



2017-2018 Preschool Parent Handbook

Byron Forest Preserve



Contact:

Crystal Prue

815-234-8535 ext 205

www.byronpreschool.com

crystalprue@byronforestpreserve.com



Byron Forest Preserve Preschool

Dear Parents:

Welcome to the Byron Forest Preserve Preschool Program! Thank you for choosing us to provide the best preschool experience for your child. We are dedicated to providing a nurturing classroom environment that encourages your child to grow while preparing for kindergarten.

We value creativity, inquisitiveness, and discovery. Our free play stations allow children to choose activities that interest them, from reading in the Book Nook to drawing at the art station. This beneficial time provides positive social interactions, encourage fair play, and allows children to discover and share interests. We also like to spend time outdoors both at the playground built just for our classroom and exploring the woods and prairie. At least once a month, forest preserve education staff lead special programs, including maple syrup hikes and making our own play dough. We think this broad range of experiences, indoors and out, is a valuable part of any child's development.

It's a point of pride that our students have had great success transitioning to Kindergarten. We believe that it is vital not just to teach, but to foster a desire to learn. Our classroom activities are designed to be engaging and diverse, and include stories, songs, plays, and crafts. We also emphasize important classroom skills such as taking turns, asking questions, and telling stories. We would love for you to visit and take a look at our star boards, student of the week display, and artwork; it would help emphasize our most important belief: every student is important!

To help you follow your child's progress, Ms. Crystal will conduct assessments at the beginning, middle, and end of the school year. You will receive a report each time, and will be invited to attend a parent-teacher conference in January. Of course, you are welcome to request a meeting at any time.

We look forward to getting to know your family!

Ms. Crystal Prue
Preschool Teacher

Mrs. Crystal Ashelford
Assistant

Mrs. Tara Linhart
Assistant

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Staff:

Our teachers are committed to creating a safe and nurturing learning environment in the classroom. We keep a ratio of one teacher per eight students in the 4-5 year-old class, and a ratio of one teacher per six students in the younger class.

Class Days and Times:**Preschool**

3-4 Years Old (first year of preschool; child must be potty-trained)

Tuesday and Thursday

Morning: 8:30 am-11:00 am OR

Afternoon: 12:30 pm- 3:00 pm

Pre-Kindergarten

4-5 Years Old (will be attending kindergarten; child must be 4 by September 1st)

Monday, Wednesday, and Friday

Morning: 8:30 am-11:00 am OR

Afternoon: 12:30 pm- 3:00 pm

Fees and Payments:

T/TH: \$90 per month

MWF: \$110 per month

Tuition is due the first day of class each month. You may pay in person, by mail, or over the phone. We encourage signing up for credit card auto pay (Visa, Mastercard, Discover).

Payments must be made at the Jarrett Center; preschool staff are not equipped to take your payment.

We will charge a \$10 late fee if payment is not received by the start of the second scheduled class meeting of the month.

We cannot give refunds or discounts for missed classes due to illness or vacation, acceptance to another preschool program, weather, or unexpected events.

Please direct questions related to fees and payment policies to:

Mark Herman

Superintendent of Education

Byron Forest Preserve

815-234-8535 ext. 217

mark@byronforestpreserve.com

Enrollment Procedure:

Current students and their siblings are offered priority registration in early February for the following school year. Byron residents may register next, and open enrollment begins the last week of February.

We require one month's tuition as a deposit, which will then be applied as your tuition payment for May.

You must complete all paperwork at the time of registration:

- Registration Form
- Participant Information Form/Emergency Contacts
- Any applicable medical forms (in the case of allergies, inhalers, etc.)
- Signed Preschool Program Contract

In addition, parents must submit immunization records and physical exam results before the first day of attendance. We prefer the State of Illinois Certificate of Child Health Examination Form supplied by the Illinois Department of Human Services. Your health care provider most likely already uses this form.

New students will be accepted, space permitting, through the school year until March 1st.

Communication:

There are several ways you can know what's going on in the classroom! The calendar in our building's lobby is kept up-to-date with current events, as well as snack duties and any other scheduled responsibilities. We also submit photos from recent classes so you can see what we've been up to.

We also use a special program and app called ClassDojo--an easy way to connect directly and instantly with your child's teacher. Please look for calendars, notes, and announcements here. It is also a great way to keep track of your child's accomplishments, rewards, and areas that need a little extra work. More information about how to install and use ClassDojo will be handed out at the start of the school year.

Sometimes we will send notes home in your child's backpack, along with their finished crafts and artwork. Please be sure to check their folder regularly.

We post photos and event reminders to Facebook (Byron Forest Preserve Preschool). You may also view the calendar and download the parent handbook and other forms from our website: www.byronpreschool.com.

For questions about the Byron Forest Preserve preschool program, contact:
Crystal Prue
815-234-8535 ext. 205
crystalprue@byronforestpreserve.com

Emergency Communication:

Please ensure that we have your current cell phone number, as well as those of any person listed as an emergency contact or authorized for pick-up.

For school closings due to inclement weather or other events, please refer to the ClassDojo communications. We follow the weather-related decisions of the Byron School District, so you may also consult news media outlets to determine if we have a snow or cold weather day.

Drop Off and Pick Up Procedures:

At the start of class, please walk your child to the classroom door and be sure that one of our staff is aware you've arrived. The classroom door will remain closed until the start of class, so if you are early, please wait in the lobby until the teachers are ready.

Please be sure that your list of those authorized for pick-up is current and accurate. We will only release children to authorized persons; anyone unfamiliar may be asked to provide photo ID. You may submit, in writing, additions to your authorized list as necessary throughout the school year.

