



# Parent Handbook

## **Happy Times Preschool, Inc.**

420 West Gartner Road  
Naperville, Illinois 60540  
630/355-8282

**[www.happytimespreschool.org](http://www.happytimespreschool.org)**

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## Philosophy and Primary Goals

We believe that birth to age six is the most important and fertile years for learning. We also believe that each child is a unique individual deserving of nurturing care and respect.

Our primary goal is to provide a positive, creative learning environment in which each child may fully develop socially, emotionally, physically, and intellectually.

## Tuition and Payment Plan

### Cost of Program

The yearly cost of the program is to be paid in nine evenly distributed payments which are due the 15<sup>th</sup> of each month (August through April). A tuition envelope will be sent home with your child at the appropriate time. Please place you payment (check or cash) in the envelope—DO NOT SEAL—and return it in your child’s bag on the next school day.

The first payment is due the first week of August, which will be applied toward the final month (May) of the school year.

## Registration Fee

A *non-refundable* registration fee \$125 per child will be assessed to all enrollees (\$100 for returning families).

## Supply Fees

Supply fees (per student) are due August 1 before the start of the enrolled school year.

PROGRAM	SUPPLY FEE
<b>2 days/week</b>	\$50
<b>3 days/week</b>	\$55
<b>4&amp;5 days/week</b>	\$60

## Discounts

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

## Late Payments

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 \$25 late fee. This fee will be deducted from the May tuition which is submitted in August. Payees will be notified of this deduction and required to submit the balance due before attending school in May. If the monthly tuition is not paid by the end of the month, the student will be suspended from school until payment and/or other arrangements have been made with the school.

Payment can be made in cash 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.

### Monthly Tuition & Fees

PROGRAM	TUITION
<b>2 days per week</b>	AM \$182 PM \$165
<b>3 days per week</b>	AM \$218 PM \$210
<b>4 days per week</b>	\$315
<b>5 days per week</b>	\$365

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

### Required Forms

- Application for Admission
- Enrollment/Release Form
- Current Physician- & Parent-Signed Physical
- Verification of receipt of the Parent Handbook, which includes the Guidance and Discipline Policies and Photo Release
- DCFS Signature Form
- E-mail Consent Form

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 Classes

8:45 a.m.-11:15 a.m.

#### Afternoon Classes

12:15 p.m.-2:45 p.m.

### 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

#### School-Year Preschool Options

PROGRAM	DAYS	HOURS	COST
2-Day	Tu/Th	8:45-11:15 a.m.	\$182 per month
2-Day	M/W or F	12:15-2:45 p.m.	\$165 per month
3-Day	M/W/F	8:45-11:15 a.m. 12:15-2:45 p.m.	\$218 per month \$210 per month
5-Day	M-F	8:45-11:15 a.m.	\$365 per month

4-day option (\$315 per month) available upon request and availability.

**Supply fees:** \$50 for 2-Day, \$55 for 3-Day, \$60 for 4/5-Day option. Discounts apply for enrollment of more than one child per family.

#### Preschool Summer Camp Options

Our Summer Spectacular offers a fun, relaxing but educational experience for your child. 3-week sessions. Please call school for themes & dates.

PROGRAM	DAYS	HOURS	COST
2-Day	Tu/Th	9:00-11:30 a.m.	\$155 per month
3-Day	Tu/W/Th	9:00-11:30 a.m.	\$195 per month

A one-time, \$25 non-refundable, non-applicable enrollment fee is required.

### Discharge Policy

If at any time after enrollment, we find your child is not benefiting 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 two weeks.

## Holidays and Vacation Schedules

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

Personal vacation days and holidays are non-refundable. Refunds will not be given for absences for any reasons.

## Class Structure

### 2-1/2-year olds

For children who are two years old as of March 1 of the year they attend, or otherwise noted/approved by Director. Each session consists of a maximum of 15 children, a teacher and an assistant providing a teacher/child ratio of 1:7+.

### 3-year olds

For children who are three years old as of September 1 of the year they attend, or otherwise noted/approved by Director. Each session consists of a maximum of 15 children, a teacher and an assistant providing a teacher/child ratio of 1:7+. Children must be toilet-trained to be enrolled in this class.

### 4-year olds

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

support kindergarten readiness. Each session consists of a maximum of 15 children, a teacher and an assistant providing a teacher/child ratio of 1:7+.

