

WELCOME TO ALGONQUIN PRESCHOOL

A very warm welcome is extended to you from all of us at Algonquin Preschool, Inc. We are delighted to have the opportunity to share in your child's preschool experience.

About Algonquin Preschool

Algonquin Preschool offers programs for three, four, and five year old children. These programs are based on the developmental stages of young children. Algonquin Preschool is staffed with state-approved, educated, caring adults who nurture and encourage the children to explore, experiment and develop skills at their own pace. Algonquin Preschool provides a relaxed, friendly atmosphere for a positive learning experience.

Algonquin Preschool is a non-profit organization operated by an 11-person Board of Directors. The preschool is located in the educational area of the Congregational Church of Algonquin at 109 Washington Street in Algonquin, Illinois. Algonquin Preschool is licensed by the Illinois DCFS and meets all life-safety codes.

Adjusting to Preschool

In the first few weeks of preschool you will see your child go through many adjustments. Your child may experience some apprehension even though he/she seems eager to "go to school". This is normal and with support and encouragement your child will overcome this and have a wonderful school year.

The first few days of school will consist of abbreviated class times, some parent attendance, partial class attendance, and gradual lengthening of class time to ease the transition into full class time.

Arrival/Departure

The south entrance to the church is the *only* entrance to be used by preschoolers and their parents. You are welcome to walk your child to his/her classroom or use the drive-through option (see Drive-Through).

Your child will be released only to those persons indicated by you. Should a special circumstance arise and you wish for your child to be released to an individual not on your list, this information must be conveyed to the staff in writing or by phone prior to the time of departure. Staff members may request to see a driver's license for verification of the individual(s) identification if any doubt exists.

Book Orders

Scholastic book orders will be offered throughout the school year. The preschool earns points from the orders to purchase books and equipment for the preschool. You are under no obligation to make purchases.

Calendar

A school year calendar will be provided for you at orientation. A monthly calendar will be included in the newsletter. Please keep the calendars in a convenient location to remind you of upcoming activities. Calendars will be posted each month on the website at www.algonquinpreschool.org.

Car Pools

In mid-September parents will complete a form indicating their car pool arrangements. Car pools are not mandatory and Algonquin Preschool does not require or form the car pools. Many parents find a car pool to be a helpful and convenient way to get their child to and from school.

Class Directory

In mid-September a class directory consisting of names, addresses, phone numbers, and email addresses of families will be distributed among each classroom. Permission to publish this information will be attained prior to the distribution of the directories and only the information approved by parents will be published. Some parents may opt to not be listed and that is fine. This directory is provided to assist parents in arranging social activities among their child's new school friends, setting up car pools, etc.

Communication with Parents

Staff members communicate informally with parents daily upon arrival and departure. Notes containing important information will be clipped to your child's school bag. A newsletter from the director will be sent home in your child's school bag each month. A bulletin board is located just inside the preschool hallway entrance to display information pertaining to preschool-age children. A suggestion box is located just outside the office door. Signed comments will receive a personal response.

Should a concern arise, a staff member will contact you immediately. Likewise, we request that you alert your child's teacher(s) should you have a question or concern. You may contact our director, Cheryl Thrasher, at any time. She is available during school hours at 847-658-2232 or at home in the evening at 815-477-9215. You may also contact the preschool office via email at algonquinpreschool@sbcglobal.net.

Conferences

3's: Personal conference with your child's teacher(s) in late January-early February.

4's: Personal conference with your child's teacher(s) and a written evaluation in late January-early February.

5's: Personal conference with your child's teacher(s) reviewing your child's progress scheduled for late January-early February. A progress report will be sent home in May and parents are encouraged to contact the teacher(s) with any questions or concerns.

Discipline

Most rules at Algonquin Preschool are made for the safety of your child. Usually a gentle, positive reminder of what is expected is all that is necessary to gain a child's cooperation. Should a child's inappropriate behavior continue after a reminder or two, the child is redirected into another activity. Sitting on a chair for a "time out" of 1-3 minutes is only used as a last resort to calm a child or give a child who has hurt another time to think about his/her actions.

Parents will be promptly informed of any continuing discipline problems and encouraged to meet with the staff to develop a cooperative plan of action at home and school. All attempts will be made to meet the individual needs of a child. If no progress is

observed professional advice may be sought with parental permission. When all options are exhausted, a child's dismissal may be necessary. Only as a very last resort will we suggest that a child might best be served in another facility.

Dress Code

Children are encouraged to wear play clothes so they can be comfortable during their active school day and not worry about getting too messy. Please take into consideration the enthusiasm with which your child may display during creative or playful activities and dress your child accordingly. Children should dress appropriately for the weather as they go outside (weather permitting) to play each day.

