



Harvard Preschool
"We Make Learning Fun!"

P.O. Box 334
Harvard, Illinois 60033

Dear Parents/Guardians:

Welcome to Harvard Preschool. It is our hope that this handbook will acquaint you with the Preschool and answer your questions. As a parent/guardian of a child attending the Preschool, you are a member of the Harvard Preschool, Inc. hereinafter referred to as the Association. If you have any questions or comments, please talk to the teachers or the Board of Directors.

Harvard Preschool is located at: St. Paul Lutheran Church, 1601 Garfield Road, Harvard, IL 60033.

For all written correspondence, please address to: Harvard Preschool, PO Box 334, Harvard, IL 60033.

To contact the Preschool via phone please call (815) 943-5242 or via email at Harvardpreschool@yahoo.com.

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Harvard Preschool Philosophy

Harvard Preschool believes in the importance of a safe and secure environment and the positive learning aspects in the early development years of childhood.

Therefore, we feel the need for opportunities for children to explore and experiment which promotes within all the aspects of healthy growth and development. These include the areas of social, cultural, physical, cognitive, creative, emotional and self-help.

Harvard Preschool feels the time your child spends with us is important and valuable. To meet the need of preschool children, a quality facility must provide:

- A well trained staff to provide individual attention.
- Proper equipment to stimulate exploration.
- A safe and healthy environment for children.
- A child-centered curriculum based on the child's interests and level of development.

Harvard Preschool Staff and Board of Directors

The permanent staff of the Preschool consists of a Director and Assistant Direct. A team teaching approach will be used.

The Preschool is operated by the Board of Directors consisting of at least six members of the association. As members of the association, parents/guardians are encouraged to attend the annual Association Meeting. Copies of the Harvard Preschool Bylaws are on file at the school and available on request.

Director:Kelley Crone

Assistant Director: Whitney Scott

President:Gloria Sandoval

Vice President:Open

Treasurer:Tanya Powles

Secretary:Melissa O'Grady

Board Member at Large: Open

Parent Volunteer Coordinator:Open

Harvard Preschool Inc. Policy Statement

The Harvard Preschool is a non-profit, non-denominational organization established by a group of parents interested in developing a preschool program. The program devised provides a broad range of learning from group participation to individual creativity, to the developing of new skills and to guiding the child to attain greater independence, social competence, and self-fulfillment. The school is licensed and regulated by the State of Illinois Department of Children and Family Services.

Safety and Transportation

No children may be taken from the Preschool except by a person who is authorized by a parent/guardian.

If someone other than the parent/guardian is picking up the child, please give a written note to the teacher. Children must be dropped off and picked up inside the classroom. No child is allowed to be dropped off in the parking lot. A sign-out sheet must be signed before a child leaves school.

On field trips, all children must be secured in an approved safety seat provided by the parent/guardian. While parents/guardians are encouraged to join their child on field trips, we understand that there may be

scheduling conflicts. Parents should be aware that if they are unable to accompany their child on a field trip, the child will ride with the parent/guardian of another child as space permits.

The Preschool does not provide transportation. The Preschool does not assume responsibility for any child outside of the school. Children are to be dropped off and picked up inside the building.

Enrollment

Children must be three years old by the first day of September of the current year. Children must also be toilet trained to attend preschool. A waiting list is set up to enroll children if any vacancies occur during the school term. Returning children will be given the first chance to enroll in the spring before registration is open to the public.

The registration fee of \$50 must be paid before a child is considered enrolled.

The first five weeks of school is regarded as a probationary period. Tuition cost will be prorated and a refund made if the teacher, because of disruptive behavior or threat to the physical well-being of the children, or the parent/guardian finds it necessary to withdraw the child during this period.

Enrollment of toilet-trained children 30-35 months old desiring to attend preschool will be evaluated by the teachers on an individual basis.

No information regarding your child will be released without prior written consent from the parent/guardian.

Tuition and Fees

The yearly tuition is set in accordance with a budget which has been approved by the Board of Directors.

There will be a non-refundable registration fee of \$50 per family for those families registering before June 1 for the 2015-2016 school year or \$60 per family for those families registering after June 1 for the 2015-2016 school year, plus a \$30 special events fee to cover the cost of field trips and the vision and hearing screening. There is an additional \$30 snack fee to cover the cost of snacks and juice.

