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Welcome to Purple Moose Enrichment Preschool!

Purple Moose Enrichment Preschool welcomes you and your child. The school is a nonprofit state-licensed preschool with the goal of providing opportunities for your child to explore, discover, grow and create. Purple Moose Enrichment Preschool believes that learning is a passion that begins its deep roots in early childhood.

Director Wendy Sessler is the administrator of the educational programs for 2,3,4, and 5 year old students. The curriculum, teacher training sessions, and parent activities are provided by and implemented by the director/teachers. Each month the director provides Purple Moose Enrichment Preschool teachers with goals and specific lessons for the students.

Purple Moose Enrichment Preschool admits children of any race, color, national origin and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The staff is dedicated to working as a team to provide a positive and stimulating learning environment. All teachers meet state requirements for early childhood teachers. More importantly, teachers are professional, enthusiastic, and caring.

The curriculum is thematic, and within this framework provides well-planned experiences and stimulating materials. The preschool is concerned with all aspects of your child's development. Young children with an interest and desire to be with other children and curiosity in the world around them will be enriched by their school experience at Purple Moose Enrichment Preschool. They will develop to their full potential intellectually, emotionally, socially, and physically.

ELIGIBILITY

Naturalists – Students who are 2 years old. The child must be 2 years old at the time of entrance to the school. (Exceptions are to be discussed with the director)

Trail Blazers – Students who are 3 years old.

Students must be 3 years old by September 1st of the school year. Most students will be turning 4 during the school year.

Explorers – Students who are 4 years old.

Students must be 4 by September 1st of the school year. Most students will be turning 5 during the school year and going to Kindergarten the next school year.

Adventurers- Students who are 4 or 5 years old.

Students who miss the cut-off date for Kindergarten and/or the student who is ready for a more academic curriculum.

All students must have medical, release, and registration forms required by the state of Illinois.

REGISTRATION

Registration takes place at end of January or the first week of February for students currently enrolled for the following school year. A \$75.00 application fee per student is due. This fee is a one-time non-refundable fee.

TUITION AND FEES

First tuition payment may be paid in full fourth Thursday of June (if registered by June and in order to keep your spot) or in nine equal payments from August through April, if registered after. Tuition is based on a year's attendance and then divided by nine, thus each month the same amount is due, regardless of days attended. August tuition will be used towards May's tuition. If you leave the school during the school year your tuition deposit will be used towards your last month, however it will be forfeited during April and/or May.

A tuition deposit is due June 22nd to ensure enrollment. This deposit is non-refundable. September tuition installment is due at student orientation. All other monthly tuition installments are due the first of the month. TUITION NOT RENDERED THE FIRST WEEK OF THE MONTH WILL BE ASSESSED A LATE FEE OF \$10.00. After 10 days the fee will increase to \$15.00 and accumulate each month after notification. TUITION FEES CANNOT BE ADJUSTED FOR ABSENCES. A child must re-register if he or she leaves the school for more than 2 months.

Each family is given a Tuition Envelope for tuition. Please place your tuition check into the envelope. Your tuition may be mailed to the school by your banking facility. However, tuition mailed will meet the same requirements as stated above. Please do not send cash in the envelope. All cash must be hand delivered.

Returned checks will be charged a fee of \$35.00 and a late fee as stated above.

WITHDRAWAL

A written notice of the withdrawal of a child is required one month prior to withdrawal.

STATE LICENSING

Purple Moose/Purple Moose Enrichment Preschool is licensed by the Department of Children and Family Services to operate an educational preschool. Inspections are made by DCFS, the health department, and the fire department to insure the safety and hygiene of your child.

MISSING CHILDREN RECORDS ACT

Purple Moose complies with a federally mandated policy that all schools have on record a certified copy of each child's birth certificate or equivalent documentation. The school will need to have these forms on hand before the first day of each child's enrollment. Each child enrolled is required by the state to have on file:

1. Completed admission application
2. Medical report signed by a licensed physician
3. Registration Form signed by parent or guardian
4. Release Form with consent for arrival and dismissal from the school signed by parent or guardian.
5. Field trip permission signed by parent or guardian.
6. Medical treatment release signed by parent or guardian.
7. Certified copy of the child's birth certificate or equivalent documentation

Records may be shared with both parents in Divorced families with consent of custodial parent and/or court orders. Extended family members must be included on Arrival/Dismissal release form when child is being picked-up and/or dropped-off at the preschool.

PROVISIONS AND MEDICAL CARE

Emergency information will be required of all parents. This information is to include phone numbers of parents or guardians, physician's name and number, and emergency contact and all pertinent special needs information (medication, allergies, etc.). Treatment of minor wounds requiring cleansing and a band aid will take place at the school and brought to your attention at the end of class. If extensive treatment is required one of the directors will call the parents or emergency contact. If emergency treatment is required and no one can be reached, the director will contact the paramedics and the child's physician. All emergency care costs incurred will be the responsibility of the child's parents and/or guardian.

Staff members of the preschool are trained in First Aid and CPR through the Illinois Red Cross.

