



## Parent Handbook

Michelle Steffey, Preschool Director

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## IMPORTANT CONTACT INFORMATION

Michelle Steffey	Preschool Director	847-960-7487	<a href="mailto:msteffey@lith.org">msteffey@lith.org</a>
Kim Buscemi	Recreation Superintendent	847-960-7462	<a href="mailto:kbuscemi@lith.org">kbuscemi@lith.org</a>
Village Hall	Customer Service	847-960-7400	
Village Hall	Lower Level Classroom	847-960-7496	
Annex	Landline for building	224-333-0374	

## PRESCHOOL ACADEMY PHILOSOPHY

Our preschool promotes the social, physical and cognitive growth of children through a variety of developmentally appropriate and hands on individual and group activities. Through gentle guidance, children will develop independence, responsibility and problem solving skills. The Lake in the Hills Preschool Academy is DCFS license-exempt.

## PARENT MEETING

A parent information meeting is scheduled for Wednesday, August 28, 2024 at 6:30pm, in person, at the Village Hall Board Room (600 Harvest Gate). If you are unable to make the meeting, please contact Preschool Supervisor, Michelle Steffey at [msteffey@lith.org](mailto:msteffey@lith.org) for a copy of the PowerPoint. The PowerPoint will be shared on August 29, 2024.

## MEET THE TEACHER

On the first day of your child's class, each class will be given a designated time slot to meet their teachers and see their new classroom.

## TUITION AND LATE FEES

Tuition is charged on a monthly basis. Tuition remains the same regardless of the number of days in a school month. Tuition is based on the student's schedule for that month. Tuition is not pro-rated for absences, vacations, illness or disciplinary reasons. All household accounts must upload an automatic payment request in CommunityPass. A late charge of \$20 will be assessed for any payments received after the 15th day of the month. In the event your tuition is not received by the end of the month, services may be suspended until payment is made.

### [2024/2025 School Year Fee Schedule](#)

**4 Day** | Resident \$295 per month- Non-Resident \$305 per month

**3 Day** | Resident \$240 per month- Non-Resident \$250per month

**2 Day** | Resident \$175 per month- Non-Resident \$165 per month

**2 Day** | \$185 per month

Revised – 7/2024

## PAYMENT DATE

Automatic payments will process on the first of each month for the predetermined amount.

PAYMENT MONTH	PAYMNET CHARGED ON	PAYMENT MONTH	PAYMNET CHARGED ON
Payment for September	August 1, 2024	Payment for February	January 1, 2025
Payment for October	September 1, 2024	Payment for March	February 1, 2025
Payment for November	October 1, 2024	Payment for April	March 1, 2025
Payment for December	November 1, 2024	Payment for May	April 1, 2025
Payment for January	December 1, 2024	No Payment is due in May 2025	

## RECORD OF PAYMENT

Your monthly credit card statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your transfer or if the amount differs from your bill, you must notify us and your financial institution within sixty days of the date of the questioned statement. Your financial institution will advise you of rights concerning an error.

## AVAILABILITY OF FUNDS

You are responsible for having enough money in the account you designated on your payment date. As with checks returned for non-sufficient funds, there is a \$25.00 NSF charge, payable by cash or cashier's check only, on all returned automatic payments for non-sufficient funds. You will be expected to provide an alternate payment. A \$20.00 late fee will be issued.

## ACCOUNT/ADDRESS CHANGE

Notify the Village of Lake in the Hills of any account or address changes as soon as possible for uninterrupted billing.

## QUESTIONS

If you have questions concerning this automatic payment, please contact the Finance Department at (847) 960-7400.

## WITHDRAWAL / CANCELLATION PROCEDURE

Arrangements to withdraw a child must be made in writing 30 days in advance. If a child attends only a portion of the month that the child is withdrawn in, the tuition will not be refunded. Registration fees are non-refundable for any reason.

