



Dear Family,

St. Daniel Bible Kids Preschool family welcomes you and your child to our program. The preschool staff is looking forward to a wonderful and exciting school year getting to know your child and your family.

We hope your child's experience here at Bible Kids Preschool will be filled with creativity, exploration and discovery. We will strive for your child to be successful in cognitive social emotional and physical development as well as continuing to build a strong faith foundation. We are all special in God's eyes.

Please read the enclosed Parent Handbook and sign and return the last page. It is important to be familiar with the guidelines and procedures that have been implemented for the safety and well being of all the children and staff. If you have a need for any clarification of any part of the handbook please feel free to contract me at (630) 384-0137.

Thank you for giving us the privilege of sharing this year with you and your child. God Bless.

Sincerely,

Karen Gulvas,  
Program Director

# WELCOME TO BIBLE KIDS PRESCHOOL! WE'RE PLEASED YOU ARE HERE!

## **ST. DANIEL THE PROPHET CATHOLIC CHURCH**

St. Daniel the Prophet Parish was founded July 1, 1989 as part of the ever-expanding Diocese of Joliet. As the Catholic Community of St. Daniel the Prophet Parish, we are joined together as disciples of Jesus. In Baptism, we are called to live as God's daughters and sons. We welcome all to join us in proclaiming His Word through sacramental worship, faith formation and service to the community through stewardship.

## **PURPOSE AND GOAL**

It is the goal of Bible Kids Preschool to be a partner with parents as early childhood educators and to provide each child an opportunity to discover the uniqueness given to them as a child of God.

Young children are in a constant mode of learning. It is our goal that the environment created will:

- Provide a routine that offers a child security, warmth, acceptance, respect and freedom
- Be comfortable to explore their creativity, satisfy their curiosity, and develop a sense of humor and to feel and express their emotions.
- To build and nurture friendships, learn appropriate social skills, resolve conflicts with words and develop a positive self-image.
- Build a child's language and listening skills with books, flannel board stories, music, finger plays and puppets.
- Help children reach their potential in the areas of cognitive and physical development.
- Continue to build on the foundation that God loves us, forgives us, accept us, listens to prayer, and is always with us.
- Give the opportunity to learn God's Word through Bible stories and the Life, Death and Resurrection of Jesus.
- Allow children to know they are as a child of God who can listen, respect, be responsible, be caring, be fair, be trustworthy, grow, create, love and share the joy of living in God's beautiful world.

## **CURRICULUM**

Children learn best by doing. Our children will be able to explore the environment and discover at their own rate the different areas of the classroom. Children will be encouraged to talk, experiment and make choices as individuals and as part of the group. The daily activities will provide a balance of quiet activities and active activities

## **ENROLLMENT: PROGRAM BY AGES**

Bible Kids Preschool is designed as a 2 ½ hour program that meets two, three, four, or five days per week. The program year begins the Tuesday after Labor Day (September) and ends the Friday before Memorial Day (May).

## **OPERATION HOURS**

The hours of operation for the children who are enrolled in the morning sessions are 9:15-11:45am.

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### REGISTRATION

Re-registration will be done in January at the Parent-Teacher Conferences for the next school year for those currently enrolled in the program. The school year is defined from September through May.

***New families from the community will have registration the first Monday in February.*** The specifics will be determined from year to year.

### DISENROLLMENT

A child is considered enrolled from the time of registration until the program year ends.

If a child needs to leave the program before year end a written notice is required. The written notice should be given at least two weeks in advance stating the last day of attendance, reason for leaving and payment of any tuition that is due.

If a child is not adjusting to the program, a conference will be called by the teacher and administrator. At that time, issues will be addressed and a plan to resolve issues will be put into place. If no workable plan is possible, the child will be dis-enrolled and every effort will be made to find a more suitable program

### SPECIAL NEEDS

We will do all we can to accommodate children with special needs. Please inform us at the time of registration or include on the Family History Form (with enrollment packet) about what your child's special needs are. We will make every effort to meet the needs in the best way possible. Some special needs will require additional resources, planning and information. We are always open to having observations from other professional in an effort to make the best placement for all of our children.

