*Brightest Stars Preschool*

474 Division Dr. Suite H, Sugar Grove, IL 60554

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474 Division Dr. Suite H, Sugar Grove, IL 60554

*Parent Handbook and Enrollment Application*

2024-2025

**2024-2025 School Year Handbook for Brightest Stars Preschool**

**Program Goals**

Our mission at Brightest Stars Preschool is to offer a unique, fun, and educational experience for children ages 3-5. We will prepare them for Kindergarten and future schooling by offering activities structured in centers around the classroom that promote learning in all developmental domains including; social/emotional, language and literacy, cognitive development, gross and fine motor skills.

**Overview**

Preschool sessions are conducted daily

★  AM Session: 9:00 a.m. – 11:30 a.m.

★  PM Session: 12:30 p.m. – 3:00 p.m.

Your child can be scheduled in any combination of days in either session if there is availability

★  Small Class Sizes

★  Individual Attention

★  Weekly Themes

★  Language Development

★  Computer Skills

★  Daily Emphasis on: Math, Science, Art, Writing, Spanish, Social/Emotional Development, Self-Help Skills, Kindergarten Preparedness

**Services**

Each preschool session is centered around making learning fun and working on a daily variety of skills that promote confidence and independence. The class sizes are small to enhance each child’s individual needs and strengths. Since children all learn at a different pace and level, children of the same age are grouped together a class. This allows the children to learn from one another and progress at their own pace without needing to wait to move up to the next-level class. Individuality and personal attention is essential to each child’s learning experience, so we create a wonderful balance of child-directed and teacher-directed activities, whole group and small group, and multi-sensory teaching approaches.

Some unique features in this exciting program include weekly themes for language development, Spanish words, computer activities, and activities that promote Kindergarten readiness. All classes are developmentally appropriate for children ages 3 – 5.

**The following items are needed before a child can begin enrollment:**

★ Child Enrollment Application  
★ Certificate of Child Health Examination (IL444-4737) — dated less than 6

months prior to enrolling  
★ Emergency Medical Form  
★ Handbook Acknowledgement — last page of Enrollment Application with signatures

★ Copy of Birth Certificate  
★ DCFS Summary of Regulations of Receipt

**Fees**

There is an annual registration fee of $50 per family due at the time of registration, along with the first week’s fees. Registration fees are nonrefundable. Fees can be paid weekly or monthly by cash, check, or Zelle pay.

★ Weekly fees for preschool are: $30 per day

★  If paying weekly, payment is due on the first day your child attends that week.

★  If paying monthly, payment is due on the first day your child attends that month.

★  There is a fee of $5 per day for payments received after the first scheduled day of that week or month.

★  There is a fee of $25 plus bank fees for returned checks.

★  Payment can be either cash or check or Zelle pay.

★  Additional fees of $10 will incur for pickup times, which are later than 10 minutes past the scheduled dismissal.

Policy for days off fees are as follows:

* Holidays and other days that the center will be close are charged at 50% tuition. These days will be reflected on the Session Calendar each family receives at the beginning of each session.
* Emergency closures due to weather or teacher illness are charged normally. These days are not planned and as we are a prepay service, the week should already be paid for in advance.
* \*\*If a family’s schedule allows and if there is room in other sessions during the week, the parent may ask to reschedule a day free of charge to make up for the emergency closure day.

**Insurance**

We do not offer insurance coverage for children in our facility.

**Enrollment**

Enrollment is divided into trimesters. (Exact dates may vary.)

★  Fall/Winter – September-December

★  Winter/Spring – January-May

★  Summer – June-August

★ Holidays and days the center may be closed include:

-Labor Day, Memorial Day, Independence Day

-Also Including: one week for Thanksgiving, one or two weeks for Winter Break, and a short Spring Break (usually falls on the week including Easter weekend)

Each family can schedule any combination of days at any time during a trimester to fit their child’s needs if the class is not full on the day(s) requested. Once enrolled for a trimester, registration fees will be accepted and payment will be expected for the scheduled day(s) in that trimester, even if the child is absent. After your child is enrolled, the registration fee and forms have been collected and the trimester has commenced, you are obligated for that trimester’s enrollment period and fees. A minimum **two week notice** is required if a child is going to stop attending classes at any point. There will be a two week adjustment period when a child is first enrolled to determine if the child is adapting to the class. If a child is not going to continue after the first two weeks, payment for the first two weeks will be expected and termination for the trimester will be complete. If payment is not received for a scheduled week or month, written notice will be provided to that family stating that the payment is due. If not paid within  
one week’s time, participation for the child will be suspended until payment is received. If payment is not received within a two week period, enrollment for that child will be terminated and the remaining trimester fees will be due in full. Upon termination, the director may fill the vacant space with a child on the waiting list. If a family does not pay in the two week period and loses the enrollment space, they may enroll again for a trimester session so long as their outstanding balance is paid, and they must also pay the registration fee again.

