

**PEACE COMMUNITY PRESCHOOL  
PARENT HANDBOOK  
(Revised August 2021)**

*Please note: that all references to parents throughout this document should be interpreted to mean “parents or guardians.”*

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# **PEACE COMMUNITY PRESCHOOL PARENT HANDBOOK**

(Revised August 2021)

*Please note that all references to parents throughout this document should be interpreted to mean “parents or guardians.”*

## **WELCOME**

Welcome to Peace Community Preschool. We hope this preschool year will be a mutually rewarding experience for you and your child. This handbook contains detailed information that we hope you will find helpful. Please keep it available as a reference throughout the preschool year, and always feel free to call a member of the preschool staff or board if you have any questions.

## **Establishment**

Peace Community Preschool is owned and operated as a ministry to young children and their parents by Peace Community Church in Frankfort, Illinois. The preschool was licensed by D.C.F.S. and opened its doors to three and four year old children in September, 1991. Since that time the preschool has been blessed in its ability to add classes for different age groups and programs for parents of students. Additional facilities opened in January 1998 which allowed for continued expansion of student enrollment and programming. The preschool was expanded again in 2008 to include a third classroom and library. In the spring of 2010, the preschool playground received a make over. New swings, slides, climbers, sandbox, instruments, dry river bed, bridge and outdoor science area were added. In the spring of 2016, we added a garden which the students help plant and are helping maintain by watering and picking the ripe vegetables.

## **Mission of Peace Community Church**

At Peace, our vision and mission is “Moving to repentance and belief, moving to spiritual maturity, moving out with the gospel and truth of Jesus Christ.”

## **Mission of Peace Community Preschool**

The preschool enacts the Church’s Vision and Mission by providing a Christian environment for early learning and socialization of young children. It is the mission of the preschool to share the love of Christ with children 3 through 5 years old. Children have fun; learn about God, and progress in their language, fine and gross motor skills, and social, emotional, and cognitive development in a safe and loving environment. All activities provide a supportive, Christ-centered learning opportunity to prepare the children for success in kindergarten and grade school. The preschool also reaches out to the parents, nurturing them in their Christian faith and supporting and equipping them in their Christian parenting.

## **Values of Peace Community Preschool**

- We believe a Christ-centered environment and curriculum will help children develop a better understanding of God’s love and encourage them to love God and others.
- We believe adults and children should respect themselves, others, and their environment.
- We believe that adults and children grow when they are in community with others. Therefore, we encourage caring friendships, family activities and education.
- We believe that a “Purpose Driven” environment encourages kindergarten readiness skills. Therefore, we strive to provide creative teaching and an age-appropriate curriculum, which is fun, interesting, culturally relevant, and reinforces life application.
- We believe that a positive attitude toward preschool as a safe, fun, happy place will effect children’s attitude toward learning throughout their lives.
- We believe that excellence honors God and inspires people.

### **PRESCHOOL BOARD AND COMMITTEE MEMBERS**

The preschool board meets monthly to establish policies and administer the preschool. If you would like to serve on the preschool board or a committee, please inform the director.

#### **Preschool Board Members**

Director

Parent Participation Coordinator

Play Date Coordinator

Special Events Coordinator

Fundraising Coordinator

Public Relations Coordinator

#### **Committee Members** *(All committee positions are for a one [1] year term)*

Class Coordinators 1 for each class

Special Events Coordinators 1 for each class

Play Date Coordinators 1 for each class

Fundraising Coordinators 1 for each class

Scholastic Book Club Coordinators 1 for each class

### **COOPERATIVE PROGRAM**

This is how our co-operative preschool works: All parents are required to assist in the classroom on a rotating basis approximately once every 4-6 weeks. If a parent cannot fulfill the requirement on the day scheduled, he/she is responsible for finding a replacement by trading turns with another parent in the class. The names and phone numbers of all parents in the class are located on your class list. The class list was in the Parent Handbook folder that you received at Parent Orientation. Parents who are able to switch dates on short notice will be listed on the bottom of the class helper monthly schedule. Your class coordinator will contact you to discuss your class schedule, and she will prepare a new schedule for you approximately every one to two months during the year. Parent assistants in the classroom will help with supervising and assisting children, follow any special instruction the teacher may have, provide a nutritious snack, and assist with classroom

clean-up at the end of the day. If you have more than one child in preschool, it is your responsibility to coordinate with the class coordinators for each class in order to avoid the possibility that you are scheduled to be the parent assistant in two different classrooms on the same day.

### **Class Cleans Dates**

We schedule one class clean date for one parent from each family in the class to wash all of the toys and equipment in all classrooms during the year. The last Class Clean date in May is a scheduled make up date for parents who have not yet fulfilled their class clean obligation.

If you have a child in more than one class, you will be scheduled to attend a class clean date for each child's class. If a family has more than one child in the same class, two adults must attend the class clean. If both parents are unable to attend, they may recruit help from adult extended family members or friends to fulfill this responsibility.

A class clean takes 2 hours for the parents to wash everything in the three classrooms with a disinfectant approximately every 6 weeks. Your class clean will be posted on your preschool calendar. Please note it and make plans to attend. If you are unable to attend your scheduled class clean, it is your responsibility to make arrangements to have another adult take your place. You may recruit the help from an adult friend or family member to fulfill your responsibility. If you are unable to get someone to fulfill your responsibility on your scheduled class clean date, you must contact the Director or Board Member who facilitates Parent Participation in the preschool before the class clean date. If you do not attend your scheduled class clean date, and do not provide a substitute, you will be required to pay a \$75 fine. Please do not consider this \$75 fine an option for not working at a class clean. There is an old Amish saying "Many hands make light work." We depend on everyone in your child's class to be there working together to keep your child's preschool clean and well maintained; and the other parents in your class will be working short-handed if you are not there.

### **Parent Assistant Responsibilities**

#### **Snacks**

As the parent assistant, you will bring sufficient snacks for all of the children and adults in the class. This is a good time to sit at the table and visit with the children as everyone enjoys the snack together. Your child may want to help you set the table and serve the snack. Let him help as much as he is able. We have baggies, small plates, plastic silverware, cups, and napkins in the classrooms. Please call the director if you have any questions or concerns about the Snack Policy.