Jelly shoes, sandals, slippery dress shoes and flip flops do not fit securely on the foot and can be dangerous. Sneakers and athletic shoes are more safe and appropriate. Label all outerwear and boots. If your child wears shoe-boots, please send a separate pair of shoes for your child to wear in the classroom for his/her safety and comfort.

Drive-Through

You may choose to use this option at any time during the school year. Upon arrival you simply drive onto the south driveway and a staff member will meet your car and assist your child into the school. Upon dismissal you simply drive onto the south driveway, display your car identification number (which will be assigned in mid-September) and a staff member will assist your child into your car.

Driveway Safety Rules

1. All children must exit the vehicle from the right side of the vehicle only.
2. Do not pull onto the driveway until the sidewalk is clear of all pedestrians.
3. Do not pull onto the driveway until the entire length of your vehicle can clear the sidewalk.
4. Always hold your child's hand until he/she has safely entered the building or your vehicle.
5. Do not ever allow your child to walk on the driveway.

Enrollment

To enroll in the 3's class, your child must be 3 years of age by September 1 of that year. Children who are 3 years of age by December 31 may fill vacancies in the 3's classrooms after January 1. To enroll in the 4's/5's class, your child must be 4 years of age by September 1 of that year.

A non-refundable registration fee and form must be submitted. Yearly personal history, medical report and all state-required forms must be completed prior to the first day of school. Your child may not attend until all of the required forms are on file.

Fees

Registration Fee: non-refundable fee due upon registration

Activity Fee: covers field trips, vision and hearing screenings, accident insurance, etc. ; due August 1

Field Trips

Curriculum-related field trips are included in our program. These excursions will take place within close proximity to Algonquin Preschool. Parents may be asked to drive, children may be transported by school bus, or the destination will be within walking distance. Parents may be invited to accompany or meet their child on a field trip.

Our liability insurance policy covers all educational opportunities outside of our facility. Our liability insurance policy prohibits siblings riding on buses.

First Aid and Emergency Procedures

Algonquin Preschool staff members are certified in CPR each year. The director and several other staff members are also certified in first aid.

The staff will follow these procedures in case of an emergency:

1. Minor Accident: For a minor cut or bump, first aid is administered and the parents are notified at the end of the session. Exception: Bumps or injuries to the head that require first aid are reported immediately.
2. Serious Accident: For a more serious injury, bump or cut, first aid is administered and the parents are notified immediately. If parents or emergency contacts cannot be reached, an ambulance will be called and a staff member will accompany the child to an immediate-care facility.
3. Emergency Situations: For severe bleeding, unconsciousness, broken bone, stopped breathing, etc., first aid is administered, 911 will be called and parents will be notified immediately.

A written report of all serious accidents and emergencies is kept on file in the preschool office. Any expenses incurred under 2 and 3 above which are in addition to the medical coverage provided by Algonquin Preschool are the responsibility of the child's family.

Fundraisers

Algonquin Preschool conducts fundraisers throughout the school year. The money raised is used to purchase equipment, replenish supplies and to make improvements to the school. Your participation is encouraged, but not required.

Health

One of our responsibilities is to nurture the well-being of the children. Please respect the other preschool families and keep your child home if he/she has:

Diarrhea	Pinkeye	Spots or Rash
Fever	Runny Nose	Vomiting
Persistent Cough		

Children with any of the above symptoms/conditions are not allowed to attend school. Please notify the office if you are keeping your child home due to illness. A child should be fever-free for 24 hours before coming to school.

Please call the director immediately if your child develops one of the childhood communicable diseases. The director will immediately inform the other parents of the possibility of exposure to the disease.

The staff will not administer any prescription or over-the-counter medications to students without written permission of the parent/guardian. Severe allergy concerns, insect stings, asthma, etc. must be discussed with the classroom teachers and director prior to the first day of school. Epi Pens and emergency medications will be kept in a secure place in the office.

Illness

Any child in attendance who becomes ill or has not fully recovered from an illness, shall be immediately isolated from the class. Parents will be advised to remove the child from the school as soon as possible.

Insurance Coverage

Algonquin Preschool carries liability insurance in accordance with state guidelines.

Newsletter

The director will compose a newsletter at the beginning of each month that will be sent home attached to your child's school bag. The newsletter will contain pertinent information of current and future school activities.

Release of Personal Information

Information pertaining to the admission, progress, health or discharge of a child shall be confidential and limited to staff members as designated by the director or by the Department of Children and Family Services. This information will not be disclosed to others without written permission by a child's parent/guardian.

