



# Old Stone Preschool

550 South Blackhawk Blvd.  
Rockton, IL 61072  
(815)624-7872

## OUR MISSION STATEMENT

The Old Stone Preschool was established to meet the needs of parents and children in the area, by providing a service that enhances your children's growth and development.

Our goal is to create a safe and supportive environment that promotes each child's self confidence, creativity, and curiosity for learning.

The Old Stone Preschool recognizes that all children are unique and we will strive to provide an educational experience that will foster development and secure a strong self confident child.

## OPERATION OF THE OLD STONE PRESCHOOL

Monday - Wednesday - Friday / Pre-K

AM----- 8:30 to 11:00

PM-----12:00 to 2:30

Tuesday - Thursday / 3 year old session

AM-----8:30 to 11:00

PM-----12:00 to 2:30

## DAILY SCHEDULE

Each child will have the opportunity to grow socially, intellectually, and physically through "hands on," age appropriate activities. We feel that a child learns best by exploring through "hands on" experiences. We provide a learning center environment that will promote age appropriate activities, which include:

Language development - Math - Science - Music - Creative Art - & Dramatics.

We also encourage a balance of quiet times, free play, along with teacher directed activities. Outdoor play (weather permitting) and large motor activities will be incorporated in your child's preschool day,

### **AM SCHEDULE** 8:30 - 8:45 \* (Arrival)

8:45 - 9:00\* Circle Time

9:00-10:00 \* Center Time Activities

10:00 – 10:15 \* (Wash Up) Snack

\* Bathroom Breaks will be taken throughout our day

10:15 - 10:45 \* Outside Play / Large Motor/ Story and Music

10:45 - 11:00 \* Closure Activities

### **PM SCHEDULE** 12:00 - 12:15 \* (Arrival)

12:15-12:30 \* Circle Time

12:30-1:30 \* Center Time Activities

1:30 - 1:45 \* (Wash up) Snack

\* Bathroom Breaks will be taken throughout our day

1:45 - 2:15 \* Outside Play / Large Motor/ Story and Music

2:15 - 2:30 \* Closure Activities

## **PRESCHOOL TUITION**

- Annual Family Registration Fee\*\*\*\*\*\$160.00
- 3 Year Program (Tues. & Thurs.) Monthly Tuition \*\*\*\*\* \$250.00
- 4 & 5 Year Program (Mon. Wed. & Fri.) Monthly Tuition \*\*\*\*\*\$280.00
- Checks should be made to the Old Stone Preschool
- Fees/Tuition is subject to change at the beginning of each school year. Parents will be notified before registration if there are any changes.
- Tuition has been divided into equal payments September through May
- .Tuition is due at the 1st of each month. Please contact the Director for payment arrangements if needed
- A fee of \$30.00 will be charged for each returned check, payable immediately
- A delinquent fee of \$1.00 per day will be charged for overdue tuition. Please add the late fee to your tuition check
- If your tuition becomes 2 weeks delinquent, your child will be unable to attend until payment is received
- Your child will be discharged from the preschool program if your tuition payment becomes 4 weeks delinquent
- Payment is required for days registered even if your child is not in attendance (we cannot offer sick days or family vacation days)

## **INSURANCE**

The Old Stone Preschool carries Liability Insurance for the children attending.

This applies only to injuries from accidents while the child is under our supervision. It does not cover sickness or other previously existing medical conditions.

## **ADMISSION POLICIES/ REGISTRATION POLICIES**

- Any toilet trained child who is 3 years old or 4 years old by September 1st is eligible to attend.
- The State requires a physical examination for each child enrolled. Please have medical forms completed and signed by your physician and returned by the 1st day of school. The medical forms shall be dated no earlier than 6 months prior to enrollment. Examination must be repeated every 2 years.
- All parents will be required to fill out the appropriate forms at the time of registration. Preschool registration forms will contain vital information about your child.
- At the time of registration all parents will be encouraged to observe the center and ask questions.
- All parents will be made aware of our hours of operation and vacation schedules.
- The annual registration fee and September tuition is due when you register your child

## **WITHDRAWAL POLICY**

- A 2 week notice is required prior to the last day your child will be in attendance
- If the parent fails to notify us about your child's withdrawal and they do not give us the required notice, they will be liable for the full months tuition
- If you withdraw your child (for any reason) after they have been registered you will lose your registration fee plus half of your September tuition. The other half will be returned to you. It is your responsibility to notify us where you want your balance of the tuition mailed

## **SCHOOL CLOSINGS**

- Columbus Day
- Veterans Day
- Thanksgiving Break
- Christmas & New Years Break
- Martin Luther King's Birthday
- Casimir Pulaski Day
- Spring Break
- Memorial Day

These scheduled days off have been tentatively set by the Roscoe/ Rockton school district and are subject to change. We will inform our parents at orientation of exact dates each school year.