#### **Snack Menu**

Two key factors in healthy brain development for young children are good nutrition and physical exercise. Good nutrition means foods that are not processed with chemicals and do not contain added chemicals such as artificial color, flavor, and preservatives. In order to ensure the quality of nutrition the children will receive while at preschool, we have established a monthly menu. We are also aware that some children in our preschool have allergies to certain foods, and these allergies have been taken into consideration when preparing the menu. **Our Preschool is a nut-free zone, as much as possible.** A copy of the Snack Menu is in the Parent Handbook folder, one will be posted in each classroom, one will be posted on each of the Parent's Bulletin Boards in the halls, and one will be on our website. Extra copies are also available in the preschool office. Please bring the snack that is listed on the menu on the day that you are the parent assistant in your child's

classroom. This menu will be repeated each month for the entire preschool year. Please do not substitute snacks because you think your child may not like what is being served that day. We are trying to educate the children in healthy eating habits, and they may decide to try it when they see the other children enjoying the snack. Please call the director if you have any questions.

### **Snacks for Parties**

Cupcakes, cookies, ice cream, etc. are still encouraged for birthdays and holiday parties; however, these items must also be in unopened packages from the grocery store. Please be sensitive to the allergies of children in your child's class when planning special treats for a party at preschool.

### **Snacks for Field Trips**

When you are the parent assistant on a field trip, please ask your child's teacher about her plans for a snack on that day.

### **Class Time**

Morning Classes 9:00-11:30

Afternoon Classes 12:30-3:00

On your parent assistant day, upon arrival, put the snack in the refrigerator in the church kitchen, and ask the teacher how you can best assist her. Your child's teacher will give you a copy of the class routine and the duties of the parent assistant at the Parent Orientation Meeting in August. You will also find copies in the classroom. It is important that you play with your child and give him extra attention on his special day. This attention makes him feel special, and shortly you will find other classmates joining you to share the fun. If the teacher directs you to help with an art activity, please do not help by doing the children's artwork for them. The children are beginning the long journey to become self-confident, independent, and learning to do their own work. Finishing a task is an important part of this process. Please join in at the story time and during music activities. If you have a special talent such as music, puppets, or a job that you feel might be interesting to the children, please tell the teacher and plan a time to share this with the class. It is not unusual for a young child to behave differently on the day his parent is helping. This is normal and will probably change as the year progresses. If you have any questions or concerns, please call your child's teacher at any time during the year. Do not try to discuss your child's progress with the teacher at preschool when children are present.

### **Cleaning**

Plan to stay at preschool an extra 10 or 15 minutes after class to assist the staff members with clean up. Parent assistants' responsibilities include but are not limited to the following activities:

- Wash the tables after art activities, before snack, and after snack
- Wash off crumbs from chairs and wash up spills off the floor as needed
- Sweep the floor under the tables

The staff members will show you where to find the supplies you need such as broom, dustpan, disinfectant cloth, hand soap, paper towels, etc. Please know that we very much appreciate your assistance with these chores each day. Thanks!

Corvus Janitorial Systems cleans the preschool classrooms each evening.

## **VISITORS IN THE CLASSROOM**

Parents of children who are presently enrolled in the preschool are welcome to visit any class at any time. Parents who wish to observe the preschool prior to enrolling their children are required to visit at a time when the director is available to give them adequate information about the preschool. Classroom doors are kept locked after all children have arrived. All unfamiliar visitors are required to sign the Visitor's Log in the preschool office and be accompanied by the director or another staff member when visiting a preschool classroom. Parent assistants are not permitted to open the classroom door to any stranger. Only the teacher or assistant teacher may open the classroom door to a stranger. (Please refer to page 18 under "Security" for more information regarding this policy.) Staff members are not permitted to bring their children to preschool with them, and parent assistants are not permitted to bring siblings of preschool children with them when they assist in the classroom or attend field trips. Parents of prospective students may bring their children with them while visiting the preschool prior to enrolling their child.

## **FIELD TRIPS**

All parents are welcome to attend field trips at anytime during the year. However, parents are not required to go with their children. The purpose of parents attending on the days when we go on field trips is to assist the staff members in supervising the children, support the children in their learning experience, and help transport the children to and from the site. It is difficult for parents to do this when they have younger or older siblings with them who may also require their attention; therefore, **parents are not permitted to bring siblings with them on field trips**. We have also found that siblings can cause distractions and hinder the learning experience for the preschool children. If you choose to attend the field trips, please consider this as a special time with your preschooler that is similar to your parent assistant days in the classroom. We realize many parents want to share these unique learning experiences with their preschooler, but have difficulty finding child care for their other children. In the past some parents have solved this problem by switching with another parent in the class to take turns attending the trips and caring for the other siblings. If it is necessary for your child to attend a field trip without you, be assured that all of our staff members are highly responsible and will care for him the same as if he were their own child. If there is a cost for a field trip, you may pay with cash or make checks payable to Peace Community Preschool and place it in the large brown envelope in your child's classroom.

All classes will attend the field trip to Konow's Corn Maze in October. The Early Learning Classes will attend the field trip to The Children's Farm at The Center in May. The Discovery and Kinderbridge Classes will attend the Nativity at The Children's Farm at The Center in December. The purpose of a field trip is to provide a common experience that is related to the general seasonal themes that the children are exploring in all classes at the same time. Your child's teacher will send home notes with your child giving you all of the pertinent information prior to each field trip. Please refer to the preschool calendar for the date that your child will be attending these field trips. Please see page 17.

## **PROGRAMMING**

<b>Class Name</b>	<b>Age (current preschool year)</b>	<b>Session</b>
Early Learning	turn 3 by September 1 <sup>st</sup>	Mon-Wed AM
Early Learning	turn 3 by September 1 <sup>st</sup>	Tues-Thurs AM
Discovery	turn 4 by September 1 <sup>st</sup>	Mon-Wed-Fri AM
Discovery	turn 4 by September 1 <sup>st</sup>	Tues-Wed-Thurs-Fri AM
Kinderbridge	turn 4 by April 1 <sup>st</sup>	Tues-Wed-Thurs-Fri PM

### **Early Learning Class**

The child must be three years old by September 1<sup>st</sup> of the preschool year to be eligible for enrollment in this class. The class is limited to 18 children and operates with one teacher, one assistant teacher, and one parent assistant. Three Early Learning classes are offered by the preschool: one on Monday-Wednesday 9:00-11:30 AM., two on Tuesday-Thursday 9:00-11:30 AM.

### **Discovery Class (3 Day)**

The child must be four years old by September 1<sup>st</sup> of the preschool year to be eligible for enrollment in this class. The class is limited to 20 children and operates with one teacher, one assistant teacher, and one parent assistant. The preschool Discovery Class meets on Monday, Wednesday and Friday from 9:00-11:30 AM.

