



Philosophy

The Philosophy of our program is to promote the social, physical, and cognitive growth of the child through a variety of individual and group activities that are developmentally age appropriate and will help them to be successful in school. We encourage and help guide the child in developing independence, responsibility, and problem solving on their own.

Program Highlights

Our Program Highlights include developmentally-appropriate activities following the Illinois Early Learning Standards. The children will have many opportunities to develop their independence and self-esteem. Our goal is to provide the foundation for a smooth and successful transition into Kindergarten. Our classroom is designed around various learning centers, providing an environment that allows for each child's interests.

Curriculum

We recognize the developmental differences between children, and plan our curriculum around the needs of each age group.

2 ½ - 3 ½ year old class

- socialization skills
- helping the children to feel comfortable in a new environment
- introduce colors, shapes, and numbers 1-5
- introduce simple concepts
- introduce letters with pictures
- recognition of their first name
- simple process art





3 year old class

- continue reinforcement of colors, shapes, and numbers
- introduce letters of the alphabet
- number recognition 1 – 10 and simple math concepts
- use of scissors and cutting simple lines
- master first name recognition and printing, introduce last name, and following printed lines
- art projects which involve following 2-4 steps

4-year-old class

- master colors, shapes, and introduce complex shapes
- letters of the week will be reinforced through handwriting
- practice, an alphabet book, and a letter-enriched room for recognition practice
- math concepts include number recognition 1- 20, graphing, sorting and pairing
- master first and last name recognition, printing of first and last name
- cutting skills to include curves and angles
- art projects will include detailed cutting and following multiple steps

Our Goals

Emotional and Social Growth

- Children will learn to interact and problem solve, develop friendships, and be respectful of their peers and teachers.
- To acquire independence and self- esteem.
- Help them to express themselves appropriately.
- To feel comfortable and accept redirection from other adults.

Cognitive Growth

- Will have a positive school experience.
- Excited to learn about their world through a variety of materials and equipment.
- Understand relationships through observation and investigation.

Physical Growth

- Develop and refine eye – hand coordination.
- Continue developing small and large motor growth.
- Further develop self- expression.

Learning Centers

Table Activities

Handwriting practice sheets, small manipulatives, play-doh, and puzzles.





Circle Time

Our time to come together for stories, calendar, weather, and our daily lesson. The children can share ideas, answer questions, and practice their language skills. Math, science, language arts, and other concepts will be introduced during this time.

Free Play/ Art/ Center Exploration

The children will be able to practice their socialization skills and develop friendships with their peers. The children are free to explore the various centers within the room. The art project will be done during this time, as well as one-on-one time with the teachers. This time allows us to practice academic skills individually with the children. The different centers in the room include:

- Sensory Table – water, sand, rice, noodles, shaving cream, and other media.
- Math Table – Manipulatives, counting, weighing, sorting - games are changed weekly.
- Science Table – Various science materials are changed weekly to provide for hands-on exploration and observation.
- Dramatic Play – Dress up, housekeeping, puppets, prop boxes.
- Block Building – Assorted blocks, LEGO table.

Story/ Music Time

During this time we read stories, learn finger plays, and participate in musical activities such as dancing and singing.

Quiet Reading Time and Snack

We have a healthy snack together; celebrate birthdays and other special occasions. As the children finish, they may then choose a book to look at by themselves or with a friend.

Outside Playtime

Our outside playtime will typically be right before class dismissal. Weather permitting; the children can enjoy large motor activities such as running, climbing, and group games.

School Year Calendar

Our school year calendar runs from September through May and follows the local School District's calendars for most of the major holidays and vacation dates.

Inclement Weather

Our school will be closed for inclement weather conditions when District 158 is closed, or we deem it to be unsafe for the children to travel to school. Please check the school's answering machine (847/658-3635) for information before leaving home if you have any doubts if school is in session. The decision to close the school for the day will be made by 8:00 a.m. and the message will be updated. Unfortunately, we are unable to make up snow days or provide refunds for the day.

