

# Little People's Preschool

## Philosophy

Little People's Pre-School's philosophy is threefold:

1. To help children develop in a positive, safe atmosphere.
2. To assist parents in the struggle of child rearing.
3. To operate within an educational program that will encourage success in later years.

## Services

Little People's Pre-School is set up to be a full service day care for the residents of Crete and the surrounding areas. Several programs will be offered to accommodate the varying needs of parents and their children:

1. Full time day care for infants and pre-school children.
2. Before and after school care for grammar school children between the ages of 5 and 12.
3. Full day summer program for children 6 weeks through 12 years.
4. Half day program for pre-school children, ages 2 – 5 years.

All programs are conducted in an environment which fosters learning and the development of social skills.

## Purposes and Goals

The purpose of Little People's Pre-School is to give young children a positive environment so that they may grow intellectually, socially, physically and emotionally.

Intellectual development in young children takes place primarily through play experiences rather than as a result of a traditional "sit down and be quiet" approach. Some of the more traditional concepts being taught are colors, shapes, size distinction, time, number and letter recognition, calendar, and name recognition. Each child is treated as an individual. Therefore they will learn according to their age, interest and stimulated environment.

Social development is the area in which we concentrate most fully with the children. A child who is able to socialize with their peers can generally function positively in their environment. It is essential for children to have many and varied social experiences prior to entering grammar school. Many children who lack this opportunity begin school with a distinct disadvantage, a disadvantage that may stay with that particular child for years. Our program stresses the importance of positive interaction and resolution of conflicts with other children. In school, the children have many chances to interact through play with their age group under positive reinforcement. We teach them to ask for objects instead of taking away. Each child will learn how to take turns, instead of using physical force. Also, through play, each child is exercising curiosity about the world. Positive social interaction aids in satisfying that curiosity while helping build healthy attitudes and communication skills that will be so vital in later development. Children invariably enlarge their vocabulary through social play in addition to improving self confidence. Our teachers also interact in the above ways with the children. As the primary caregiver for the child's day the teachers become important role models.

Physical activities are important for the child's coordination in order for them to feel self confident about their body. This is done through the use of both large and small muscles in different activities. For instance, large muscle benefits can be demonstrated through the following activities: The climber helps in balancing, the row boat with group coordination, ball throwing requires hand eye coordination (later used in writing), and riding bikes strengthens large muscle groups. Examples of small muscle activities would be stringing beads, building with Lego's or cutting with scissors for eye hand coordination. Assembling a puzzle emphasizes problem solving. Children have fun playing with these things and yet it improves their muscles for better coordination. The children develop confidence by achieving success in any area of development.

Emotional development helps children cope with different situations in their lives. It is important for a child to have good feeling about themselves and having confidence that they can accomplish tasks. Some children have more stress than others. With the help of parents, the school will try to help every child deal with these stressors. We will be helping them to understand and verbalize their feeling of anger, sadness, happiness and excitement. For example, our hope that anger would be expressed verbally instead of striking at a child or adult. This takes a lot of practice because young children react on impulse. It is also very important that your child should have a healthy separation from both parents when entering a new situation. We will work closely with both parents to make it as easy as possible for the child to work through their separation. The school will also work with the child through out the year with any other emotional problems that the child will go through. It is important that the parents keep the school informed of any difficult situations that a child may be experiencing at home. Most of the time anger will manifest itself in school rather than at home, so the teacher needs to be informed of such situations. Also, we can be of use in helping children deal with especially trying events such as a death of a friend, family member, pet, divorce or separation within the family.

Little People's Pre-School is striving to have a program that will benefit the community by giving the children a chance to grow and become independent in a positive environment.

## **Procedures and Programs**

Children in the program may be dropped off and picked up any time between 6:00 A.M. and 6:00 P.M. Monday through Friday. The pre-school does not have a license other than for the above hours. Therefore, no child is allowed on the premises without their parents before or after these hours. Upon arrival, parents should sign children in on the booklet provided giving time of drop off and their name. Parents should then take their child to his designated room. Between 6 and 7 A.M., children will be given time to slowly enter into one classroom. At approximately 7AM children begin to separate into individual classrooms. Children have a choice of five activity areas. The areas are the dramatic play, library, large muscle, small motor, and art. Breakfast is served from 8am until 8:30am. (Breakfast may be served earlier for school age children if they are transported to school at an earlier time.)