### **Discovery Class (4 day)**

The child must be four years old by September 1<sup>st</sup> of the preschool year to be eligible for enrollment in this class. The class is limited to 20 children and operates with one teacher, one assistant teacher, and one parent assistant. The preschool Discovery Class meets on Tuesday, Wednesday, Thursday and Friday from 9:00-11:30 AM.

### **Kinderbridge Class**

The Kinderbridge class offers a unique program for the child who will turn five years old by April 1<sup>st</sup> of the preschool year. This is an excellent program for children who have had previous preschool experience and are not ready or eligible to start Kindergarten. The class is limited to 20 children and operates with one teacher, one assistant teacher, and one parent assistant. The Kinderbridge class meets on Tuesday-Wednesday-Thursday-Friday from 12:30-3:00 PM.

## **CURRICULUM GUIDELINES**

The preschool staff members have developed Curriculum Guidelines that are academically and developmentally appropriate for the different ages of children participating in the various classes. Each teacher develops her daily activities with the goal of teaching all of the concepts and skills on the Curriculum Guidelines by the end of the preschool year. Since there is a huge difference between the way preschool-age children and elementary-age children learn, the teachers rarely use Xerox copies or pencil-&-workbook activities in the classrooms. Instead they utilize more creative, fun, hands-on ways to present kindergarten readiness skills and concepts to their classes. Presenting new information and reviewing already presented information is best learned and remembered when it is presented with stories, songs, puppets, games and art activities. You will find the Curriculum Guidelines for your child's class in the pocket of this Handbook folder.



## **EARLY LITERACY PROGRAM**

### **Christian Lending Library**

All children will have the opportunity to visit the Peace Community Church Library once a week and select a book or DVD to take home and share with their family. Please take the time to read your child's library book with him or sit and enjoy the DVD together. It is our hope that this quality time with your child will give you opportunities to share your Christian values and Christian faith. It will also build parent and child relationships while fostering a love for books and learning. If a family loses a book or DVD, they are required to pay a fine to replace that item. The fines for lost books or DVD's are; soft-cover books \$10, hard-cover books \$20, DVD's \$20. The preschool will purchase the new book or DVD to replace the lost item.

### **Weekly Reader Program**

All children will take home a Weekly Reader each week. This is a tool for you to reinforce the kindergarten readiness skills that your child will be learning in preschool. As you review the Weekly Reader with your child each week, your child will learn that education is important to you, and you will always be there to help him learn. There is a minimal cost to you in order for your child to receive the Weekly Reader Subscription.

### **Books and Print in the Environment**

The teachers will read books to the children each day, and the children will have books available in the classroom to enjoy independently. The children will create a variety of books throughout the year to reinforce their curriculum. The children in the Discovery and Kinderbridge Classes will also make Number and Alphabet books during the year. Your child will be exposed to an abundance of "Printed Words" in the classroom environment each day through signs, posters, teacher presentations, and child-dictated narratives. This exposure will help your child to understand that the purpose of letters is to construct words that will communicate meaning.

## **CURRICULUM**

### **Bible**

Bible truths and Christian values are taught through Bible stories, art activities, drama and music. We are committed to pray for your child and with him at opportune times during the day. The following is a sample of the type of prayer that may be said:

Opening of class: *"Dear Heavenly Father, Thank you for loving us and watching over us each day. Thank you for giving us families and friends who love us. Thank you for all the beautiful things in the world in which we live." Amen.*

Snack time: *"Dear Heavenly Father, Thank you for this good food and for our friends who have prepared it for us. Please use it to make our bodies strong and healthy, in Jesus' name we pray." Amen.*

### **Physical Education**

Large Muscle Activities, which include outdoor Playground/Nature Exploration and indoor gymnasium, or music and motor activities in the classroom, will be a daily part of your child's preschool experience. Teachers may take the children outside for sledding and playing in the snow during the winter months when the temperatures are in the 20's and wind-chill is not a factor. Parents are asked to bring snow pants, boots, mittens and hats to school everyday during the winter months.

### **Art Expression**

Your child will have the opportunity to do age-appropriate, creative, art activities that stress creativity while learning to use a variety of materials and techniques each day. These activities will stimulate your child's imagination, creativity and language development. They may also be a way for your child to express his ideas and feelings. The teachers will also offer a variety of structured art activities that will help your child to build readiness skills for Kindergarten. Your child will have opportunities to express his ideas, develop fine motor skills, learn to listen and follow directions, and bring a task to completion. Your child will also enjoy the experience of experimenting with different textures and colors. It is important that you value your child's efforts, and have a place in your home for displaying his work.

### **Music**

Your child will enjoy music through listening, singing, rhythm instruments, marching, dancing, and other musical movement activities throughout the day.

### **Language Development**

Your child will be learning to clearly express his ideas verbally to the adults and other children in his class. New vocabulary words and correct speech patterns will be modeled by the staff members and he will have public speaking opportunities during Show and Tell and Group Times each week.

### **Social & Emotional Skills**

The preschool years are the time when your child will develop the social skills that will be with him for the rest of his life. We seek to provide a friendly, nurturing atmosphere where your child will learn to have friends and learn to be a friend. He will learn to play and work cooperatively, and develop techniques for solving problems. This starts with expressing ideas and feelings with his peers, compromising (*taking turns and sharing materials*), and progresses into best-friend relationships.

### **Academic Readiness**

Your child will have the opportunity to learn science, math, and identification skills, such as: colors, shapes, and size and space discrimination. He will also learn number and letter recognition through stories, songs, and hands-on activities throughout the year. The alphabet and numbers are introduced in the Discovery and Kinderbridge Classes as a part of the Kindergarten Readiness Program.

### **HOLIDAYS**

Please refer to the preschool calendar for the holidays when the preschool will be closed. We will have holiday parties in the classes as close to the actual holiday as possible. If you are the parent assistant on a date that is scheduled for a holiday party, please bring a treat (cup cakes, brownies, etc.) Please be sensitive to the children in your child's class who have identified allergies when bringing party treats. **Our Preschool is a nut-free zone, as much as possible. Nuts may be life-threatening for a child who has a nut allergy.**

### **Halloween**

We will have costume parties at the end of October. Children are not permitted to wear a scary costume or mask or a costume that depicts an evil character such as a devil or witch. Staff members and parent assistants are also encouraged to dress-up for the costume parties.

### **Thanksgiving**

Your child's teacher may take the class into the Peace Community Church sanctuary for a short time of age-appropriate Thanksgiving worship. This usually includes but is not limited to a scripture verse, thankful songs, and children's messages of thankfulness to God for His blessings in their lives. Some of the classes also have a traditional Thanksgiving feast during snack time. Your child's teacher may request a donation for this feast.

