



*Get your child off to the right start!*



School Year Handbook

# Overview

Preschool sessions are conducted daily:

- ★ AM Session:  
8:45 a.m. – 11:15 a.m.  
9:00 a.m. – 11:30 a.m.
- ★ PM Session:  
12:30 p.m. – 3:00 p.m.  
12:45 p.m. – 3:15 p.m.

Your child can be scheduled in any combination of days in either session as long as there is availability.

- ★ Small Class Sizes (10 students max.)
- ★ Individual Attention
- ★ Weekly Themes
- ★ Music Classes
- ★ Language Development
- ★ Computer Skills
- ★ Daily Emphasis on:
  - Math
  - Science
  - Writing
  - Sign Language
  - Art
  - Food Experience

*Being successful is a part of every day  
with smiles, laughter, and learning.*



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.

The maximum class size is 10 children. 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, sign language, computer activities, music classes and daily food experiences.

All classes are developmentally appropriate for children ages 3 – 5. Half-day kindergarten students will receive the enrichment needed to enhance their learning experience along with the skills they are learning in kindergarten class.

# Fees

There is an annual registration fee of \$45 per family due at the time of registration along with the first week's fees. Registration fees are nonrefundable.

★ Weekly fees for preschool are:

One Child	Two or More Children*
- \$26 for one day a week	- \$25/child for one day a week
- \$50 for two days a week	- \$48/child for two days a week
- \$75 for three days a week	- \$72/child for three days a week
- \$100 for four days a week	- \$96/child for four days a week
- \$125 for five days a week	- \$120/child for five days a week

\* Discounted rate applies to each child and the number of days he or she attends, not total number of days for all children.

**Example:**

Child 1 — one day at \$25

Child 2 — two days at \$48 (2 days x \$24)

Not Child 1 and 2 for three days at \$72.

Fees can be paid weekly or monthly.

- ★ 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 is expected for holidays and absences due to vacations or illness.
- ★ Payment can be either cash or check.
- ★ Fees include materials and snacks with the exception of an occasional item, birthday treats, or holiday party.
- ★ Additional fees of \$10 will incur for pickup times which are later than 10 minutes past the scheduled dismissal.

*Their creativity can soar and  
their skills can grow as they get ready  
for kindergarten.*

# Enrollment



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

- ★ Fall/Winter — September – December
- ★ Winter/Spring — January – May
- ★ Summer — June – August

Each family can schedule any combination of days at any time during a trimester to fit their child's needs as long as 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 for the following trimester.

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.

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

- ★ Child Information Enrollment Form
- ★ Certificate of Child Health Examination (IL444-4737) — dated less than 6 months prior to enrolling
- ★ Emergency Medical Form
- ★ Handbook Acknowledgement — last page of this handbook
- ★ Copy of Birth Certificate



## 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. There will be volunteer sign-up sheets posted for parents to choose one day a month to come in to help.

## 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 15 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.

## Late Pick Up Policy

- ★ See signature page.

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## AM Schedule

8:45 a.m. – 11:15 a.m. Early Session<sup>†</sup>

9:00 a.m. – 11:30 a.m. Regular Session

9:00 – 9:05	.....	Arrival, Wash Hands
9:05 – 9:15	.....	Weather/Calendar
9:15 – 9:25	.....	Story — Vocabulary
9:25 – 9:40	.....	Art — Fine Motor
9:40 – 9:55	.....	Music Class
9:55 – 10:10	.....	Food Experience
10:10 – 10:20	.....	Alphabet Notebooks
10:20 – 11:20	.....	Centers*
11:20 – 11:30	.....	Favorite Thing Sharing/Dismissal

\*Math, Science, Dramatic Play, Sensory, Science, Blocks, Puzzles, Theme Activities

<sup>†</sup> Adjust activities schedule by 15 minutes for early session

## PM Schedule

12:30 p.m. – 3:00 p.m. Regular Session

12:45 p.m. – 3:15 p.m. Late Session<sup>†</sup>

12:30 – 12:35	.....	Arrival, Wash Hands
12:35 – 12:45	.....	Weather/Calendar
12:45 – 12:55	.....	Story — Vocabulary
12:55 – 1:10	.....	Art — Fine Motor
1:10 – 1:25	.....	Music Class
1:25 – 1:40	.....	Food Experience
1:40 – 1:50	.....	Alphabet Notebooks
1:50 – 2:50	.....	Centers*
2:50 – 3:00	.....	Favorite Thing Sharing/Dismissal

\*Math, Science, Dramatic Play, Sensory, Science, Blocks, Puzzles, Theme Activities

<sup>†</sup> Adjust activities schedule by 15 minutes for late session

## Items Needed

- ★ A book bag or backpack large enough for papers and artwork.
- ★ One spiral notebook for writing and drawing lessons.
- ★ One folder for take-home papers, notes, and calendars to leave in the child's bags to provide home and school communication.