## **DISCHARGE POLICY**

### **Children may be discharged after:**

- The Director/Teacher feels our program is not compatible with your child's needs.
- All attempts have been made to accommodate the individual needs of the child.
- The child's presence has been demonstrated to be detrimental to the group.
- When discharge occurs, a conference will be scheduled and every effort will be made to refer parents and child to agencies or facilities that are offered in the area.

## **ARRIVAL AND DEPARTURES**

- Children must be escorted into the building on a daily basis.
- A sign in sheet will be provided each day to show proof of attendance.
- Upon leaving, parents must sign their child out and escort them from the building.

Children will not be allowed to leave the school with a person other than the parent unless there is written parental confirmation.

## **LATE DISMISSAL POLICY**

All Parents of the Old Stone Preschool are responsible for picking up their child on time.

Arrangements must be made and the Teacher/Director notified before dismissal if you are not the one picking up your child. The person taking the responsibility for your child must be on your application and have proper identification.

Dismissal Times are as follows:

- \*AM sessions: Dismissed at 10:50-11:00  
(You are considered late if it is after 11:00am)
- \*PM Sessions: Dismissed at 2:20-2:30  
(You are considered late if it is after 2:30pm)

- \*All efforts must be made for someone to pick up your child on time.
- \* The parents will be contacted first for late pick up (if you are 10minutes late)
- \* Next the emergency contacts will be called
- \* If after every attempt has been made we will ask for Police assistance to contact you

Old Stone Preschool will be flexible but must have the cooperation on this issue.  
Your children need to feel secure that you will be here at dismissal and be on time.

### **Late Fees**

- \*For every 10 minutes that you're late you will be assessed \$5.00  
This Fee will be due at the time you pick your child up.

## **ILLNESS POLICY**

Guidelines for sending children home for illness:

- Temperatures reach 100.4
- Intestinal disturbances accompanied by diarrhea or vomiting.
- Profuse discolored nasal discharge.
- Contagious diseases.
- Covid restrictions are given at registration due to ever changing policies.

We ask for the parents to come after your child as soon as possible if we call. He or she will be isolated from the classroom activities. It's important to communicate to us if your child will be missing a day of Preschool due to illness. Please call us before your child is scheduled for the day.

*A special note to parents: If you feel that your child is too ill to benefit from our program for the day, we are asking our parents to be considerate and please keep him / her home for the day.*

## **MEDICATION**

When medications of any type are necessary, you must sign a medication authorization form. Prescriptions must be labeled appropriately and dosage instructions indicated. Over the counter medications require parent written permission with dosage instructions included. All medications will be kept in a locked cabinet for the safety of your child and distributed by the Director.

## **ACCIDENT & INJURIES**

Minor accident or injuries will be reported to parents through an injury/accident report form. Emergency first aid will be administered by teaching staff. Please direct any questions or concerns to the Director.

In case of an emergency, every attempt will be made to contact the parent. If the parent cannot be reached, then the emergency number will be called. If emergency care is needed, 911 will be called and the child will be taken to the nearest Hospital.

***Parent note: If your child is to be exempt from medical care on the basis of religious grounds, then the parent must file a written plan by which the Preschool can obtain the services of a certified Practitioner for your child.***

#### **DRESS AND PERSONAL BELONGINGS**

- Children should be dressed in comfortable play clothes. Our program is designed with your child in mind, so remember that play clothes must allow for movement
- Your child will also need a complete change of clothes labeled with your child's name.
- Outdoor play is part of our daily activities so children should be appropriately dressed for the weather and season.
- All personal belongings must be appropriately marked with your child's name. The Preschool is not responsible for anything brought from home that is not labeled.

***Special note on what not to bring:***

- ***Toys (unless special circumstances) The Preschool is not responsible for toys that are lost or broken if brought to school.***
- ***Play weapons of any kind***
- ***Gum***

#### **CONFIDENTIALITY AND RELEASE OF PERSONAL INFORMATION**

No personal information about a Child or Family will be released without consent.

#### **COMMUNICATION**

Communication between teacher and parents is a vital part of your child's educational experience. We welcome any questions, comments, or concerns from parents. A newsletter will come home once a month explaining our curriculum and scheduled events.

#### **CONFERENCES**

Conferences will be scheduled once a year. There will be no school on the days the conferences are scheduled. If you feel you need to discuss your child's progress and you would like to set up a conference please contact us. We will also set conferences if we feel it is in your child's best interest.