INSURANCE

Purple Moose Purple Moose Enrichment Preschool is an insured facility but does not provide personal insurance for each individual. Medical and/or dental insurance is therefore provided by the parents' insurance for their child.

HEALTH POLICIES

It is imperative that we safeguard the health of our students and prevent the spread of contagious diseases in our classrooms. It is therefore required that all cases of communicable diseases be reported to the school's director.

ARRIVAL AND DEPARTURE PROCEDURE

Children should arrive no more than 10 minutes prior to class beginning time (preferably 1-5 minutes before scheduled start). Car should pull up to designated re-lease area. The first car in line should pull to the front of the sidewalk pick up area so three cars can be approached. A staff member will assist children exiting the car. Teachers in the classrooms are not available to talk to parents at this time. They are preparing the classroom for the day, and most importantly greeting students as they enter the classrooms. A note with special information or a phone message is the best way to communicate with staff.

Children will be released to the car (parent, car pool driver) at the end of class. All cars will have a designated name sign. This sign should be visible for teachers to see as you pull up to pick up preschooler(s). If you are in a car pool, all names must be displayed. Children will be released as each car enters the designated release area.

The staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized in writing by the parent(s) or guardian to receive the child. Persons not known to the staff shall be prepared to provide a driver's license or photo identification card issued by the Illinois Secretary of State to establish their identity prior to a child's release.

Parents will pull forward to park and then buckle their preschooler into their car seat. Car seats are required by the state of Illinois for transportation of young children, and children cannot be released into a car without one available.

Any parent/guardian who is frequently late picking up his/her child will be asked to leave the program. "Frequent Late Pickup" means more than once or twice a year. We understand that an occasional emergency arises. Should this occur, it is the responsibility of the parent/guardian to call the school to advise the director/staff of his/her arrival time or to call the emergency contact to pick up the child. A late pick-up fee may apply. Purple Moose will attempt to call the parent/guardian if a child is not picked up by scheduled end of program time. After all reasonable attempts made to reach the parent/guardian or emergency contacts are unsuccessful, the police will be called to pick up the child. A fee of \$5.00 per child for every 10 minutes after scheduled end of program (or portion thereof) will be payable when the child is picked up, in cash, to the staff member in charge.

HAND WASHING

Preschool children and staff are required to use proper hand washing procedure as instructed by the Department of Health.

ILLNESS DISMISSALS

The school reserves the right to send home a child showing signs of fever, illness, or disease at the time of arrival. If symptoms are evident at any time during the session, the child's teacher or director will phone the parent and inform them that their child needs to be picked up. The child will be isolated from the other children with a staff member until arrival of a parent or guardian.

A student who has contracted an infectious disease must report the disease to the school's director. A note will be distributed to the entire class and sometimes the school to inform parents of the date of exposure, signs of illness to watch for and pre-cautions. The child's name will not be released.

A child may return to the school 24 hours after fever, gastrointestinal symptoms are gone and/or consent of return by the attending physician.

DRESSING FOR SCHOOL

Students should come to school in washable play clothes that can be worn without fear of being stained or soiled during all experiences. Smocks are provided but do not guarantee clothes won't come in contact with paint and other art applications.

Please send in an extra change of clothes in case there is a need to change soiled clothing. During the winter months, the teachers will notify parents when to expect outdoor play. It is important to label all garments that your child wears to school. Teachers cannot keep track of all the winter clothing especially if there are identical items. The school will keep a lost and found during the school year. All unclaimed clothing will then be donated to charity.

PARENT CONFERENCES

Conferences may be arranged by either teachers or parents at any time during the school year. Conferences are regularly scheduled in November for the start of school and 2-4 weeks before the school year is over. Please note the dates on the calendar and plan on attending on your scheduled day.

OBSERVING IN THE CLASSROOM

Parents are encouraged and welcomed to observe in the classrooms. Please make arrangements with the director and teacher before the visiting date. Parents should allow their child at least 4 weeks in the program before observing. Siblings are welcome to observe with parents as long as the sibling does not distract the normal classroom routine. Parent is responsible for the sibling's behavior.

NEWSLETTER

You will receive a monthly calendar via Remini app. It will contain information about your child's group, special events, notices, field trips, etc. The calendars are posted according to your child's program.

Naturalists – 2/3 Year olds coming on Tuesday and Thursday

Trail Blazers – 3 Year olds coming Monday, Wednesday, Friday or Tuesday, Thursday

Explorers – 4 Year olds coming Monday, Wednesday, Friday

Adventurers – 4 and 5 Year olds coming 5 days a week.

SNACKS

Purple Moose Purple Moose Enrichment Preschool provides water, cups and napkins. Snacks are provided

by parents using a revolving schedule. Special treats are welcomed on birthdays and holidays. We encourage healthy eating habits and offer a list of items suggested to bring for snack.

McHenry County Health Department requires all snacks be store bought. Homemade snacks will not be accepted.

Purple Moose Enrichment Preschool is a nut free school. Please read packaging to make sure the snack item does not contain nuts or is processed in a facility with or near nuts.