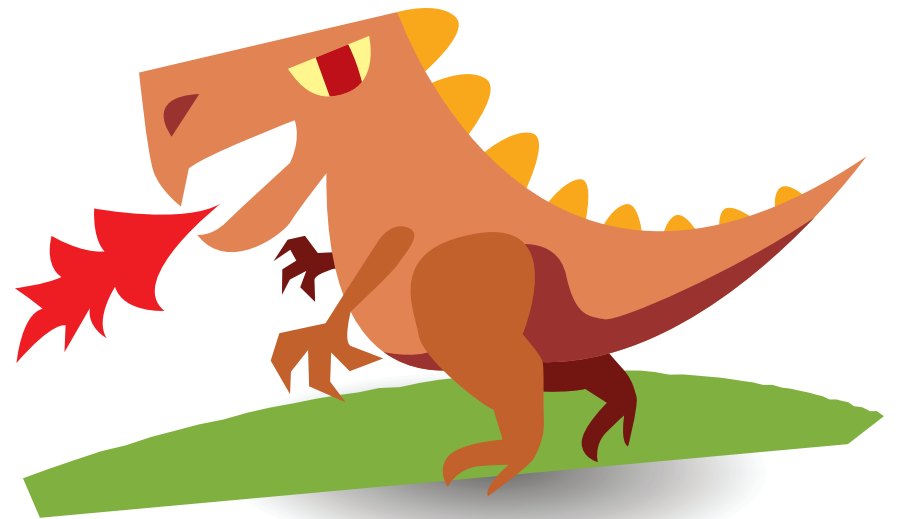
Children can bring in personal items for show and tell any time. Please make sure your child's name is on any items they bring.

## 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 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.



## Communication

- ★ Communication will be shared by daily lesson sheets, monthly calendars, and parent notes about special events and field trips.
- ★ Home/school folders will be used to transport notes and papers about class events and the child's progress.
- ★ 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.

## Guidance and Discipline

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:

1. The child will be talked to and told what the expected behavior is.
2. If after being told how to correct the behavior it still continues, then the child will be redirected to a different age-appropriate activity.
3. Then, if a behavior would continue, the child would be asked to sit apart from the activity for a several minutes to allow time to redirect the behavior and have the situation explained.
4. If a behavior would still continue, a parent would be called to pick up the child and a meeting would be set up to discuss the situation.

## Medications

- ★ Medications will only be given to children by their own parents.
- ★ First aid will be given if needed and the parent will be notified of the situation.

## Special Days/Parties

Snack will be provided each day for the children; however, on special days like birthdays or parties, parents can provide special snacks or treats for the class to share. Sign up sheets will be posted for each occasion.

## Field Trips

There will be permission slips for parents to sign prior to a field trip. Parents will be notified at least a week before a trip is to occur. All children will be transported by their own parent or chosen adult.

Trips will be used to enhance our learning experience by visiting local places that relate to our weekly themes. Most trips will be during our preschool class time and will last about an hour. If a trip is scheduled on a day that a child does not regularly attend, he or she will be able to meet the group at the location to be included in the experience.

## Referral Program

There will be a \$10 credit given to any family for every new child they refer who enrolls in a session.

*This is the place where they can learn  
at their own pace with individual attention.*





*Give your child an exciting preschool experience!*



**Brightest Stars Preschool, LLC**  
474 Division Drive  
Sugar Grove, IL 60554  
(630) 466-8668  
[www.brightest-stars.com](http://www.brightest-stars.com)



# 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.



# 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, 15 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 1 hour and 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.

It is easy to lose track of time when you have a few hours to yourself, whether you are running errands, working, or simply taking some time to relax. No matter who is picking up your child, make sure you/they are there on time. If you are late, it can cause your child anxiety and make dropping them off next time that much harder.

Amy Peters

Director, Brightest Stars Preschool, LLC

I (we) hereby acknowledge that I (we) have read this handbook in its entirety and fully understand and agree to all of the policies, procedures, enrollment guidelines and fees set forth.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date