



Handbook of Policies





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ACTIVITIES

Our facility is equipped with two indoor gymnasiums, an indoor playland with ball pit and two twisting slides, two fenced outdoor playgrounds, multiple inflatables, horse barn, rock climbing wall, computer lab, and indoor swimming pool. We also have the “Quentin Road Express” —our miniature train used for train rides. The school is located on 43 spacious acres that provide expansive outdoor play. We have various “field trips” on site such as pony rides, animal shows, and visits from the fire department. Parents are welcome to join us for these fun activities.

ADMISSION

- A.** Enrollment is open to all children ages 3 years through 12 years on a full or part-time basis. Children are not required to be potty trained, but there is an extra weekly fee for children who are not potty trained.
- B.** A completed online application must be submitted in order to complete the registration process. Children may join our programs at any time during the year.
- C.** A “State of Illinois Certificate of Child Health Examination” form signed by a licensed physician must be placed on file in the office before starting school. For Kindergarten, vision and dental exams are also required.
- D.** If the management of the Quentin Road Christian Preschool determines that your child cannot adjust to the center’s program, you will be asked to withdraw.
- F.** If there is a custody dispute and it becomes an inconvenience to the Quentin Road Christian Preschool, we will ask that the child be withdrawn.

Certified custody orders must be provided to the Director. Please notify the school immediately if there are any changes in the custody orders after enrollment.

G. An initial registration fee is due with the child's enrollment application and a re-enrollment fee is due annually with the re-enrollment application. These fees are non-refundable. School year enrollment and summer camp enrollment are separate and we are hoping that you will sign up for both.

ALLERGIES

Allergies are common among young children. Please alert the school of your child's allergies so that we may take appropriate precautions to protect your child's health. We will provide you with an allergy label to put on your child every day before they enter the classroom. We do not serve any foods containing nuts to the children.



BIRTHDAYS

It is fun for a child to share their birthday with their friends. When your child has a birthday, you are welcome to provide a "treat" for each child in the class. Arrangements should be made in advance with the teacher as to the date and time of the party. Please do not send any treats containing nuts.

CLASSROOM SIZE

We have a ratio of 1:8 in our three year old programs and 1:9 in our four and five year old programs. Each room has one head teacher and one assistant teacher.

CURRICULUM

We are an accredited preschool and use a phonics based curriculum created by "Accelerated Christian Education" that introduces a new letter of the alphabet each week. Along with each letter, the children will learn about an animal that begins with that sound. Through music, stories, crafts, games, educational computer games, Bible stories, character traits and baking, the children will learn the sounds each of the letters make and develop a curiosity for learning more. They will also learn numbers, colors, shapes, self help skills, gross and fine motor skills, tracing, coloring, cutting, classroom etiquette, calendar details, opposites, socialization, and manners. The children will have an opportunity to visit our playgrounds, gymnasiums, rock climbing wall, inflatables, and indoor playland for exercise and to develop coordination. Our goal is to make school a fun environment in which children are able to learn age appropriate skills, and work well with others.

Remember that preschool is all about learning through play. Many times parents focus on teaching their children to read and write, but doing puzzles, learning shapes, painting and playing in groups, are all very important (and oftentimes overlooked) steps on the ladder to reading and writing, and eventually, success in elementary school. We don't expect a baby to walk before he learns to crawl, so we shouldn't push our kids before their ears, eyes, minds and fine motor skills are ready!

DISCIPLINE

Our goal is to keep a positive atmosphere in the classroom. Reasonable guidelines will be taught to the students regarding respect for classmates and school property. On occasion, a child needs to be reminded

that their behavior is not appropriate for the classroom (such as aggressive play, impolite language, and disrespect for classmates, staff or school property). The child may be deprived of a privilege that is related to the misbehavior or required to sit down for a short period of time. Parents will be informed of persistent misbehavior via email or a note from the teacher. If a child is disrupting the discipline of the group or is hurting other children consistently, the child will be asked to withdraw from the Quentin Road Christian Preschool.

EXTRA-CURRICULAR ACTIVITIES

We offer swimming lessons, horseback riding lessons, sports camps, private music lessons, art classes, Spanish classes, and tutoring. Please check our activities booklet for details.

FIRE AND TORNADO DRILLS/SEVERE WEATHER/DISASTER

The school has well-defined plans for tornadoes, fire drills, and disasters. These drills are held periodically throughout the year and monitored by the local fire department. If it is necessary to close the school due to severe weather, you will get a message on your Brightwheel app and a distribution email will be sent. Tuition must be paid even if the school is closed.