### 4- to 5-year olds

For children who are four years old as of September 1 of the year they attend, or turn 5 by the end of the year (December). The curriculum in this classroom support kindergarten readiness with consideration for the developmental differences between four- and five-year olds. Each session consists of a maximum of 10 children, a teacher and an assistant providing a teacher/child ratio of 1:5+.

## Activity Descriptions

- Circle Time:** Planned activities emphasize socialization skills, cognitive development and small-motor experiences using music, fingerplays, science and stories to encourage listening skills. Some activities include: Pledge of Allegiance, calendar, weather, and readiness skills.
- Learning Activity:** Opportunities to learn/review kindergarten readiness skills such as letters, numbers, writing skills, sequences, journaling.
- Art:** A variety of media are provided to offer creative experiences through cutting, gluing, pasting, painting, coloring, etc.
- Music:** Songs, musical games, tapes, 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 activities include: kitchen, blocks, play dough, games, toys.
- Snack:** Juice and a nutritious snack are offered daily. We often make our own snacks. Cooking is part of our curriculum and a variety of foods are offered through these experiences.
- Outdoor Play:** Children acquire a sense of kinetic awareness through opportunities to run, climb, jump, swing, push, and pull through use of our outdoor equipment.

## Typical Class Schedules

### 2-1/2-year olds

8:45-9:00 a.m.	Arrival
9:00-9:15 a.m.	Circle Time/Learning Activity Review
9:15-10:00 a.m.	Free-Choice/Art
10:00-10:15 a.m.	Snack
10:15-10:35 a.m.	Music
10:35-11:00 a.m.	Outside Play/Snack
11:00-11:10 a.m.	Story Time
11:15 a.m.	Dismissal

### 3-year olds

8:45-9:00 a.m.	Arrival
9:00-9:15 a.m.	Circle Time/Learning Activity Review
9:15-10:00 a.m.	Free-Choice/Art
10:00-10:15 a.m.	Snack
10:15-10:35 a.m.	Music
10:35-11:00 a.m.	Outside Play/Snack
11:00-11:10 a.m.	Story Time
11:15 a.m.	Dismissal

### 4-year olds

8:45-9:00 a.m.	Arrival
9:00-9:30 a.m.	Circle Time/Learning Activity Review
9:30-9:50 a.m.	Outside Play/Snack
9:50-10:00 a.m.	Music
10:00-10:15 a.m.	Snack
10:15-11:00 a.m.	Free-Choice Play/Art
11:00-11:10 a.m.	Story Time
11:15 a.m.	Dismissal

### 5-year olds

8:45-9:00 a.m.	Arrival
9:00-9:20 a.m.	Circle Time
9:20-9:40 a.m.	Music
9:40-10:00 a.m.	Outdoor Play
10:00-10:30 a.m.	Learning Activity Review
10:30-10:55 a.m.	Free-Choice Play/Art
10:55-11:10 a.m.	Story Time
11:15 a.m.	Dismissal

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

## Arrival and Departure Procedures

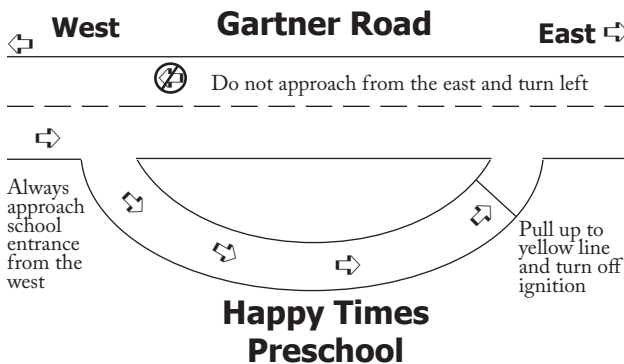
### Morning Classes

8:45 a.m.-11:15 a.m.

### Afternoon Classes

12:15 p.m.-2:45 p.m.

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 the 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 end 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 picking 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 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.

## Late Pick-Up

It is important that parents/guardians 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 15 minutes and begin to call 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 15-minute window (beginning at 11:25 in the a.m. and 2:50 in the p.m.) will be allowed. This window of time will only be allowed three

times per school year. After three late dismissals, a late fee of \$1.00 per minute (starting at the above times) 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.

## Medical Care/Health

State required medical and emergency release forms must be on file with the school before your child can attend class. The *complete and current physical exam form* needs to be dated after March 1 of the previous year.

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 the case of a serious **accident or emergency**, we will immediately attempt to 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.

