



## **TODDLERS CAMPUS PRESCHOOL HANDBOOK** **2021-2022**

Toddlers Campus is an outreach ministry of Highpoint Church and preschool for children from the greater Wheaton, IL community. Toddlers Campus serves children from age 2 ½ until the age they are ready for kindergarten.

Toddlers Campus Preschool admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national and ethnic origin in hiring of staff or administration of its educational policies, admissions policies, tuition assistance programs, and other school-administered programs.

### **Purpose and Philosophy**

Toddlers Campus seeks to provide a high quality early childhood program in a safe and nurturing environment. Our mission is to promote the physical, social, spiritual, emotional and intellectual development of young children.

Toddlers Campus believes that children learn best through purposeful play in an environment that is carefully structured and planned to provide opportunities for discovery and exploration, critical thinking and problem solving at each child's developmental pace. Our job as early childhood educators is to facilitate their journey by providing a variety of developmentally appropriate materials while following IL Early Learning Standards.

In our program you will see:

- frequent, positive, warm interactions among adults and children
- planned learning activities appropriate to child's age and development, such as block building, art, stories, puzzles, music and movement, large and small group time, and large motor play
- specially trained, caring teachers
- many varied age-appropriate learning materials and activities
- a healthy and safe environment for children to experience success and develop a love of learning

- nutritious snacks
- regular communication with parents
- effective leadership and administration

**Registration**

Registration is held for the subsequent school year beginning in mid-November for currently enrolled families. Priority registration for former Toddlers Campus families and Highpoint Church members begins in early December. Open enrollment begins for the general public in early January.

**Enrollment Requirements**

<u>Class</u>	<u>Days Offered</u>	<u>Age Requirement</u>
Beginners	W/F AM	Turning 3 by December 31st
Three Year Olds	M/W/F AM T/TH AM M/W PM	Turning 3 by September 1st
Four Year Olds	M/W/F AM T/TH AM M/W/F PM	Turning 4 by September 1st
Pre-K	M-F AM M-TH PM	Turning 5 by September 1st, or older 4's with fall birthdays with permission of Director of TC and teacher recommendation

All children age 3 and up must be potty trained by the start of the school year, as per DCFS standards. Children who are “still practicing” good bathroom habits are permitted to wear Pull-Ups to school. Toddlers Campus reserves the right to contact parents to assist in changing any potty accidents during the school day.

**Tuition Policy**

A \$100 non-refundable registration fee is required for each child at the time of enrollment each school year.

Tuition may be paid either by 2-semester payments, or 10-monthly payments. Tuition is collected starting in August prior to the start of the school year, and is due by the 1st of the month. After the 15th of the month, a \$25 late fee will be added to your balance.

Semester payments will be due in August and January. Monthly tuition payments are due monthly from August through May. Monthly tuition payments are calculated based on a yearly total and divided into 10 equal payments for your convenience.

Children will be suspended from program attendance when an account is delinquent for 45 days from the original due date. Children will be removed from enrollment and their spot filled from the waiting list when an account is not at a zero balance by day 60 from the original due date.

We encourage parents to set up an automatically recurring payment plan through our website using their credit/debit card. Payments made by cash or check can be made by placing a payment labeled with their child's name in the secure lockbox outside the Toddlers Campus office.

### **Class Placement**

The placement of each child into a specific classroom prior to the start of the school year will be based on a number of factors including the ratio of male/female students in each classroom. An effort will be made to place returning children with at least one former classmate. Parent requests for a particular teacher will be given consideration but not guaranteed. The ultimate decision will be made at the discretion of the Director.

### **Special Needs Policy**

Toddlers Campus strives to meet the physical, social, spiritual, emotional and intellectual needs of the children it serves. Enrollment of children with special educational needs will be evaluated on a case by case basis by the Director to determine if our school is best able to meet their needs. The decision will be based upon review of any and all professional evaluations of the child, an assessment of his/her individual needs and the impact on the classroom.

If it is determined that the enrollment of the child will not require fundamental changes to the program or classroom and our staff has the training and experience to properly serve the needs of the child, provisional enrollment will be granted on a trial basis. If it is determined that the program cannot best serve the needs of the child, the child will not be enrolled, their registration fee will be refunded and the parents will be directed to resources that can better serve the child.

