

Child's World Preschool



2012-2013
Waterloo, Illinois

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PURPOSE

1. To provide a quality preschool program for the child's social, spiritual, emotional, physical, and intellectual growth.
2. To provide a planned environment designed to spark the interest, imagination, and enthusiasm of the child and to assist him/her in moving from one successful learning experience to another.
3. To supplement the child's home life by striving to assist the child in:
 - a) reaching his/her individual potential;
 - b) the use of language and language development;
 - c) building positive attitudes toward school;
 - d) learning to work and play independently and to be at ease in being away from home and in accepting help and direction from adults other than parents;
 - e) getting along effectively with other children;
 - f) seeing himself/herself as having competency and worth;
 - g) strengthening physical skills and developing large and small muscles;
 - h) learning to channel aggression creatively and without harming himself/herself or others.
4. To provide the child with specific skills that will be adaptive in kindergarten and first grade, including:
 - a) knowing and being able to print his/her first name;
 - b) counting;
 - c) art activities;
 - d) music activities;
 - e) identifying colors and shapes;
 - f) following directions;
 - g) understanding such values as love of family, responsibility to others, and the rights of oneself, as well as of others.

LOCATION AND PHONE NUMBER

Child's World is located on the first floor, on the east side of the St. Paul UCC Parish Hall, at 200 North Main Street in Waterloo, Illinois. The phone number is 939-7125, extension 16. You can see us on the web at www.stpaulonline.org and click on "Preschool."

PHILOSOPHY

The Child's World philosophy is that children develop at various rates, and this will be recognized by creating an open environment filled with varied activities in which a child can participate, depending upon his/her particular interests, but which doesn't structure his/her rate of development. A preschool center is a place where children can go to play and where they learn chiefly through play activity, guided by adults who respond to children's interests and who, through questions, answers, and planned new experiences, extend those interests to wider learnings and new competencies.

PROGRAM

Each day will include:

- a period of free play where children can choose various activities;
- a music period;
- a nutritional snack;
- group time that will include a story, discussion, and language development;
- an opportunity for outdoor or large motor tasks.
- some of the music and stories will be Biblically based.

OWNERSHIP AND OPERATION

Child's World is owned and operated by St. Paul United Church of Christ. Finances and program policy are under the direction of the St. Paul Consistory. Immediate direction and curriculum development is provided by the director. All classes are taught by teachers qualified to teach under the standards set forth by the Consistory at St. Paul UCC and who are actively continuing their education.

Child's World staff reports to St. Paul's Director of Children & Youth Ministries. Please feel free to contact the director at 939-7123, ext. 15 with any joys or concerns.

AGE LIMIT

Children may enroll as soon as they have turned three years of age.

CALENDAR AND HOURS

Session I of Child's World will be open from 8:15 to 11:15 a.m. on Wednesday, September 5, 2012 and on each Monday, Wednesday, and Friday morning thereafter through Wednesday, May 22, 2013. Children must be 4 years of age by September 1, 2012 and plan to attend kindergarten in September, 2013.

Session II of Child's World will be open from 12:30 to 3:30 p.m. on Wednesday, September 5, 2012 and on each Monday, Wednesday and Friday afternoon thereafter through Wednesday, May 22, 2013. Children must be 4 years of age by September 1, 2012, and plan to attend kindergarten in September, 2013.

Session III of Child's World will be open from 8:30 to 11:00 a.m. on Tuesday, September 4, 2012 and on each Tuesday and Thursday morning thereafter through Thursday, May 23, 2013. Children must be 3 years of age by September 1, 2012. Children are accepted into the program throughout the year as soon as they are 3 years of age.

Session IV of Child's World will be open from 12:00 to 2:30 p.m. on Tuesday, September 4, 2012 and on each Tuesday and Thursday afternoon thereafter through Thursday, May 23, 2013. Children must be 3 years of age by September 1, 2012. Children are accepted into the program throughout the year as soon as they are 3 years of age.

If Waterloo Community Unit #5 is closed due to inclement weather, Child's World Preschool will also be closed. A school calendar will be given out at the beginning of the year.

