



# Parent Handbook

2018-2019

Happy Times Preschool, LLC.

420 West Gartner Road

Naperville, Illinois 60540

(630) 355-8282

[www.thehappytimespreschool.com](http://www.thehappytimespreschool.com)

Owner and Director

Owner and Teacher

### Philosophy and Primary Goals

Happy Times Preschool strives to provide a safe, healthy, and nurturing environment that facilitates children’s natural tendencies towards growth, discovery, and learning through a variety of exciting and developmentally appropriate experiences. Our philosophy is designed to support the whole child in a positive atmosphere. Through knowledge of child development and consistency of care, our goal is to meet the social, emotional, physical and intellectual needs that are unique to each child.

Children learn through their daily experiences and routines to make decisions, to carry out responsibilities, to express themselves creatively and to discover friendships. Children are exposed to music, movement, art, science, reading, dramatic play, life skills, blocks, outdoor play experiences. Themes are planned around the interests of each group of children and staff.

A daily schedule helps to provide a familiar flow to each day. It balances active and quiet play with both child and teacher directed activities within various learning centers. We strive to achieve these goals through the partnership of child, family, school, and community

### Tuition and Payment Plan

The yearly cost of the program is to be paid in nine evenly distributed payments which are due the 1st of each month (September through May). **Registering for preschool is a commitment for the entire year;** however, we recognize situations arise that require a withdrawal from our program. If you plan on removing your children, we require a two week notice. All withdrawals must be made by March 15<sup>th</sup>. After this date, parents are responsible for making payment for the remainder of the year. A late fee of \$15.00 will be applied after the 15<sup>th</sup> of each month. A tuition envelope will be sent home with your child at the appropriate time. Please place your payment (check or cash) in the envelope – DO NOT SEAL- and return it in your child’s bag on the next school day.

Tuition is calculated by the amount of days within the nine months in attendance (including scheduled days off). Please see our make-up day policy.

### Monthly Tuition & Fees

Program	Monthly Fees
MWF A.M. or P.M.	\$252.00
T TH A.M. or P.M.	\$210.00
M-F A.M. or P.M.	\$413.00
M-F Full Day (8:30a-3:00p)	\$724.00

Additional Days or schedule changes upon request

Additional Program Add On	Additional Fees
Daily Lunch Bunch and extended pick up (12:00p)	\$10.00 per day
Extended Day by every hour up to 4:00p	\$10.00 per hour

\*\*Discounts apply for enrollment of more than one child per family.

### Registration Fee

A *non-refundable* registration fee of \$125 per child will be assessed to all enrollees (\$75.00 for returning families).

### Supply Fees

Supply fees (per student) are due August 1<sup>st</sup> before the start of the enrolled school year.

Program	Supply Fee
2 Day per week classes	\$ 65.00
3 Day per week classes	\$ 70.00
5 Day per week classes	\$ 75.00

### Discounts

Parents with two or more children attending the school will be given a 10% discount on the second child's tuition. If the tuition payment is different between children, the discount will be given to the lesser amount.

### Late Payments

Tuition is due by the 1<sup>st</sup> of each month. Tuition is considered to be past due after the 15<sup>th</sup> of each month. Any tuition not paid by the 15<sup>th</sup> of each month will be charged a \$15 late fee which is to be paid that month. If the monthly tuition is not paid by the end of the month, the student will be suspended from school until the payment and/or other arrangements have been made with the school.

Payment can be made in cash, all major credit cards or by check. Checks should be made payable to **Happy Times Preschool**. A minimum \$25 will apply if a tuition check is returned due to non-sufficient funds. As a convenience to our families, we do offer automatic credit card deduction monthly that is processed on the first of each month with at 2% credit card convenience fee.

### Required Forms

- Application for Admission
- Enrollment/Release Form
- Current Physician & Parent-Signed Physical. New students will need the physical dated after April 1 of the current year.
- Verification of receipt of the Parent Handbook, which includes the Guidance and Discipline Policies and Photo Release
- DCFS Signature Form
- E-mail Consent Form
- Certified copy of the child's birth certificate. The Missing Children Records Act mandates this.
- All of these forms will be provided by the school and need to be complete prior to the start of school.

