



PARENT HANDBOOK OF POLICIES

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, a 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 do have periodic special events on site such as pony rides, animal shows, petting zoos and visits from the fire or police department. We also offer some “field trips” for children in kindergarten and up. Parents are welcome to join us for these.

We offer swimming lessons, sports camps, private music lessons, art classes, LEGO camps, coding classes, Spanish classes, tutoring and more. Please check out our Activities booklet at qrccp.org for details.

ADMISSION

A. Enrollment is open to all children ages 2 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. In the interest of your child’s health, and the health of all children enrolled, prior to your child attending school, you are required to submit either a “State of Illinois Certificate of Child Health Examination” or a “Certificate of Religious Exemption” record signed by a state licensed health care provider. For Kindergarten, vision and dental

forms are also required.

D. 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. We need to know who is allowed and who is not allowed to pick up your child.

E. 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 and list them in their profile on the school app 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. If your doctor recommends it, please provide us with an "Illinois Food Allergy Emergency Action Plan" or a "Non-Food Allergy Assessment" form.

BATHING SUITS

Boys must wear swim shorts or trunks with a lining. Speedo suits are not allowed. Girls must wear a modest one piece bathing suit or a two piece suit that does not show the midriff (i.e. tankini suit that covers the midriff is allowed).

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!

CLEANING

The school employs a full-time cleaning crew. Classrooms, toys, keyboards, furniture, bathrooms, frequently used classroom items and more will be cleaned throughout the day. The inflatables, rock climbing wall, and playland will be sprayed in between each class. Please don't hesitate to let us know immediately if you see an area that needs to be cleaned.

DISCIPLINE

Our goal is to maintain a positive atmosphere in the classroom—one of caring, honesty, respect, responsibility, and friendship. Reasonable guidelines will be taught to the children regarding respect for classmates, staff, and school property. We strive to praise and reward the children continually for making good choices at school. Please review our student expectations below:

- Treat everyone with respect
- Keep your hands and body to yourself
- No swearing, inappropriate conversation, or gestures

- Listen to the staff/be willing to comply with adult directives
- Always stay with the group; do not run off
- Invite others to play with you
- Be inclusive not exclusive
- Cheer others on
- Tell a staff member if you see something unsafe or if someone is being hurt
- Don't hurt others (ex. biting, hitting, punching, kicking, fighting, aggressive play, or using something as a weapon to hurt someone, etc...)
- No bullying (ex. physically harming someone, physically bothering/messing with someone, repeated pestering after being asked to stop, calling them names, encouraging other children not to play with someone, being disrespectful and/or rude, etc.)
- Children must be able to be part of a group size of 14–25 kids (depending on their age) with 2 adults. Children should not require constant 1:1 attention unless previous arrangements have been made.
- Don't take what doesn't belong to you
- Be willing to try new things (If a child is not interested in participating, we ask that they at least try and then watch patiently while the others finish.)
- Use your imagination
- Have fun

PROCEDURE/POLICY FOR BEHAVIOR MANAGEMENT

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 staff, students, 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 the school app. When a child is consistently exhibiting behavior that is in violation of our “Student Behavior Expectations” and is a disruption to the group, we will set up a meeting with the parents to work with the child and their family so they can be successful in our program. If the child continues to disrupt the group or is hurting other children consistently, the child may be moved to another classroom, suspended or asked to withdraw from the school. No refunds or credits will be given if a child is terminated from the program or picked up early due to unacceptable behavior.

DROP OFF/PICK UP OF STUDENTS

All children coming to the school 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 school app 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 on the school app. Your child will be released only to those whom you authorize on the registration form. Identification may be requested. Parents may designate other persons to pick up their child by completing a “Student Release Form” online or in the office.

FIELD TRIPS

We do offer various field trips for children in kindergarten and up. Parents are welcome to join us for these. We do require a separate liability release form for each field trip. Field trip registration closes 48 hours prior to the field trip. If you miss the deadline, you will

incur a \$10 fee. Children need to wear their Quentin Road field trip t-shirt on all field trips.

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 school 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 our financial policies. In order to be fair to the parents as well as to protect our own financial structure, the following policies have been established:

- **HOLIDAYS:** Regular tuition is due on weeks with holidays.
- **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.
- **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.

- **MISCELLANEOUS 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. You can submit schedule changes online at qrcp.org, or email us at schedule@qrcp.org.
- **REGISTRATION FEES:** 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.
- **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.
- **VACATIONS:** In order to provide adequate staff during vacation time, we require a THREE WEEK WRITTEN 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.

- **WHEN:** Weekly tuition is required one week in advance with no deduction for absence or holidays. (In advance means payment is due one week before the 1st day of the week that your child attends). 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 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.

FOOD: 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.

Our breakfast, lunch and snack menus are online at grcp.org and on the bulletin board in the school lobby. We also offer an alternative vegetarian lunch/snack menu.

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

HOURS OF OPERATION

The school 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 school when they are ill.