Our pre-school session begins at 8:30 A.M. for all rooms and ends at 11:30. It is important for all of the pre-school children to be here on time to receive all the benefits of their program and for them to feel that they are part of the class and 100% involved in the class activities. Any parent dropping off children for pre-school after 9:30 should call to make arrangements. During the pre-school time classes participate in group time which consists of stories, finger plays, songs, and discussions of the theme for the week. This is followed by stations which involve the areas of the classroom mentioned above. After cleanup the children spend a portion of their day outside. Outside play is important for improving coordination and helping relieve any extra tension or energy the child has. Therefore, children should be dressed accordingly. Light jacket, cap, and rain boots for damp days in the fall and spring. Heavy winter jackets, mittens, scarf, hat snow pants, and boots in the winter. Please no flip flops in summer. **ALL CLOTHING NEEDS TO BE LABELED WITH THEIR NAMES ON EVERY ITEM.**

All special activities that are planned will be listed on the teacher's lesson plans which can be viewed on the parent board in the entry way.

Lunch is served at 11:30am. Nap time follows from 12:30pm until 2:30pm. Children are encouraged to wake slowly. Snack is served when all children are awake. Afternoon outside time and inside organized free play conclude our afternoon as children await the arrival of their parents.

Parents picking up their children must sign them out in the booklet provided giving the time of pick up and their name. Parents will be given "Pick-Up Cards" at the time their child is enrolled at the pre-school. These cards should be filled out and signed by the parents and distributed to those individuals that may pick up your child on your behalf. Parents should keep a card for their personal use. When picking up your child, a staff member may request to see a pick up card as well as picture identification. No child will be released unless the individual who is picking up the child displays a properly filled out pick-up card signed by the enrolling parent. These items must be presented in order for us to release a child to your care. These precautions are in place to ensure the safety of your child. Please sign your child out on the sign-out booklet provided with the time and your name. Swipe cards will be issued to both enrolling parents. These swipe cards gain you entrance into the building as well as electronically signing in your child. When picking up in the evening, swipe cards should be used to unlock the outer door and swiped again immediately inside the door. The second swipe upon departure electronically signs your child out. It is very important that you have your card in order to sign your child in and out. If you need to purchase additional cards the cost is \$3.

## **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to educational and fun places. The pre-school will provide the same adequate responsible adult supervision for these excursions as is provided while children are in attendance at the school. There will be planned field trips in which we encourage the participation of all the children. Infants and Toddlers will only participate in local walking field trips unless accompanied by a parent. All parents will be notified of the nature of the field trip in order to plan for the day. If it is the parents' desire that the child should not participate, the parent will be responsible for making alternative arrangements for their child for that day. All children should be dressed in old clothes and wearing gym shoes. For transportation of the field trips we do use buses, therefore a cost will be involved. Seat belts for car seats are always used for the two year olds. If we have no seat belts on the bus the two's and three's will not be able to go on that trip.

Children four and older can go on all trips but seat belts will not always be available for them. If a car seat is not left at school for the two's and three's to use, they will not be allowed to participate in the field trip. We do use parents on field trip days, so anyone that can help out, please let us know.

## **Summer Program**

Our summer program involves numerous activities including a weekly fieldtrip. Some are close to the pre-school and some are in Chicago. A list of where and when we go on the field trips is passed out at the beginning of the summer program. A flat fee of all summer activities is due the first week of the summer program. The amount of the fee will be with the field trip list. We try to make the summer a fun and interesting time. On all outing we encourage parents to attend when they are able.

## **Holiday**

The following holidays are observed and the Pre-School will be closed. You will not be charged for these days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day. We observe Thanksgiving and the Fourth of July with special activities.

## Hours and Fees

Our licensing requirements force us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days that your child is ABSENT. Therefore the following rules are strictly enforced.

