

Grace Preschool  
1624 East Euclid Avenue  
Mount Prospect, Illinois 60056  
847-824-7408  
[preschool@gracemtprospect.org](mailto:preschool@gracemtprospect.org)  
[www.gracemtprospect.org](http://www.gracemtprospect.org)

## Grace Preschool Student and Parent Handbook

### 2015-2016

Grace Preschool is a licensed, non-profit organization and accepts children of all races and religious beliefs.

#### **Staff**

The director and teachers are qualified as required by state law and have had many years of preschool teaching. Staff holds a Type 03, Type 04, Early Childhood Teaching Certificate or Paraprofessional Certification. They are:

Director/Teacher: Becka Chantry  
Teachers: Susan Alonzo  
Christa Grabske  
Lindsay Meyers

Staff members may be reached at the school between the following times:

Morning session: 8:30 a.m. – 9:00 a.m.  
11:15 a.m. – 11:30 a.m.

The school can be reached through the church telephone 847-824-7408. You can also contact the teachers through the website: [preschool@gracemtprospect.org](mailto:preschool@gracemtprospect.org) or [www.gracemtprospect.org](http://www.gracemtprospect.org)

#### **Philosophy:**

Grace Preschool is a developmental preschool. We provide a wide variety of learning experiences in a warm, caring, safe environment. This enables each child to develop his whole being. We recognize that each child is a unique individual with his own needs, and own interests. Our curriculum and physical environment provides activities that are appropriate for each child within the group. Learning is planned to be fun for the child.

**Child's Age:**

Two Day Morning Program: 3 years old prior to September 1<sup>st</sup>  
Three Day Morning Program: 4 years old prior to September 1<sup>st</sup>  
Five Day Morning Program: 4 years old prior to September 1<sup>st</sup>

A certified birth certificate is required. Enrollment is accepted on a first-come, first-serve basis. Children must be fully potty trained.

**Sessions:**

5 day - morning 9:00 a.m. to 11:15 a.m. Monday through Friday  
3 day - morning 9:00 a.m. to 11:15 a.m. Monday, Wednesday and Friday  
2 day - morning 9:00 a.m. to 11:15 a.m. Tuesday and Thursday

**Late Pick Up:**

Please make sure that you pick your child up on time. If you are going to be more than 5 minutes late, please call the school. You will be charged \$1 per minute that you are late.

**Tuition:**

There is a \$50 fee required at registration time. Our tuition is based on our yearly needs and divided into nine equal payments. There is no reimbursement for holidays or absenteeism. Tuition is payable on the first day of the month and is due one month in advance. Nonpayment may result in your child's dismissal.

5 Day Tuition	Members	\$215
	Non-members	\$235
3 Day Tuition	Members	\$147
	Non-members	\$168
2 Day Tuition	Members	\$90
	Non-members	\$95

Enrollment is for the entire school year. Two weeks notice is required if you withdraw your child from school.

**Dismissal:**

We reserve the right to dismiss a child from attendance at our school when it is for the best interest of the child and/or the rest of the class. Dismissal would only occur after conferences with the parent, teachers and director.

**Daily Program:**

For the first hour to hour and half of class the children have the freedom to choose what they would like to do. Our interest centers are:

Block Center – variety of sizes of blocks, wheeled toys, people etc.

Dramatic Play Center – fully equipped child-sized kitchen, dress up clothes and other props for role-play.

Language Arts Center – books, puppets, flannel board and story pieces, CD player.

Manipulative Center – small motor, hand eye coordination – puzzles, peg board, Legos, sorter and classifier and other toys.

Large Motor Center – riding scooters

Discovery Center – magnifying glasses, magnets, nature items, etc.

Creative Art Center – easel painting and table supplied with paper, crayons, markers, glue or paste, and modeling clay are offered each day. Each day the children are also given an opportunity to explore and investigate with another type of art experience such as finger painting, watercolors, marble painting, collages, beading, etc.

Group Time – We have a short group time at the beginning of free choice time to do a theme related story, finger play and/or song, and to explain what has been changed or added to an interest area for the day.

Clean Up Time – Everyone helps to return the room to the way it was when they entered the room so that it is ready for the next class.

Rug Time – A group time for taking attendance, saying the pledge of allegiance, singing the flag song, and working with the calendar and letter of the week. It is also a time for favorite finger plays, songs or a group game.

Snack Time – We say a table grace before having water and crackers/cookies that follow DCFS guidelines. It is a quiet social time at the table.

Outdoor Time – When weather and time permit, we take the time to go outdoors together. It may be to the playground, a walk around the building, or a walk through the woods.

Chapel Time – A brief time once a month when the children and teachers come to the sanctuary to meet with our pastor to hear and sing stories about God. Children are also always welcome to share the faith traditions of their own family. Parents are always invited to chapel time, which is listed on the monthly calendar/newsletter. If you do not want your child to participate in Chapel Time, your child may stay with a teacher in the classroom. If staffing does not permit your child to stay with a teacher in the classroom, you may be asked to pick your child up 15 minutes early from school that day.