#### **DISCIPLINE PROCEDURES**

Discipline, care and guidance will be handled with intelligence, kindness and compassion. Teachers will use a positive approach when redirecting a child. Children are informed of inappropriate behavior and if needed a time-out or quiet time will be a consequence. A time-out shall not be more than one minute per year of child's age, never to exceed ten minutes. Disciplinary concerns will be addressed with parents.

#### **CHILD ABUSE REPORTING**

The State of Illinois requires all members of the child care institutions to report to the State all cases of abuse to a child. The Old Stone Preschool is obligated to report to the State any suspected cases of child abuse or neglect.

#### **PEST CONTROL POLICY**

The Old Stone Preschool provides a safe and sanitary environment

To ensure a safe environment:

- \* Major cleaning will be done while children are not present
- \* Extermination of pest or rodents shall be conducted by licensed exterminators
- \* Openings shall be protected against the entrance of flies or other insects by using screens and windows
- \* Basement window well will be sealed for protection
- \* Chemicals for insects and rodent control shall be conducted while children are not present in the school and by a professional
- \* Over the counter products may be used only by direction of labels only
- \* All garbage and refuse shall be removed each day by director/teacher
- \* A record of Pest Control and chemicals used will be maintained at the school

**FIRE AND TORNADO DRILLS**

Safety will always be a factor at The Old Stone Preschool. Fire drills will be conducted monthly and our tornado drills will be conducted during the tornado season on a monthly basis. A record of all drills will be kept on file at our Preschool.

**SNACKS:**

- All donated treats for our preschool must be store bought.
- Birthday treats are welcome. They also have to be store bought and we ask that no one bring cupcakes for your child’s treat. (bringing a treat is optional) Please notify us when you want to bring your child’s birthday treat.
- Cooking projects may be your child’s snack for the day. We will inform you about these activities in our monthly newsletters
- A non-perishable, store bought, snack/drink will be provided for the children by our parents. Each family will be given a letter of explanation.

**Field Trip Waiver:**

The Old Stone Preschool does not take field trips. We do leave our fenced playground area at times for activities pertaining to our curriculum. The preschool provides opportunities by bringing the community to us. We invite valuable resources to the Preschool, such as, Firemen, Paramedics and Police to talk with the children. By signing the consent form you are giving your child permission to participate.

**STAFFING PLAN**

Director / Owner -----Donna Benjamin  
 Teacher/ Assistant Director ----- Corene Combs  
 Teacher ----- Michele Smith

**DIRECTOR / LEAD TEACHER**

- Has primary responsibility for planning, organizing and carrying out a developmental program for the children in her care.
- She will always maintain an "open door policy," and keep communication flowing between parents and staff.
- Other responsibility includes: Planning curriculum, evaluation of children and conferences with parents, carrying out all personal policies, and maintaining a balanced budget.

**EDUCATION: DIRECTOR / LEAD TEACHER**

- Shall meet all requirements mandated by DCFS licensing standards
- Have two years of credits from an accredited college or university with 18 semester hours or equivalent quarter hours in courses related directly to child development from birth to age six.
- The Director of Old Stone Preschool has a BS degree in Child Development and Early Childhood Education from Purdue University

**STAFF QUALITIES**

- Friendliness & warmth towards children and families
- A sense of humor
- Dependability
- Self-confidence
- Enthusiasm about teaching young children
- Knowledge of child development
- An ability to evaluate ones self and children
- Appearance and dress that is neat and suitable for teaching young children

### **LEAD TEACHER / ASSISTANT DIRECTOR**

- Assist the Director by maintaining a quality program that will enhance the growth and development of all the children.
- Help in planning and carrying out of the daily curriculum.
- Will be involved with the preparation and setting and cleaning up of all center activities for each session.
- Supervise children on a daily basis and support our discipline procedures.
- Assist with child progress reports and share in conducting Parent /Teacher conferences.
- Promote open communication between parents and staff.

### **EDUCATION: TEACHER / ASSISTANT DIRECTOR**

- Shall meet all requirements mandated by DCFS licensing standards with two years accredited college or university with 18 semester hours or equivalent quarter hours in courses directly related to child development from birth to age six.
- The Lead Teacher of the Old Stone Preschool has an Associate Degree from Rock Valley College in Child Development and a Specialized Certificate in Early Childhood Education. The Lead Teacher is also Director qualified, meeting the requirements of DCFS.

### **SUBSTITUTE TEACHERS**

- Will assist and help in following through with curriculum planned.
- Will take an active part of the daily activities and work with the children in a loving and caring way.
- Substitute Teachers shall have the same personnel, health, administrative and professional qualifications required of staff.
- Persons agreeing to be a substitute shall give notice to the Director in writing to be kept on file clarifying to their availability an agreement to serve in this capacity.