## Hours of Operation

**Morning Session**  
8:30a-11:15a

**Afternoon Session**  
12:15p-3:00p

**Extended Day**  
3:00p-4:00p

**\*Doors open at 8:25a and 12:10p  
School Enrollment**

Fall enrollment will begin the first of January. Open enrollment will take place throughout the year, as openings are available. Students must be of the age level in which they are enrolling by September 1 of the respective school year.

## Class Options

### Spring & Fall, Preschool Options

Days Per of Week	Jr. and Preschool Times		
2 Days	T/Th	AM	PM
3 Days	M/W/F	AM	PM
5 Days	M-F	AM	PM

Days Per Week	Pre- Kindergarten Times		
3 Days	M/W/F	AM	PM
5 Days	M-F	AM	PM
5 Days	M-F	Full Day	Lunch Bunch

## Discharge Policy

If at any time after enrollment, we find your child is not benefitting from or not ready for a group situation, a conference will be requested between the teacher, director and parent(s)/guardian(s) to determine what is best for your child.

If at any time you wish to terminate your enrollment, a two-week written notification is needed. If the notification is less than two weeks, payment will be assessed through the month.

## Holidays, Vacation and Make up Schedules

The school calendar commonly follows Naperville School District 203. A calendar of non-school days will be provided at the start of the school year.

Personal vacation days, snow days, and holidays are non-refundable. Refunds will not be given for absences for any reasons. Tuition is the cost of your child's placement within their classroom.

### Temporary Withdrawals

Temporary withdrawals for reasons such as out of the country visits or personal leaves will be granted with the understanding that **HALF of tuition will be paid for each month of temporary leave**. If tuition is not paid during temporary withdrawal, your child's placement is then forfeited.

## Activity Descriptions

All activities are tailored to meet the individual needs of all the children and are developmentally appropriate.

- **Circle Time:** Planned activities emphasize socialization skills, cognitive development and small motor experiences using music, finger plays, science and stories to encourage listening skills. Some activities include: Pledge of Allegiance, calendar, weather, and readiness skills.
- **Learning Activity (Centers):** Centers are small areas dedicated to a developmental area. Water play, Math/Science, Art, Computers, Writing, Library Dramatic play and Large/Small motor. Activities in each area will coordinate with the weekly theme.
- **Art:** A variety of media are provided to offer creative experiences through cutting, gluing, painting, and coloring.
- **Music:** Songs, musical games, CDs and rhythm bands are some of the tools used to enhance the curriculum.
- **Free-Choice Play:** Opportunities to explore and use dramatic play areas, small muscle manipulatives, large muscle equipment, as well as special alternatives set up by the teacher. Some specific activities include: kitchen, blocks, creative play through dress-up, games, and toys.
- **Snack:** Water, Organic 1% Milk, and an organic, nutritious snack are offered daily. No nuts are served due to various food allergies.
- **Outdoor Play:** Children acquire a sense of kinetic awareness through opportunities to run, climb, jump, swing, push and pull through the use of our outdoor equipment. Our outdoor play equipment and nature center enhance large and small motor development.

- **Spanish:** Basic Spanish will be taught once a week within the three programs. Colors, Shapes, Numbers, ABC's, Transportation, Foods are just a few topics that will be explored.
- **Science:** Science is implemented throughout all the activities. However, a set time throughout the daily schedule will be dedicated to the many concepts of Science. (Space, Human Body, Basic Physics, Earth, Measurement and Math, and more!).

## Class Structure

Each of our classes consists of a maximum of 15 children, a teacher and an assistant, providing a teacher/child ratio of 1/7+.

### 2-3 Year Olds - Junior Preschool

For children who are two years old as of March 1 of the year they attend, or otherwise noted/approved by Director. Children must have begun the toilet training process= to be enrolled in this class.

### 3-4 Year Olds - Preschool

For children who are three years old as of September 1 of the year they attend, or otherwise noted/approved by Director. Children must be toilet trained to be enrolled in this class.

### 5-6 Year Olds - Pre-Kindergarten

For children who are four years old as of September 1 of the year they attend, with birthdays falling roughly between January and August. The curriculum in this classroom supports kindergarten readiness.