Second Group Time – A very short time to talk about the day's events, what to expect the next time they come to school and to sing our goodbye song.

### **Transportation:**

It is suggested that parents form car pools after their children are settled into the routine of school. It is important that your child know who is driving him/her and who is picking him/her up.

You must park your car in a marked space, not in front of sidewalks or doors. You may park on the south lot (closest to Euclid) or the east lot (closest to the skate park) and enter the school. Children must be walked into the building and make sure their jackets and backpacks are removed and hung up. Children must be taken to the hallway bathroom to wash their hands prior to entering the room. Once this has been completed, children are to be placed in the care of a STAFF MEMBER. You must also come into the building to pick up your child, sign them out and collect their papers from their mailbox.

A form is provided for authorized drivers. We will not release a child unless we have written authorization from you. This includes all parents in a car pool, relatives, and neighbors you might call in an emergency.

### **Health:**

A physical examination is required to be on file before the first day of school.

We must be notified if your child has been ill with a communicable disease so that we may notify other parents. No medication is to be sent to school for your child. If your child will miss school due to illness, you must call the school or email the school stating your child's name, teacher and the reason for illness, i.e. cough, fever, vomiting, diarrhea etc. Children are not allowed to return to school for 24 hours after the last episode of vomiting, diarrhea or fever without fever reducing medications. Any child not well enough to participate in all activities of the school, including outdoor play, should remain at home until fully recovered.

### **Hand washing:**

Before entering the classroom it is strongly recommended that the children be brought into the bathroom for a last minute potty check. Also, the State of Illinois and DCFS encourage the washing of the child's hands before entering the classroom whether or not the toilet has been used. This helps to prevent the spread of germs and promotes good hygiene.

### **Pest Management Control:**

In accordance to DCFS Guidelines, Maintenance for pest control is done once a month before school. Only a soapy spray is used around the sewers in the bathrooms. Ant/insect boxes are totally enclosed and are child proof. They are not out in the open. No spray is used in the classrooms.

### **Parent Communication:**

- Progress Reports in January and May for all classes
- Conferences in January for children entering kindergarten in the fall of that year, or at any time requested by parents or teachers
- Monthly newsletters
- Parent bulletin board

**Field Trips:**

There will be a field trip in the fall and spring depending on the age group. There will be a fee added to your tuition bill to help cover the cost of the bus rental and field trip program fees. Parent chaperones are invited to come along, but at their own expense. We may not have enough room to take all interested parents, so you will be chosen by a lottery basis. Parents who do not attend the fall field trip will be given the first spots in the spring field trip and all remaining spots will be filled by a lottery basis. Some field trips require carpooling and this will be discussed on a class by class and trip by trip basis.

Short trips during class time will be planned to such places as the nature center, library or fire station. These trips will not require parent chaperones.

**Clothing:**

Play is the work of childhood. Please send your child to school in play clothes. Sandals and thongs are not appropriate footwear and are dangerous in a school situation. It is strongly recommended that children wear closed toe shoes.

Weather permitting, outdoor play is mandatory. Dress accordingly. Please mark all sweaters, jackets, boots, mittens and hats with your child's name. Teachers do not know what the children wear to school and the children do not always remember.

**Birthdays:**

Children may celebrate their birthdays by bringing in any non-food items to share i.e. pencils, stickers, bubbles etc. We will sing to the child and present them with a special hat, sticker and pencil. Due to the increasing number of food allergies, we no longer accept birthday food treats to share.

**Holidays:**

We celebrate with a party on Halloween, Valentine's Day and Easter. Children may bring treats to pass out to other children. These treats will not be eaten at school. All treats must be peanut/tree nut free. Parents will be invited to a holiday party immediately before winter break.

**Emergency School Closing:**

Parents will be notified via text by the teachers if there is an emergency school closing. If you are in a car pool, one parent may be called and asked to notify the others in the car pool. If School District #26 River Trails in Mount Prospect is closed due to inclement weather, Grace Preschool will also be closed. If your child has a sibling attending District #26, or you work for District #26, you will not be contacted by a teacher at Grace Preschool since you will have received notification from District #26.

**School Calendar:**

We follow District #26 calendar except for institute days and Jewish holidays.

**Photos and Documentation:** Throughout the year we take photos of the children for observation purposes and to document field trips and activities. The photos may be used for school displays, bulletin boards and the website.

## Receipt and Verification

Please read the indicated sections of the Student/Parent Handbook and sign to verify that you have done so.

Name of Student(s) at school:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

I have had the opportunity to read the 2015-2016 Student Parent Handbook for Grace Preschool. In particular, I have read and understand the following sections and policies, and allow my child to partake in the below stated events:

- ❖ Student Discipline Policies
- ❖ Late Pick Up Fee
- ❖ Snack Time Prayer
- ❖ Chapel Time in the Church Sanctuary
- ❖ Pest Management Control
- ❖ Birthday Celebrations

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

By signing this you are agreeing to a full media release. If you do not want your child's image or work released for any reason including bulletin boards, school displays, website and year end photo collage you must request this in writing to the director of the preschool.

Name of Student: \_\_\_\_\_

Name of Student: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date