### **Christmas**

Your child will celebrate Christmas as Jesus' Birthday. He will sing in a Christmas program, and have a time for refreshments during his regular class session before Christmas break. All of the children's relatives and friends are invited to their Christmas programs. There will be no gift exchange between the children. However, if you wish to give your child's teachers a holiday remembrance, please help your child choose a small gift. Sometimes, the class coordinator may collect a small donation from the parents to purchase a Christmas gift for the teachers from the entire class.

### **Valentine's Day**

Please refer to the preschool calendar for the date of your child's Valentine's Day party and send enough signed cards to preschool for everyone. It is not necessary to address the envelopes because the children pass out the valentines, and most of them will not be able to read the names of the other children in the class.

### **Easter**

At Easter, your child will learn about the death and resurrection of our Savior, Jesus. The classes will also have an Easter celebration which may include bringing hard-boiled eggs to school for dying, or an Easter Egg Hunt during his Easter party.

### **Birthdays**

Your child's birthday is a very special day for him. If his birthday falls on or near a preschool day, you may ask the class coordinator to schedule you to be the parent assistant on that day. Your child will celebrate his birthday at preschool by lighting candles on a pretend birthday cake and singing Happy Birthday with his classmates. Please feel free to bring special birthday napkins, cups and special treats if you wish. If your child has a summer birthday, it may be celebrated as a "half-birthday," on a date that you select. Please inform your child's teacher prior to the date you plan to celebrate the "half-birthday." Don't forget to bring your camera!

### **ARRIVAL AND DISMISSAL**

Class times are 9:00-11:30 AM. and 12:30-3:00 PM. It is important that you not arrive earlier than five minutes before the session begins in order to give the teachers adequate preparation time. It is also important that your child be picked up promptly at the end of the session. Waiting to be picked up may cause your child to worry that he has been forgotten. Please park your car in the designated parking lot, and walk your child into the classroom. Your child will be encouraged to be as self-reliant as possible in hanging up his coat and taking off his boots, washing his hands, etc. However, sometimes assistance is necessary. At the end of class, your child will be dismissed by a staff member to you, or to one of the designated people on your Child Release Contact list who have been authorized to pick up your child. All adults picking up children are required to initial and note the time on the Child Release Record form for each child. This form is located on the classroom clipboard. You are responsible for supervising your children while on church property after they

have been dismissed from the classroom.

### **LATE PICK-UP POLICY**

You will not be charged extra tuition for minutes you are late to pick up your child past the scheduled pick-up time. We realize that it is sometimes unavoidable for you to be a few minutes late in picking up your child, and it is very helpful if you inform your child's teacher before class, or call the preschool office if you know you are going to be a little late. You are requested to be respectful of the teacher's time! Please pick up your child promptly at 11:30am or 3:00 pm.

### **Emergency situations where a child is left at preschool past the normal dismissal time**

It is imperative that you keep your Child Release Contact List up-to-date by informing both your child's teacher and the preschool office of any changes throughout the year. The Child Release Contact list is on the child's application that is kept in the preschool office. A copy of this information is kept on the teacher's clipboard in the classroom. The preschool staff members will use the following procedure in an emergency situation when your child is left at preschool past the normal dismissal time:

- **After the first ten minutes**, the staff member will attempt to call you. The staff member will make at least three attempts to contact you during the first thirty minutes after the scheduled dismissal time before attempting to contact a person from the child's Child Release Contact List.
- **During the next hour**, the staff member will continue to try to contact you and make at least two attempts to contact each person on your child's Child Release Contact List who has been authorized in writing by you to pick up and care for your child in an emergency situation before calling the next person on the list.

The preschool staff member will continue to stay with the child at the preschool until the child is released to you, an Emergency Contact person who has been authorized by you in writing to pick up and care for your child or the local police. A child cannot be released to any person unless that person is on the Child Release Contact List and has been authorized in writing by you to pick-up your child and care for your child in an emergency situation until you can be contacted. The preschool understands that the child is not responsible for the situation; therefore, any conversations related to the situation will only be discussed with you, and never the child.

### **GUIDANCE AND DISCIPLINE POLICY**

Peace Preschool requires you to sign a receipt of the discipline policy when your child is enrolled in the preschool. Preschool staff members will use a positive approach and incorporate the following preventive measures into their programs that will help your child develop self-control, learn to assume responsibility for his actions, and create a safe and happy environment for all children:

- Classroom rules are simple and enforced
- Classroom equipment is arranged in a way that makes it easy for the children to enjoy
- Children follow a daily routine with clear procedures
- Potential problems are often avoided by turning the child's attention away from the possible conflict
- Good behavior is noticed and praised
- Staff members show disapproval of the child's actions, but never the child
- Short, positive, phrases are used to direct the children; example: "Please walk"

### **Responsibilities of Adults in the Classroom**

The staff members will handle all discipline situations. If you feel a problem is developing that the staff members are not aware of, you should call it to their attention immediately. We realize that young children sometimes experience a conflict in authority when their parents are present in the classroom, and the teacher may choose to have you resolve the problem when it involves only your child. Corporal punishment, such as: hitting, spanking, squeezing, shaking, or any measures used to induce physical pain or fear as a means of discipline will not be permitted at the preschool.

### **Procedure**

If angry feelings are acted out, the child will be gently restrained and helped to understand the reasons for these feelings. The child will be helped to find better ways to deal with these feelings. In some cases it may be necessary to remove the child from the group for a few minutes while he regains control. The child will be placed on a chair inside the classroom or on the bench in the hall if the behavior is detrimental to the rest of the class. A staff member will remain with the child at all times. The staff member will listen to the child, remind him of the classroom rules, and help him find a positive solution for the problem. The child will be told that we know he can be happy and productive; and the child will be encouraged to return to the class as soon as he is feeling more in control.

### **Behavior Management**

The teacher will always inform you if your child has been hurt or caused another child to be hurt. If there is a persistent problem, the director will observe the child; and a conference between you, staff members, and the director will be scheduled in an effort to discover the cause of the behavior. Staff members will develop a written plan to help the child.

### **Classroom Rules for Children**

Your child will not be permitted to deliberately injure himself or others, or damage preschool equipment. He will not be permitted to hit, kick, push, bite, or pinch others. He will be taught to walk and use a quiet voice while indoors, and run and use a loud voice when he is outdoors or in the gym. You will see classroom rules such as these that govern the children's behavior posted in your child's classroom. These rules will be strictly enforced.