FINANCIAL POLICIES



In order to maintain a high quality of education for your child, it is necessary that certain guidelines be observed in regard to the financial policies of the Preschool. In order to be fair to the parents as well as to protect our own financial structure, the following policies have been established:

WHEN: Tuition is due one week in advance. There is a fee for late payments. Non-payment of tuition for more than two weeks may result in dismissal of your child. Credit card auto-pay will be required if three late fees are incurred within the same year.

WHERE: There is a box on the wall in the lobby that says, "Tuition Payments" where you can drop checks off. Please see the preschool office in order to receive a receipt for cash payments. Credit/debit card payments can be made online or at the school office. You can also pay with a bank withdrawal. There is a convenience fee for credit/debit cards and bank withdrawals.

ILLNESS: Tuition will be due for the days your child is enrolled whether or not he/she is here. If your child is ill, tuition will still be charged in full.

VACATIONS: In order to provide adequate staff during vacation time, we require a THREE WEEK NOTICE prior to your vacation if you would like to use your vacation credit during the school year. Any other days that your child misses must be paid for. Each child receives one week of vacation credit after four months of CONTINUOUS enrollment. If you attend two days a week, you are eligible for two days of vacation credit. Therefore, students from August to June will receive one week of vacation credit per year. During the summer, each child receives unlimited vacation credit. Vacation credit can only be used when your child is absent. For an extended leave of absence, full tuition will be due in order to maintain your child's spot. Once continuous enrollment ceases, any vacation credit accrued will be lost. You can submit schedule changes online at qrcp.org or email us at schedule@qrcp.org.

LATE PICKUP: There is a late pickup charge for children picked up after 6:00pm. Repeated occurrences of

late pickup may result in dismissal of your child from the program. See current rate sheet for details. If you need regular childcare after 6:00pm, ask us about our babysitters list.

Fees for late pickup for part-time programs are the same. For the 8:00–1:00 program, charges will begin at 1:01 and for the 9:00–11:30 program, charges will begin at 11:31.

HOLIDAYS: Regular tuition is due on weeks with holidays.

RETURNED CHECKS: A service fee will be billed for returned checks. The Quentin Road Christian Preschool will then have the option to refuse any future checks.

FEES: There is a one-time fee for each child's cot sheet. Additional charges may occur for special events or field trips. You will be notified in advance of these fees. We require a three week notice for any vacation credits, schedule changes or withdrawals. No exceptions. You can submit schedule changes online or email us at schedule@qrcp.org.

HOURS OF OPERATION

The Preschool is open from 6:30am until 6:00pm, Monday through Friday, all year, except for the following holidays:

NEW YEAR'S EVE	LABOR DAY
NEW YEAR'S DAY	THANKSGIVING DAY
GOOD FRIDAY	DAY AFTER THANKSGIVING
MEMORIAL DAY	CHRISTMAS EVE
INDEPENDENCE DAY	CHRISTMAS DAY

If a holiday is on a weekend, the day observed will be selected at the school's discretion. The dates that the school will be closed will be posted in advance. Tuition is the same for weeks with holidays. If your child

would normally have attended on the day of the week that we are closed for a holiday, then tuition is due for that day. Requests to switch days during weeks with holidays will be granted on a first come first served basis as openings are available.

ILLNESS

Please, for the health of your child and others, do NOT send your child to the Preschool when he/she is ill. Much of our program is outside in good weather, so a child that is not well enough to be outside should not attend. A fever should be gone for 24 hours before returning to the Preschool. If a child has a fever of 100.4 degrees or higher, vomiting, diarrhea, a contagious skin or eye infection, or any sign that shows that he/she is contagious, the child will be sent home. They need to be healthy and free of any symptoms for 24 hours before returning to school. When your child is absent due to illness, please notify the school by filling out the "Report Absences Form" at qrcp.org or email us at schedule@qrcp.org. You will get a message on your Brightwheel app if your child was exposed to an illness at preschool.

INJURY

If a child receives a minor injury while at school, first aid will be administered and parents will get a message on the Brightwheel app or a phone call. An emergency vehicle will be called when deemed necessary in the event of a serious illness or accident. Parents will be asked to transport their children in less serious situations. It is extremely important to keep the school updated on all of the parent's phone numbers in the event of an emergency. Our staff has been trained in CPR and First Aid.

INSURANCE

Although we are extremely safety conscious and provide regular maintenance on the building, playground and equipment, accidents may happen. Most accidents are the result of children being children: running, jumping, playing etc...When such accidents occur and require medical attention, please contact your health insurance provider for reimbursement of the medical costs.