- The school will be open Monday through Friday from 6:00am till 6:00pm. unless otherwise informed of alteration of hours.
- Children attending the year round program will be granted four (4) weeks of vacation time at no charge provided that a weeks notice is given.
- The year starts the month of the following year your child is enrolled.
- Children who are attending for the school year program will be granted two (2) weeks vacation time at no charge provided that a week notice is given.
- The school year program goes September – May.

## Fee Schedule

### Infants

Infant	Full Day	\$195.00
Toddler	Full Day	\$175.00
	Half Day	\$145.00

### Two Year Olds and Up

Five (5) Days	Full Day – Not Potty Trained	\$165.00
Five (5) Days	Full Day – Potty Trained	\$155.00
Five Days	Half Day	\$100.00
Five Days	Pre-School Tuition (3 Hours)	\$90.00

Half days are any four (4) hours during operating hours.

Pre-School hours are 8:30am to 11:30am or 12:30pm to 4:30pm (includes a nap in afternoon session)

## Payment Regulations

A 15% discount of the total fee will be given to families having more than one child enrolled.

- Tuition will be paid one week at a time
- Tuition is due on the first day that your child is at school for the week
- There will be a \$5.00 additional late fee charge for every day it is not received
- Any returned checks will have an additional charge of \$15.00 and money orders or certified checks will then be required.
- Cash and major credit cards will also be accepted for Tuition

- A one week fee security deposit will be collected upon application to secure the child's place in the school. The deposit is refundable if a two week advance written notice is given before disenrollment.
- A non – refundable supply fee of \$15 will be issued at enrollment and every September 1st that the child is enrolled.
- An additional \$10 will be added to tuition if your school age child is here for a half or whole day when they are out of school.
- All absences are payable unless a particular illness exceeds one calendar week. In these cases, the tuition for the first week will be paid; there will be no additional charge for days missed which exceed the initial week.
- The following holidays are observed and the Pre-School will be closed. You will not be charged for these days: New Year's Day, Memorial Day, Fourth of July, Labor day, Thanksgiving Day and the following Friday, and Christmas Day.
- **Delinquent Payment of one week may result in Immediate Disenrollment.**
- All Snow days will be charged half of your tuition fee for the day.
- A Finder's Fee is in affect for our school age program. A \$5.00 fee will be added onto your tuition a parent forgets to call their child off from day care or if a staff member has to search for a child who does not return. This amount will increase by \$5.00 every time your child does not return to the Pre-School without prior notice. If the fee reaches a maximum of \$25.00 your child will be faced with possible disenrollment.
- **A late charge of \$5 per minute will be assessed after 6 P.M. If late pick – up becomes routine and the late pick up policy is violated the child will be disenrolled from the pre-school.**

## **Admission and Enrollment**

Participation in the program will be allowed upon receipt of the following forms and items:

- Payment of deposit (one week's tuition) stays with the school until the child is disenrolled with a two week written notice.
- Application form requires three (3) emergency numbers other than the parent's numbers. **This is an absolute must.**
- Completed physical examination form; any child not given the proper shots will need a waiver by the parent or doctor in the child's file.
- Signed permission forms. If there are any changes in address or phone numbers at work or at home, please notify the school so the proper changes will be made on your child's forms
- Child Development Sheet.
- Emergency record information
- Guidance and Discipline Form – signed
- Policy Sheets – signed
- Receipt of DCFS Licensing Standards Policy Booklet
- Late Pick Up Policy – signed
- Yearly Food Program Information
- Transportation Forms (if applicable)
- Medical release (if applicable)
- A copy of the child's birth certificate.

**\*\* Children will not be accepted for enrollment until all necessary forms are satisfactorily completed.**

## Discharge

In group situations the children will be disciplined if necessary. Any child that brings constant harm to other children around them, or any of the staff, will be brought to the attention of the directors. The directors will attempt to correct the situation through parental involvement. The staff will also work with the child as long as there is no threat to others in the program. If the behavior does not change, the directors will discharge the child and a referral will be suggested to any agencies which may be able to help. A conference will be scheduled with the parents if extensive behavioral problems arise with any child to work on a solution together. If a solution can not be solved then the child will be taken out of the school.