## **STUDENT INFORMATION- ePACT**

What is ePACT? ePACT is your emergency network, allowing you to securely store all your important information online. ePACT helps us better manage your critical information. We use ePACT to collect the same information that they previously collected on paper forms. This ranges from medical information, like allergies, health conditions and medications, to contact details for guardians and emergency contacts. You will receive an invite to ePact to upload your information and documents.

## **DROP OFF PROCEDURE**

All students will be dropped off at either the Village Hall or The Annex. Parents will be required to walk their student(s) into the classroom, sign them into class using your ePACT QR Code to check in your student. *NOTE: the QR code is updated and changed every 24-hrs.*

Everyone who comes to drop off a child will need to bring their ID and be on the ePACT account as an authorized pick up person that has been signed by the child's guardian. QR Codes are unique to each student and each authorized pick-up.

## **CURBSIDE PICK UP**

At dismissal time, parents will drive up and staff will escort the child to the car. Please have your ID and QR codes ready. Parent will put the child in the car seat. Parents should remain in their vehicles and not congregate outside school exits. All procedures are to ensure everyone's safety.

Everyone who comes to pick up a child will need to bring their ID and be on the ePACT account as an authorized pick up person that has been signed by the child's guardian. QR Codes are unique to each student and each authorized pick-up.

## **LATE PICK-UP FEES**

While we understand that sometimes circumstances do happen, if a parent is late more than 3 times, a late fee will be charged. The late fee will go into effect 15 minutes after the scheduled end of class. The charge will be \$15 for each 15-minute interval you are tardy. We also ask that you please call the teacher to let us know you are running late so we can inform your child.

## **BATHROOM POLICY**

All children must be fully toilet trained and tend to their own bathroom needs. Accidents do happen. Accidents will require a parent to come and change a child or take them home.

## **CLEANING PROCEDURE**

Daily cleaning will continue to happen as usual. Every classroom will be deep cleaned and disinfected at the beginning or end of the day (prior to your child's arrival). High contact areas and bathrooms will be cleaned with a CDC approved disinfectant. Toys will be disinfected between uses and prior to the next class time use.

Handwashing will continue to be encouraged throughout the day. Students will wash their hands upon arrival every day, between transitions to new activities, and extra handwashing as needed. Staff will follow the same handwashing procedures.

## **DAILY ROUTINE**

Every classroom will have no more than 12 to 16 students (depending on the class) and 2 teachers at any given time.

All preschool locations will follow a daily schedule. This schedule is displayed in your student's classroom. See example below:

- Free time – ½ hour
- Clean up- 5 minutes
- Circle Time- 20 minutes (depending on age)
- Project – 10 – 15 minutes
- Quiet Time (books & puzzles) – 10- 15 minutes
- Snack – 15 minutes
- Music – 10 minutes
- Gross motor/ Outside- ½ hour

## **CONFIDENTIALITY**

All records, progress and behavior of the children will be kept confidential.

## **INCIDENTS AND ACCIDENTS**

Should your child be involved in an incident/accident during the course of the day, a staff member will notify the parent regarding the incident with a phone call. We will call for emergency medical services, if necessary.

## **ILLNESS OR ABSENCE**

If a child becomes ill, has diarrhea or is vomiting at school, the parent or other emergency contact person will be notified immediately. The child should be picked up from school within one hour. If a parent is reached, but cannot pick up their child within sixty minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. If a parent cannot be reached, the staff will begin to call the people listed as emergency contacts until arrangements can be made for the child to be picked up.

For the protection of all children and staff, we are unable to accept a child who appears to be ill. The teaching staff has the right to refuse admittance of a child who appears to be too ill to attend on a given day.

Please email your child's teacher if your child will be absent from school. If we do not hear from you regarding your child's absence, preschool staff will call to ask the reason for their absence.

Children will need to remain at home for at least 24 hours after they stop vomiting or having diarrhea and are fever-free without using any fever-reducing medicines.