MEDICATION/MEDICAL FORMS

If your child has an allergy or is recovering from an illness (and no longer contagious) and still requires medication, it may be given at Preschool if:

- Medicine is in the original container and is dropped off at the preschool office. The container must have the child's name on it.
- We have a medicine authorization form filled out by the doctor and signed by the parent. The following forms are available on our website:
 - * School Medication Authorization Form
 - * Illinois Food Allergy Emergency Action Plan
 - * Asthma Assessment and Action Plan
 - * Diabetes Management Plan
 - * Seizure Assessment and Care Plan
 - * Non-Food Allergy Assessment

In the interest of your child's health, and the health of all children enrolled, you are required to submit a "State of Illinois Certificate of Child Health Examination" record prior to your child attending the school. For Kindergarten, vision and dental forms are also required.

OPEN DOOR POLICY

Parents are welcome to visit or call the school at any time. Consult with the Director or teacher should any questions or concerns arise. Our staff will informally communicate with parents daily, but if you feel a need for a parent/teacher conference, you may set that up with your child's teacher at any time. Classroom parties and on site field trips are great opportunities for parental involvement.

PERSONAL PROPERTY

The Preschool is not responsible for damage or loss of personal property or clothing items. Children are asked to not bring personal toys to the center. This causes conflict among the children. There is a lost and found located in the school. Please put your child's name on their belongings.

PHILOSOPHY

A child should feel free to develop socially, emotionally, physically, cognitively and spiritually at his own speed. He has the right to be loved, praised, listened to and disciplined with love, patience and understanding. Children should be shown that their rights extend only as far as the next person's rights begin.

A child is a special gift and a serious responsibility given to us from God. They should be loved, nurtured and given a secure, loving environment in which to learn and grow. The Quentin Road Christian Preschool is a ministry of the Quentin Road Baptist Church and the doctrines/practices of the Quentin Road Baptist Church will be taught at the Quentin Road Christian Preschool. The children will hear Bible stories and have a prayer at snack time and mealtime.

POTTY TRAINING

If your child is not potty trained, please send enough pull-ups for each day. There is an extra charge for kids who are not potty trained. When they are accident-free for 2 weeks, the potty training fee will be removed.

PURPOSE

The preschool ministry of the Quentin Road Baptist Church was begun to provide a warm and loving atmosphere for preschoolers. Recognizing the importance of balanced growth, we attempt to provide an atmosphere conducive to the maximum social, emotional, cognitive, physical and spiritual development of each child.

SECURITY MEASURES

All children coming to the Preschool **MUST** enter the building with a responsible adult who may not leave until the child has been released to a teacher. An **ADULT** must check in the child on the iPad for the day. Children may not leave the premises until they have been released by their teacher to a responsible adult who has checked out the child at the iPad. Your child will be released only to those whom you authorize on the registration form. Identification may be requested.

Our security team is constantly training and looking for ways to improve. They also get internal briefings from law enforcement on the specifics of a previous crisis. Those notes are a valuable resource in our efforts to review our security plan. Although we are not at liberty to share all of the specifics about our emergency response plans, below are some of the ways that we plan to maintain a safe environment in the case of an emergency:

- **Visitor Registry:** All visitors have to register with the front office before having access to the building.
- **Identification Badges:** All school staff will prominently display ID badges at all times when at school.
- **Closed Circuit Television:** We have more than 120 surveillance cameras onsite to monitor activity inside and out. You are welcome to observe your child at any time in the preschool office on the security monitor.
- **Controlled Access:** All exterior building doors are locked 24/7. Please do not allow anyone that you do not know to enter the building with you. All of our classrooms, bathrooms, and other safe space areas, have deadbolt locks as well as solid wood door window coverings that can be used in a lockdown.
- **Emergency Training:** Our staff participates in emergency preparedness training each semester and follows the A.L.I.C.E. protocol. Such training includes “shelter,” for severe weather; “evacuation,” for fire emergencies; “reverse evacuation,” for dangerous issues requiring an expeditious return to the building; “lockdown,” in which an imminent danger towards students exists within the school property; and, “lockout,” in which there is a dangerous situation away from the campus, but which could impact the campus. Children 1st grade and older do participate in lockdown drills. Preschoolers will practice the “Quiet Game” throughout the year.
- **Crisis Communications Plan:** Every classroom has a telephone as well as an iPad and a walkie-talkie. We also have an overhead paging system. In the event of an emergency, parents would receive a notification on their Brightwheel app.