### **Our Program**

Toddlers Campus strives to offer a balance of structured and unstructured activities. Non-structured time offers freedom of selection of activities, opportunities for decision-making, and socialization. Structured time provides for group learning, listening, following directions, and kindergarten readiness. Our play-based curriculum is specifically designed to support the development of fine and gross motor skills through classroom activities.

The school makes use of large, well-equipped rooms, a full-size gym, a tree-shaded playground, and our large yard and park next door. We offer a Christian atmosphere and teach Christian values by using Bible stories, songs and prayer before snack time. We are not doctrinal nor are we offensive to any

denomination, and we are pleased to serve children from a variety of faith-based preferences.

### **Curriculum**

Toddlers Campus follows the Illinois Early Learning Standards in planning our curriculum for each class. Zoo-Phonics curriculum is introduced in the second semester of the 3's program, and is used for the entirety of the 4's and Pre-K school year to teach letter recognition, letter sounds, and letter formation.

Each school day provides opportunities for children to play, investigate, and to express ideas through hands-on activities and experiences in:

#### **DRAMATIC PLAY**

Planning, working, and playing in a cooperative and organized experience fosters social skills, role playing, creativity and problem solving

#### **CRAFT/CREATIVE ART**

Self-expression through the use of paints, playdough, crayons and other media emphasizing the process of creating is important to children

#### **LARGE GROUP LEARNING**

Enjoying stories, verse, rhyme, song, fingerplays, conversation and dramatization

#### **MUSIC**

Responding rhythmically to singing, use of musical instruments, and exploring different musical styles

#### **BLOCKS/BUILDING**

Exploring spatial relationships, concepts of weight, symmetry and balance, as well as cause and effect

#### **MANIPULATIVES/TABLE TOYS**

Providing opportunities to develop sorting, matching, classifying, patterning, and hand-eye coordination skills

#### **SCIENCE AND DISCOVERY**

Providing opportunities for observation, inquiry, prediction, classification and comparison

#### **SENSORY**

Exploring physical qualities of a variety of materials such as sand, water, rice, beans, shaving cream, etc.

#### **HEALTH AND SAFETY EDUCATION**

Learning the importance of good health habits and safety rules, along with personal responsibility

## EATING TOGETHER

Learning and practicing food table manners and self-help skills, developing healthy eating habits

### Hours

The school day runs from 9:00-11:30 AM for Beginners, and 9:00-11:30 AM or 12:30-3:00 PM for 3s, 4s, and Pre-K.

If you need to reach the director by phone, either she or the assistant director will be available from 8:00 AM until 3:30 PM, Monday through Friday, whenever school is typically open.

### Arrival Time

Toddlers Campus uses the rear entrance of Highpoint church for arrival and dismissal. Please do not park in any of the rear parking lot spaces, as this will inhibit the flow of the car line. Each morning or afternoon, our car line arrival time will begin 10-15 minutes before your child's class session is set to begin. Please follow the Car Line Procedures guide for specific times and instructions.

Classes will begin promptly at 9:00 AM and 12:30 PM. Any arrivals after 9:00 AM or 12:30 PM will need to be buzzed in at the main door of Highpoint Church, and children will need to be escorted to their classroom by their parents.

### Dismissal Time

We will make every effort to complete the dismissal process as efficiently and safely as possible. Please follow the car line procedures carefully. Please clearly display your child's color-coded name card in your window each day.

***It is very important to be prompt at dismissal time to avoid any undue fear on the part of your child.*** If you are unavoidably detained, please call or email the Toddlers Campus Director.

Children will be escorted to their designated car at dismissal by a teacher. **Please stay in your car.** Toddlers Campus staff will load your child into a car, but will **not** secure any restraints. Please proceed up the incline to the upper lot to safely park and secure your child in their car seat away from the car line.

Children will be released to no one but his or her parents or the names on the authorized pick-up list unless we are informed by you in advance. A State of Illinois requirement is that each child must be signed out at dismissal. During the COVID pandemic, teachers will be responsible to sign out each child with the name of the person who has picked up their child.

