



## **The Big Barn Preschool**

**888 S. Roselle Road, Schaumburg, IL, 60193**

**847/895-3257**

Where Children Come to Learn & Play!

### **Mission Statement:**

The Big Barn Preschool provides a loving and nurturing learning environment that enhances intellectual, social, physical, emotional, and spiritual growth. Children, who are special gifts from God, are to be loved, respected, and offered challenges that foster interactive learning. Our goal is to collaborate with parents to help develop their sense of independence and a positive self-image.

We believe in...

- Respect for the self and all people regardless of age, race, culture, gender, and religious background
- A shared concern for the natural world
- Resolving all conflicts peaceably
- Developing a foundation of intellectual curiosity and love of learning

### **Admission and Enrollment:**

The Big Barn Preschool accepts students who are age three – six years of age. The child must be three years old and toilet-trained before beginning care at the Preschool. Due to licensing restrictions, we are not able to accept children who are wearing pull – up type or other disposable underwear.

- Enrollment forms
- A current medical (not older than 6 months)
- \$75 non-refundable registration fee
- A two-week deposit fee
- A copy of the child's Birth Certificate or Passport
- All forms required by DCFS and the Preschool

Regis3.

++.









+3.

tration will be accepted on a first come first serve basis. We strongly encourage you to apply after visiting our Preschool facility and meeting the staff. The enrollment fee and two week deposit will hold your child's place.

**Withdrawal:**

Parents may withdraw their child from the Preschool at any time. A two week notice in writing is required. Withdrawal and re-enrollment will entail an additional \$75 registration fee.

Discontinuation of services to your child may occur if:

- Tuition payments are overdue for two weeks;
- Lack of compliance with regulations set forth by DCFS or the Preschool;
- Continued tardiness in picking up a child after 6:00pm; and or
- Any child who demonstrates the inability to benefit from the care offered at the Preschool or whose presence is detrimental to the group

**Hours and Holidays:**

Our facility hosts a variety of programs, Monday – Friday:

- You can choose 2, 3, 4, or 5 days a week.
- Full day Preschool opens at 7am and closes at 6:00pm
- Half day Preschool is 5 hours or less
- Pre-K is for children who turn 5 before December during the school year

We are open year – round with the exception of the following: \*Early Closing days

- 3 prep days in August
- Labor Day
- Thanksgiving and the day after
- \*Close at 3:00 Christmas Eve
- Christmas Day and the day after
- \*Close at 3:00 New Year's Eve
- New Year's Day
- Good Friday
- Easter Monday
- Memorial Day

## Parent Handbook

If a holiday falls on a weekend, the Friday before, or Monday after may be taken instead. Parents must pay for all holiday days off. This is so The Big Barn Preschool can continue to pay its bills. **To help compensate everyone gets one free week vacation pre contract year.**

### **Arrival:**

An adult must accompany children when arriving and departing from the preschool. A sign in and out sheet is located at the entrance for the signature of a designated adult. Please escort your child into the facility, sign them in at the designated spot, and make sure a teacher in the classroom is aware your child has arrived and assist your child in starting their day. We will not be responsible for any child dropped off outside of the designated area.

In accordance with State Health recommendations, all children that are in attendance must wash their hands upon arrival. If your child can be independent in this requirement, please give them verbal reminders as necessary. If your child is in need of direct supervision, please plan your drop-off schedule to give the assistance needed.

Also, we request a phone call before 9:00 am if your child is to be absent from school.

### **Departure:**

Your child will not be released to anyone other than those designated on the application unless a written request is received. We will check identification for anyone who is not familiar to us and is authorized to pick up. There will be NO exceptions. We will adamantly refuse to release any child unless we have authorization from the parent and have checked ID. If you will be late please call ahead and late charges will be waived. Please walk your child to your car so they are safe in our parking lot.

Half day- Half Day preschool is 5 hours or less, you may choose the time however we suggest 8-1 for optimum learning. The late fee is as follows:

\$5.00 added to your tuition if you are here 5 hours' and 15 minutes

\$1:00 per minutes after 5 hours and 15 minutes

Full Day – Our Preschool closes promptly at 6:00pm. Please plan your pick-up times so you and your child have exited the building at 6:00pm. If you are unable to pick –up please contact us as soon as you can to let us know what other arrangements you have made.