Please notify the office immediately if you have any change of address, email, telephone number, or emergency contact information so that you can receive emergency notifications. The goal is to quickly and accurately communicate essential information to first responders, staff, and parents so that the safety of your children is maintained throughout an event. If ever there was a need to evacuate the campus we have pre-arranged agreements with local schools and private facilities to accommodate our needs. Pickup location and process would be communicated to you through the above means.

Of course, we consider the matter of school safety everyone's business. And so we ask you to keep your eyes open and to report any unsafe condition or matter to our school. Together, we can continue to create a broad and superior security network for the safety of students and staff.

SEPARATION ANXIETY

It is normal to be nervous as you send your little one off to school, but remember that you are giving them a gift by teaching them independence. Starting school is one of the most exciting times, but drop-off can be hectic and sometimes teary. It may not help your child for you to say things like, "I'll miss you" and might even make them feel more anxious if you prolong your goodbye. Stay positive and let them know that you are going to do some "mommy/daddy" work while they stay here and play, and that you will be back later. You can also watch them from the monitors in the preschool office, and we will call you if we need you. Your child is in loving, caring hands!

SHOES AND CLOTHING

Your child will be active both indoors and outdoors. It is important for them to be dressed in comfortable, washable play clothes that will adapt to spills, paint, and outdoor play. Clogs and flip-flops are not recommended for footwear. They are unsafe for playground or gym wear. All children should have an extra change of clothes in a bag with their name on it. This can be hung on the coat hooks located outside the classroom. Please label any coats or other clothing that might be removed.

SNACKS AND LUNCHES

Children will be served a light breakfast between 7:00–7:55am, a nutritious hot lunch at 11:30am, and a mid-morning and mid-afternoon snack. All snacks and meals are provided by the school and prepared on site in our commercial kitchen by certified staff. Meals are to be unhurried. Younger ones are given more time for eating.

We do not serve any foods containing nuts to the children.

Children are not required to eat all foods but are encouraged to do so. Small portions will be given if they state a dislike. Children are encouraged to eat and to make their requests in a mannerly way. Children must be on time to insure a meal or snack. If you are interested in our vegetarian lunch menu, please inquire at the school office or refer to our website.

Children are welcome to bring their own lunch as long as it doesn't contain any nut products. Please keep in mind that we do not provide refrigeration or microwave use for campers' lunches.

STAFF

Our staff is the cornerstone of our program. We carefully select staff through the church who are knowledgeable, trained in the "Accelerated Christian Education" curriculum, experienced in group settings with young children, sensitive, caring and consistent. Our turn-over rate is extremely low. We do require a federal background check on all employees and also require them to receive CPR and First Aid training.

SUNSCREEN

Please apply sunscreen to your child before dropping them off. If needed, we will reapply it in the afternoon.

WITHDRAWAL

In case of withdrawal, we require notice at least three weeks prior to the student's last day. If this notice is not given, three week's additional tuition will be due. The same three week notice applies if you change your child's schedule. Schedule change forms are available at qrcp.org or you can email us at schedule@qrcp.org.

NOTE: Quentin Road Christian Preschool reserves the right to change any of these written policies without notice should the need arise.

Typical Daily Schedule

6:30–7:00	Free Play
7:00–7:55	Breakfast
8:00–8:45	Free Play
8:45–9:00	Clean-up and restroom time
9:00–11:30	Academic Class Time Concepts Introduction to new letter & animal Pledge of Allegiance to American Flag Music Calendar Activities Reading Readiness Skills Character building story Puppet show Fine Motor Skills/Gross Motor Skills Games Social/Communication Skills Playground time Train ride on the Quentin Road Express Inflatables Baking projects Gym time/Playland Math/Science/Social Skills Computer Lab Crafts Worksheets Snack (varies) Bible story and Song
11:15–11:30	Restroom and hand washing
11:30–12:00	Lunch
12:00–12:30	Free Play/Playground/Gym/Inflatables
12:30–12:45	Restroom
12:45–1:00	Storytime

1:00–3:00	Nap— Children will be encouraged to rest quietly on their cot during this time. Feel free to send a small blanket for your child that you can take home weekly to wash. (No pillows, please.)
3:00–3:15	Restroom and hand washing
3:15–3:45	Snack
3:45–6:00	Free Play Gym time/Playland Playground Train ride on the Quentin Road Express Inflatables Computer Lab Craft Sing-a-long

This is only a general schedule.

We will change daily activities as the need arises.



Quentin Road Christian Preschool
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