### **Procedures for Termination of a Child's Enrollment for Disciplinary Reasons**

Peace Community Preschool staff members may decide to terminate a child's enrollment at any time, if they feel the program is not beneficial to the child; or if they feel the child's behavior is detrimental to the other children. The preschool will make every effort to direct the child to another program that will better fit his needs.

## **ENROLLMENT**

### **Registration**

Staff members and current board members may register their children at anytime prior to the designated registration dates. Parents of present students who wish to register their children for the next year will be required to bring their applications to the preschool on the designated Present Student Registration Dates in order to assure their children's placement. These designated dates will be listed on the preschool calendar and publicized prior to the Open House in January. One registration fee per family will be required at the time of registration. Registration fees are non-refundable unless the class is canceled due to insufficient enrollment. All parents will give a first and second choice of classes they wish for the next year. Applications for present students that are

received on the designated dates will be placed into classes before members of Peace Community Church, siblings, or new members from the community. We will do our best to honor the parent's first choice. However, placement into a class will be on a first-come-first-serve basis. Consideration will be given to the demographics of the classes. You will be notified of your child's placement into a class prior to the Annual Open House.

**Registration dates are scheduled to allow for registration in the following order:**

- Present students
- Siblings of present students
- Peace Community Church members
- Siblings of previous students who are not presently attending preschool
- New students from the community

**Siblings of Previous Students**

If parents of previous students wish to register a sibling in the preschool prior to registration for new families from the community, they should send the application and registration fee to the preschool any time during the month of January prior to the Open House. If the application is received prior to the Open House, their children will be placed in available classes before new students from the community.

**New Student Registration**

The parents of new students who wish to attend the preschool may register their children during the Open House at the end of January, or anytime thereafter. These children will be accepted into classes until the maximum number of students for each class has been reached. These openings will be filled on a first come-first serve basis.

**Registration Waiting List Policy**

A parent may not register her child into a class and also place him on a waiting list to be moved into a different class if an opening becomes available. The parent must decide if she wants her child to be placed on the waiting list and receive a call if an opening becomes available, OR register her child in a class that has an available opening. The preschool will not register a child in a class AND place him on a waiting list.

**Inclusion of Children with Special Needs**

It is our desire to provide a loving, accepting environment that will benefit all children. Prior to including children with identified special needs into the preschool, the director and teacher will observe the child. The child's parents will be required to share all professional evaluations with the preschool. If the child is enrolled in the preschool, the director, teachers, and child's parents will attempt to identify and agree upon clear expectations for the child during the coming year. The teacher will have ongoing communication with the parents and other support professionals during the year. Any variations in regular procedures undertaken to meet the specific needs of the child will first be reviewed with and agreed to by his parents. If special equipment or additional support staff members are necessary to accommodate the child, it will be the parents' responsibility to acquire them. The preschool staff members will evaluate the child's placement at the completion of the first six weeks of classes and recommend alternate placement if necessary. The preschool reserves the right to limit the number of children with special needs that will be accepted into one class each year.

## **Registration Forms**

Peace Preschool requires the preschool to have the following forms on file for your child. You will receive these forms at the time of registration, and will be required to return them by a predetermined deadline.

- State of Illinois D.C.F.S. child's health form including HIB, Hep-B, Chicken Pox Vaccine or waiver from pediatrician, Lead Screening test or waiver from pediatrician, and TB test done not more than 6 months prior to entering preschool (renewed every 2 years)
- Completed Application for Admission form, and all medical emergency information
- Completed Child Release form, which includes a list of people authorized by you to pick-up your child from the preschool
- Verification of Receipt of Guidance and Discipline Policy
- Signed Late Pick-up Policy
- Child's complete Health and Family/Social History form
- Permission forms: Field Trips, Publicity, and Religious Teaching
- Service Opportunities form
- Permission/Waiver Form
- Copy of Parent Driver's License and Auto Insurance Card

## **FINANCE**

### **Registration Fee and Security Deposits**

You will be required to pay the registration fee before receiving your registration packet. The registration fee is used to help defray administrative costs for the preschool. You will also be required to pay a security deposit, which is equal to one month's tuition for your child's class. The security deposit will automatically be applied to your child's tuition for the month of September. All completed registration forms, registration fee and security deposit will complete the registration process and secure your child's position in the class. Please make all checks payable to Peace Community Preschool. If your child withdraws from the class at any time, the registration fee is non-refundable.

### **Tax Identification Number**

The tax identification number for the preschool is #36-3026302.

### **Tuition**

Tuition rates are posted above the tuition mail slot in the hall across from the preschool director's office. Please indicate on your check what it is for in the memo area, make the check payable to Peace Community Preschool and deposit it in the preschool mail slot. Please inform the preschool office if you would prefer to pay your child's tuition with cash or pay his tuition quarterly, bi-annually, or annually. Also, please inform the preschool office if your tuition will be paid after the monthly deadline. Full tuition is due on the 1<sup>st</sup> day of each month regardless of absence due to illness, vacation, or preschool closing. If you choose to do on-line banking, please have your bank make your tuition check payable to **Peace Community Preschool at 21300 S LaGrange Road, Frankfort, IL 60423**. If the preschool office has not been contacted and tuition is not paid by the 8<sup>th</sup> of the month, a \$3 late fee will be added for the first offense and a \$5 late fee for each additional offense. You will be contacted by e-mail if your tuition is not received by the 15<sup>th</sup> of the month. Please inform the preschool office if you are experiencing temporary financial difficulties. You will be charged the bank fees that are charged to the preschool for checks returned by the bank because of non-sufficient funds in your accounts.

### **Tuition Payment Option for Online Bankers**

If you wish to take advantage of this payment option, please follow the steps below to add a payee through your online bill pay service and set up a recurring payment:

- Set up the payee as a payee without an account number
- Checks should be made payable to Peace Community Preschool, Attn: Treasurer
- Address to send checks to: 21300 S. LaGrange Rd., Frankfort, IL 60423
- In the memo section of the check, please print your child's name.
- Set up the recurring payment on the 1<sup>st</sup> of each month ending on May 1<sup>st</sup>

### **A few other reminders for parents:**

- Please make all checks payable to Peace Community Preschool
- Please remember to pay your tuition the first week of each month to avoid a late fee.
- Please do not put your tuition check in an envelope when depositing it into the tuition box
- If you choose to pay multiple months at a time, please make a comment in the memo section of your check.

*If you have any questions or financial concerns, please feel free to contact the preschool Director at 815-469-8919 extension 2.*

### **Tuition for Mid-Year Enrollment**

The tuition for children entering the preschool after the first of the month will be pro-rated by the number of sessions missed that month.