Late fees for All-Day:

\$5:00 for pick-up anytime between 6:00 – 6:05pm

\$1:00 per minute each minute after 6:05pm

This fee will be made in cash the evening you are late. Please pay when you arrive.

If we have not heard from you by 6:05 and your child is still at the Big Barn Preschool, we will begin to contact people on your pick-up list to come and get your child. If your child is at the Preschool at 6:30pm and we have not heard from you, we will contact the Schaumburg Police Department.

### **Tuition:**

## Parent Handbook

Tuition is due no later than Tuesday at 6:00 pm. Your payment covers a week ahead of the date in you check. All payments shall remain 1 week ahead making your last week at The Big Barn Preschool paid for in advance. If payments are received late a late fee of 10% will be added to your bill and your child will be suspended until payments are caught up. If payments are constantly late, other arrangements will be made, up to and including dismissal from the program.

The Big Barn Preschool only takes cash and checks. A \$30.00 fee will be added for each returned check. If more than two checks are returned only cash, money orders and cashier's checks will be accepted. Checks should be made out to The Big Barn Preschool and in the note section write the week it is for and the child's name.

\*\*There is no tuition adjustment for holidays, sick and vacation days or cold weather closings. Exceptions maybe made for the free week vacation and Sick Child Policy.

If your child is to be absent from school for a month or more, pre-payment of that time is necessary to hold their place in class.

Please see the Deposits, Fees and Tuition page included in the enrollment packet for specific tuition and fee amounts.

### **Meals:**

Full – day Preschool: The Preschool will provide two meals and one snack (one is snack is provided by parents once a month). Breakfast will be served from 8:00 – 8:30am every morning. If your child will be arriving after 8:30am, please serve them a healthy meal at home. Lunch is served at 12:00pm We will also provide a morning snack and an afternoon snack.

Half day – Includes 1 meal and 1 snack

Breakfast, Lunch and afternoon snack calendars are posted on the Parent Board in the hall. Lunches are prepared by Dee's Catering Services. Please note on the enrollment form and let your child's teacher know if your child has food allergies or foods they have to avoid due to religious beliefs.

### **Curriculum:**

The Preschool Curriculum is Kid's Sparks is a research based preschool curriculum kit that creates enthusiasm for learning and builds school readiness skills. You can check it out at [www.kidsparkz.com](http://www.kidsparkz.com)

The Pre –k and Kindergarten Class use Scholastic Guided Reading and Saxon Math as well as Kids Sparks.

### **Outside Play:**

The children will engage in outside play every day in which the weather allows. Generally, if the temperature is below 20F (with wind chill) or above 95F or it is raining we will go outside. Please bring your child ready to go outside everyday as weather conditions can and do change dramatically throughout the day.

\*If you feel your child is too sick to go outside, please exclude them from care until they are well enough to go outside. We are not staffed to have one child inside while the rest of the group is outside.

### **Clothing:**

We ask that children be dressed as comfortably as possible. Simple play clothes are best. When choosing "school Clothes" for your child keep in mind messy art, sensory experiences, outside play and naptimes. Please make sure clothing doesn't hinder their ability to take care of their own bathroom needs. Gym shoes are the best footwear to wear



## Parent Handbook

at school. However, in the summer sandals that cover toes are acceptable and water shoes will be needed for water play.

### **Church Affiliation:**

The Big Barn Preschool is a Ministry of the Mennonite Church. Mennonites believe in finding non-violent ways to deal with conflict. We teach these values here in our preschool. The Big Barn preschool is open to children and families of all faiths. Another priority is to teach songs and stories of many faiths and to teach tolerance and acceptance for all people.

### **Field Trips/ Birthdays:**

Walking field trips to parks is part of the preschool curriculum. Walks to other places nearby will require permission slips. These trips are planned for fun, a change of environment and to expand the children's learning experience.

Birthdays are celebrated in a simple way. Parents may bring a treat to celebrate the Birthday Child! These snacks must be store bought due to licensing restrictions.

### **Confidentiality:**

All information contained in the student records will remain confidential. Only the Director and teachers along with DCFS and The Health Department may access these records. All persons with access will respect their confidential nature.

Information will not be released to any person without a signed release form by the parent or guardian. This release must specify to whom the information may be released to and the length of time the release is valid for. This release form must be on file at the preschool prior to the release of information.

### **Parent Involvement:**

The staff at The Big Barn Preschool is interested in developing a close relationship with our preschool families. We are interested in changes in home life for example births, visiting relatives, new pets etc. these changes can affect a child's behavior and knowing can assist the staff in helping a child cope.