Religious Observations

There will be no formal religious observance or instruction. Casual reference or celebration of religious holidays may occur.

School Bags

It is recommended that each student bring a school bag each day. A large canvas bag with handles works best. Back packs are discouraged as they are difficult for preschool-age children to zip open and close. Be sure to label your child's school bag. The preschool will supply and attach a large clip to your child's school bag. This clip is to remain on your child's bag and will be used to send home tuition envelopes and notes. You may use this clip to return the tuition envelope, send notes to your child's teacher, etc. Please watch for anything attached to the clip and read immediately.

School Closings

Should the need to cancel school on any given day due to weather conditions or some other situation, the preschool staff will call you as soon as possible. School closings will also be posted on the website at www.algonquinpreschool.org.

Security

The preschool entrance will be locked at 9:10 a.m. and 12:40 p.m. and unlocked at 11:20 a.m. and 2:50 p.m. If you will be arriving late, please call the office so a staff member can open the door for you.

Snacks and Special Treats

Parents will be asked to take turns providing snacks (a week at a time) for the class. Guidelines and a schedule will be provided well in advance. Parents are encouraged to send nutritious snacks such as fruit, veggies, cheese, etc. as designated by the director.

Individual food allergies are posted in each classroom. Menus will be posted one month in advance.

Special treats may be brought in to celebrate a birthday or special occasion in your child's life. These treats should be pre-packaged and individually wrapped and will be sent home with your child's classmates. Please do not send in balloons as they are a safety hazard. Algonquin Preschool staff will not distribute party invitations.

Start/Dismissal Times

Your child's preschool session begins at 9:00 a.m. or 12:30 p.m. Please wait in the entrance area until a staff member opens the door to greet you.

Your child's preschool session ends at 11:30 a.m. or 3:00 p.m. Please arrive at 11:25 a.m. or 2:55 p.m. to pick-up and sign out your child at his/her classroom or wait in the car line if using the Drive-Through.

Please call the preschool office if you will be late to pick-up your child as young children may become anxious if you are not prompt. Should you be late without notifying the school you will be charged \$5.

Tuition

Tuition is due the first day of the month beginning August 1 through April 1. A tuition envelope will be sent home each month attached to your child's school bag.

Arrangements can be made for a 12-month payment plan. If a financial crisis occurs in your family causing hardship in making your tuition payment, please contact the office. Efforts will be made to arrange a payment plan that works within your situation.

Tuition Contract and Governing Rules

A tuition contract, which includes all policies pertaining to tuition payments, must be signed by a parent/guardian prior to the first day of school. These policies are listed below:

1. Tuition is due on the first day of each month, August through April.
2. If a tuition payment is not received by the 10th of the month, a \$10 late fee is charge. This late fee will continue to be charged each month until the account is paid in full.
3. Any tuition account 60 days past due will be turned over to S&S Financial Services, an accounts receivable management company.
4. Should a check be returned for insufficient funds, all remaining tuition payments must be made in cash or a bank money-order.
5. Monthly tuition payments are calculated by first determining a per session cost. This cost is then multiplied by the total number of sessions for the school year. This factor is then divided by 9 (the number of tuition payments due each year).
6. There will be no refund for school closings due to weather or other unforeseen circumstances.

7. If your child enrolls part way through a month, tuition for that month only will be pro-rated based on the number of sessions remaining in that month.
8. If your child is absent for an entire month due to serious illness, half the tuition for that month must be paid to hold your child's space in the class.
9. If your child is absent for part or all of a month due to an extended vacation, full tuition must be paid that month.
10. All requests for special consideration regarding long-term absences must be made in writing 14 days prior to the beginning of the absence.
11. Notification must be given in writing 14 days prior to withdrawal from school.
12. Tuition for sessions attended prior to withdrawal in a given month will be pro-rated for that month only.
13. Registration fee is refundable only if your child dis-enrolls to attend a facility which serves the needs of a special medical condition of your child.
14. Activity fee is due August 1.
15. Activity fee will be pro-rated if your child enrolls after January 1 of the current school year.

Visitors

Algonquin Preschool encourages parents to observe and participate in their child's preschool experience. Please call the director to schedule your visit.

Year-End Picnic

The last day of school is celebrated at Towne Park. You are invited to bring a lunch and enjoy the last day of school playing and spending time with your child's classmates, teachers and friends.

You are Invited

You will receive a special invitation to join your child at school for the Holiday Party and Family Fun Day. Your presence for these occasions may be very important to your child, so if you cannot attend, we recommend a parent-substitute attend in your place. Invitations will be extended well in advance to allow you the opportunity to make arrangements.