



**Little Learners Preschool  
Parent Handbook  
2018-2019**

To Parents:

I know the information contained in this handbook will be useful to you as we prepare for the 2018-2019 preschool year. Please read all of the materials that you receive and feel free to ask questions at any time. We want you to feel a part of our program by offering your support through suggestions, comments and participation. My office is located at the preschool, you are always welcome. You can reach me by phone at 847-996-6808 or e-mail @ [gailh@vhparkdistrict.org](mailto:gailh@vhparkdistrict.org)

Gail Herrmann

Early Childhood Supervisor

**OUR STAFF:**

Jenny Glees

Vicki Goldman

Joan Groody

Cari Herman

Sherry Hershenhouse

Bonnie Imburgia

Molly Kalsch

Lisa Nockels

Holly Weber

Jill Wiegel

**ADDITIONAL SERVICES/SUPPORT STAFF**

Little Learners Preschool works together with SRACLC (Special Recreation Association of Central Lake County), to provide additional services for children identified with special needs.

**PRESCHOOL GOALS & EXPECTATIONS**

Our school offers a friendly, stimulating environment in which your child can begin to socialize and cooperate with others. We will introduce early learning concepts in a relaxed fashion so that each child may begin, at his/her own pace, to master these skills. We believe the overall exposure to these concepts is more important than the

accomplishment of them. We strive to help each child develop a positive self-image, communication and readiness skills; along with experiencing art, music and imaginative play. Students learn about themselves and their community. They truly experience success.

### **Preschool Payments**

First preschool tuition was due by July 5. A payment will be due on the 5th of each month through December 5. No refunds will be granted after Dec. 5.

### **Monthly Calendar and Newsletters**

Each month you will receive a calendar/newsletter. We hope that you will use your calendar/newsletter to prepare your child for their upcoming experiences in the classroom and to encourage your child to share with you what he/she does each day at preschool. Please post a copy of the calendar in your home so that you can refer to it for preschool information throughout the month. In our effort to be “green” our calendars are available each month on-line at [www.vhparkdistrict.org](http://www.vhparkdistrict.org). We will post notes on the Preschool doors each month letting you know that the calendar/newsletter is available on-line. If you need a paper copy, feel free to ask your child’s teacher and we will be glad to provide it for you.

### **Bathroom Skills**

All children ages 3 and over must be potty trained to attend preschool. This means they need to have independent bathroom skills. We have bathrooms in all of our classrooms. The teachers do not have a “bathroom time”. Children are encouraged to use the bathroom as they need to and to, of course, wash their hands after using the bathroom. DIAPERS are not allowed. We suggest that you send an extra set of clothes for your child, including a clean pair of socks, in case of an accident. Put the extra clothes in a plastic bag with your child’s name on it and give it to your child’s teacher. We will also use your child’s spare set of clothes in the event of a spill.

### **What To Wear**

Because a preschooler’s day is filled with creative and sometimes messy play, please expect clothing to get stained by markers, paint, juice, or dirt from outdoor/gym play. Choose comfortable clothes that your child can get on and off easily on his/her own for bathroom breaks (avoid belts, body suits and difficult fasteners on pants). Provide a sweater or jacket for the changeable weather. Please put names on all outer garments including hats.

### **School Bags**

We provide school bags for each child. We prefer that your child bring this bag, rather than a backpack. You might want to personalize their bag for easy recognition. Be sure to check their bags after each class for papers and projects that will be sent home.

### **Arrival & Dismissal\***

Please escort your child into the building and enter the Preschool wing through the security door. We will send an e-mail to each family prior to the first day of school,

please share only with people that will be dropping off/picking up your child. You will wait in the hallway outside of your child's classroom. The teachers will greet you at the door at the scheduled time of your class. Your child's teacher will come out into the hallway a few minutes before dismissal and give parents an overview of the day's activities and keep you up to date about upcoming events, reminders, etc. Please be prompt in dropping off and picking up your child. If an emergency occurs, please call the preschool at 847-996-6808 or front desk at 847-996-6800.

#### **Authorization to pick-up child**

**No child will be released to a person not authorized by a parent to pick the child up. We must have a written authorization for changes.**

#### **Data Forms**

A preschool data form needs to be filled out and turned in to your child's teacher by the first day of school. If any information listed on this form changes during the school year, please let your child's teacher or Miss Gail know so the form can be corrected and kept current. The data form is available on-line at [www.vhparkdistrict.org](http://www.vhparkdistrict.org).

#### **Class Lists**

Once school begins and everyone turns in their data forms, we will compile a list of all the names, addresses, phone numbers and parent's names of the children in your child's class. Parents find this list helpful for organizing carpools and arranging playgroups. If you do not want your name or phone number included on the list, please let your teacher know on the first day of class.

#### **The First Day**

First time separations can be difficult for children as well as for parents. Children usually do best when parents project a confident, positive attitude, and depart with a short good bye. A delay of your initial good bye makes the separation harder on both of you. Though your child may be upset when you leave, he or she will usually get interested very quickly in the other children and activities. You may call Miss Gail @ 847-996-6808 if you would like her to check to see how your child is doing after you have left them. Children receive name tags to wear the first few days of preschool, so that their teachers can learn their names more quickly. Being called by name helps your child feel safe and secure.