### Late Pickup Policy

Any late pickup beyond 10 minutes will incur a \$25 late pickup fee. The fee will increase by \$10 for every 10 additional minutes.

If you are more than 10 minutes late and we haven't heard from you, we will begin to call your emergency contacts to pick up your child. If you or any of your emergency contacts have not picked up your child by 4:30 PM, the Department of Children and Family Services specifies that we need to inform the police.

### **Attendance**

Although attendance is not required in our preschool program, we cannot stress enough the importance of regular, consistent class attendance. Being on time for arrival and dismissal allows for your child to participate in all class activities and lays the groundwork for good school attendance habits late on.

Please inform the Toddlers Campus office if your child will be absent from school for any reason. We care about your child and are concerned if they are absent.

### **Security**

For the safety of the children and staff at Toddlers Campus, an electronic door lock system has been installed at the main entrance to Highpoint Church. Using this secure entrance will connect you to a video intercom system to gain access to the building when needed.

The rear entrance will be locked as arrival time ends, and unlocked as dismissal begins. Parents should plan to use the main entrance to gain access to the building at any other time.

### **Conferences and Communication**

There will be scheduled Parent-Teacher Conferences twice a year, in January and May, for 3's, 4's and Pre-K classes. There will be one conference in May for the Beginners class. ***Please do not hesitate to consult your teacher at any time if you have any questions regarding your child and his or her school experience.*** For the dates of the scheduled conferences, please see the school calendar.

All teachers will also communicate with parents using the ClassTag app. This secure application allows parents to have a peek into daily class activities through photos and written updates for their teacher. Parents may also opt to communicate with other parents through this secure system.

You can help us by:

- letting us know when your child will be absent
- informing us of changes in your contact information
- notifying us about changes in emergency contacts/designated pick up names

- alerting teachers to any new fears or emotional upsets your child may be experiencing that may affect school behaviors
- welcoming new families as they join our program throughout the school year

We partner with parents in the educational process, and on-going, open communication is a vital part of our program.

### **Clothing**

Preschool is a place where we learn by doing --on the floor, in the art center, in the gym, and even outside in the grass; we often use messy materials that you don't want to use at home, and we love it!

Therefore, it is important to dress your child for preschool appropriately. Please wear play clothes that are comfortable, washable, and easily removed by your child for the school day.

Your child's name should be put on anything that is brought to school. This includes **backpacks**, mittens, boots, clothing, coats, etc.

The school does have a supply of extra clothes in case any child has a potty accident. You are also welcome to keep an extra set of clothes in your child's backpack, but we do not have room to store them in the classroom.

Please wash and return any Toddlers Campus clothes to your teacher in the event of an accident.

We will provide smocks for the children to wear during painting and "messy" play.

We will go outside every day during good weather, provided the temperature is at least 30 degrees or warmer, and the ground is dry enough for sustained outdoor play. Please dress your child in suitable outdoor clothing that is easy for them to put on and take off by themselves.

### **Items Brought from Home**

All children should bring a full-size backpack or school bag to school each day. These will be used to transport any school/teacher communications to parents, art work and many other important "creations" made during the school day.

Toddlers Campus will provide snacks and water each day for snack time. A child may bring in a store bought treat to share with the class on the day his/her birthday is celebrated.

***Please remember that we are a peanut and tree nut-avoidant school.***

**Please do not bring toys from home.** We have a great supply of toys and equipment for everyone at school. Toys brought from home can be easily broken, lost and/or become a distraction.

### **Field Trips**

Due to COVID restrictions, there will be no scheduled off-site field trips this year.

### **Holiday Parties and Celebrations**

We have planned celebrations and parties each year for all classes: Halloween, Christmas, and Valentine's Day.

Halloween is celebrated as a fun dress-up day with a school-wide parade and class parties. All children are encouraged to dress-up in fun, non-scary or non-threatening costumes. We typically celebrate a few days before Halloween so we don't interfere with any other elementary school programs for older siblings. It's a great time for preschoolers to have a practice run before the big day!

