



# Grace Preschool Student & Parent Handbook

Grace Preschool  
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# **Grace Preschool Student and Parent Handbook**

Grace Preschool is a licensed, non-profit organization and accepts children of all races and religious beliefs. The school can be reached through the church telephone 847-824-7408. You can also contact the teachers through the website: [preschool@gracemtprospect.org](mailto:preschool@gracemtprospect.org) or [www.gracemtprospect.org](http://www.gracemtprospect.org)

## **Philosophy:**

Grace Preschool is a developmental preschool. We provide a wide variety of learning experiences in a warm, caring, safe environment. This enables each child to develop his or her whole being. We recognize that each child is a unique individual with his or her own needs and own interests. Our curriculum and physical environment provide activities that are appropriate for each child within the group.

## **Child's Age:**

Two day morning program on Tuesday/Thursday – 3 and 4 years old prior to September 1<sup>st</sup>

Three day morning program on Monday/Wednesday/Friday – 3 and 4 years old prior to September 1<sup>st</sup>

Five day morning program Monday-Friday – 4 years old prior to September 1<sup>st</sup>

A certified birth certificate is required. Enrollment is accepted on a first come, first serve basis. Children must be fully potty trained.

## **Sessions:**

5 day – morning 9:00am to 12:00pm Monday through Friday

3 day – morning 9:00am to 12:00pm Monday, Wednesday, Friday

2 day – morning 9:00am to 12:00pm Tuesday and Thursday

## **Late Pick Up:**

Please make sure that you pick your child up on time. If you are going to be more than 5 minutes late, please call the school. You will be charged \$1 per minute that you are late.

## **Tuition:**

There is a \$75 fee required at registration time. Our tuition is based on our yearly needs and divided into nine equal payments. There is no reimbursement for holidays or absenteeism.

Tuition is payable on the first day of the month and is due one month in advance. Nonpayment may result in your child's dismissal. Enrollment is for the entire school year. Two weeks notice is required if you withdraw your child from school.

# Grace Preschool Student and Parent Handbook

## Dismissal:

We reserve the right to dismiss a child from attendance at our school when it is for the best interest of the child and/or the rest of the class. Dismissal would only occur after conferences with the parent, teachers, and director.

## Daily Program:

**Arrival and Morning activity:** Students do the morning routine as they arrive. They put their belongings away, say goodbye to their family, and do some table activities.

**Table time:** Student pick a table toy from the classroom. Activities are often connected to our themes.

**Circle time:** Calendar, weather, jobs, letter of the week, number of the week, shape of the week, and question of the day. Many math and science activities are embedded into this group time.

**Centers:** Students pick selected centers. Our centers include free art, blocks/building, discovery/science, library, dramatic play, small motor station, and the writing center. Skills and concepts students are learning during centers are literacy, math, science, art, fine motor, and social skills.

**Small groups:** During centers, students will work with the teacher in a small group to learn various literacy, math, or science skills and concepts. New activities are introduced at this time to ensure student success.

**Snack:** We say a table grace and enjoy quiet social time

**Circle 2:** Story time, talk about day's events, star student share time

**Large Motor:** Outdoor or indoor time for running, active games, and use of playground.

**Chapel time:** A brief time when we gather in the sanctuary to meet with our pastor to hear and sing stories about God.

Our preschool day has a mix of student lead, play based, and teacher directed lessons and activities. We infuse movement throughout the day and take a child's attention span into consideration as well. This routine maybe adjusted based on student needs, situations, and classroom events.

## Transportation:

You must park your car in a marked space, not in front of sidewalks or doors. You may park in the west lot (closest to the skate park) and enter the school. Entrances are marked. Children must be dropped off at the west door next to the large field. There are marked signs to direct you. Due to current Covid-19 standards parents will not be able to enter the building with their child. Please make certain that your child has everything with them when dropping off. Once

# **Grace Preschool Student and Parent Handbook**

your child is inside they will be taken by a staff member to the classroom where they will wash their hands before starting the day. A form is provided for authorized pick up persons. We will not release a child unless we have written authorization from you. This includes all parents in a car pool, relatives, and neighbors you might call in an emergency. When your child is picked up by a person listed on their pick up list they will need to show a photo ID to a staff member before being allowed to leave with your child.

## **Health:**

A physical examination is required to be on file before the first day of school. We must be notified if your child has been ill with a communicable disease so that we may notify other parents. No medication is to be sent to school for your child. If your child will miss school due to illness, you must call the school or email the school stating your child's name, teacher, and the reason for illness, ie cough, fever, vomiting, diarrhea, etc. Children are not allowed to return to school for 24 hours after the last episode of vomiting, diarrhea or fever without fever reducing medication. Any child not well enough to participate in all activities of the school should remain at home until fully recovered. See Covid-19 procedures and guidelines as stated in our separate Covid-19 informational sheet.

## **Hand washing:**

Before entering the classroom, we require each to clean their hands with sanitizing station located right inside the entrance to the building. Also, the State of Illinois and DCFS encourage the washing of the child's hands before or upon entering the classroom and several times throughout the school day, including but not limited to the use of sanitizer.

This helps to prevent the spread of germs and promotes good hygiene.

## **Pest Management Control:**

In accordance to DCFS guidelines, maintenance for pest control is done once a month before school. Only a soapy spray is used around the sewers in the bathrooms. Ant/insect boxes are totally enclosed and are child proof. They are not out in the open. No spray is used in the classrooms.

## **Parent Communication:**

Progress reports in January and May for all classes.

Conferences will be done once a year and at any time requested by parents or teachers.

Monthly newsletters. Email exchanges. And Homeroom app.

# **Grace Preschool Student and Parent Handbook**

## **Clothing:**

Play is the work of childhood. Please send your child to school in play clothes. Sandals and thongs are not appropriate footwear and are dangerous in a school situation. It is strongly recommended that children wear closed toe shoes. Weather permitting, outdoor play is mandatory. Dress accordingly. Please mark all sweaters, jackets, boots, mittens and hats with your child's name. Teachers do not know what the children wear to school and the children do not always remember. If they are wearing winter boots or rain boots to school please come with a pair of gym shoes to change into for the school day. We do require an extra set of clothing, including shoes, to be stored in the child's backpack. In addition to this, we also suggest having 2 extra masks in their backpack each school day.

## **Birthdays:**

We will sing to the child, give them a birthday crown, and a little prize from the prize box. Any food or treats brought in are not permitted.

## **Holidays:**

We celebrate with a party on Halloween, Christmas, Valentine's day, and Easter. We will have exciting games, activities and a fun snack that we will provide on these days. Any outside food or treats will not be permitted. At this time we are not allowed to share items from home or treat bags in class, but we will make it very special and fun the children.

## **Emergency school closings:**

Parents will be notified via text by the teachers if there is an emergency school closing. If School District #26 river trails in Mount Prospect is closed due to inclement weather, Grace preschool will also be closed.

## **School calendar:**

We follow District #26 calendar with a few exceptions (Institute days, Jewish holidays, Thanksgiving week). Please make sure you review the preschool calendar on the website.

## **Photos and Documentation:**

Throughout the year we take photos of the children for observation purposes and to document class activities. The photos may be used for school displays, bulletin boards, Facebook, Homeroom app and the website.