

Christie's Carousel of Learning



Day Care Hours
7:30 a.m. – 5:30 p.m.

Part Time Care
7:30 a.m. – 12:30 p.m.
1:00 p.m. – 5:30 p.m.

Preschool Hours
9:00 a.m. -11:30 a.m.
Lunch 12:00 to 12:30 p.m.
1:00 p.m. – 3:30 p.m.

1-847-825-4568

PARENT TEACHER HANDBOOK

WELCOME TO CHRISTIE'S CAROUSEL OF LEARNING

Christie's Carousel of Learning Inc. is a family operated Pre-School/Day Care Center. Our focus is family love and to provide a loving, caring, and enjoyable environment for both the children and parents. We welcome children ages 2-6 years old August-June and 2-9 years old June-August. We encourage them to grow intellectually at their own pace by our providing a positive self-esteem. Jan Pagone is the Director, Judy Fritz is the Co-Director and Nancy Gobbo is the Cook and a teacher. Jan, Judy, and Nancy are responsible for the operation of the school.

ADMISSION

We take our registration in January/February for the summer and following fall. The students enrolled in the school have the opportunity to register first and then we open it to the public, first come, first serve. We take registration all through the year according to availability. We take children ages 2-6 for the school year and up to nine years of age in the summer. The 2-year-olds need not be toilet trained. They must be in plastic training pants. **NO DIAPERS and/or PULL-UPS.**

PRIOR TO ENROLLMENT

Each parent must complete an enrollment application and an agreement must be signed that they accept the policies. Each month a newsletter will be distributed detailing activities and special events that are being planned. You will also receive a School Calendar, Important Dates Sheet, and a Tuition Fee Schedule.

CLASSROOM SCHEDULE & WEEKLY THEMES



Each parent will receive a sheet describing the various themes their child will be working on. Also, a schedule is posted in each classroom indicating where the children are if not in the classroom. Each class has Music, Story, Lesson and a Craft, along with Calendar, Show & Tell, Free play in the Classroom, Gym and/or Playground Daily. We understand the importance of play to children's development by providing opportunities for both structure and spontaneous activities in our program. There will be no exceptions made regarding health and a child going outside to play. The child that is well enough to be in school is well enough to go outside. The school does not have

extra staff to monitor a child that is left inside while the class goes outside.

MEDICATION

The school will not administer prescription or over-the-counter medication. No child will be allowed to carry any type of medication themselves at any time within the school.

FIELD TRIPS

Field Trips are scheduled a few times during the school year. All parents with children enrolled in the school at the time of the field trip have the option whether or not to send their child. Parent volunteers are welcome to help for all field trips. The school will be closed during all field trips. Once you have signed up for a field trip the money is due at that time and will be nonrefundable. The children will take occasional walks around the block and into town. Field Trips and Special Activities will be announced in the Monthly Newsletter.

EMERGENCY PROCEDURE

In the event of an emergency, permission is granted to the staff of the Christie's Carousel of Learning to obtain Emergency medical care for your child. Our

procedure would be to call the paramedics and if necessary, take the child to the nearest Hospital for treatment. Parents or Guardian will be notified by the school of any accidents that occur. An accident report will be filed by the staff member on duty at that time. We will provide the services of a certified practitioner for the child exempt from medical care on religious grounds.

PERSONAL ITEMS FROM HOME



Each child is encouraged to bring one show & tell daily, and should be small enough to fit in their backpack. Sleepy toys for the children napping are also encouraged and may be a special blanket, pillow, stuffed doll or animal. Please make sure all personal items from home are labeled with the child's name.

RELEASE OF INFORMATION

We will only release personal information on the child or family to the person or person's whose signature is on the current enrollment form.

COMMUNICATION

We encourage open communication between the parents and the staff. All parents are invited to visit at anytime to either observe or participate in a class. Please feel free to approach Jan, Judy, or Nancy regarding any concerns or questions you may have about the program.

MEALS & SNACKS

We provide a hot nutritious and well-balanced lunch prepared at school daily. Our menu is posted daily. Snacks consisting of juice or milk, crackers, cookies, cereal or fruit are given in mid-morning and after naptime.

CLOTHING

We request that your child have at the school a complete change of clothing with the name well-marked. These will be kept in individual plastic bags on their coat hook. Weather permitting, we go outside each day so please see that your child is dressed properly-boots, mittens, caps and scarf in the winter. It is a good idea to keep a sweater at school to wear indoors on cool days. Dress your child for active play because they might get messy at times. Everything that comes to school with the child must be well marked. We are not responsible for any lost items.

BIRTHDAYS/HOLIDAYS



It is a parents choice as to whether or not their child brings a treat for his or her birthday. All food items must be pre-wrapped or packaged commercially. Homemade treats are not permitted by the Cook County Health Department. If you plan on sending treats, please call in advance for the number of children that will be in the group that day. We will provide parties for the major holidays, but you're welcome to bring treats if you'd like.