**Late Pick Up Policy**

Brightest Stars Preschool is required by the Department of Children and Family Services (DCFS) to have written policy explaining the actions we will take if a parent/guardian does not pick up or arrange to have someone pick up their child on time. In the unlikely event that this occurs, 10 minutes after the designated time, the Director will attempt to contact all persons on your child’s enrollment form. This will include parents/guardians and those listed as “authorized” to pick up your child. In each attempted contact, a message regarding the situation will be left if possible. During the time a pick up is being arranged, we will provide a safe and caring environment for your child. The staff will not hold your child responsible for the situation. The discussion of the issue will only be with the parent/guardian and never with your child. If after 30 minutes no pick up has taken place, we will contact the police. Fees incurred by Brightest Stars Preschool as a result of the late pick up will then be the responsibility of the parent/guardian.

**Medications and Emergency Response**

★  First aid will be given if needed and the parent will be notified of the situation.

★  Medications will only be given to children by their own parents.

-Exceptions to this would be if a child requires an EPI pen or an inhaler to which these items will travel back and forth with the child, but be kept in a locked and safe location away from children while the child is in our care.

-If there is an emergency need to administer the medication, 911 will be called, the parents will be notified of the situation, and it will be appropriately documented as required by DCFS.

-In a medical emergency that is outside basic first aid needs such as injury or illness, 911 will be called, the parents will be notified of the situation, and it will be appropriately documented as required by DCFS.

**Transportation**

There will be no transportation provided to children to or from the facility. There will not be field trips offered to the children at this facility.

**Items Needed for Class**

★  A water bottle, filled prior to arrival.

★ Pull-ups, wipes, change of clothes for children still potty training.

★  Please make sure all items are marked with the child’s name.

**Family or Child Personal Information**

Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the preschool director and DCFS representatives unless the parent of the child has granted written permission for disclosure or dissemination. (Licensing Standard Section 407.80)

**Lead Testing in Water**

Since the facility was built in 2008, we are not required to do any water testing for lead in the water.

**Daily Arrival**

★  Children may arrive for their scheduled class no earlier than 10 minutes. An adult is required to walk the child into the center.

★  Each child will be signed in by the adult bringing them.

★  Every child will wash his or her hands before beginning class.

★  Backpacks, coats, etc. will be hung up in the entry area.

★  Parents, grandparents, friends, or family are welcome any day to stay and join the class or come in at any time during the class to help or observe.

**Daily Dismissal**

★  Adults picking children up will help collect their child’s personal items and papers and then sign the child out.

★  If someone other than the child’s parent is picking them up, a call or written note from the parent is necessary to allow the child to be released.

★  There will be a $10 late fee for pickup times later than 10 minutes after the class dismissal time.

★  After being 10 minutes late, the parent would be called and, if not available, the next person on the emergency list would be contacted until someone is able to pick up the child.

**AM Schedule 9:00 a.m. – 11:30 a.m.**

9:00 – 9:05 Arrival, Wash Hands

9:05 – 9:20 Welcome, Explain Learning Centers\*, Spanish Word

9:20 – 10:00 3 Rotations of Learning Centers

10:00 – 10:15 Snack Time

10:15 – 10:30 Story Time

10:30 – 10:40 Writing Journals

10:40 – 11:15 Last 3 Rotations or Learning Centers

11:15-11:30 Discuss What We Learned, Dismissal

\*Math, Science, Dramatic Play, Sensory, Art, Language

**PM Schedule 12:30 p.m. – 3:00 p.m.**

12:30 – 12:35 Arrival, Wash Hands

12:35 – 12:50 Welcome, Explain Learning Centers\*, Spanish Word

12:50 – 1:30 3 Rotations of Learning Centers

1:30 – 1:45 Snack Time

1:45 – 2:00 Story Time

2:00 – 2:10 Writing Journals

2:10 – 2:50 Last 3 Rotations or Learning Centers

2:50- 3:00 Discuss What We Learned, Dismissal

\*Math, Science, Dramatic Play, Sensory, Art, Language

**Illness and Absences**

★  Please call the center and report if your child will not be attending due to illness. Do not send your child if he or she has had a persistent cough, fever, diarrhea, or vomiting in the previous 24 hours.