### **SPECIAL EVENTS**

The Special Events Committee plans the Annual Pancake Breakfast, the Father/Child Bowling event, and the ice cream social at the end of the school year. These special events are offered to foster fun and fellowship for all of the preschool families. The cost for these events reflects the actual expense to the preschool. This is also true for special activities, such as: preschool pictures and field trips, etc.

### **FUNDRAISING**

Additional special events are offered during the year for the purpose of raising financial support for the preschool. These funds allow us to offer a high quality program and keep tuition rates low. Fundraising events that we have each year include the Christmas Bake Sale, Read-A-Thon, Giant Garage Sale and Ink Cartridge Recycling.

### **COMMUNICATION**

#### **Parent Orientation Meeting**

You are requested to attend the Parent Orientation Meeting in August prior to the start of the preschool year. You will receive the Parent Handbook and informational folder at this meeting. You will meet the preschool board and staff members, and the teachers will discuss their individual program with you. If you are not able to attend this meeting, your child's teacher will try to contact



you by phone prior to the first day of preschool. You are required to share professional evaluations and any other pertinent information about your child with the teacher prior to the start of the preschool year.

### **Friday Reminders**

The preschool director will send an e-mail every Friday called “Friday Reminders”. This email serves as a gentle reminder of events, fieldtrips, registration due dates, etc. for the upcoming week.

The “Friday Reminders” will be sent to the e-mail address that you provided on your Application for Admission. If you would like to change the e-mail address, please contact the preschool office. “Friday Reminders” will begin the first Friday of the school year. If you do not receive the email, please call the preschool office.

### **Notes from the Teacher**

The teachers frequently send home notes with your child about special class activities. Please check your child’s cubby each day. She may also send notifications using the REMIND app or e-mail notifications, so please look for those, also.

### **Dry Erase Boards**

Dry erase boards are located outside each classroom. Your child’s teacher will post a brief description of the theme, story, and concepts that are presented each day. This information can act as a catalyst for you to initiate a discussion with your child about his experience at preschool.

### **Parent’s Information Center**

There is a Parent Information Center located in the hallway across from the church kitchen for the purpose of informing you of everything that is happening at the preschool.

There are bulletin boards for each of the classes, Early Learning, Discovery and Kinderbridge, as well as a Community Information Board.

This center is where you will find the Lost & Found, Ink Cartridge Recycling bin, Label for Education bin, preschool flyers and Peace Church kids program information.

### **Windows on Learning**

There are also two (2) large bulletin boards in the hall outside each classroom and one (1) inside each classroom. These contain pictures of the children at work and play, as well as samples of their work with a brief description of the activity.

### **Parent/Teacher Conferences and Student Portfolios**

The teachers will prepare a portfolio that includes samples of your child’s work throughout the year and a developmental assessment checklist that indicates your child’s progress. You will have the opportunity to review your child’s portfolio during parent-teacher conferences that are conducted during March or April. You will receive the portfolio and completed developmental assessment checklist at the end of the preschool year. A copy of your child’s developmental assessment checklist will remain in the preschool’s file for five years. The preschool will not release personal information about your child or your family without your written consent. You are welcome to call your child’s teacher at home at anytime during the year to discuss a question or concern. Please do

not try to discuss concerns about your child or the program when the children are present at preschool. Your child's teacher will be happy to schedule an informal conference with you at anytime during the year.

### **Suggestion Box**

A mail slot for tuition payments and suggestions is located in the hall across from the director's office. We appreciate your suggestions. Please feel free to drop in a suggestion at anytime during the year. If you sign the suggestion, the director will get in touch with you to further discuss your ideas and inform you of any decisions that have been made.

### **Children's Clothing & Backpacks**

Dress your child in clothes that won't be spoiled by active play. He will play outdoors or in the gym for a short time everyday. Please bring his snow pants, mittens, hats and boots to preschool in a shopping bag each day in winter. These can be kept in the bag in your child's cubby and used if necessary. Your child's outer clothing, such as coats, snow pants, boots, as well as articles brought to preschool for Show-and-Tell, **should be labeled with your child's name.** Your child will need a preschool bag or backpack at preschool each day for carrying home art projects and information. Please check your child's bag each day for notes and newsletters informing you of upcoming preschool activities.

## **TRANSPORTATION**

### **Car Pool Courtesy and Safety Rules**

**Please do not park in the handicap spot (unless it is appropriate) or next to the handicap ramp. You are not permitted to leave a child unattended in your car or leave your car unattended when the motor is running.**

It is your responsibility to arrange for transportation for your child. Many families have found it mutually beneficial to form car pools. If you are in a car pool, be sure to have your child ready on time. According to the Illinois Child Passenger Protection Act, you are required to provide a child car safety seat for your child. You are also responsible for securing your child in the car before preschool and helping your child out of the car upon returning home. If you plan not to be home when your child returns from preschool, it is also your responsibility to notify the driver and make arrangements for an adult to receive your child. Be sure to notify the driver if your child is not going to preschool. Your child should not be sent to cars with muddy shoes, candy, or other foods, or return home with wet art objects that might soil the driver's car. Children are not permitted to ride in the front passenger seat when the car is equipped with an air bag in this location or to ride two children in a seat belt. You are required to carry liability insurance (minimum \$100,000) and have a copy of your driver's license and current insurance card on file at the preschool before transporting another parent's child.

### **Cell Phone Usage in the Preschool Parking Lot**

As of January 1, 2010, it is unlawful for anyone to use their cell phone while driving through a school zone unless the driver is reporting an emergency 911. The parking lots of preschools are considered part of the school zone. If you are waiting for someone and your vehicle is parked in the parking lot, you may use your cell phone in the traditional manner. This law can be found in the Illinois Vehicle Code book: 625ILCS 5/12-610.0.