## Typical Class Schedules

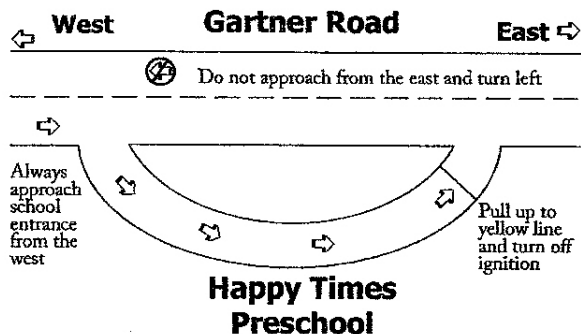
Typical AM Schedule		
Start	End	Activity
8:30 AM	9:00 AM	Activity and Free Time
9:00 AM	9:15 AM	Circle Time / Learning & Activity Review
9:15 AM	10:00 AM	Centers
10:00 AM	10:15 AM	Snack
10:15 AM	10:30 AM	Music / Spanish
10:30 AM	11:00 AM	Outside Play
11:00 AM	11:10 AM	Story Time
	11:15 AM	Dismissal

<b>Typical PM Schedule</b>		
<b>Start</b>	<b>End</b>	<b>Activity</b>
12:15 PM	12:45 PM	Activity and Free Time
12:45 PM	1:00 PM	Circle Time / Learning & Activity Review
1:00 PM	1:45 PM	Centers
1:45 PM	2:00 PM	Snack
2:00 PM	2:15 PM	Music / Spanish
2:15 PM	2:45 PM	Outside Play
2:45 PM	2:55 PM	Story Time
	3:00 PM	Dismissal

*Note: Schedules are flexible to accommodate developmental needs of the children and/or weather conditions.*

## Arrival and Departure Procedures

Your child's safety is one of our most important concerns. Please read this section carefully. In order to simplify arrival and departure procedures, we have developed the following plan.



The west driveway will be the entrance and east driveway will be the exit. As you arrive at school, *please pull your car all the way around the circle driveway past the building and up to the yellow line on the pavement. This will allow other cars to pull behind you and off the street.* Please do not attempt to make a left turn into the driveway from the westbound traffic lane on Gartner Road. *Always approach the entrance from the west.* Please do not use the neighbor's driveways as a turn-around.

Once you have come to a complete stop, ***please turn off your car's ignition.*** There is no exception to this policy! Once your car is off, the teachers will remove your child from the car and bring him/her into the building. Again, ***children will not be removed from your vehicle until it is turned off.***

Cars that do not fit on the driveway should remain in line close to the south curb of Gartner Road and wait until space becomes available. ***Please do not block our neighbor's driveways!***

Please do not park on the street and walk up to the door to drop off or pick up your child. This complicates our dismissal procedure and can be dangerous due to moving vehicles. If you walk your child to school, please wait on the east side of the driveway near the side entrance to the office. A teacher will come to you.

Whenever it is necessary for you to come into the school, please park in front of *our* building (south side on Gartner Road).

## Release of Children

Children will only be released to those who are listed on their enrollment form. Parents should submit an official school release form (available at school) to the student's teacher with any changes dealing with pick up. The following procedures should be taken when pick up your child:

- You will be given a numbered vehicle hang tag. Please hang this from your rear-view mirror, with the number facing forward, when picking up your child. This will allow us get to get to know all of you quickly and assure the safety of our students.
- Staff members will assist your child with getting into the vehicle, but will not buckle seat belts, car seats, etc. Please make sure your child is safely in your vehicle before you start your engine.
- A completed release form (provided by the school) if your child would be leaving with someone who is not originally identified on the enrollment form is required.



## Late Drop Off

Morning drop off begins at 8:30a. After 8:45a, late drop offs become disruptive to our classrooms. If you need to drop off your child after 8:45a because of unforeseen circumstances, please call our office and use the office door. Chronic tardiness is disruptive to our teachers teaching and leads to your child missing morning activities and entering the classroom out of routine. Chronic tardiness could also lead to late fees applied. See fee scale below.

