcoin system. You will receive directions for this when registration is completed.

There is no reduction in tuition due to illnesses, days missed, family vacations, or school closings.

Tuition is not refunded.

A late fee of \$10.00 is due if payment is not received by the 10th day of the month.

If payment is chronically late, the district reserves the right to dismiss the child from the program and replace him/her with a child on the waiting list. There is a 15% discount for additional siblings. If payment is overdue, the district will contact parents asking for the overdue tuition payment. All families who participate in Prairie Children Preschool are expected to fulfill their financial obligations. Payment is made through the PushCoin online system.

Tuition will not be refunded if your child leaves the program for any reason.

Payment Options

Tuition payments can be made on-line with PushCoin. You can find instructions on setting up an account in the addendum of the handbook, or on-line at www.pushcoin.com.

Tuition Policy/Procedures

- The tuition payment due with your registration secures your child's placement in the preschool and is applied toward the May tuition payment. The remaining 8 payments are due on the first business day of the month beginning in September, with the final payment due in April. Payments are completed on-line thru our Pushcoin system. You will receive directions for this when registration is completed.
- There is no reduction in tuition due to illnesses/days missed or days school is closed or family vacations. ***Tuition is not refunded for any reason.***
- When your child is absent for an extended period of time, tuition must still be paid to hold your child's enrollment in the Preschool, or he/she will be removed from the program and replaced by a child on the waiting list. ***If removed from the program, your child will not be considered as alumni for future registration purposes.***
- When payment is overdue, you will be contacted by either telephone or letter asking for the overdue tuition payment plus the late fee (\$10.00 per child). If payment is chronically late, the district reserves the right to dismiss the child from the program.
- Payment should be made on-line with PushCoin www.pushcoin.com.
- If, after one month of delinquency, the family has not paid, they will be notified by letter that the child will be removed from the program and replaced by a child on the waiting list. This will be strictly enforced unless arrangements have been made ahead of time with Preschool administration.
- If a family has any outstanding tuition bills or has been chronically late with tuition, the child and/or siblings will be put on a waiting list for future Preschool placement. S/he will be accepted only when all back payments and a commitment to timely payments are made, and if there is availability in the Preschool.
- A 30 day written notice is required if a family must withdraw their child from the Preschool program during the school year. Please be aware that ***if a child is withdrawn from the program, he/she will not be considered as alumni for future registration purposes.***

Further Information

Videotaping/Pictures

From time to time, your child's photograph/picture may appear in various in district and out-of-district publications such as newsletters, school newspapers, web pages, newspapers, and/or videos. This also applies to PTA and Prairie Children Educational Foundation publications. If you do not wish to have your child appear in such publications, please indicate your preference on your child's registration form.



Integrated Pest Management

Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides.

Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. District 204 complies with this request