### **Illinois Child Passenger Protection Act**

*Public Act #83-8, The Child Passenger Protection Act, has been in effect in Illinois since July 1, 1983. The law, amended effective January 1, 2004 requires anyone who transports children in Illinois in non-commercial vehicles to do so in the following manner:*

*Children under the age of eight years must be secured in an appropriate child restraint system, more commonly called a child safety seat. Child safety seats include infant seats, convertible seats (rear-facing for infants and forward facing for toddlers) and booster seats that are used with the vehicle lap and shoulder belt system. Children weighing more than 40 pounds may be transported in the back seat of a motor vehicle while wearing only a lap belt only if the back seat is not equipped with a lap and shoulder belt system for booster seat installation. Children and young people eight and up to 16 years of age must be secured in a properly adjusted safety belt in any position in the vehicle. The parent or legal guardian of a child under the age of eight years is responsible for providing a child safety seat to anyone who transports his or her child.*

*Every person under the age of 18 years who transports a child eight years of age or older (up to 18 years) is responsible for securing that child in a properly adjusted and fastened safety belt or child safety seat. Those found in violation of the law the first time will be find \$50, which is waived upon proof of possession of an approved safety seat. Subsequent violations are punishable by a \$100 fine. Children with physical disabilities that prevent the use of standard safety seats are exempt from the provisions of the law if the disability is duly certified by a physician.*

*Illinois Department of Transportation, Division of Traffic Safety  
3215 Executive Park Drive, Springfield, IL 62794 (217)785-3038*

## **FIELD TRIPS**

Parents will be required to provide transportation, for their children, on all field trips. If you are unable to attend the field trip with your child, you can arrange for them to attend with another parent. You will need to provide your child's car safety seat because all children under eight (8) years of age must be in a child car safety seat. Children will not be permitted to ride in the front passenger seat when the car is equipped with an air bag in this location or to ride two in a seat belt. All drivers are required to carry liability insurance (minimum \$100,000) and have a copy of their driver's license and current insurance card on file at the preschool prior to transporting children on a field trip. **You are not permitted to bring other siblings with you when attending a field trip.**

## **Severe Weather Alert when a Field Trip is Planned**

The preschool will cancel the field trip if there has been a severe weather alert before leaving the preschool. If severe weather occurs after the children are on a trip, the director or teacher will be responsible for making the decision to delay the return of the children to the preschool and seek safe shelter for everyone.

## **EMERGENCY SCHOOL CLOSINGS**

The preschool will follow the Frankfort Elementary School District 157C closings due to severe snow and ice conditions. If Frankfort 157C closes for extremely cold temperatures the preschool

will most likely still have school. If the preschool is closed because of severe weather or due to a technical problem at the preschool facility, we will post the information on our web site [www.peacecommunitypreschool.org](http://www.peacecommunitypreschool.org) and will contact every parent by phone. No tuition adjustment will be given for emergency preschool closing days. Full tuition will be due each month regardless of preschool closings due to severe weather or technical problems at the facility.

## **HEALTH AND SAFETY**

### **Security**

The outside doors to the church will be locked 15 minutes after the start of class each day (9:15 & 12:45). They will be unlocked 15 minutes prior to the end of class each day (11:15 & 2:45). During the time that the outside doors are locked, anyone wishing to enter the building will be required to ring the doorbell and asked to identify themselves, at which time, they will be allowed to enter the building. We will keep the preschool classroom doors locked at all times after your child has arrived; and your child is never permitted to leave the classroom unless accompanied by you or a staff member. We need your help to enforce this security. Please do not take the lock off the classroom door or prop the classroom door open when you are the parent assistant and leave the classroom for a few minutes. You may ask one of the teachers to give you her key for re-entry or you may knock and one of the teachers will open the classroom door when you return. You must not open the classroom door for any stranger. Only the teacher or assistant teacher may open the classroom door for a stranger.

### **Gym Security**

Only members of Peace Community Preschool and Peace Community Church staff members may enter the gym when the preschool children are present. If someone needs to enter the gym while the preschool children are there, he must first sign the Visitor Log that is in the preschool office. Then, he must be accompanied by a preschool or church staff member when entering the gym.

### **Special Diets**

You are required to identify your child's allergies and give all pertinent information on your Application for Admission form at the time of registration. This information will be taken into consideration when designing the Snack Menu for the year. A sign will be posted in the classroom near the snack area to alert staff members and parent assistants of your child's allergy. Children with food allergies will also have this information posted on their placemats that will be used during snack time each day. You are required to have an alternate snack available at preschool for your child to accommodate his food allergy when necessary.

### **Hand Washing Policy**

Hand washing is a good defense against the spread of disease. The preschool's hand washing policy will be posted above the sink in each classroom. Staff members and parent assistants will be responsible for enforcing the hand washing policy by supervising the children in hand washing at the designated times throughout the day

### **Children and Adults wash their hands with soap and warm water:**

- When they arrive at preschool everyday
- After they wipe a nose

- After they use the toilet
- Before they prepare the snack and before and after they eat the snack
- Before they play in the water table

### **Bathroom Policy**

Your child is expected to be potty trained before entering preschool. All children will be permitted to use the bathroom in the classroom whenever necessary during the day. The teachers sometimes take all of the children as a group to the women's restroom to go to the bathroom and wash their hands prior to snack. At the beginning of the year, you will be requested to provide a change of clothing for your child that will be kept at preschool and replaced by you as necessary in case your child's clothing is accidentally wet or soiled. If a toilet accident occurs, the assistant teacher will change your child into his own clothing immediately; and follow universal precautions when handling the soiled clothing. This will not be your responsibility as a parent assistant unless he is your own child.

### **Health Policy for Sick Children**

The teacher will screen your child upon arrival for any obvious signs of illness or injury. If an obvious injury is present, the teacher will inquire about the cause of the injury and ask if your child needs special consideration. If symptoms of illness are present, the teacher will determine whether she is able to care for your child based on the apparent degree of illness. If she determines that your child is not well enough to stay at preschool, she will send your child home with you, the car pool driver, or she will phone you or an authorized person listed on your child's emergency pick-up list to pick him up from preschool.

If a change in your child's health occurs during the preschool day, the assistant teacher will remove him from the class immediately, and will attempt to notify you or an authorized person listed on your child's emergency contact list to pick him up from preschool. A cot, blanket, and pillow will be available in the director's office for use by your child while waiting to be picked up, and a staff member will stay with him until you or an authorized person comes to pick him up. Please call the preschool office and leave a message for your child's teacher if he is going to be absent from preschool, and the class will pray for him that day. **Your child must be free from symptoms for 24 hours before returning to preschool after an illness.**

### **Children with any of the following illnesses need to stay home:**

- Illness that prevents the child from participating comfortably in program activities
- Illness that calls for greater care than the staff members can provide without compromising the health and safety of other children
- Rash combined with fever over 101 F (oral)
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible illness
- Diarrhea
- Vomiting in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration
- Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious
- Rash with or without a fever or behavior change, unless a physician has determined the illness to be non-communicable

- Purulent conjunctivitis, until 24 hours after treatment has been initiated
- Impetigo, until 24 hours after treatment has been initiated
- Strep-throat, until 24 hours after treatment has been initiated, and until the child has been without fever for 24 hours
- Head lice, until the morning after the first treatment and no lice or eggs are present
- Scabies, until the morning after the first treatment
- Chicken pox, until at least six (6) days after onset of rash and all pox are scabbed
- Whooping cough, until five (5) days of antibiotic treatment has been completed
- Mumps, until nine (9) days after onset of parotid gland swelling
- Measles, until four (4) days after disappearance of the rash
- Symptoms which may be indicative of one of the serious communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690)

### **Reporting Contagious Disease**

You are required to inform the preschool if your child has been diagnosed with any communicable disease (such as measles, chicken pox, mumps, strep throat, head lice, etc.) even if you do not think the other children in class have been exposed. The director is required to inform the Health Department of all reported cases of chicken pox immediately. The teacher will inform you as soon as possible if your child has been exposed to a contagious disease while at preschool.