#### **Health & Safety**

Your child's health is a matter of major importance to all of us. You must file a health form, signed by a physician, with us by November 1, 2018. We also require that your child have the standard immunizations.

**PLEASE KEEP YOUR CHILD HOME IF HER/SHE:**

- has a persistent cough
- has a runny nose
- has a sore throat
- has a fever the night before or the day of school (child must be fever free 24 hours, with out the aid of over the counter medications, before returning to school)

- vomits the night before or the day of school
- has diarrhea the night before or day of school

When you send a sick child to class, you expose the children and teachers to the illness. Please be considerate and keep your child home.

**Please do not be offended if we call and ask you to come to pick up your child. We understand that sometimes a child may seem well before school but become ill during class time.**

If your child is not feeling well, but wants to come to school, please remember it is in his/her best interest to be at home resting. The recovery time will be quicker. Please notify the school at once if your child has a communicable disease.

### **Discipline**

On the rare occasion that we need to discipline a child during the preschool day, we use a brief time-out in the classroom. Our goal in using this technique is to remove a child from the situation long enough to allow him/her to regain control of him/herself. If any child's behavior becomes detrimental to the rest of the students in the class, the Vernon Hills Park District reserves the right to remove the child from the preschool program. Teachers will speak with the parents of any child who is persistently unable to participate in class activities, or who repeatedly behaves in a disruptive, inappropriate or abusive manner.

Examples:

- hitting, kicking, physical abuse, throwing objects towards staff or participants
- defiance of authority
- abuse of equipment, supplies or facilities

No child will be removed from class unless the teacher has talked with the child's parents. Children will also be granted a reasonable trial period to try to address the problem

### **Inclement Weather Policy**

If school is cancelled at Hawthorn District #73 for the entire day due to inclement weather, preschool classes will be cancelled for the entire day. The Park District is registered with the Emergency Closing Center. Info. will be scrolled across the screen on local TV stations, mentioned on local radio and you may go to [www.emergencyclosings.com](http://www.emergencyclosings.com) to check on status also. We are listed there as Little Learners Preschool-Sullivan Center.

### **Birthday Invitations**

Unless your child plans to invite his/her entire class to a birthday party or special event, please use the class list and mail invitations to each child's home.

### **Absences**

Please call 847-996-6808, if you child will not be attending school. There is voice mail, so call anytime. You can also notify the preschool of your child's absence by e-mailing [gailh@vhparkdistrict.org](mailto:gailh@vhparkdistrict.org)

### **Parent/Teacher Conferences**

3 year old T&Th and Mon.Wed. Fri. students will receive a Progress report in mid-January. Parent/Teacher conferences will be scheduled for late January. 4 year old Mon.Wed.Fri.,and Tues.Wed.Thurs.students will receive a Readiness Skills form in early March. Parent/Teacher conferences will be scheduled for mid-March.

### **Snacks**

Parents are responsible for our daily snacks. When it is your child's snack day, you will be responsible for providing: snacks, cups (we will provide water) and napkins for 18-20 children and 2 teachers. **We would like snacks to be as nutritious as possible.** Some snacks might be: fruits, (apple wedges, orange sections, grapes, bananas), vegetables, whole wheat crackers, pretzels, cheese, applesauce, rice cakes, mini bagels w/ cream cheese, just to name a few. **No not send cookies, brownies, cupcakes, cake, pie, ice cream** on your child's regular snack days. These items should be reserved only for birthday snacks. WE ARE NOT NUT FREE AT THE VERNON HILLS PARK DISTRICT. Also, if there are certain foods for allergy reasons, religious reasons, or safety issues that your child can not eat-you must let your child's teachers know and provide a snack from home that they can eat instead.

### **Birthdays**

We celebrate birthdays during our snack time. PLEASE DO NOT send cake or full-size cupcakes. Mini-cupcakes, mini muffins, cookies, ice cream, etc. are much easier to serve and less wasteful/messy for the children. We are all in favor of healthy choices for snacks here at preschool, so please consider the items mentioned above for healthy everyday snacks as great choices for birthday treats also!

### **Toys From Home**

Because toys from home can be lost or misused by other children, they are not permitted at preschool. NO GUNS, WAR TOYS OR OTHER TOYS OF DESTRUCTION are allowed at our school at any time.

**Scholastic Book Club** Our preschool participates in the Scholastic Book Clubs for children. Your children will receive a book club flyer every month. In that flyer, there will be many choices of books, CD's, videos and computer software, all age appropriate for your preschooler. This is a wonderful opportunity to expand your at-home library. We have been able to add many wonderful books to our school library, at no cost, because of credit given from student's orders. If you would like to order, be sure that you return your order by the deadline stamped on the back page, and that your child's name is on the form. We only accept CHECKS for book orders-NO CASH. Checks must be made out to Scholastic Book Club. We will provide info. for on-line ordering along with the first flyer of the year.

If you have any further questions please contact Gail Herrmann @ 847-996-6808.  
Thank you and welcome to our school!