

## Welcome to Purple Moose Enrichment Pre-School

Purple Moose Enrichment Preschool welcomes you and your child. The school is a non profit 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, Anna Linscheid 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. The staff will work to develop children 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 1<sup>st</sup> 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 1<sup>st</sup> 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 the at end of January or the first week of February for students currently enrolled for the following school year. A \$65.00 application fee per student is due. This fee is a one time non-refundable fee.

## **Tuition and Fees**

Tuition may be paid in full fourth Thursday of June 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 ABSCENCES.** A child must re-register if he/ 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 to the School's Director.

**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.

## **Records**

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 Emergency 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 schools' director.

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

## 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 release area. 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 number. The number indicates the authorized driver(s). This number should be visible for teachers to see as you pull up to pick up preschooler(s). If you are in a car pool, all numbers must be displayed. Children will be released as each car enters the designated release area. A daily chart will be kept indicating to which car a child was released. Drivers must sign for each child they are receiving. Information on the chart indicates which children go with the number and gives us an accurate record of who drove.

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 can not be released into a car without one available.

*LATE PICK-UP/NO-SHOW PROCEDURE 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 will apply. Purple Moose will attempt to call the parent/guardian if a child is not picked up by scheduled end of program time for the child. After all reasonable attempts have been made to reach the parent/guardian or emergency contacts come to no avail, the police will be called to pick up the child. A fee of \$5.00 per child for every 10 minutes (or portion thereof) after scheduled end of program will be payable when the child is picked up. This fee must be paid the same day, in cash, to the staff member in charge.*

### **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 precautions. 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 (We are keeping this in place for when COVID is no longer)**

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, finger plays, songs, and educational tips. The calendars are to be posted according to your child's program;

*Naturalists* – The 2/3 Year old's meeting on Tuesday and Thursday mornings.

*Trail Blazers* – 3 Year old's coming Monday, Wednesday, Friday or Tuesday, Thursday morning and afternoons.

*Explorers* – 4 Year old's coming Monday, Wednesday, Friday or Tuesday, Thursday mornings and afternoons.

*Adventurers* – 4 and 5 Year old's coming 5 days a week.

## Snacks

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 that all snacks be store bought. Home-made snacks will not be accepted.

The preschool is a nut free school. Snacks must be nut free. Please read packaging to make sure the snack item does not contain nuts or processed through a nut facility.

## 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 try their best to see that personal property brought into the classrooms find its way home. ***PLEASE LABEL EVERYTHING! This makes it easier for the school to return precious items to the rightful owners.***

## THE DAILY ROUTINE

MS – Morning Session    AS – Afternoon Session

9:00 – 9:30 <i>MS</i>	Creative Play Building Free Art Gross Motor Dramatic Play Language	Books Fine Motor Cognitive Science Math	11:45- 12:15 <i>AS</i>
9:30-9:45 <i>MS</i>	Show and Tell Calendar, Weather, Pledge		12:15-1:230 <i>AS</i>
9:45-10:00 <i>MS</i>	Music and Movement		12:30-12:45 <i>AS</i>
10:00-10:15 <i>MS</i>	Snack and Story Time		12:45-1:00 <i>AS</i>
10:15-11:00 <i>MS</i>	Cooperation Stations Work/Play Stations Individual/Small Groups Instruction		1:00-1:45 <i>AS</i>
11:10-11:20 <i>MS</i>	Concluding Activities Language Let's Find Out Games/Outdoors		1:45—2:00 <i>AS</i>
11:20-11:30 <i>MS</i>	Our Good Bye Song		

Purple Moose Enrichment Preschool begins school the first Tuesday after Labor Day and runs through the last week in May. There is a summer program available the on Tuesday, Wednesday and Thursdays in June-August (dates and times will be specified each year.)

## **School Closings**

The preschool yearly calendar follows Crystal Lake District 47 calendar. We acknowledge state and federal holidays, but we will not take off all of District 47 in-service days throughout the year. We apply these days to one week in December. This allows families of students and teachers to travel or take part in holiday festivities.

School will be canceled because of 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 voice message 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/Purple Moose Enrichment Preschool also.

## **Show and Tell (This will be adjusted for COVID safety protocols)**

*We advise not sending in breakable items.*

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. Children are also encouraged to relate experiences with or without a prop. Practice at home is fine, but not necessary.

Any expensive or valuable items should be sent at your discretion. Label all Show and Tell items. This will help students with name recognition and responsibility.

Children are often the best judges of what is an interesting Show and Tell, but they often will get into the habit of bringing the same item or want to imitate peers. Encourage imagination when making a new selection. The best choice is an item with which the child feels an emotional attachment. Children love to Show and Tell!

## **Pesticide Policy**

The school will notify all families at least two weeks in advance if at any time there is a need for any pesticide treatment in the school

## **Fire Drills/Tornado Drill**

These will be performed on a regular basis according to DCFS guidelines.



## Discipline Policy 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 reinforcement such as A pat on the back, high five, thumbs up, "Way to Go"

"I like the way you..."

Other options may include sitting next to the teacher, providing opportunities to promote self regulation are used to increase appropriate behavior and make the classroom a psychologically 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 on a side away 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.**



# **purple Moose Enrichment Preschool/**

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

I \_\_\_\_\_ acknowledge that I have received 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