### **First Aid**

A fully equipped first aid kit is kept in each preschool classroom for minor mishaps. One first aid kit will be taken on all field trips. Ice packs are in the freezer part of the refrigerator located in the Peace Community Church kitchen. Band-aids and disposable latex gloves are available in all of the classrooms. If a minor accident occurs while your child is at preschool, the teacher or assistant teacher will cleanse the wound with soap and water and apply a bandage or a cold pack to bumps and bruises. A topical anesthetic may be applied to a minor bee sting; however, all other medications will not be administered unless you have given your permission in writing. The teacher will notify you of the incident.

### **AED (Automated External Device) Unit**

An AED unit is located on the wall in the church narthex next to the front doors. All preschool staff members have been trained to use the AED for adults and children, if necessary until a paramedic arrives. Disposable protective mouth barriers are available in each first aid kit and in the AED unit.

### **Accidents**

Your child's teacher will keep a copy of his medical information and emergency contact lists on a clip board in the classroom, and this information will be taken on field trips. Major and minor accidents that happen to your child at preschool will be recorded in the file and you will be informed immediately. If the staff members suspect that emergency medical care is necessary due to illness or injury, they will call the Frankfort Fire Department before attempting to contact you. A preschool staff member will stay with your child until he is released to you. A statement signed by the physician attending your child, describing the nature and extent of his injury will be included with the Incident Report. Brotherhood Mutual Insurance Company will also be informed of any

serious accidents. If you refuse to answer all questions on insurance forms when an accident does occur, you will assume full responsibility for payment of any professional fees.

### **Insurance**

Peace Community Preschool is insured by Brotherhood Mutual Insurance Company. The policy provides comprehensive general liability and medical protection for children in case of an accident.

### **List of Unsafe Children's Products**

A list of children's products that have been recalled can be found on the Consumer Product Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov)

### **Risk Management Plan**

The preschool has a written Risk Management Plan. Some of the procedures from that document have been included in this handbook. The entire Risk Management Plan is on file in the director's office. You are welcome to request to see a copy.

### **Integrated Pest Management**

The following is a summary of our Integrated Pest Management Policy (IPM) in accordance with the Illinois Standards for Child Care Centers (407.370) and section 3.25 of the Structural Pest Control Act (225 ILCS 235/3.25). The purpose of the IPM is to establish a plan to maintain a clean and healthy environment that is free of pests and chemicals that could be harmful for children, parents, and staff members. All employees and contractors are required to comply with this IPM policy.

Peace Community Church has contracted Southwest Pest Control to do a monthly inspection of the entire church facility including the areas used by the preschool. They will only inspect the facility after 3:30 pm on the third Tuesday of each month, and will not use insecticides on a routine basis as a preventative measure. They will not routinely apply insecticides to the exterior of the building where the playground is located. Peace Community Preschool will keep a detailed log of monthly inspections. Peace Community Church has also contracted a landscaping company to maintain the landscape around the church facility.

The facility will be kept clean and free of food or debris that might attract pests. If ants or other pests are discovered the preschool will use non-chemical control methods to address the problem. These methods will consist of thoroughly cleaning the area and putting baits or traps in an area that is out-of-reach of children. When necessary, the preschool will use least-hazardous chemical controls after non-chemical methods have been tried. Chemicals used for pest control will be applied in minimum amounts and will not be used when children are present in the facility. Toys and other items handled by children will be removed from the area before pesticides are applied. Children will not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. The preschool will notify all parents or guardians with a note in your child's cubby at least 2 days but not more than 30 days prior to a pesticide application.

Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied. An example of immediate threat to health or property might be bees/wasps nests. Children will not be present during the application and will not return to the treated area within 2 hours after the pesticide

application or as specified on the pesticide label, whichever time is greater. If such a situation arises, the preschool director will sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided to parents or guardians as soon as possible.

### **Fire Drills**

Your child's teachers will conduct a fire drill each month with the class. The fire alarm will not be used with the Early Learning and Discovery Classes because it is loud and may frighten the children. A small hand bell will be used instead. The fire alarm will be tested once a month and will always be used for the Kinderbridge Class. Each preschool classroom is equipped with sprinklers and strobe lighting that will flash when the fire alarm is activated.

### **Procedure for a Fire Drill**

- Teacher explains the fire drill (just pretending to have a fire) and tells the children exactly what is expected of them
- Teacher rings hand bell or fire alarm
- Teacher leads the children out of the building walking in an orderly fashion using the primary or secondary exit routes as posted above the sink in each classroom
- Teacher takes the clipboard with all emergency information with her
- Parent assistant gets the children's coats from cubbies and walks out behind the children
- Assistant teacher checks the washrooms and halls to be sure no children or parents are left behind
- Teacher leads the children to the far corner of the playground next to the slide
- Teacher counts children and adults and checks attendance record on the clipboard to be sure everyone is out of the building (coats can be distributed at this time)
- Children are taken only to the door during the months of severe cold weather or if it is raining
- Teachers complete the fire drill form each month and file it in the Director's office.

### **Tornado Drills**

The facility is equipped with a finished basement that is located under the preschool classroom. The preschool will be alerted to any potential severe weather conditions. In the event of severe weather, the children and adults will use the stairs to go to the basement. The teachers will take their clipboards with the children's emergency information, and the assistant teachers will check the washrooms. The staff members will take a cell phone and a flashlight to the basement. Teachers will conduct tornado drills with their students in October and March. They will also complete a written report and file it in the Director's office.

### **Emergency Exit Routes**

A floor plan of the preschool area with clearly identified primary and secondary emergency exit routes for fire and tornado emergencies will be posted in each classroom, the gym, the preschool library, and on the parent's bulletin board in the hall.

### **Emergency Plans**



The preschool has established procedures for handling the following emergency situations. These procedures are included in the Preschool Risk Management Plan. They are reviewed and evaluated each year with the preschool staff members.

- Bomb Threat
- Classroom Lock-Down
- National Emergency or Disaster
- Media following an emergency or disaster