

South Elgin Preschool Pals Information Packet 2016/2017



Welcome to Preschool

We are all very excited to have you and your child be a part for the 2016-2017 school year. The teachers have spent a lot of time planning out daily fun and activities to make this an educational and enjoyable experience.

The classroom style is semi-structured. Play and socialization are important along with the educational side of things. Our teachers work with surrounding school districts, u-46 and 303 to be sure the students are prepared for their Kindergarten programs when they leave our preschool.

- ◆ Developing large & small motor skills.
- ◆ Follow a structured schedule while having fun.
- ◆ Learn caring, sharing, socialization skills & problem solving.

Staff works hard to meet and exceed Illinois State Education requirements, we are here to teach your child to love and value education and prepare them to enter Kindergarten.



SEPR; 847-622-0003; southelgin.com/recreation

Arrival & Departure

- Drop Off and Pick Up will take place through the North Entrance. The lobby doors will remain locked until your teacher come to open them.
- Please notify your teacher if someone else will be picking up your child, please notify your teacher and your child.
- All students must be signed in and out

***Some classes begin or end at the same time; Please do not arrive more than 5 minutes prior to your class start time. ***

NEW Policy

Late Drop off Policy

It is important to have your child on time to school. Dropping off late is disruptive and unfair to the teachers and fellow students. Being timely is an important skill to teach and also promotes the importance of education to your child.

- No student will be allowed to enter the classroom if they are more than 15 minutes late, the lobby doors will be locked and the phone unanswered.
- Once you have missed an accumulation of 30 minutes of school you will be CHARGED \$1 for every minute you are late.

Late Pick-up Policy

The South Elgin Parks and Recreation Department require that participants are promptly picked up by the ending time of a program. If you are involved in a car pool for getting the program participant to and from the program, you are still responsible for securing the car pool to pick-up at the end of the program.

If the participant is picked up late, there will be a \$5 late pick-up fee assessed for the first 10 minutes and \$1 for every minute there after.

The teacher will issue a warning for the first late pick-up. After the first warning, the late pick-up fees will be assessed. The fees must be paid in full prior to the participant returning to the program. If the participant is continually picked up late the Recreation Supervisor has the right to remove the child from the program.

Cancelled Days/Snow Days

The SEPR Preschool program follows the U-46 school schedule. If U-46 closes their school so will we.

You can check our website at www.southelgin.com, go to Parks and Recreation and then click on 'Up to the Minute'



Restrooms

Preschool Pals 3's & 4's **must** be able to use the bathroom on their own. There are children's bathrooms in the classroom.

Intro level will allow pull ups. The teacher and aids will not change your child. You must be available in that case.

Behavior & Discipline

All children are expected to exhibit appropriate behavior at all times. In the event unacceptable behavior is exhibited the teachers will try to make necessary changes to eliminate the behavior. All of our students deserve to have a safe and uninterrupted classroom. The steps below will be taken if inappropriate behavior continues:

- ◆ Behavior Report #1- Will be written and discussed with the parent/guardian along with the program supervisor.
- ◆ Behavior Report #2- A conference will be held with the parent/guardian to discuss the situation and ways to eliminate the inappropriate behavior.
- ◆ Behavior Report #3- The child will be removed from the program.

Vision & Hearing

Vision and hearing screening will be done by the Kane County Health Department. These tests will be done during class time. This is a preventative screening and does not count as the Kindergarten testing.

Illness

If your child is sick please call (847) 622-0003 or contact your teacher directly if the information is available.

Please wait to send your child back to class after **24 hours** of being Fever Free, have stopped vomiting or has been contagious.

If your child appears sick at class, a parent will be contacted to come pick up the student.

*Please provide a doctor's note if your child contracts a communicable disease.



Payment



Payments are due the 1st of the Month. If you do not make your payment by the grace period date at 5pm you will be assessed a \$20 late fee. If you have not received a payment schedule you may pick one up at the front counter at Village Hall.

Make payments under your WebTrac profile. If you do not remember your user name information please contact the front counter, 847-622-0003

<http://southelgin.com/registration>

Please note: Monthly payments have been calculated evenly throughout the year, September-May. This makes all payments the same amount per month regardless of the number of days per month. Snow days will not be made up unless they exceed 5 days per class.

*If all payments are not received by June 1, after the end of your school year. The information will be turned over to a collection agency, and your family will not be able to register for any SEPR programs until debt is paid.

Emergencies

If an emergency occurs during class time please call the front counter at Village Hall at 847-622-0003.