A Reservation on the part of Child's World

We reserve the right to cancel any session for which adequate registrations are not received by August 1, 2012. After you have registered for a particular session, you will be notified as soon as adequate registrations have been received for that session, assuring you that the session will be held. Should your

child be accepted into another program or you wish to cancel your child's registration with Child's World, please let us know as soon as possible so another child can have your spot.

RELIGIOUS POLICY

We here at Child's World recognize that God's love abounds to each child within our community. All children are welcomed to come and participate in the programs offered. Through an atmosphere of warmth and understanding, our staff will provide a safe and secure environment where children can explore the wonder of God's creation that is all around them. It is our hope that through a variety of activities and experiences that the children will begin to know that God's love abounds to each of us. At snack time, a simple prayer of thanks will be said. From time to time, Biblical stories will be read as part of our curriculum.

FEES

A non-refundable registration fee of \$25.00 will hold a place in Child's World. A one-time materials fee of \$30.00 for all sessions will be due the first school day in September. For Sessions I and II (Monday, Wednesday and Friday), a monthly fee of \$95.00 will be due the beginning of each month (September through May). For Sessions III and IV, a monthly fee of \$75.00 will be due the beginning of each month (September through May). In addition, parents will be expected to provide snacks for the entire class several times during the course of the school year. A snack schedule will be established monthly.

Fees are due the beginning of each month. If the monthly fee is not paid by the tenth of each month, a late fee of \$5.00 will be charged. If fees are not paid by the end of the month, your child will no longer be admitted to preschool. If there are extenuating circumstances, please contact the director. Any checks returned because of insufficient funds will be subject to a \$25.00 insufficient funds fee. Any new child enrolled after school begins shall pay the total month charge if they are enrolled before the 15th of the month. If they are enrolled after the 15th of the month, the charges will be one-half the regular fee for that month. If a child is withdrawn from school before the end of any calendar month, no credit will be given for any sessions remaining in that month.

FIELD TRIPS

From time to time field trips may be scheduled. You will be notified in advance, however, and may be asked to help provide transportation and to serve as a chaperone. A permission form will be provided to you to sign for each trip. If you decide not to allow your child to participate in a given trip, the child should be kept home on that day. No refund in tuition will be allowed.

TRANSPORTATION, ARRIVAL, AND DEPARTURE

The center has no provisions for daily transportation of children; therefore, parents are responsible for transportation. **Parents are asked to bring their children no earlier than five minutes before each session and pick them up promptly at the end of the session.** If anyone is to pick up or deliver the child other than the parent, the parent must notify the teacher either by phone or in writing ahead of time. Please bring the child directly into the room and be sure one of the staff members of the school is aware of his/her presence.

Whoever drops off and picks up the child at any given session will be required to sign the child in upon arrival and sign the child out upon dismissal. A sheet will be posted for this purpose. If someone picks up your child other than those listed on the Registration Form, you will receive a telephone call to confirm your child's release to this person and a verbal authorization for Pick-Up from Preschool Form will be sent home with your child for you to fill out and return on his/her next school day. The center reserves the right to require a photo I.D. of someone picking up a child.

HEALTH

To protect the health of the children at the center, each parent will be required to have a medical form completed by the child's physician. The center will provide the necessary forms. If your child becomes ill while the program is in session, the parents will be notified and asked to pick up the child as soon as possible. If your child is exposed to a communicable disease, it is essential that this information be reported to the teacher. Parents will be notified if their child is exposed to a communicable disease at school.

In the case of an accident or injury that requires emergency action, the following plan will be followed:

1. The Monroe County Ambulance Service will be called.
2. Emergency first-aid will be administered if necessary.
3. Parents or the emergency number listed on the application form will be called.
4. After the ambulance arrives, necessary action will be taken and the child will be transported to the hospital specified on the application form unless the ambulance personnel decide that the action would not be feasible, in which case the child would be taken to Red Bud Regional Hospital in Red Bud, Illinois, where the child would receive the needed treatment. The Director of Child's World will accompany the child to the hospital if the parent is not available.

If a child receives a minor injury that is easily treated with minor first-aid, the child will be treated and the parents will be notified of the injury and what treatment was used. If a child receives an injury that is more severe but not an emergency, the parents will be contacted immediately and their instructions for treatment will be followed.

By enrolling my child and signing the application form in the appropriate place, I agree that the members of the staff of Child's World Preschool have my permission to administer any first-aid deemed appropriate until proper medical attention can be reached.