Christmas is celebrated by emphasizing the true story of Christ's birth, while acknowledging the cultural observances of Christmas and all the fun of the holiday season. The class Christmas party is always a real highlight of the season.

At Valentine's Day, we celebrate by exchanging Valentine cards to all our classmates and have a fun party together as well.

Teachers plan special crafts, activities and games for our holiday parties. Parents are usually welcome to volunteer in the classrooms to help on these special days. This year, in light of COVID restrictions, parents are not permitted to participate in class parties.

### **Personal Information**

Personal information on a child will not be released to anyone unless requested by the parent. All records will be kept in a secure cabinet in the Toddlers Campus office, and will be shredded when no longer needed.

### **School Closings**

In the event of severe winter weather, we will **email** you if our school is forced to close on heavy snow days, or if it is deemed necessary to close due to extreme cold or unsafe driving conditions. Toddlers Campus will typically follow the lead of local school districts regarding winter weather school closings.

In the event of tornado warnings that may occur during school hours, children will be cared for on site in specially designated areas within our building. Children will be released to parents when it is determined it is safe to do so.

Fees will not be refunded in the event school is closed because of weather conditions or emergencies.

### **Refunds**

The State of Illinois has requirements for the operation of Toddlers Campus. The law limits the number of students we can enroll. When you enroll your child, this reserves a space that places certain financial demands upon the school. This may help you to understand the following:

#### Refunds for Withdrawal

1. **The Toddlers Campus director must be notified two weeks prior to voluntary withdrawal.** A refund will be given for unused tuition after the two week period.
2. Refund of unused tuition will be made, prorated for the actual number of days the child was enrolled.
- 3 A notification period prior to withdrawal is not required if the withdrawal is requested by the school.
4. There are no refunds for withdrawal from Toddlers Campus after December 1<sup>st</sup> for the first semester or after April 1<sup>st</sup> for the second semester, unless requested by the school.

#### Refunds for Illness or Vacation

Because room and staff are provided for your child regardless of whether he or she actually attends, there are no refunds for illness or vacation.

### **Health Policies**

Preschool children can be susceptible to infections and contagious diseases. We will do everything possible to prevent the spread of any such illnesses. It is a state regulation that all children wash their hands upon arrival at school.

**Please keep your child home if he/she has run a fever or vomited in the past 24 hours or is showing signs of a cold or flu.**

Please notify the school if you think your child may have exposed others to a communicable disease. We must report all communicable diseases to the DuPage County Health Department, and are held to strict COVID-19 related standards.

## **Pre-Admission Health Assessment**

Each child shall be given a thorough physical examination, not more than 6 months prior to admission, and indicating that the child was found free of communicable disease. The health care provider must complete a lead risk and TB assessment and indicate that a test is needed or not needed.

Each child shall be immunized against measles, diphtheria, pertussis, tetanus, rubella, mumps, poliomyelitis, hepatitis B and Hib and varicella (chicken pox).

The date and results of the lead assessment and tuberculin assessment, to show whether these tests are indicated is also needed. If for any reason your child will not be getting one of the tests or immunizations, we will need a written note from the doctor. Religious objections to immunizations must also be provided in writing.

**By state law, no child may begin school without a valid physical examination form.**

If your child is prone to a certain type of illness (e.g., ear infections, bronchitis, etc.) or has any environmental allergies or any unusually strong fears (e.g., fear of animals, etc.), please let us know.

## **During the School Year**

In order to prevent the spread of infection, if the parents **suspect** any illness, the child should be kept at home.

If he/she has run a fever or vomited in the past 24 hours, your child may not attend school.

Children with diarrhea or rash combined with fever cannot be admitted to class. If at school children exhibit signs of illness or infectious disease, we will call you to come pick them up. Check with the doctor to determine when it is safe to allow the child to return to school after an infectious disease. **When in doubt please keep them home.**

Prescribed medication will be administered to your child only under the following conditions only:

A Medication Permission Form must be filled out by your doctor and the parent.

No medicine will be given without the completed form. Please ask your child's teacher for this form.