## Late Pick-Up

It is important that parent's/guardian's be prompt picking up their children at dismissal times. If the parent/guardian should happen to be late, a phone call to the school (630-355-8282) is required to inform the staff. If the school has not been notified, the school will wait 5 minutes and begin to call the parents and/or emergency contacts. If the emergency contacts are unable to be reached after 30 minutes without any parent/guardian contact, civil authorities will be contacted to assist.

If the parent does make the initial phone call, a 10 minute window (beginning at 11:15a and 3:00p) will be allowed. A late fee of \$1.00 per minute (starting at the extra 10 minute) will be applied. If the school is not contacted by the parent/guardian, the \$1.00 fee will apply immediately. Please keep emergency contacts updated for this reason. It is the school's responsibility for the child's protection and well-being until the parent or outside authorities arrive.

## Fieldtrips

Happy Times Preschool does not take field trips that require transportation away from the school. The school does provide special experience for children on the premises by inviting visitors who share educational and fun activities with the children. During warmer months, walks to Gartner Park with teachers may be taken for no more than 30 minutes.

## Medical Care/Health

State required medical and emergency release forms must be on file with the school before your child can attend class.

If your child is unable to attend school because of illness, please call 630-355-8282 to let the school know. Any child with a temperature will not be allowed to attend school. He/she must be **free of fever for 24 hours before returning to school**. Please do not send a child to school who is obviously ill (i.e. upset stomach, runny nose, persistent cough, etc.) The school will not administer any type of medications to students.

If your child becomes ill at school, we will make every effort to contact a parent/guardian. In the event that we are unable to contact the parent/guardian, we will call the emergency numbers listed on the child's enrollment form. Your child will be kept isolated from the other children in the school office until an authorized person picks him/her up.

In case of a serious accident or emergency, we will immediately notify a parent/guardian. If we are unable to contact you, we will follow specific instructions as indicated on the child's enrollment form and act in the best interest of the child's health and welfare. Emergency personnel (Naperville 911) will be summoned if we are unable to safely transport the child to a physician or hospital.

In the case of a minor accident/injury (i.e. small bump, bruise, or minor cut) a staff member will administer care for your child. The parent/guardian will be informed when he/she arrives to pick up his/her child.

All accidents will be followed up by a written accident report and signed by the staff member, director, and parent. A copy of this report will be given to a parent/guardian.

## **Personal Belongings**

Each child is assigned a cubby. In order to protect the child's personal belongings (i.e. coats, bags, etc.) they will be kept in this cubby during the class hours. We ask that toys only be brought from home on designated sharing days. Sharing is an important but difficult concept for young children. We will do our best to ensure the safety of the child's toy as well as respect to the child's right to ownership.

Please clearly label all belongings with your child's name. All items should be transported to and from school in the school bag provided by Happy Times.

## **Personal Information**

All information concerning you child will be kept confidential and limited to facility staff designated by the director(s). A written request from the parent/guardian is necessary before any portion of the child's records will be released.

## **Discipline/Guidance Policy**

When a classroom environment is rich in emotional and social supports, children are able to develop their social understanding of themselves, others, and their world. Children who learn, discover, create, and grow in such an environment are developing self-discipline.

Our ultimate goal is to provide an environment that enables your child to become an internally disciplined individual. This is accomplished by verbally dealing with the children on their development level. Techniques that will be used to promote our positive approach are:

- Recognizing and praising acceptable behavior.
- Redirecting a child's attention and activity to provide the child an opportunity to use appropriate behavior.
- One on one conversation with the child on their level.

Our positive approach will foster self-confidence, kindness, tolerance, and respect for all people.

## **Snacks**

A small, nutritional store-bought, snack will be provided to each student during class hours. Please notify the teacher if your child has any restrictions on snacks. Outside food is against Dupage Health Department Code. Only children with Dr. documented allergies will be granted permission for outside food.

## **Lunch Bunch**

For those children that are enrolled in the full day program, during the hour of 11:15a-12:00p, a lunch bunch program will be provided. Children needing to enroll for Lunch Bunch only, will be charged an additional \$10.00 per day with a dismissal time at 12:00p. (See late pick up policy and fees for pick up after 12:00p). The food will be provided by WT Café of Naperville and a menu will be posted in the parent center. All meals are prepared by WT Cafe and follow in accordance with DCFS guidelines. Please notify the school of any food allergies prior to signing up for lunch bunch in order to guarantee an allergy friendly lunch is provided by WT Café.