### ADJUSTMENT TO PROGRAM

The week before the start of the new school year, an orientation for parents will be held in the evening from 7:00-8:00 p.m. This orientation is strictly for parents. The orientation is to review general policies, tuition, days off, annual calendar, birthday celebrations, holidays and meeting the teachers. Following the overview presentation, parents are invited to their child's classroom where the teachers will give a brief summary of the curriculum and what a "typical" day will look like. Time will be allowed for questions.

The Friday before the start of school we invite the children to come in for a "meet the teacher" visit. Children will have an opportunity to see the room and meet the teacher in a relaxed atmosphere. **We encourage families to take advantage of this opportunity to bring their child to meet their teacher and visit the classroom. Visiting before school starts makes the transition easier for the children.**

### BEHAVIOR GUIDANCE

It is our goals to help the child develop inner self-control and assume the responsibility for their own actions. Each age group will establish classroom guidelines that are age appropriate. Children will be encouraged to help establish the rules, which give them ownership. The children will be expected to follow the guidelines. We will encourage and give the children the necessary "tools" that will help them verbalize and resolve their conflicts with each other. When a child is participating in inappropriate behavior (yelling, hitting, biting, etc.) the child will be redirected away from the situation and into a quiet activity until the child gains control. When the child is involved in disrespecting materials, the child will be given an opportunity to stop. The second time a child will be asked to stop and given an alternative and the third and final time the alternative will be carried through.

The teachers will **always** approach guidance with respect to the children, use language that is positive and the child can understand and be a positive role model.

### **TUITION**

St. Daniel's Bible Kids Preschool is nonprofit and depends solely on tuition for income. St. Daniel the Prophet governs all financial affairs of the program.

At the time of enrollment a deposit is due to secure your child's space in the program. The non-refundable deposit will be \$75 for a new family. The non-refundable deposit for returning families will be \$35 payable at the time of re-registration at Parent-Teacher Conferences in January.

Tuition will be charged in nine equal installments. There are two options for tuition payment dates: Payment can be made on the 25<sup>th</sup> of the prior or on the 1<sup>st</sup> of the month. Tuition can be paid monthly by check, cash, debit card or credit card as well as banking online. To use your debit card or credit card an authorization form must be completed and returned to the office no later than the August 20th for the current school year. Payments can also be made by semester—1<sup>st</sup> semester includes September through December (4 months) and 2<sup>nd</sup> semester includes January through May (5 months).

Tuition fees will not be adjusted for absences due to illness or vacations. If you withdraw your child from our program tuition is owed until notice is given to the office. All checks are to be payable to St. Daniel the Prophet.

### **LATE TUITION PAYMENTS**

If a check is returned from the bank NSF (insufficient funds), you will be notified and required to replace with cash plus bank fees assessed by St. Daniels. After two NSF checks, you will be asked to pay with money order or certified check.

### **ABSENCES**

Any time your child is not going to attend class, **please call 630-384-0137 or send email to [karen@stdaniel.org](mailto:karen@stdaniel.org) to report the absence.** This is with consideration to the teacher's time and planning for the day.

### **CALLING THE TEACHERS IN THE CLASS-ROOM AFTER 9 A.M.**

If you need to speak with your child's teacher please call in to Karen's direct phone line at 630-384-0137. Karen will connect you to the classroom or if you receive Karen's voicemail please follow the prompt and you can be transferred to the classroom. The teachers may be unavailable to answer the phone but they do have voicemail so you can leave a message. The teacher's extensions are the classroom number.

### **SCHOOL CALENDARS, HOLIDAYS, SCHOOL CLOSINGS**

Each program will receive a calendar at the beginning of the program year. It will clearly show days of attendance, holidays, institute or in-service days and Parent-Teacher conferences.

Christian holidays such as Christmas, Lent and Easter will be celebrated in our program. The focus will be on the Birth of Jesus and His Life, Death and Resurrection.

When District 200 Schools close due to inclement weather, the preschool program will also be closed. Your child's teacher will call families when the decision to close is made. An email will also be sent to notify of the school closing.

## HEALTH

Each child **MUST** have a current medical form completed. The medical form must have current documentation of immunizations, TB test and lead screening before the program begins. Physicals must be updated every two years.

## SICK CHILD GUIDELINES

We strive to maintain a healthy environment and prevent the spread of disease. A child may be excluded from participating until the symptoms, conditions listed below are resolved, or a doctor note states a child is well enough to return to class.