Age Requirements

2 ½– 3-Year Old Class
3 Year Old Class
4 Year Old Class

Must be 2 ½ by Sept. 1, 2011
Must be 3 by Sept. 1, 2011
Must be 4 by Sept. 1, 2011



3 ½ - 5-Year Old Class

Must be 3 ½ by Sept. 1, 2011



All children must be potty trained with the exception of the young 3's class.

Enrollment Procedures

Enrollment is ongoing throughout the year as long as openings exist. Registration for the 2011 – 2012 school year will begin in February 2011 for current returning students or siblings of current students and families. Enrollment will begin for new families shortly thereafter.

Withdrawal Procedure

Arrangements to withdraw a child must be made in writing 30 days in advance. If a child attends only a portion of the month that the child is withdrawn in, the tuition will not be refunded. Registration fees are non-refundable for any reason.

Tuition and Late Fees

Tuition is due by the 15th of the month for the upcoming month, except for the first payment.

July 1, 2011	September tuition due
September 15, 2011	October tuition due
October 15, 2011	November tuition due
November 15, 2011	December tuition due
December 15, 2011	January tuition due
January 15, 2012	February tuition due
February 15, 2012	March tuition due
March 15, 2012	April tuition due
April 15, 2012	May tuition due

We accept payments by mail, online, in our drop box, or at Village Hall. You can also sign up for our auto debit program (see forms attached).

Late fees will begin to accrue starting at 8:30 a.m. on the next business day. Late tuition will incur a \$5.00 late fee for the first week (7 days), and an additional \$10.00 per business day after the first week. After the 2nd week of late tuition, unfortunately the child will not be able to attend class until all late fees and tuition is current. At this time, the account will be turned over to the Finance Department for collection. If an opening no longer exists in the class the child was in, they will be placed on a wait list and will be readmitted only if an opening becomes available and all fees are current.

If you are having difficulties making full payments, please contact Megan Melendez at 847-960-7463 or mmelendez@lith.org to make payment plan arrangements. Doing this prior to the payment due date will halt any late fees.

Staff

Playschool Academy staff members have been carefully selected based on their qualifications, experience, and personality. All staff members are CPR and First Aid Certified and have passed background checks as well as a physical and drug screening.





Staff attends workshops and classes throughout the year to meet the 15-hour yearly recommendation of DCFS.

Safety

Our low student-to-teacher ratio ensures the children will be given the attention necessary to provide for their safety. Monthly fire drills will take place as well as tornado drills twice during the year. Facility doors will be locked and the alarms set at the beginning of class. The door alarms will sound if the doors are opened from the inside.

Emergency phone numbers for each facility:

Indian Trail Beach	847/658-3635
Hain House	847/658-3605
Village Hall	847/960-7460

Arrival and Departure

It is very important to arrive on time, as it can be disruptive for everyone if a child is consistently late. It is often difficult for the child who arrives late to join in once the class has begun. Upon arrival, the children will find their name, hang up their items, wash their hands, and enter the classroom. We will begin departure 5 minutes before the scheduled end of class. For your child's protection only authorized adults on your information sheet will be allowed to pick up your child. We will also ask to see a photo I.D. if we do not know the person; it is for your child's safety, please do not be offended. If your child is going home with another child for a play date we must have a written note that day giving permission and stating who they are going home with and the date.

We do ask that when picking up your child please do not be using your cell phone. If the teachers have to communicate with you it makes it easier for all and more important the children are very excited to share information about their day with you.

Late Pick Up Fees

While we do understand that sometimes circumstances do happen, if a parent is late more than 3 times a late fee will be charged. The late fee will go into effect 10 minutes after the scheduled end of class. The charge will be \$5 for each 10 minutes. We also ask that you please call the school to let us know so we can inform your child so they will not be worried.

Absences and Health Policies

If your child is ill or will miss school for any reason, we would appreciate a phone call to inform us. You can leave a message on the answering machine.

In the best interest of all the children and staff, a child who is experiencing the following symptoms must be kept home at home for 24 hours symptom free before returning to school:

Fever, nausea, vomiting, diarrhea, runny noses, sore throat, pink eye, head lice and undiagnosed rashes.