Late Pick-Up:

If you are running late, please call and let the preschool teachers know when you expect to arrive. You will incur an overtime charge of \$10 per fifteen minutes you are late to pick up your child. After three late pick-ups of fifteen minutes or more, the fine will be raised to \$20 per incident. Fines will be added to the next month's tuition.

After fifteen minutes, if we have not heard from or cannot reach a parent, we will begin to call others on the authorized list to arrange pick-up.

Byron Forest Preserve District policy states that if a child is left for an hour or more and we cannot reach parents, emergency contacts, or those authorized for pick up, that we must call Byron Police and Child Protective Services.

What to Bring (and not to bring):

Please dress your child for play! This includes comfortable, easily washed clothing and sturdy shoes. Children will be on the floor as well as up and moving throughout the class time. We may also decide to head outside to the playground or to take a short nature walk. If a few children are not dressed for outdoor play, the class might have to miss out! To that end, we encourage bringing weather-appropriate outdoor clothing each day--when there is snow on the ground, that means coat, snow pants and boots, mittens, hat, and scarf so that we can play or go sledding.

What to Bring (continued):

We DO NOT provide bug spray or sunscreen. In warmer weather, please be sure to apply this to your child before class, if necessary.

We ask that you pack a complete set of extra clothing (including socks and underwear) in your child's backpack in case of a spill or accident. Be sure to label all clothing with your child's name.

Please do not allow your child to bring toys to school. We have a wide array of toys available during free time.

Health Policies:

The health and safety of all of our students is important to us. Although we understand that attendance is important, we are not equipped to care for children when they are ill, and we need to be mindful of the good health of all of our students and staff. Please keep your child at home if he or she has:

- A cold or sore throat
- Conjunctivitis (pink eye)
- A Skin rash
- A fever
- Head lice
- Vomiting or diarrhea

Your child should be free of symptoms for 24 hours before returning to class. In the case of highly contagious diseases such as impetigo, measles, or chicken pox, we may ask for doctor certification that your child is in good health before he or she may return to class.

Should your child become ill during the day, we will contact parents immediately. Please ensure that your phone number and other contact information is kept up-to-date. If parents cannot be reached, we will call an emergency contact.

If your child becomes severely ill or injured, Byron Forest Preserve District policy is to call 911 and then contact parents. The Byron Fire Department has a response time of under five minutes, and their EMTs will examine students at no charge. Should emergency medical transport and care be necessary and a parent or emergency contact cannot be reached, a staff person will accompany your child to the nearest medical care facility.

Each of our staff members is Red Cross certified in Child CPR and First Aid.

Discipline:

Teaching good behavior is part of our curriculum. We understand that many children have not been in this type of environment before, and so concepts like sharing and taking turns might be new to them. We encourage and reward good behavior and gently correct negative behavior. Part of our Class DOJO is dedicated to awarding points for behaviors we like to see in the classroom, such as raising a hand to speak, or sitting quietly during story time. You can keep track of points and awards through the app or on your computer.

Excessively disruptive or aggressive behavior will result in time-outs and discussion with parents, and may require a behavior management plan. If disruptive or aggressive behavior continues without improvement, we reserve the right to dismiss a student from the program with no refunds. This policy is enforced so that our students have a safe and comfortable environment.

Daily Schedule:**Field Trips:**

We are excited to get away from the classroom a few times a year. Generally our field trips include an apple orchard visit in fall and a pond study or creek walk in the spring. Parents will be notified in advance when the class will be attending a field trip. The morning and afternoon sessions often travel together, and parent chaperones are strongly encouraged. Travel will always be by Byron school bus.

Snacks and Parties:

Each child will have a day when they are responsible for providing snack; the schedule will be posted on the monthly calendar. Any allergy information will be also be noted for each class, though we have a few alternate snacks if a child cannot have what is brought that day.

Our scheduled celebrations through the year include Fall Festivities, Winter Holidays, and February Friendship. Please let us know if you would like to help out!

Non-Discrimination Policy:

The Byron Forest Preserve does not discriminate on the basis of race, color, national or ethnic origin, age, religion, gender, gender identity or expression, sexual orientation, veteran status, marital status, or any other characteristic protected under federal or state law.

Byron Forest Preserve Preschool Program Contract and Policy Acknowledgment Form

I hereby agree to and understand the following policies:

1. A non-refundable deposit of one month's tuition is due at registration in order to hold a place in the class. This payment will be applied toward May's tuition.
2. There are no refunds due to illness, withdrawal from the program, inclement weather, holidays, or events beyond the control of the Byron Forest Preserve.
3. A late fee of \$10 will be applied if I have not paid the month's tuition by the start of the second class of the month.
4. I am responsible for keeping all contact, emergency contact, and pick-up authorizations up-to-date.
5. Additions to the list of persons authorized for pick-up must be submitted in writing.
6. I will incur an overtime charge of \$10 for every fifteen minutes I am late picking up my child. After the third incident, this fee increases to \$20 per fifteen minutes.
7. I will keep my child at home when he or she shows signs of illness as outlined in the "Health Policies" section of this document.
8. The forest preserve reserves the right to dismiss students from the program with no refund due to excessive and continuing disruptive behavior as recommended by the teacher.
9. A physical exam and immunization records must be completed and turned in before the first day of class. These forms must be updated annually.
10. I understand how information, including school closings due to inclement weather, will be conveyed to me.

I have received a copy of the parent handbook and agree to abide by its rules and regulations:

Printed Name

Signature

Date

Please sign and return this page with your registration materials.