The first month's tuition is by the first day of school. Tuition is due by the *first of each month*. A late fee of \$10 per month will be charged if tuition is paid after the tenth of any month. These charges will be added to the next month's tuition.

Cash payments should be handed directly to a teacher in an envelope with the child's name on it. Checks/money orders can be placed in the tuition box, handed to a teacher or mailed. Tuition must be paid monthly even if the child is not in attendance due to illness or extenuating circumstances.

If tuition is one month past due, the child may be dropped from the Preschool at the consideration of the Board of Directors. If tuition is one month past due and the following month's tuition is not paid by the first of that month, all tuition due to the Preschool must be paid by the tenth of that month, or the child may be permanently dropped from the Preschool program. The Board of Directors will determine this on a case-by-case basis. Any late tuition payments throughout the rest of the school year will be grounds for being dropped as well, unless the Board of Directors is notified in advance and terms are agreed upon for payment.

One month tuition will be forfeited if the child is withdrawn without two weeks advance notice. Tuition will be prorated and a refund made upon a teacher requested withdrawal.

When parents/guardians are separated/divorced or living in separate households, one parent must be solely responsible for meeting the financial obligation of fees and tuition payments while their child is enrolled. Partial, shared, or alternating tuition payments from parents/guardians are not permitted.

It is very important that you pick up your child from school on time. Teachers need time to prepare and clean the classroom for the next class. Also, children often begin to worry when they are not picked up on time. We recommend arriving a couple of minutes early, so that you are there when class is dismissed.

There will be a \$1.00 per minute late fee for picking up your child late after class. The Preschool has the right to drop a student from the program for continuous offenses.

Calendar

Preschool is in session from September to May, with sessions Tuesday and Thursday mornings from 8:30 till 11:00 am; Tuesday, Wednesday and Thursday afternoons from 12:00 till 2:30 pm; and in 2015-16 a third class on Monday, Wednesday, and Friday mornings from 8:30 till 11:00 am.

Additional sessions may be added as needed.

In general, the Preschool's schedule follows that of Harvard School District 50. However, there may be differences, so please check the Preschool's calendar carefully.

Each class will be allowed to miss three sessions due to employee absence, weather, etc. before make-up days will be put in effect. It will be decided by the Board of Directors if/when classes will be made up.

If District 50 cancels school due to bad weather, the Preschool, too, shall cancel class. If District 50 schools have been canceled due to weather for the entire day, families will not be called.

However, if District 50 dismisses early due to poor weather, the Preschool will determine if class will be dismissed early and/or if the afternoon classed will be canceled. In either case, the families will be notified by phone.

Parent/Teacher Conferences

Parent/Teacher conferences are offered at the end of the year. At the closing of the year, the teachers will send home an evaluation of your child's accomplishments. If at any other time throughout the school year you feel a conference is necessary, it can be arranged by setting it up with the Director.

Discipline Policy

At the Harvard Preschool we understand that children need guidance in order to develop the skills necessary to make inner decisions that are appropriate. Children need some limits, directions and rules by which to abide. Disruptive behavior can be stopped by offering positive alternative activities. This is what we refer to as "redirection." In order to achieve this, we must:

- Set understandable limits for individual and group contact.
- Use consistent and firm expectations, requests and explanation of rules.
- Positive reinforcement terms i.e. "walking feet" instead of "no running". Positive reinforcement terms turn negative behavior into acceptable, positive behavior.
- Use "redirection" before "time-out". This redirections can include being along for a little while, playing quietly in a different area, or sitting with the teacher for a few minutes. The purpose is to get children into a cooperative feeling rather than to punish them for their behavior.
- Encourage children to solve their own problems, whenever possible. Children will be encouraged to talk to their peers during confrontations. If this does not work, teachers can suggest that both students seek another activity for the time being.

Punishment which is humiliating or frightening to a child is prohibited, including corporal punishment, verbal abuse and withholding snacks.

