

# **TODDLERS CAMPUS PRESCHOOL HANDBOOK**

## **GENERAL INFORMATION**

### **Services**

Toddlers Campus is a preschool for children from age 2 ½ until the age they are ready for kindergarten.

The Beginners class meets from 9:00-11:30 AM, on Wednesday and Friday. The three-year old classes meet from 9:00-11:30 AM, on Monday, Wednesday and Friday or Tuesday and Thursday mornings, and 12:30 - 3:00 PM on Monday and Wednesday afternoons. The four-year old classes meet 9:00-11:30 AM, on Monday, Wednesday and Friday or Tuesday and Thursday mornings and 12:30-3:00 PM on Monday, Wednesday and Friday afternoons. We have two Pre-Kindergarten classes for five year-olds and qualifying older 4-year olds. One meets 9:00-11:30, five mornings a week and the other meets 12:30-3:00, four afternoons a week, Monday through Thursday.

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**

The primary purpose of Toddlers Campus is to provide, within a Christian framework, an environment of understanding and acceptance where the young child can experience growth, development, and learning at his or her own individual pace. In this environment, they are encouraged in developing self-control, in learning to listen, to follow directions, and to get along with others. Our goals include helping them develop self-respect, self-confidence, self-reliance, self-discipline, and a sense of responsibility. We recognize each child to be a unique individual. Our philosophy is one of freedom for the child to explore and discover the world around them within a stimulating, structured environment.

In order to carry out our purpose and goals, we have provided safe and secure surroundings, rooms equipped for learning and creativity, and an atmosphere of love and caring. The staff strives to be the best models possible for the children to imitate. The task of rearing and training preschool children is essentially the responsibility of the parents in the home, but, a good home may seek out every resource possible to benefit the child. We see ourselves as one of those resources - a supplement to the home. We want to give children a head start and a heart start.

## **Goals**

- To help children form a positive view of his/her position as a child of God.
- To encourage his/her spiritual development
- To encourage children to gain independence
- To learn to work and play cooperatively with others
- To enable children to express themselves through a variety of media
- To begin forming concepts of print and math literacy
- To build self-confidence through achievement
- To develop problem solving skills and stimulate curiosity and creativity
- To be enthusiastic about school

## **Program**

Toddlers Campus strives to offer a balance of structured and non-structured 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 four year old and Pre-K classes use an exciting curriculum called Zoo-Phonics, which teaches the children all the letters of the alphabet and their sounds using animals and motions. The three-year old classes are introduced to the Zoo-Phonics curriculum second semester in an age appropriate way. The children love to learn while having fun. Playtimes are geared for development of fine and gross motor skills. 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 preferences.

## **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 until 3:30 Monday through Friday whenever school is open.

## **Arrival Time**

Each morning or afternoon, please bring your child to the classroom door and pick him or her up there. Please do not send children in by themselves. Please do not arrive before 8:55 a.m. or 12:25 p.m. The doors will be unlocked during arrival and dismissal time. Late arrivals will need to be buzzed in at the front door. Toddlers Campus uses the main front doors off of the parking lot.

### **Dismissal Time**

***It is very important to be prompt at dismissal time to avoid any undue fear on the part of your child.*** Even five minutes seems like a very, very long time to a preschooler, especially if the other children have all left. If you are unavoidably detained, please call in to 630-665-0330. Please read the Late Pick-up Policy for details.

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. Please send a written, signed note stating who is authorized to pick up your child. This party must be able to identify himself if we do not already know them. A State of Illinois requirement is that you must sign out when you pick up your child or any other child. This sign out sheet is by each room's door at dismissal.

### **Clothing**

There will be some messy and very active play, and all children should wear washable play clothes. The child's name should be put on any articles brought to the school. This includes **backpacks**, mittens, boots, clothing, coats, etc.

The school does have extra clothes in case any child has a toileting accident. The child will be changed into dry, clean clothes. The wet clothes will be sent home in a plastic bag. Please wash and return the Toddlers Campus clothes to your teacher.

The school will provide smocks for the children for painting and “messy” play.

We will go outside every day during good weather (40 degrees or warmer). So please dress your child in suitable outdoor clothing that is easy for them to put on and take off by themselves.