Children should not attend the class if they are experiencing any of the following symptoms:

- Fever of 101 (oral) or higher with a change in behavior such as irritable, restless, or listless, and/or symptoms of an illness.
- Loose stools with two or more episodes.
- Vomiting with two or more episodes in previous 24 hours.
- Conjunctivitis or pink eye with discharge
- Rash associated with other signs of illness, fever, or change in behavior.
- A specific contagious infection such as whooping cough, strep throat, head lice, scabies, chicken pox, impetigo, mumps, measles, ringworm, etc.

Mildly ill children, colds (clear nasal discharge), ear infections (taking medication for 24 hours) or outdoor allergy symptoms may attend class.

## INJURIES

Accident/Incident Reports are prepared for each accident and must be signed by parents the day of the accident. If a serious injury occurs, paramedics will be called and the child will be transported to the nearest hospital. You will be called immediately and asked to come to the hospital. Your signature on the enrollment form gives the hospital permission to care for your child.

When a minor injury happens such as a chipped tooth or a small laceration requiring a few stitches, parents will be called. The child will be kept comfortable until parents arrive. Children will not be transported in staff cars under any circumstance. All other minor injuries will be treated by the teachers.

## PROTECTING GOD'S CHILDREN

To volunteer in a classroom, parents must participate in the Protecting God's Children training, a three-hour course held here at St. Daniel as well as other local parishes. This is a Diocesan requirement.

## PARENT / TEACHER CONFERENCES

In January of each year, individual conferences will be scheduled. At that time, a detailed progress report will be given for each child. Some of the materials will be kept to be able to visually show the progress from September until conference time. As the time approaches, a schedule of the days and times will be posted to sign up. We invite both parents to attend the conference. If any parent would like to schedule a conference in the spring, please contact your child's teacher. **Please do not bring your child to the conference.**

## **SCHEDULES**

The daily routine for each classroom is posted on the parent board. This will show the flow of the day. Please recognize that each group will have a routine that is appropriate for the attention span.

## **DAILY CLOTHING**

Children should be dressed so they can comfortably and safely move and participate in the daily activities. Select clothing that both child and adult can put on or remove easily. Please know that children will be messy from the opportunities they will have in painting, water play, play dough and markers to name a few. It is highly recommended they do not come in their Sunday best. Each child should be bringing a backpack to school each time they come.

The backpack should include: (and should be updated with the change of season)

- ♥ Pants or shorts
- ♥ Shirt
- ♥ Socks
- ♥ Underwear (a few pairs if new to potty training)
- ♥ Shoes
- ♥ Diapers/wipes for the 2 year old that is not yet potty trained.

We do not have extra clothing available and we want your child to be comfortable, dry and in their own clothing.

## **PERSONAL BELONGINGS**

Please do not bring belongings from home, except on designated “special days” or “show and tell.” We cannot be responsible for lost or broken toys from home. This will avoid all disappointments and tears should a favorite toy be lost or broken. Anything brought to school should have your child’s name on it this includes backpacks, Sippy Cup, or water bottle.

## **TOILET TRAINING**

Children who enter the program at two years old are not expected to be toilet trained. Each child will be successful and become toilet trained when they are ready. Toileting is a natural process and a new important skill for a young child. When your child is ready, the teacher will work with the parents to keep the training consistent. Teachers will respond only with simple positive praise when a child accomplishes a toileting task.

Young children like to demonstrate their independence and please help them be successful by putting them in clothing that they can manipulate on their own.

Always provide an extra complete set of clothing, underwear, and socks for those moments when accidents happen. If your child is not yet toilet trained, please provide wipes, diapers and/or pull-ups so that if necessary your child can be cleaned appropriately. Please label with child’s name.

## **NEWSLETTERS**

A monthly preschool newsletter will be published to inform families on what the previous month’s successes were and what to look forward to in the upcoming month. Newsletters will be emailed by the first of the month. If you prefer a hard copy please contact Karen and one will be placed in your child’s classroom folder by the first of the month.