## **Birthdays**

All children enjoy celebration the birthdays with their school friends. The student's teacher will contact you concerning arrangements for this special day. A small healthy treat is appreciated but not required. Those students who have a summer birthday will be assigned a day to celebrate a "pretend" or "half" birthday. Please note: The Department of Children and Family Services and the DuPage Health Department have mandated that we can not serve "home-baked" food to the children in our care. Food served must be from a controlled kitchen (one licensed by the Health Department). We will serve any food purchased and prepared by grocery stores.

***PLEASE DO NOT SEND ITEMS THAT CONTAIN PEANUT BUTTER or NUTS!***

## **Conferences/Student Assessments**

Parent conferences are conducted two times a year, Fall and Spring. The Fall conference is a general evaluation with emphasis on the child's adjustment to preschool, teachers, and children. A final conference in Spring will be more specific in nature and assessing skills in pertinent areas. Teachers are observing your child daily and will seek parents out with any concerns they may have regarding your child's development or school time behavior.

The Staff at Happy Times Preschool feel an important part of your child's development is to have close communication between staff and parent. Therefore, if at any time you have a question, concern, or feel that there is a need for a conference, please call and a suitable time will be scheduled. A newsletter will be sent via e-mail each month.

## **The Creative Curriculum- For Preschool Teaching Strategies, Gold**

A project-based early childhood curriculum designed to foster the development of the whole child through teacher-led small and large group activities. The curriculum provides information on child development, working with families, and organizing the classroom around the 11 interest areas of Sense of Self, Responsibility for Self and Others, Pro-social Behavior, Gross Motor, Fine Motor, Learning and Problem Solving, Logical Thinking, Representation and Symbolic Thinking, Listening and Speaking, Reading and Writing.

In addition to implementing this curriculum into our teaching, teaching in a traditional manner where edict, manners, and becoming a good member of society, enhances every day learning.

## **School Attire**

Please dress your child in clothing that is appropriate for the school environment and activities. A child should be dressed in a way as to encourage participation in activities (i.e. comfortable, manageable, play clothes). This builds self-esteem. Dress up shoes, boots, jellies, and sandals are dangerous on outdoor equipment and concrete. Rubber-soled shoes or gym shoes are appropriate. Jackets, boots, and other outerwear should be uncomplicated and large enough for your child to manage. If boots are worn in the winter months, please send slippers or shoes along. Stocking feet are not allowed.

Outdoor play is essential to preschool-aged children. All students will play outside unless the conditions are not safe for our students. Please dress your child appropriately especially during the winter months.

Lastly, Happy Times school bags are given to families at the parent orientation for transporting work and a change of clothing to and from school; backpacks are not necessary.

## **Photographs**

Happy Times Preschool will take pictures throughout the year of the students involved in activities during class hours. We will not use any of these photos for publicity or advertising purposes without parent/guardian consent. These photos could be uploaded to our Blog and Facebook page.

## **DCFS Integrated Pest Management**

Happy Times Preschool has adopted an Integrated Pest Management (IPM) program as defined in Section 3.25 of the Structural Pest Control Act, involving the cooperation between our staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides-when needed- to reduce pest infestations to acceptable levels, and to minimize the children's exposure to pesticides.

Happy Times Preschool is treated monthly (the last Wednesday of the month) after school hours by a licensed pest control operator. All chemicals used meet standards set by the Department of Health. If you have any questions or concerns, or would like to be contacted when applications are made, please feel free to contact the school.

## **Toileting Procedures**

Children wearing Pull-Ups have a designated changing area. The Department of Children and Family Services' procedures are visually posted in the changing area.

Child-size toilets and sinks are provided for children being toilet trained and/or are toilet trained.

Parent Copy

**Receipt of Parent Handbook**

My signature on this document confirms that I have received the Parent Handbook from Happy Times Preschool and have read and understand the Arrival/Departure procedures (page 7) and Discipline and Guidance Policy (page 9) and DCFS Pest Management Policy (page 11).

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

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Copy for File

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