FIELD TRIPS

Field Trips are planned for preschoolers during the school year. Separate permission forms are sent home. Special visitors and events are also scheduled to enhance unit themes for all age groups. Parents are encouraged to share hobbies, occupations, pets, and special skills or cultural interests. Parents are asked to chaperone off-site field trip experiences. The preschool child must be in a car seat to the field trip site. If the parent is unable to attend, the parent must authorize a driver for whom their child will be riding with. The authorized driver must submit a copy of their driver's license and car insurance to the director of the preschool. This copy will be held on file until the child is back on school premises.

Younger siblings are welcome to attend field trips as long as they can be supervised by the parent(s). Some trips are not appropriate for the young toddler or infant. Please check with your child's teacher or school director for more information regarding the field trip.

LOST AND FOUND

The school does not assume responsibility for lost toys and clothing. However, teachers do their best to see that personal property brought into the classrooms find its way home. Please label everything as this makes it easier for the school to return items to the rightful owner. We advise not sending in breakable items.

SCHOOL CLOSINGS

The preschool yearly calendar follows Crystal Lake District 47 calendar as closely as possible. We acknowledge state and federal holidays but we will not take all of District 47 in-service days throughout the year. School will be canceled due to weather conditions when District 47 cancels school. These days will not have a make-up day due to our limited space and time. The school will provide a message online and on the app stating the closing when possible. Also, listen to the radio station STAR 105.5 fm. Any information that District 47 is canceled pertains to Purple Moose Enrichment Preschool also.

SHOW AND TELL

The preschool feels Show and Tell is an important part of the curriculum. Show and Tell offers the child an opportunity to bring a little of him/herself to the class to be an individual. It also gives the child experience being the focus of a peer group while offering others a chance to listen to peers. The teachers will guide students regarding presentation when necessary, but will encourage self-expression. Good use of language is a primary goal. The teachers will repeat, question, and elaborate to enhance language benefits.

Please allow your child to bring something on their assigned days. Show and Tell items can range from a favorite teddy bear to a special rock. Most often, the teacher will include a note on what is to be brought in. Any expensive or valuable items should be sent at your discretion. Please label all Show and Tell items.

PESTICIDE POLICY

The school will notify families in advance if there is a need for any pesticide treatment in the school.

DISCIPLINE POLICIES AND PROCEDURES

The goals of Purple Moose/Purple Moose Enrichment Preschool include the enhancement of a positive self – image and increasing the ability to initiate and maintain positive relationships with peers and adults. A learning environment that is structured to meet these goals is the basis for our classroom management program.

The primary means of dealing with inappropriate behaviors is through a positive approach. Techniques such as 1) Praise for appropriate behavior; 2) Cueing a misbehaving student by specific praise to one who is behaving appropriately; 3) Redirecting the student to a more appropriate activity or response; 4) Planned ignoring of a behavior that is inappropriately attention seeking; 5) Modeling appropriate positive responses

Our goal is to provide lots of verbal praise and physical reinforces such as a pat on the back, high five, thumbs up, “Way to Go”, “I like the way you...”, etc. Sitting next to the teacher, providing opportunities to promote self-regulation are used to increase appropriate behavior and make the classroom a pleasant place to be.

When a child’s behavior is harmful to himself or others, or when other positive means have been tried repeatedly, and inappropriate behavior persists, the child will be calmly asked to sit removed from the rest of the group (shall not exceed one minute per year of age) and will be welcomed back when the child acknowledges readiness. If the inappropriate behavior continues the teacher will discuss this with the school director and a meeting will be called with the child’s parent(s) to work on a resolution to help the child gain self-regulation in the classroom.

AT NO TIME WILL A TEACHER USE PHYSICAL FORCE OR AVERSIVE PUNISHMENT.

THE DAILY ROUTINE

Each classroom posts their daily schedule in the room. All students take part in the same activities in an age appropriate manner. The order in which activities are completed can vary from class to class. The following is an example of a daily routine.

9:00-10:00 Creative Play: Building, Books, Art, Gross Motor, Dramatic Play, Fine Motor Skills, Science
10:00-10:30 Outdoor Time (Alternate activities if the weather does not allow us to go out)
10:30-10:45 Snack Time
10:45-11:00 Carpet Time: Calendar, Weather, Story, Music, Theme Activity or Game
11:00-11:20 Concluding Activities such as Small Group Instruction or Creative Play
11:20-11:30 Good Bye Song and Prepare to Go Home

Purple Moose Enrichment Preschool begins school the Tuesday after Labor Day and runs into the third week of May. There is also summer camp program available on Tuesdays, Wednesdays, and Thursdays in June, July, and August. Dates and times of camp will be specified towards the end of the year.



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Acknowledgement of receipt and agreement with all statements in the Parent Handbook

I, _____, parent/guardian of _____,

acknowledge that I have received and read the Parent Handbook from Purple Moose Enrichment

Preschool on _____.

I agree with all statements in the handbook and will cooperate with the rules set forth.

Signature _____ Date _____