If a child becomes ill at school we will notify a parent to come and pick up the child. If we cannot reach a parent, we will go on to your next emergency contact numbers. If the teachers feel it is in the best interest of your child or the other children in the classroom, we will ask you to pick up your child.

Medications cannot be dispensed by the teachers, unless a severe allergic reaction is a possibility, and we must have a doctor's written permission to do so.

We will send a note home and an email notification within 24 hours of notification if your child has been exposed to a contagious disease.

It is very important to list any medical information or history to provide the teachers with the knowledge to be prepared for any emergency or first aid your child might require.

Snacks and Birthday Celebrations

Healthy snacks will be provided daily as well as 100% juice, 2% milk, or water. The children love to celebrate birthdays and so do we! If you would like to bring a special birthday treat we would welcome it. All treats must be store bought and sealed, we cannot serve the children any food or drink items pre-opened or not sealed. We do not want the children to be disappointed if we cannot serve the item. Birthday invitations cannot be handed out at school unless the entire class is invited, or it is an all girl or boy party.

Parent / Teacher Communication

We will be making a phone call home to inform you about your child's transition into school and address any concerns you might have. In March we will hold Parent / Teacher conferences to discuss your child's progress over the year. As always, if you have any concerns or questions please write us a note or call to leave a message and we will most likely return your call the same day. We can answer a simple question during arrival or dismissal, but we cannot discuss your child in depth during these times; we want to give you our full attention.

We will be providing a monthly school newsletter to keep you informed of class themes, field trips, and general information. In an effort to conserve resources, our school newsletter will come to you via email and will also be posted at all locations as well as our website (www.lith.org). In order to receive the newsletter, please keep us updated with any changes in your email address.

Personal Items and Clothing

Please leave all toys or other items at home to avoid items being broken or misplaced. Preschool can be a "messy" place so dress your child for messy play, we try our best but accidents do happen. **THE CHILDREN WILL GET MESSY AT TIMES!**

Backpacks and Schoolbags

It is important for your child's independence that they have a backpack that is easy for them to open and close. The regular size backpacks work best. Please make sure it is labeled clearly with their name as well as labeling all their outer clothing.





Field Trips

On some of our field trips parents will be responsible for transporting their child to the event. Upcoming field trip information will be announced close to the date in a permission form.

Behavior and Guidance Policies

We understand that this is a very important time in your child's life, and we want to make this the best learning experience for all the children. Children need limits and guidelines to help them learn self-control. We will model expected behavior and help guide the children to understand the classroom rules to ensure a safe environment for all the children. The following guidelines will be in place:

- We will reinforce positive behavior.
- We will redirect the child when inappropriate behavior is observed.
- We will help the children to problem solve and to resolve issues on their own.
- We will help the child to understand making "good choices."
- "Reflection Time" for a child to think about a behavior or action that was not a good choice or harmful to another person.

Disruptive behaviors can have a negative impact on the class and will not be allowed to continue. These behaviors can include: hitting, biting, throwing objects, choking, screaming, not listening to the teachers and disrupting the learning environment of the other children in the class. Our goal is to provide a safe and positive school experience for all the children.

The following policies will be adhered to for disruptive behaviors, and you will be required to sign the attached agreement (yellow form).

1st time – Phone call home to discuss disruptive behavior.

2nd time – Parents will be required to come in for a conference in a timely matter to discuss behavior. A behavior plan will be implemented for 2 weeks to document and record progress of behavior. If after 2 weeks the behavior is not decreasing, the parents will come in for another conference and discuss the possible termination of enrollment. If behavior is decreasing, documentation will be recorded for an additional 2 weeks and a phone conference will be held with the parents.

The Playschool Academy Supervisor might engage outside observations and recommendations such as the local school professionals and NISRA.

While it is our goal to provide the best learning experience for all the children, we do understand in certain circumstances that Playschool Academy might not be the best setting for every child. Enrollment termination is possible if continued participation is not beneficial to the child and/or the other children in the class. This decision will be made by the Playschool Academy Supervisor and the Recreation Supervisor.