### **Telephone and E-Mail**

Our telephone number is (630) 665-0330 ext.220. That number and extension may be used to leave a message anytime, 24 hours a day. The director's email address is: [slewandowski@highpoint.church](mailto:slewandowski@highpoint.church).

### **Things Brought from Home**

**Treats:** The school 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. This will be served during snack time. Special arrangements will be made to celebrate summer birthdays. If your child has any allergies, please be sure that the teacher is aware of this fact.

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

Toys, etc.: **Please do not bring toys from home.** We have a great supply of toys and equipment for everyone at school. It is hard to share toys from home and they can be easily broken, lost and/or a distraction.

### **Weather Problems**

Severe winter weather: The school will remain open on all normal winter days. We will always close when the Wheaton/Warrenville public schools (Dist. 200) close. We will **email** you if our school is closing on those days, or if it is deemed necessary to close, even if District 200 opts to remain open. In the event of tornado warnings, children will be cared for in specially designated areas within our building. Fees will not be refunded in the event school is called off because of weather conditions.

### **Conferences**

You may request a conference at any time. There will be scheduled conferences twice a year, in January and May, for 3, 4 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.

### **Creative Work**

Your child will often, but not always, bring home handwork. For young children, what they make is not what matters - it is the doing that they learn from. When they do bring home artwork, it is important not to give criticism, but lots of appreciation. Please avoid asking, "What is it?" It is better to say, "Tell me about it."

### **Personal Information**

Personal information on a child will not be released to anyone unless requested by the parent.

### **Parties**

There are three parties each year for the classes: Halloween, Christmas, and Valentine's Day. Parent helpers are needed for each party. There will be sign-up sheets available at the beginning of the school year.

### **Field Trips**

Most classes will be taking 1 to 4 field trips during the year. The Beginners class does not take field trips, but has an in-house special guest. We will use parent helpers for these trips. Most require transportation by parent driven cars.

Booster seats are used in cars. If you are uncomfortable having your child ride with others, you may drive your child to the field trip.

### **Health Policies**

Pre-school children are very susceptible to infections and contagious diseases. We will do everything possible to prevent the spread of any such illnesses.

**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 bad cold or flu.** It is a state regulation that all children wash their hands upon arrival at school. 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 except flu and the common cold.

### **Pre-Admission**

1. Each child shall be given a thorough physical examination, not more than 6 months prior to admission, and shall indicate 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. Forms are provided for the above records. Most pediatricians' offices also have the necessary DCFS Health Form. 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.

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

2. If your child is prone to a certain type of illness (e.g., ear infections, bronchitis, etc.) or has any allergies or any unusually strong fears (e.g., fear of animals, etc.), please notify the director before he or she begins school.

### **During the School Year**

1. In order to prevent the spread of infection, if the parents **suspect** illness, the child should be kept at home. If he/she has run a fever or vomited in the past 24 hours, please keep him/her home. 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 an extra day.**

2. Medication will be administered to your child under the following conditions only:

- a. A Medicine 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.

- b. 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.

### **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. If there is a fire the children will be taken to the blue house (to the south at the exit). This will keep them away from a frightening scene.

### **Insurance**

Toddlers Campus carries their insurance policy with Mutual of Omaha. It is a plan for pre-schools. Each child is covered by insurance, paid for in your tuition, to be used beyond what your personal policy will cover.

### **Enrollment**

Enrollment is made by the deposit of an enrollment fee and a completed Enrollment Form and Student Information Form. A medical form, emergency card, and copy of the certified birth certificate are required prior to the start of school.

The following are class choices:

<u>Beginners (turning 3 by 1/1)</u>	<u>3-year olds:</u>	<u>4-year olds:</u>	<u>Pre-K (5-year olds):</u>
WF-AM	MWF -AM	MWF - AM	M-F AM
	MW - PM	MWF – PM	MTWF PM
	TTH -AM	TTH - AM	

For enrollment in the Beginners class, the child must turn 3 between September 2<sup>nd</sup> and December 31<sup>st</sup>. For enrollment in the 3-year old class, the child must be **3** by September 1<sup>st</sup>. For enrollment in the 4-year old class, the child must be **4** by September 1<sup>st</sup>. For enrollment in the Pre-K class, the child should be **5** by September 1<sup>st</sup>. Some older 4's are admitted with teacher recommendation, as space permits.