## Fieldtrips

**Happy Times Preschool** does not take field trips that require transportation away from the school. The school does provide special experiences for children on the premises by inviting visitors who share educational and fun activities with the children.

## Personal Belongings

Each child is assigned a cubbie. In order to protect the child's personal belongings (i.e. coats, bags, etc.), they will be kept in this cubbie 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 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 your 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 developmental level.

Techniques that will be used to promote our positive approach are:

- Recognizing and praising acceptable behavior.
- Planned ignoring of some non-safety related behaviors, such as whining.
- Redirecting a child's attention and activity to provide the child an opportunity to use appropriate behavior.
- Removing a child from the group to allow the child time to regain self-control, and sitting on a "Thinking Bench" with a teacher.

All staff members who have ongoing relationships with children will be responsible for guiding the children's behavior. **Happy Times Preschool** considers the following practices to be *inappropriate* and *counter productive* to our positive approach to guidance and discipline and **will** not tolerate their use:

- Corporal punishments of any measure intended to inflict pain or fear.
- Withholding or threatening to withhold food or use of the bathroom.
- Abusive or profane language.
- Any form of humiliation, terrorizing, intimidation, rejection, or threat of physical punishment.

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

## Snacks

A small, store-bought, healthy snack will be provided to each student during class hours. The classroom teacher will provide a monthly calendar with activities and snacks each month. Please notify the teacher if your child has any restrictions on snacks.

## Birthdays

All children enjoy celebrating their 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

There will be three evaluations regarding your child's progress over the course of the school year. The conference in November is a general evaluation with emphasis on the child's adjustment to preschool, teachers, and children. At the end of January, a written assessment will be sent home with the students. A final conference in late-April will be more specific in nature, assessing skills in pertinent areas.

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.

## School Attire

Please dress your child in clothing that is appropriate for the school environment and activities. A child should be dressed in such 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 shoes along. Stocking feet are not allowed.

Outdoor play is so 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 important 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.

## 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 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.

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## 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 (pages 6 & 7) and Discipline and Guidance Policy (pages 8 & 9).

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## Photography Release

I give consent for my child's photograph to be included in marketing materials for **Happy Times Preschool**, including advertising and publicity materials, school website, bulletin boards, and posters.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## School Communication

Happy Times Preschool provides parents with a monthly calendar of events, as well as notes and flyers about different events throughout the year. You may elect to receive these documents on paper (sent home with your child), or via e-mail as attached Word documents. Please indicate your preference below.

- I would like school communication to come home with my child
- I would like school communication to be e-mailed to me at this address:

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# Student Release Form

**To be completed if person is not on original parent consent form**

I authorize **Happy Times Preschool** to release:

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Child's Name

---

To the Care of

On this Date

---

Address

---

Phone Number

---

Parent Signature

---

Signature of Person Receiving Child

Date

---

Auto License Number

## STUDENT RELEASE INFORMATION

We will only release your child to Parents/Guardians or the people listed below as Authorized by the Parents/Guardians:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

## PARENT CONSENTS

*Photographs* — **Happy Times** staff takes photos of your child involved in learning. These are displayed in school, used for art projects, sent home, or for school functions (e.g., Parent Night).

I do \_\_\_\_\_ do not \_\_\_\_\_ give permission.

*Observations* — Occasionally students from local child development classes may visit our school. We are always aware of the family's rights to privacy and confidentiality.

I do \_\_\_\_\_ do not \_\_\_\_\_ give permission.

*First Aid* — Simple First Aid is administered when necessary. This is limited to soap/water, bandage, or ice pack. Any further treatment must be authorized by an emergency contact person listed on this form.

I do \_\_\_\_\_ do not \_\_\_\_\_ give permission.

*School Directory* — This School Director will provide individual student's name, parents, class, address, and phone number. This will only be given to enrolled **Happy Times Preschool** families.

I want to be included \_\_\_\_\_ I do not \_\_\_\_\_

## EMERGENCY CONTACTS

If neither parent/guardian can be reached in an emergency, what local resident may we call for assistance. These residents are hereby authorized to pick up your child if necessary. Please list two.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Street

City

State

Zip

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Street

City

State

Zip

Special instructions in case we cannot reach you in an emergency:

I authorize **Happy Times Preschool, Inc.** to seek the necessary emergency care and treatment for my child whenever those designated individuals listed above are not available for consultation and direction.

Parent/Guardian

Signature \_\_\_\_\_