They may transport my child to the hospital specified on the application form. If the emergency personnel decide that this action would not be feasible, the child would be taken to Red Bud Regional Hospital in Red Bud, Illinois, where the child would receive the needed treatment.

I understand that the members of the Child's World Preschool staff will do everything in their power to ensure the safety and well-being of every child, but that neither they nor St. Paul Church can be held responsible for accidents that might occur due to factors beyond their control.

HEALTH & SICKNESS POLICY

Children will not be allowed to attend preschool under the following circumstances:

1. children suspected of having or diagnosed as having an infectious, contagious, or communicable disease;
2. children with diarrhea;
3. children with a fever (oral temperature of 101 degrees or higher or under-the-arm temperature of 100 degrees or higher) within the last 24 hours.

If your child is going to miss more than one session, please notify the school.

NUTRITION POLICY

During each session of Child's World Preschool, the children will be served a nutritional snack. The children enrolled will take turns providing snacks and drinks. Parents can provide milk or juice as an option when sending the snack. The snack must arrive unopened as packaged by the bakery or manufacturer. No home-prepared food can be served. The Consistory requires only store-bought food.

CLOTHING

Children at Child's World will engage in active, busy play, exploring the environment indoors and out and experimenting with materials of many kinds. Sometimes these materials are messy (*such as paint*); therefore, comfortable, washable clothing permits children the necessary freedom to participate in all activities without undue concern about "*getting dirty.*"

Shoes that allow for both indoor and outdoor activities, such as tennis shoes, are suggested.

Clothing that is easy to manage and encourages self-help and independence is the best. Many toilet accidents are prevented if children can unbutton their pants or unbuckle belts without struggle. Just in case there is an accident, each child should have a change of clothing stored at the school.

Children will normally go outdoors for large motor activity. During cold weather, children should bring hats and gloves/mittens with them to permit them to play outdoors in comfort.

PARENT-TEACHER CONFERENCES

A yearly conference will be scheduled between the parents and the teacher of the class, but the director and/or teacher is always available upon request to discuss the child's adjustment and to answer any questions parents may have. Child's World has an "*open-door*" policy, and we invite parents to visit at any time.

GENERAL INFORMATION

At the beginning of the year, your child will be assigned a hook in the hallway where his/her backpack, jacket, hat, etc. should be placed. This area will be labeled with their name. Toys should not be brought to school. We cannot be responsible for lost, broken, or stolen toys and/or personal items.

We encourage parents to attend the scheduled orientation session, which is held the week before school starts.

An Information Center is located outside the preschool office where special notices, announcements, and other information will be posted.

DISCIPLINE POLICY

The staff of Child's World Preschool will use disciplinary procedures that are designed and carried out in such a way as to help the children develop self-control and to assume responsibility for their own actions.

The discipline will be directly related to the act, and the child shall be made aware of the relationship between the act and the consequences. Children will always be warned and given the chance to correct their own behavior prior to a staff member's taking action.

No corporal punishment will be used at any time or for any reason. The only time a child shall be held against their will is when he/she is endangering himself/herself or others.

If a child is unable to correct his/her behavior or control it, then he/she could be seated on a chair or removed from the group until he/she is able to do so. The period of time he/she is seated on a chair or removed from the group will not exceed five minutes.

CLASSROOM RULES FOR STUDENTS

1. Use walking feet.
2. Use quiet voices.
3. Share with each other.
4. Say nice things to each other.
5. Play nicely with each other.

Before and after class, children are not allowed to play or be up on the stage area in the gym. We ask for parental cooperation with this matter.

DISCHARGE POLICY

After an adjustment period of one month, if a child is still having problems that are disturbing or upsetting to the child or to the rest of the class, a conference will be held with the teacher and parents. After the conference, a one-month trial period will be held using the various suggestions that came from the discussion. After one month, another conference will be held to evaluate the situation, and if all parties involved feel the situation has improved, the plan of action will be continued. If the situation has not improved, the parents will be requested to remove their child from preschool.

OPEN DOOR POLICY

Child's World has an "open door" policy. We invite parents to visit at any time.

Notice of Nondiscriminatory Policy as to Students

Child's World Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.