Only prescription medicine will be administered. The directions and dosage must be printed clearly on the container, telling what the medicine is, who the physician is, and have the physician's signature and date.

### **Minor Accidents and Injuries**

Scuffed knees, minor bumps and “boo-boos” are a normal part of a young child’s life. In the event of such injuries, they will be appropriately and promptly treated by the teacher or Toddlers Campus staff. Equally important, a healthy dose of TLC will be provided. Parents will always be informed of any incidents.

### **Emergency Care**

In case of a medical emergency, we will call 911 if necessary. The parent or guardian will be notified immediately. In case no one can be reached, we will notify the alternate person listed on your child's enrollment sheet or emergency card. All staff are CPR and First Aid trained to administer emergency care needed until paramedics or other emergency help arrive.

### **Emergency Preparedness**

The Department of Children and Family Services requires us to conduct fire drills and tornado drills. We try to eliminate as much anxiety for the children as possible during these drills.

In the event of a structural fire at Highpoint Church, the children will be taken to the church-owned blue house (adjacent to the exit driveway). This will keep them away from a potentially frightening scene.

### **Insurance**

Toddlers Campus carries their preschool insurance policy with Mutual of Omaha to all registered participants of Toddlers Campus. Each child is covered by this insurance that is paid for in your tuition. Any claims should be filed with your primary carrier first, and then the balance can be submitted to this secondary coverage.

### **Toddlers Campus Discipline Policy**

Fortunately, with children at this age, discipline is not usually a serious problem. However, all children like to test the boundaries at times. When necessary, Toddlers Campus staff may use a firm voice of instruction along with some time for a child to take a breather, relax, and think about their actions. As a general rule, the length of this time to redirect their actions will not exceed one minute per year of age of the child. Any action that requires more discipline than this policy will be left to a parent; we welcome the help and support of parents. No corporal punishment is ever used.

If a child requires more time to reflect than that which is specified above, the Toddlers Campus Director may remove the child from their classroom to a safe, quiet location. Again, that time will be reflective of the age of the child, and will only be used when deemed beneficial to the child regaining their composure.

Safety is an important consideration that must reflect itself in all actions at school. We expect our students to follow classroom rules and those with the authority to administer them. Our goal is to help children develop a set of values that will guide them in decision making as they become responsible, caring citizens.

If, after all attempts have been made to meet the child's individual needs, or if the child demonstrates the inability to benefit from the type of care offered by our school, or if the child's presence is detrimental to the group, the parents may be requested to withdraw their child from the school. (DCFS Licensing Standards, Sec.407.250 j)

We administer all discipline with love, care and concern.

### **Pest Management Policy**

Toddlers Campus Preschool has not had any pest problems. If we did they would be handled and overseen by the executive pastor of the building in which we are located. Our executive pastor is Steve Smith. We are located in Highpoint Church Church of Wheaton Illinois.

If any intervention would be needed, we would only do so when there are no children present in the building. Further, we would let the parents of our students know in writing ahead of time, what is being applied and when. Over-the-counter products may be used only according to package instructions. Commercial products, if used, shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health. A record of any pesticides used shall be maintained at the facility. Any products used would always be out of reach of our students.

### **Required Radon Testing**

Toddlers Campus has performed radon measurements to ensure the health and safety of the building occupants. The Illinois Emergency Management Agency (IEMA) recommends that all residential homes be tested and that corrective actions be taken at levels equal to or greater than 4.0 pCi/L. Radon is a Class A human carcinogen, the leading cause of lung cancer in non-smokers, and the second leading cause of lung cancer overall. For additional information about this facility, contact the licensee and for additional information regarding radon contact the IEMA Radon Program at 1-800-325-1245 or [www.radon.illinois.gov](http://www.radon.illinois.gov).

### **Scholastic Book Orders**

Each month, you will have the opportunity to purchase books through Scholastic Book Clubs. Your orders help build up our classroom libraries by earning bonus points with each order. If you choose to order books online, please use our school code GLG3J when ordering. Orders are placed as a school, not by specific teacher name. Thank you!

**LOOKING FORWARD TO A GREAT YEAR AT TODDLERS CAMPUS!!**

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