We hope to nurture the relationship between the Preschool and parents through Parent Orientation and 4 Family nights spread out throughout the year. The September event will help acclimate parents to our program and the other programs are great fun for one and all!

\*\* We are a small program and we require help a couple times a year. Outside Clean Up Days and Indoor School Painting are a few of the day's parents will be needed. A signup sheet will be out by the Sign & Out Sheet for parents at these times.

### **Parent/Teacher Conferences:**

Parent/Teacher conferences will be held twice a year to discuss your child's progress. Parents or teachers may request additional conferences to discuss concerns they may have throughout the year. Do not hesitate to discuss any issues that affect the wellbeing of your child while at the Big Barn. Please understand that drop off and pick-up times are not appropriate for in-depth conversations, brief day to day conversations only. Please understand at this time the teacher's concentration must be devoted to the children.

## Parent Handbook

### **Health Forms:**

DCFS requires that all children entering child care have a physical examination less than six months old on file. This physical includes the required immunizations, TB tests, and lead screenings. This health form is included in the enrollment packet. This form must be returned before your child begins care at The Big Barn Preschool. If you have exemptions for immunizations due to allergies or religious reasons, please bring in a doctor's note or religious exemption letter.

### **Medical Emergency:**

If your child has an accident that produces an injury requiring professional medical care the parent/ guardian will be called. If the injury requires emergency medical care the Schaumburg Fire/Paramedics will be called and a staff member will travel to the hospital with the child and remain until a parent/guardian has arrived. Standard procedure is to take the child Alexian Brothers Hospital. Please note in your paperwork if you want your child to be taken to a different hospital.

### **Insurance:**

The Guide One Insurance Company covers the children at the preschool. The insurance covers children while participating in activities sponsored by the preschool. A copy of the policy is in our files for your review upon request.

## **Guidance and Discipline**

The Big Barn Preschool believes in positive methods of discipline. We set consistent, age-appropriate limits to encourage children to function in their world. Our teachers work to prevent conflict by arranging the classroom so that the children work in small groups and have a choice of activities. Teachers are also trained to skillfully guide children's behavior along appropriate channels. They establish limits and teach children to understand the consequences of actions that are not acceptable.

Any form of emotional abuse, including: shaming, rejecting, terrorizing, profane language, corporal punishment, including: hitting, spanking, swatting, beating, shaking, pinching, and other physical measures are prohibited and not tolerated at our Preschool. Teachers at our Preschool will use positive guidance techniques such as:

- State the rule
- State simple brief reasons for the rule
- State the consequences
- Help the child find acceptable alternatives for their behavior
- Help the child through the alternate plan
- If the child cannot control themselves, remove the child from the situation. Children will be encouraged to rejoin the activities when they feel calm and ready to be productive learners. The staff will write up a report using the ABC's.

### **Aggressive and Unsafe Behavior – Policy on Managing**

The goal of this policy is avoiding the need to suspend by identifying behavior issues early and connecting children with appropriate resources before suspension becomes necessary. The Big Barn Preschool does not use suspension intermittently or to punish behavior; instead, suspension is a pause in an enrollment to secure the safety of the child and others, while a family seeks additional resources or support. All suspensions are considered fairly, consistent with state and federal civil rights and other laws.

### **Identifying Issues and Collaborating with Parents**

Whenever a child engages in aggressive behavior, staff should alert the director. The director should monitor Occurrence Reports to identify potential aggression issues, problems, or patterns.

## Parent Handbook

When a child engages in aggressive or unsafe behavior, the center should:

- meet with the child's family to collaborate and implement action plans designed to improve the behavior and reduce the safety risks;
- encourage the family toward the professional supports needed for the child's success if we do not achieve positive change through redirection and positive guidance in a reasonable time;
- collaborate with professional supports/resources to implement and to support our efforts and encourage positive change;
- maintain a safe environment while working through an action plan and toward positive change; and
- consider suspension of enrollment, in collaboration with the Director, Board and Teacher, if an unsafe situation is not resolved within a reasonable period of time.