Children should not attend preschool when any of the following symptoms exist:

- Persistent fever
- Nausea or vomiting or diarrhea
- Skin rash or sores, headache/earache
- Inflamed, swollen or reddened eyes
- Excessive coughing or sneezing or sore throat
- Runny nose
- Shortness of breath
- Chills
- Headache
- Unexplained Fatigue
- Loss of taste or smell
- Lice or nits in hair

If the illness lasts 72 hours/three (3) days or less, the participant may return under the following conditions:

- Participant has been fever-free for 24 hours without the use of fever-reducing medicine.
- Participant is free of any other COVID-19 related symptoms.

If the illness lasts for more than 72 hours/three (3) days, the participant will not be allowed to return to school until they are symptom free and have been medically cleared by a treating medical provider.

## **MANDATE REPORTER**

Under the Illinois Child Protection Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The preschool staff are considered mandated reporters under this law. Under the Act, mandate reporters can be held criminally responsible if they fail to report suspected abuse or neglect.

## **ANNOUNCEMENTS AND NOTIFICATIONS**

Your classroom teacher is the best source of information when it comes to knowing about day to day school activities. The teacher will update you on important events via email or notes sent home in backpacks. Please check those after each class. Classroom newsletters will be posted on the HomeRoom app each month. Feel free to contact your child's teacher or Preschool Director, Michelle Steffey, if you have any questions.

## **SNACKS**

Parents are asked to bring snacks a few times a year. A sign-up sheet with more detailed information will be available at Meet the Teacher Day. Birthdays are celebrated at snack time.

## **BIRTHDAY CELEBRATIONS**

Children love to celebrate birthdays and so do we! If you would like to share your child's birthday with them, you are more than welcomed. At this time, many parents bring a special birthday treat. All treats must be store bought and sealed. Many items are now labeled "School Safe". We suggest that when purchasing treats, you consider purchasing those items. We ask that you be sensitive when passing out birthday invitations at school. If you are inviting a select group of students, we respectfully ask that you do not hand invitations out in the classroom.

## **INCLEMENT WEATHER**

In the event school is closed due to inclement weather, you will receive a phone call from preschool staff. We do not issue refunds for days missed due to inclement weather.

## **FIELD TRIPS**

Field trip fees for students have been included in your tuition cost. Unless otherwise stated, we require a parent/caregiver to accompany and transport the child on any fieldtrip at an additional fee. Upcoming information will be announced close to the date in a permission form.

## **BEHAVIOR MANAGEMENT POLICY**

Our behavior management policy is an on-going process that promotes development of self-discipline and self-regulation in each child. Positive statements and redirection of behavior are used to help children learn self-control, problem-solving, negotiation, and assume responsibility for their actions. This policy incorporates the following:

- When speaking with a child, use a calm, quiet and confident tone of voice. Speak with the child at his/her eye level.
- Give clear, simple, positive directions.

- Encourage and compliment appropriate behavior using “I Messages”.
- Role-model appropriate behavior.
- Encourage use of words to express feelings.
- Give positive suggestions and alternatives.
- Encourage empathy.
- Redirect children to another activity.
- Have appropriate, child-centered, consistent and fair rules that children help establish.
- Be attentive listeners.
- Help child problem-solve solutions to conflict.
- Ignore minor incidents.
- Enter in to play with children to reinforce appropriate behavior.
- Give children fair warning.
- Encourage relaxation.
- If necessary, remove child from a situation to help that child gain self-control.
- In incidents involving biting, we will work directly with families.

## **PARENT / TEACHER CONFERENCES**

Parent / Teacher conferences will be held in November.

## **DRESS FOR SUCCESS**

Please dress children in clothes appropriate for participation in messy activities and outdoor play. So that the children are able to independently handle personal needs, the clothes should also be “bathroom friendly”.

For children’s safety, gym shoes are required for class. Children wearing backless shoes or sandals will not be allowed to participate outside.

Please provide jackets and coats with large zippers and buttons that the children can handle easily. Children should have boots large enough to put on and take off by themselves. Please label all clothing items with the child’s name.

Please always have an extra set of clothes, including socks, in your child’s backpack. These might be used for potty accidents, spills or to replace wet clothing due to outdoor activities.