## **COMMUNICATION**

- Email Address for contacting Karen or one of the teachers is [karen@stdaniel.org](mailto:karen@stdaniel.org).
- Phone Number is Karen's direct line 630-384-0137. If you would like to speak with a teacher you will be connected. If you receive Karen's voicemail please follow the prompts to call into the classroom.
- **Facebook:**
  1. **The Preschool Facebook Page for each class are private pages for the families only.**
  2. Is one way we share with you what is happening in the classroom through pictures regularly.
  3. Each classroom will post their monthly calendar, classroom events reminders, and wish list.
  4. The use of Messenger is limited between the teachers and parents. The teacher's day is from 8 a.m. to 12:30 p.m. Messenger, as convenient as it is, should not be used to report absences, ask questions that require a lengthy dialogue or communicate during the time the teachers are with your child. The teacher's private life needs to be respected. Thank you for following this guideline.
- Communication with our families is a priority. Each classroom has a parent board to provide one method of daily communication about the activities of the classroom. Please feel free to ask questions and provide feedback at any time.
- We encourage families to provide feedback about our program on an ongoing basis. We welcome written comments as well as verbal. We are here for all our families and will try our best to meet the children's needs.

## **PARKING**

Please park on the southwest corner of the facility. The only entrance to use for preschool is door #4, the south west side of the building. For safety, please do not let your child run through the grounds including parking lot and grassy areas away from the entrance. Please do not let your child swing in the trees, remove flowers from the gardens or run through the property. Keeping them safe is a priority as it only takes a moment for an accident to occur. Children should never be left unattended in the parking lot or your car.

## **COMINGS AND GOINGS**

### **Arrival**

Preschool begins at **9:15 a.m. and the door (#4) is unlocked for arrival from 9:10 a.m. to 9:30 a.m.** **Please walk your child into the classroom and sign in daily.** Help set the tone for the day by providing enough time to hang things up and say goodbye without rushing. Please use the hallway and not the gym when arriving.

### **Dismissal**

**Preschool is over at 11:45 a.m. and the door will be unlocked for pick up from 11:30 to 12 noon. All children must be signed out each day.** The only people authorized on the registration form will be allowed to pick up children unless **we receive a communication from you either by email or phone call** giving permission. Anyone that does not regularly pick up must show picture identification. The information will be checked against registration information. Please use the hallway and please do not take a “short cut” through the gym as other events could be in progress.

**\*\*Please know that if you have a kindergarten child and need to meet a bus/pick up at 11:45 you can either pick up here at 11:30 or at noon. Inform your child’s teacher which is your preference. Otherwise please respect our drop off/pick up times.**

## **CELEBRATIONS**

Holiday celebrations will be part of our program. The teacher’s will let parents know when they are planning a celebration for their classrooms.

## **BIRTHDAYS**

We will celebrate each child’s birthday in the course of the program year. Each celebration will be simple and the same for all. A list of recommended treats will be given out at Parent Orientation as well as posted on your child’s class Facebook page.

We are a peanut/tree nut free environment and must be cautious with our friends who have food allergies. A child who has a birthday over a holiday break will be celebrated as close as possible. Children who have August birthdays will be celebrated in September and those who have June and July birthdays will be celebrated in May.

## **ODDS AND ENDS**

### **Photographs/Video**

Still photographs and video recordings may be taken during the school year in your child’s classroom. When signing the “Verification of Receipt” you are giving permission for your child’s participation in pictures or video. Pictures could be displayed in the classrooms, in advertising the preschool program and within the parish in general. Our Facebook Page are private and pictures and videos of the children will be posted on a regular basis. Videotaping of a special event taken by St. Daniel’s can be posted for public viewing. If you prefer not to have your child involved please contact the Director.

### **Student Observers**

If a student from one of the surrounding colleges would like to observe one of our classrooms for a school project the Program Administrator must clear them. There is also paper work from the college with specific instructions.

Updated June 2018

**VERIFICATION OF RECEIPT**

I / We, \_\_\_\_\_parent/guardian of \_\_\_\_\_

have fully read and understand the St. Daniel's Bible Kids Preschool Handbook.

I / We understand that I/ We may approach the program administrator with any questions that I /We may have.

\_\_\_\_\_  
**Parent / Guardian Signature**

\_\_\_\_\_  
**Date**

**Please sign and return this page the first day of school. Thank you.**