## Transportation Arrangements

- All children will be brought to and picked up from the school by parents or guardians
- If there is a change in arrangements for the child's departure from school the parent must notify the directors in writing or the child will not be released.
- Any special services needed that involve special plans for after school children must be arranged with the directors.
- Any field trips with special drop off or pick up times becomes the responsibility of the parent. Little Peoples Pre-School does not take responsibility for any different times.
- For any Parents of children attending elementary schools using bus transportation, an Arrival and Departure Plan form will be filled out as part of their child's enrollment pack.

## Illness

There are no facilities at the pre-school to care for sick children. If a parent is notified that their child is sick, it is expected that every effort will be made by the parent to pick up the child immediately or make alternative arrangements with an authorized individual on their pick up list. The child will be placed in an isolated area on his cot until the adult arrives.

If your child has any symptoms which might indicate the presence of a communicable disease the school requests that the child be kept at home. These symptoms would include any fever, vomiting, diarrhea, any undiagnosed rash, sores, or discharge from eyes or ears or unusual fatigue. **The child is to be kept at home until all indications that the illness is over. This must be at least 24 hours after all symptoms are absent.** Rest during this time may prevent the development of further illnesses.

Diseases such as whooping cough, chicken pox, mumps, measles, diphtheria, or scarlet fever must be reported (in writing) to one of the teachers or directors. If a child has ringworm or impetigo, may return to school only after adequate treatment controls the spread. Children should be kept at home with "Pink Eye" until the discharge has stopped or adequate treatment with antibiotics. A child may return to school after any illness with a written release from their doctor. **This facility will administer limited medication which is necessary for a child's long term diagnosis such as: diabetes, ADHD, or asthma.** Only prescription medications shall be accepted in its original container labeled with the full pharmacy label. A director is the only person allowed to administer medication and will be administered according to the physician's instructions. Parents must sign a release which shall be kept on file. The center will maintain a record of the dates, times, dosage administered. Parents may come during the day to give any other medications to their child. Please notify your child's teacher before hand.

Upon arrival if a staff member feels that a child is not well enough to participate in the program a parent will be requested to take the child home. If you have any doubts about sending your child to school after an illness, feel free to call ahead. A school nurse is on staff to check immunizations and can be contacted to answer questions about your child's health.

## Emergency Medical Care

Every parent will fill out an Emergency Information Record which will be kept on file. If a child becomes ill or has a serious accident, the parent will be notified immediately. If the parent is unavailable, one of the emergency names will be contacted.

The school carries accident coverage upon enrollment. The child will be transported by paramedics to the hospital for all serious injuries that need immediate medical care. All children that need immediate care will be seen by the emergency physician including those whose family practices “Christian Science”.

## Personal Belongings

### *Toys and Baby Items*

- Each child is allowed to bring a stuffed animal or blanket into the room for a short period of time to help with separation. All personal items is required to be labeled with the child’s name.
- Items that enter the mouth like bottles and pacifiers will not be allowed at any time in the school (excluding infants).
- Violent toys such as guns, swords, army equipment or any other toys of that nature will not be allowed in the school.

### *Extra Clothing*

- Extra clothing is required to keep in the child’s cubby in case of a spill or accident.
- All clothing that is brought to the school will need to be labeled with the child’s name at the time of arrival or the teacher in charge is given the authority to label it.
- Extra clothing left at the school should consist of a shirt, pants, underwear and socks.
- **The school is not responsible for any damage to clothing.**
- “Play Clothes” are to be worn at all times in case of an accident. All precautions are taken with any art projects your child participates in.
- Stains can usually be removed by spraying hair spray on the item and then wash normally.
- Never put a stained piece of clothing in the dryer. If the stain does not come out try a pre-treatments such as “Spray and Wash” or “Oxy Clean”.

### *Bedding*

- A crib/cot size sheet and blanket will be kept at school for any child enrolled in the full day program.
- As before, the child’s name will be labeled on the blanket and sheet.
- Cot and crib sheets as well as blankets will be supplied by the pre-school.
- An extra blanket may be brought from home to be used by your child. The blanket will be labeled with your child’s name and used by your child during nap time.