### **Enrollment of younger siblings**

Once you have had a child at Toddlers Campus you are given priority in enrolling your other children. For families with children currently at TC, enrollment will begin in early November for the following fall. For those that do not have children currently attending, enrollment begins on December 1<sup>st</sup>.

New families may enroll beginning in January.

### **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 withdrawal. A refund will be given for unused tuition after the two week period.
2. Full refund of unused tuition will be made, pro-rated 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.

## **TODDLERS CAMPUS GUIDELINES FOR DISCIPLINE**

Good discipline has as its final aim the development of responsible and socially approved self-control and respect for authority. Discipline should help achieve this broad objective while at the same time maintain the desired degree of order in the school.

The teacher has the primary responsibility for discipline in her classroom. Any other Toddlers Campus staff may enter into the disciplinary action when needed or appropriate. We welcome the help and support of parents.

An acceptable amount of time will be given for the child to adjust to the program, other students and his/her surroundings. A parent will be notified in person, or by phone, for input on how to deal with any problem. Every effort will be made to involve the child, his/her parents, and the school in the setting and reaching of goals to resolve the problem. The parents will be kept apprised of their child's progress.

In accordance with this policy, we expect our students to respect the rules and those with authority to administer them, and to respect the rights and property of others and to demonstrate a spirit of consideration and cooperation. Our ultimate goal is to help the children develop a set of values and a code of action that will guide them in decision making and help them to grow into responsible citizens.

Students should use appropriately, and take good care of, all materials, supplies, furniture and equipment.

Safety must be an important consideration in all actions while at school.

When a child is involved in unacceptable action, the teacher is encouraged to discipline first by talking and reasoning with the child - giving him or her fair warning. If the action continues, the teacher will remove the child from the setting and redirect the child to another activity for a reasonable period of time. If a child's action could cause injury to others or themselves, such as flailing tantrums, that child may need to be handled firmly, but corporal punishment will not be used. A child will not be punished for accidents, including toilet accidents.

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.



## **LATE PICK-UP POLICY**

We ask that you be on time to pick-up your child. Your child expects you to be there when it is dismissal time and may become very anxious or upset if you are late. We do understand however, that circumstances occasionally arise to cause you to be late. If that is the case, please call if you are going to be more than a few minutes late, so that we can reassure your child that you are coming and will arrive in a few minutes.

If you are late, most often you will find your child in his/her classroom. Please check there first. However, if you are more than 10 minutes late, your child may be brought to the director's office to wait for you there. Teachers often have to have lunch, leave to pick-up their own children or keep their own at-home schedule. If they have to leave the room, your child will be with the director or assistant director.

If you are more than 10 minutes late and we haven't heard from you, we will try to contact you. If we can not reach 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 p.m., the Department of Children and Family Services specifies that we need to inform the police.

## **PEST MANAGEMENT POLICY FOR TODDLERS CAMPUS PRESCHOOL**

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**

Book clubs offer you a great opportunity to buy good books at low prices. Your orders also help to build up our classroom libraries. We receive bonus points for each dollar spent on books. We use these bonus points to purchase books and other materials for our classrooms.

I realize that many of you already have a good selection of books, or visit the library often. However if you do enjoy purchasing books for your child, please consider ordering from our club.

You may order in one of two ways:

1. You may order online at [scholastic.com/bookclubs](http://scholastic.com/bookclubs), using our Class Activation Code **GLG3J**. You will receive more information with the September order form.
2. Using the order form that will come home with your student each month, make your selections, write a check for the amount ordered, payable to **SCHOLASTIC BOOK CLUBS**, and return to the teacher by the due date.

\*\*\*Deliveries take 1-2 weeks.

\*\*\*Let your teacher know if this is a gift item and she will arrange a secret pick-up.

Thank you!

**Thank you for reading our handbook for this year. We hope it has provided helpful information and that it has answered many of your questions. Should you have further questions, don't hesitate to ask.**

**CONTACT INFORMATION FOR TODDLERS CAMPUS**

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**HAVE A GREAT YEAR AT TODDLERS CAMPUS!!**