★  If your child will be absent for other reasons, please call to report the times he or she will be gone at 630-466-8668.

★  Payment is still required when children miss a scheduled class.

★  If your child becomes ill during class or needs to go home, a parent will be called to come and pick them up. If the parent is not available, the next person on the contact list will be called until someone is available to come.

**Makeup Classes**

★ Makeup classes are not offered and payment for missed classes is expected.

**Closure due to teacher illness or absence**

★  Parents will be notified as soon as possible if teacher will be unable to teach a class due to illness or other absence. She will notify parents by one or more of the following: email, phone call, or Facebook to allow parents to make other arrangement for their child that day.

★  The Center will need to be closed since there will not be another qualified teacher to take over classroom duties.

★  In the event of the assistant illness or absence, if possible, a substitute assistant and/ or volunteer parent will be called upon to step in to keep the class numbers in compliance.

**Communication**

★ Communication will be shared in-person email or by phone, or via Facebook.

★ If your child will not be attending a scheduled day or if you have questions,

please call 630-466-8668.

★ Email will be used to communicate with parents about events and the child’s progress.

★ Any conference times may be arranged before or after class.

**Snack**

★  Snack will be provided to the children. As required by DCFS, snacks must be whole and individually prepackaged since the center does not have an appropriate kitchen or food prep area. All food served must be in accordance with the USDA food requirements. The USDA requires that snacks contain two out of the four meal components: dairy, vegetable, fruit & grain.

★  Please inform your teacher if your child has any food allergies or special needs.

★  Health and safety of all the children is the most important focus in our learning experience.

**Handbook Acknowledgement**

As required by the Department of Children and Family Services (DCFS), this handbook must be provided to each family enrolling their child(ren) in this licensed Preschool facility. Before they start you will need to read, sign and return this page to the Director. If you have questions about any of the material provided in this handbook, please contact me before signing.

**Guidance and Discipline Policy**

All involvement with children will be carried out in a positive, patient manner. Redirection will be utilized to correct behaviors that are not acceptable. There will be no time that aggressive talk or behaviors will be allowed. If a child is not behaving appropriately, these steps will be followed:

-The child will be talked to and told what the expected behavior is.

-If after being told how to correct the behavior it continues, then the child will be redirected to a different age-appropriate activity.

-Then, if a behavior would continue, the child would be asked to sit apart from the activity for several minutes to allow time to redirect the behavior and have the situation explained.

-If a child displays the following behaviors, parents/caregivers would be contacted to come and pick up their child.

The parents will be involved in the guidance and discipline process by meeting with the preschool director after class to discuss the behavior that needs correcting. If the behavior persists, then the parents and director will meet and come up with a behavior plan such as a reward system or charting/documenting the behavior over the course of an agreed amount of time.

The child will be involved in the guidance and discipline process by discussing the behavior with the director. After discussing and explaining why the behavior is unwanted or unsafe, the child will agree to the measures taken to improve the behavior. The child will become aware of consequences previously agreed upon with the parents, if the behavior were to persist.

**Behavior Support Policy**

Parents/caregivers would be contacted to come and pick up their child, if a child displays behaviors that interfere with optimal learning or engagement with peers and adults, or a behavior that jeopardizes the physical safety of the child and/or his/her classmates and staff. The staff will schedule an appropriate time to discuss the behaviors and come up with an Individual Behavior Support Plan to help the child become successful in the classroom. The plan would include written goals to be carried out by the staff and parents for the child. Daily feedback will be shared with the parents to keep track of each goal. Additional meetings may be scheduled to allow for flexibility and adjustments to the goals.

**Transition Policy**

If it is determined that there is not enough improvement that this program can meet the needs of the child, then a Transition Meeting will be scheduled. At this time an individual written Intervention Transition Plan will be implemented by meeting with the teacher and the parents and/or caregivers of the child to discuss appropriate qualified professional resources to assist a child, family, and caregivers when a repeated pattern of challenging behavior is identified. In some situations, there would be a Transition Plan that would involve a plan to allow a more appropriate setting and services to meet the needs of the child. This would be an individualized, written document developed by the departing and receiving early childhood programs, parents/primary caregivers, and qualified professional resources detailing tasks, and individual responsibilities required to prepare for the child to be transitioned to a more appropriate arrangement with as little negative impact and disruption as possible.

Jorden Warner

Director, Brightest Stars Preschool, Llc