## **Personal Information**

Any information pertaining to the child will only be discussed with authorities working with the child. The school will not release any information about the child unless we have parental consent and the information is requested by a 3rd party. The files are kept for seven (7) years and confidentiality is practiced with all files. All staff at Little Peoples Pre-School is considered "mandated reporters" and any evidence of abuse will be reported to the Department of Children and Family Services (DCFS). This may be done without the knowledge or consent of the Parents.

## **The Information Sheet**

All parents of infants, toddlers and two's will be given an Information Sheet that communicates the days activities including eating habits, hours napped and other miscellaneous information. With our belief that there should be more communication from the older children regarding activities and meals, all children over three will not receive these sheets.

## **Parent-School Relationship**

It is important for a school to get to know each individual parent as well as their children. To help us achieve this we will be holding several workshops for parents to assist with the struggle of parenting. Parent/Teacher conferences will be held in fall and spring to discuss your child's development and achievements. We want to exchange thoughts and information on your child whenever necessary.

## **Parent Bulletin Board**

This area is the most important communications center at the pre-school. It is used to display the weekly menu, articles, DCFS License, messages and information directed to the parents. It is located at the entrance of the school.

## **Research**

A child may be observed for educational/research purposes by students. The only information that is given out is the child's first name and age. The observation of the children is in the classroom with another staff member will always be present.

## **Food and Nutrition**

The children will be served breakfast, lunch, and an afternoon snack. All eating situations will be served "Family Style" and the children say grace before each meal. The teachers encourage discussions and social interaction in a relaxing atmosphere. All foods will be fresh or frozen depending on the time of year and whole wheat products will be served daily. All food for birthday celebrations will be supplied by the school. The parents may bring in cups, napkins or plates if something special is desired. Please do not bring in any candy or sugary snacks.

No food can be brought into the school for any reason due to DCFS regulations and the high number of food allergies. Please allow the children enough time to finish snacks at home or in the car before they enter the school.



If a child is on formula and baby food, the parent will provide the Pre-School with sufficient formula to feed the child. IF Parents wish, they may use the formula provided by the school which is "Parents Choice". We cannot accept open baby food jars, formula, or any fruit labeled as a dessert, or any combination food such as chicken and rice. In the event a parent forgets a bottle or formula a sufficient amount will be available to use for the day.

## **Discipline**

Situations which require special discipline will be handled fairly but firmly with consistency at all times. Our goal is to help the child to develop self-control and to be responsible for their own actions. Each situation will be handles on an individual basis. No child will be physically, mentally or verbally harmed by any disciplinary actions. A copy of the discipline form is included in the enrollment pack and can be made available for you to keep at home.

## **School Closing**

To find out about any school closing because of snow storms or any bad weather, you may call our phone number and listen to the recording. All closures will be announced on our answering service. Any days that the school may close because of bad weather, parents will be expected to pay half the tuition for these days.

## **Parent Involvement**

It is our hope that all parents will find the time to participate in our Parent Workshops. The workshops are designed to help parents with the raising of their children. Suggestions for themes for the workshops are welcome. We invite all families to attend our annual winter and Graduation Potlucks that are held through out the year.

## **Conclusion**

In short, it is our hope that each child's experiences and time spent at Little Peoples Pre-School is enjoyable, positive in nature, and an integral part of development. Our qualified staff is very aware of the value of a hug and a smile and consistent, fairly administered rules. It is our further hope that this type of positive learning environment will complement a healthy home life for each and every child enrolled.

**Little People's Pre-School, Inc.**  
**Director – Ruth M. Longfellow**  
**1274 Main Street**  
**Crete, IL 60417**  
**(708) 672-9100**

PLEASE DETACH THIS PAGE AND TURN IN WITH THE REST OF ENROLLMENT FORMS

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I have received and read the Little People Pre-School Parent Handbook. I understand the policies and procedures and agree to follow the regulations set forth in this handbook.

Child(ren) Name(s): \_\_\_\_\_

\_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_