Health Statement

Each child must have a physical exam upon enrollment as required by the State of Illinois and be up-to-date on their immunizations including polio-myelitis, hepatitis-B, measles, rubella, diphtheria, pertussis, and tetanus. A TB skin test is to be included in the initial exam unless the child's physician does not deem it necessary in which case a written exemption from the physician must be submitted in its place. A lead screening/assessment is also required at this time. Physical forms must be on file at Preschool before the child will be able to attend classes.

Do not send your child to school if s/he:

- Is not feeling well i.e. has a headache, stomachache, toothache, earache.
- Has had diarrhea in the past 24 hours.
- Has vomited in the past 24 hours.
- Has a fever or 100 F or above.
- Has had heavy nasal discharge or constant cough.
- Has had a positive strep throat culture in the past 48 hours.
- Has rash with a fever of 100 F or above.
- Has a communicable disease such as head lice, chicken pox, pink eye, Fifth's disease, impetigo, ringworm, Rubella, Rubeola, mumps, scarlet fever, hepatitis, etc.

Please contact the Preschool to review the DCFS guidelines regarding when your child may return following these illnesses.

It is the parent's/guardian's responsibility to report all diagnosed or suspected cases of communicable diseases to the Preschool immediately. It is also the parent/guardian's responsibility to call the Preschool if your child will not be attending class due to illness, family emergency, vacation, etc. Except in cases of electrical power outages, an answering machine is available 24-hours a day to record your phone message.

It is a DCFS requirement that all students wash their hands before entering the classroom. We ask that parents and caregivers ensure that their students wash their hands before entering the classroom each day.

Vision and Hearing Screening

The State of Illinois conducts annual vision and hearing screening at the Preschool. DCFS requires that the results of this screening be in your child's Preschool file. A nominal fee for the screening is included in the Special Events Fee, charged at the beginning of the school year.

Supplies and Personal Belongings

A list of supplies needed for school will be determined by the teachers and handed out to parents/guardians at or before the beginning of the school year. Additional requests for items may be made if shortages develop during the year.

The Preschool has a variety of toys for your child's use during free play. If your child needs to bring something special from home for security or to ease the transition into the Preschool environment, they may do so, but these items will be kept in their basket. No toy weapons (guns, bow & arrows, swords, etc.) will be allowed into the Preschool.

A complete change of seasonally appropriate clothing including a shirt, pants, underwear, socks and footwear should be sent with your child every day he or she attends class. Juice and art projects cause the majority of "accidents" and the children feel more comfortable in their own clothing.

A backpack is also required to carry the change of clothes and to take home school projects and informational notices.

DCFS requires all children to wear shoes or slippers in the Preschool. Stocking feet, snow boots or boots/shoes with mud, ice, or snow are not permitted in the classroom. Please have children change their shoes prior to classroom time if they choose to wear snow like boots.

Parent Helper Suggestions

Parents are an important part of preschool. It is a time when the participating parent and their child can share in the child's experience. The parent can be a great help to the children and the teachers. Working with the preschoolers can be fun and exciting. We have several field trips throughout the year that make for an excellent opportunity for parents to join in and participate.

Please let the Preschool know if you are interested in volunteering to help.

Snack Guidelines

During the school year, the children will learn about nutrition through the variety of snacks offered at Preschool. As a part of our snack program, we will be providing healthy snacks that are commercially prepared and packaged.

Students will be allowed to provide snacks to celebrate their birthdays during school. Items from the store/bakery are acceptable. No presents please. If you are planning to have a birthday party at home and are delivering the invitations at preschool, please invite all the children in your child's class. Children at this age don't understand why they didn't get invited.

Items containing peanut products will not be allowed due to allergies within the classroom.

Insurance and Financing

A sum of money shall be designated by the Board of Directors for the purpose of teacher participation in preschool related conference and meetings.

A sum of money will be set aside each year for replacement, repair or purchase equipment and/or learning materials and supplies, unless the Board of Directors votes that the money is not available.

Harvard Preschool has purchased general liability insurance in the amount of \$2,000,000. Harvard Preschool also has purchased an accident policy that will pay up to \$10,000 per child, after other applicable health insurance, for medical bills and expenses, regardless of liability.

Updated: June 10, 2015

Sign and return to the Harvard Preschool.

I, _____ have read and understand the Parent Handbook for the Harvard Preschool 2015-2016 school year.

Student Name

Parent/guardian Signature

Date