### Action Plan and Roles

#### The director is responsible for:

- creating, implementing, and monitoring an action plan for any child who engages in unsafe or aggressive behavior four (4) or more times within a three (3) week period;
- notifying the board when a child requiring help is identified and an action plan is needed;
- meeting with the family when the action plan is implemented, and then periodically as progress is made or as additional incidents occur;
- discussing available outside resources either District 54 or The Kenneth Young Center and
- discussing possibility of suspension if improvement does not occur or resources are not in place within a reasonable amount of time

#### The Board is responsible for:

- making direct observations of the child and classroom to provide insight and suggestions to improve the behavior or dynamic. If a personal visit is not logistically possible, the Board's review can be facilitated using remote resources/technology or someone else designated by the Board can conduct the review.
- reviewing the written action plan to offer insight and recommendations before the action plan is provided to parents.
- helping to identify appropriate resources, both internal and external, to support the child and the center and encourage positive change; and
- participating in parent meetings, as needed, to support the director's recommendations, particularly when it is clear that support services are needed or suspension is likely.

### Suspension

A decision to suspend requires the participation, review and approval of the legal department and DVP. If applicable, the client liaison should be notified and permitted to participate. Immediate suspension can occur with the board approval in light of the severity of the safety risk. Before suspending, the team should evaluate:

- 1) whether diligent efforts to solve the behavior within our abilities were made;
- 2) if outside resources were recommended/accessed and participated in our efforts to solve;

## Parent Handbook

3) other strategies to consider; and

4) the severity of the safety risks and likelihood of harm or injury if the enrollment continues. Suspension is not measured by a period of time (i.e., days or weeks), which could be viewed as punitive. Suspension is a pause in the enrollment until the child can participate safely with the right supports in place. If/when additional services are secured or the child's behavior improves outside the center, we will collaborate with parents and the child's resources to determine if/how the child can be returned to the program safely.

### **Illness:**

To assist with a better understanding of the center's policies regarding common illness signs and symptoms, we have set up new guidelines for parental contact and when children are excluded from care at our center. Parents have to pay for all sick days unless the Director has okayed the Doctors Note Policy.

Emergency Pick up Calls will be made when signs of sudden illness happen and parents or noted emergency contacts are expected to pick up the individual child within one hour of the call including:

- Vomiting – 2 episodes
- Diarrhea – 3 episodes
- Skin rash that is red, spreading, may have puss blisters, or fever
- Conjunctivitis – or pink eye
- Head lice or nits on the hair shaft
- Elevated temperature - 100.5 degrees combined with any of the above mentioned
- Elevated temperature – 101.0, taken every 20 minutes and reported

By working together, we can ensure the health and safety of all children enrolled in our program. Parents and guardians can help:

- Be considerate and use good judgement; do not send your child to school ill.
- Please call in to let the center know that your child will not be attending due to illness or health concern.
- Make arrangements in case your child becomes ill and needs to be at home. Please have alternate pick up arrangements in case you will not be able to be at the center in a timely manner after the phone call.

All temperatures will be taken by a forehead scanner and reported as a direct reading to ensure accuracy. Once an elevated temperature is noted, children will be monitored every 20 minutes by the scanner to check rising trends. A child must be fever free for 24 hours before returning to school. Please see Doctors Note For Sick Child Policy in enrollment Packet for more information on illness.

### **Emergency School Closing:**

The Big Barn Preschool follows District 54 for Snow closings only. We stay open for cold weather closings. You will be called as soon as possible in the AM if The Big Barn Preschool is closed.

### **Personal Belongings:**

A child may bring the following items to school for their increased comfort please label with the child's name:

- Extra set of clothes \* necessary\*
- Small pillow

Parent Handbook

- Blanket
- Stuffed animal

All other toys need to stay at home for safe keeping please. We will have special Show & Tell days where we can bring a toy to share.

Our Staff

Bonnie Kasman- Director

Sheri Futris-Assistant Director/Teacher

Brian Darrow- Teacher

**Parent Acknowledgement**

I acknowledge that I have received a copy of The Big Barn Preschool Parent Handbook. I understand that it contains important information on the Preschool’s general policies. I understand that this handbook is not intended to cover every situation, which may arise, but simply is a general guide to the Preschool’s policies.

I understand that it is my responsibility to familiarize myself with the materials and I agree with the policies and rules of the Preschool. I further understand that the Preschool may change, add, or delete any policy in the Handbook from time to time, in its sole discretion, with or without prior notice. I also understand that the Preschool may make exceptions to, interpret, depart from and apply the provisions in this Handbook as it sees fit in its sole judgement and discretion.

Child’s Name \_\_\_\_\_ DOB \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_