DISMISSAL BY SCHOOL REQUEST

There are situations when the school program is not able to meet the special needs of a child. If this happens, the parents will be advised to withdraw the child from the school. Circumstances which would necessitate withdrawal could be:

- Willful destruction of property or harm to other children or staff**
- Parent refusal to adhere to school policy**
- Excessive classroom disruption**
- Any situation where the goals of the school cannot be accomplished due to conflict with a child, parent, or family**
- The child is not developmentally prepared to enter group situations at the present time**

If there is no other alternative except dismissal, we will talk over with the parent what is in the best interest of the child. We will do all we can to help them re-locate, and help them with referrals.

AUTHORIZED PICK-UP

Only parents and those people listed under "Authorized to Pick Up" will be allowed to take a child from the center. This is a list that needs to be current. Please let us know if this changes at anytime. If the parent chooses to have another individual pick up their child the parent must notify the center in writing with their signature. This individual must have a valid picture ID at the time of pick up. We appreciate your cooperation.

HEALTH AND MEDICATION

A medical report must be on file at the school when a child begins. The report shall be dated within six months prior to enrollment and signed by the examining physician. The report will be valid for two years and include state regulations. When new immunizations are given, a signed statement from the Doctor indicating the type of immunizations are

required. Parents will be notified by the Director when immunizations are due.

In order to maintain a healthy environment, it is the policy of the school not to care for children who are sick or become sick during the day. Children will be checked daily upon Arrival. If a child becomes ill while at school, the child will then be isolated from other children and the parent will be called to pick up the child immediately.

For the protection of all children and staff, we cannot accept a child or allow a child to remain at school showing any of the following symptoms: temperature over 101 degrees, intestinal disturbance accompanied by diarrhea or vomiting, undiagnosed rashes or sores, discharging eyes or ears, green or yellow nasal discharge (indicates nasal infection), or any apparent signs of pain or discomfort.

Parents should exercise every caution to keep their child home should other unusual symptoms occur. Children must remain home, fever and symptom free, for 24 hours, without the use of Tylenol after an illness.

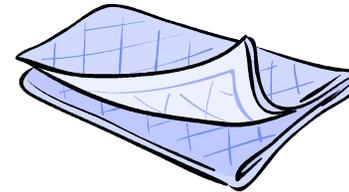
If a child has a contagious disease, he should be kept at home and the facts concerning his condition should be reported to the school. Strep throat, pin worms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, pink eye,

head lice, and diarrhea are conditions categorized as “highly contagious.”

DISCIPLINE

Children are treated in a positive manner. Re-Direction is used whenever possible. Children are encouraged to develop and exercise their own internal controls and solve their own problems whenever possible. The most important school rule is that children will not be allowed to hurt themselves, other children, or the school environment.

SLEEPING AREA



We will provide one cot with a sheet and a blanket, for each full-day student. Their name is on their cot at all times. Sheets, blankets and cots are cleaned and sanitized weekly.

INFORMATION CHANGES

Please notify the school of any change or information from your enrollment application or medical form such as changes in business or home

phone, address, names of people authorized to pick up etc.

VISITORS



You are welcome to visit or observe the school at anytime. Information will be given and tours are available if possible.

SCHOOL AND EMERGENCY CLOSINGS

The school calendar given out at registration time will list the school closings for the upcoming year. Emergency closings are due to power failure or extreme weather conditions. As soon as we are aware of any of these situations a notice will be posted at school and parents will be notified there after by phone. No tuition adjustments for emergency closings.

TUITION

A registration fee for fall and for summer is due at the time of registration. This payment is non-refundable and is required to hold your child's place. This cost also includes accident insurance and the administrative costs of new enrollment.

A tuition schedule will be given to you on or before the day the child begins.

Full tuition is due when children are absent. The school maintains the continued cost of program expenses and cost of staff salary. There are also no make-up or substitution days.

If we have not received tuition on the due date and time, a \$10.00 late charge must accompany your tuition payment as of the following school day.

Tuition is not to be mailed and will be accepted only from an adult, never from the children. There are **NO REFUNDS OR CREDIT** given for Tuition or Field Trips.

There are no tuition adjustments, credits or make-up days for school closings, holidays, emergency school closings, change of schedule, absence or illness & withdrawal.

There is a \$25.00 check return fee and cash must replace any returned checks. Checks to be made payable to Christie's Carousel of Learning, Inc. Your check is your receipt. If paying by cash, enclose it in a sealed envelope. Print the child's name, the amount, and what the cash applies to. Exact amount is requested. Please do not mail any Tuition or Field Trip or any type of money.

CLOSING TIME

The school closes promptly at 5:30p.m. The late fee is \$5:00 per five minutes per child after 5:30p.m. The fee continues to accumulate until the child is picked up. Please call so that your child may be reassured of your whereabouts.

VERIFICATION OF RECEIPT

I/WE, _____

Please Print Name(s)

Parent(s) of _____,

Name of Child

Have read and agree to follow all of the policies enclosed in this Parent-Teacher Handbook.

Parents Signature _____

Date _____