Much of our program is outside in good weather, so a child that is not well enough to be outside should not attend. Parents will be called by the school nurse or staff and asked to pick up their children who become ill. Children with a communicable illness may not return to school without a note from the physician. Children need to stay home symptom free for 24 hours following

a fever of 100.4 or higher, vomiting or diarrhea.

When your child is absent due to illness, please notify the school by filling out the “Report Absences Form” at qrqp.org or email us at schedule@qrqp.org. You will get a message on your school app if your child was exposed to an illness at school. Tuition will still be charged for school days missed due to illness.

- **COVID:** Please refer to qrqp.org/covid-guidelines to read about our school policies regarding COVID

INJURY

If a child receives a minor injury while at school, first aid will be administered by the school nurse or staff and parents will get a message on the school app or a phone call. Parents are responsible to pay for all dentist/doctor expenses incurred due to an injury/emergency involving their child.

In case of a medical emergency, the child will be transported to the hospital by the local emergency unit for treatment if the local emergency resource (police, rescue squad, etc...) deems it necessary. The child will be transported at the expense of the parents/guardian. It is understood that in some medical situations the staff will need to contact the local emergency resource before the parent, child’s physician and/or other adult acting on the parent’s behalf.

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.

LICENSURE

Quentin Road Christian Preschool is a license exempt facility. This means that we are not licensed by IDCFS, but must still meet minimum requirements set by Illinois in order to operate as a child care provider. These requirements include serving children who shall have attained the age of 3 years, being operated by a church or religious institution as described in Section 501(c)(3) of the federal Internal Revenue Code, receiving no governmental aid, operating as a component of a religious, nonprofit elementary school, operating primarily to provide religious education, and meeting appropriate state or local health and fire safety standards.

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 school if:

- Medicine is in the original container and is dropped off at the school 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, prior to your child attending school, you are required to submit either a "State of Illinois Certificate of Child Health Examination" or a "Certificate of Religious Exemption" record signed by a health care provider. For Kindergarten, vision and dental forms are also required.

NAP

Preschool children will be encouraged to rest quietly on their cot during this time. You will need to purchase a cot sheet that the school will wash weekly. Three year old classes and young four year old classes will nap from 1:00pm-3:00pm. Pre-k classes will nap from 1:00pm-2:00pm during the school year and not at all during the summer.

Feel free to send a small blanket (it needs to fit in between stacked cots) for your child that you can take home weekly to be washed. No pillows, please.

NON-DISCRIMINATION POLICY

As a religious entity, the Quentin Road Christian Schools are legally permitted to make enrollment decisions based upon religious criteria, including doctrinal and lifestyle issues. Quentin Road Christian Schools do not discriminate in enrollment on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law.

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 special events are great opportunities for parental involvement.

PARENTAL CODE OF CONDUCT

The school has a duty of care to protect all staff and for this reason any aggressive or abusive behavior will not be tolerated. Communications whether verbal, in writing, or online with other members of the school community, whether staff, other parents or students, should show respect, courtesy and consideration; not harass or bully another person; not use inappropriate language; and not be confrontational.

PARKING LOT

Please do not leave your car running unattended in the parking lot. Please observe the posted speed limit.

PHILOSOPHY

The childcare ministry of the Quentin Road Baptist Church was established to provide a warm and loving atmosphere for the children in our community. Recognizing the importance of balanced growth, we attempt to provide a place where children feel free to develop socially, emotionally, physically, cognitively and spiritually at their own speed. Children should be shown that their rights extend only as far as the next person's rights begin.

It is our belief that a child is a special gift and a serious responsibility given to us from God. They should be loved, praised, nurtured, listened to, and disciplined in a secure, loving environment in which they can develop a hunger for learning in a Christian atmosphere.

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 schools. The children will hear Bible stories and have a prayer at snack time and mealtime. We will also invite them to participate in the Kids Choir at church for various events like the Christmas Pageant and Easter.

PHOTOS/VIDEOS

Photographs and/or videos will be taken by the staff and shared with parents through the school app. This is a great way for you to share in your child's day. We may also use these photos/videos for television or social media for publicity of Quentin Road Christian Preschool programs without compensation to parents or children. Some examples of this might be the Christmas Pageant or Easter Kids Choir.

POTTY TRAINING

If your child is not potty trained, please send enough pull-ups or diapers for each day. We will change them at least every two hours to guarantee that they are clean and dry. There is an extra charge for kids who are not potty trained. For parents who are actively working with their child on potty training at home, we are happy to assist at school. We will take your child to the bathroom at each bathroom break (about every two hours) or anytime they request to use the bathroom.

When they are accident free for 2 weeks, including nap time, and independent at the bathroom, the potty training fee will be removed.

SCHEDULE CHANGES/WITHDRAWALS

In case of a schedule change or withdrawal, we require notice at least three weeks prior. For withdrawals, if this notice is not given, three week's additional tuition will be due. Schedule change forms are available at qrcp.org or you can email us at schedule@qrcp.org.

SECURITY MEASURES

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 school 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 to implement “Run, Hide, Fight Training”. 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 the school 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 school office, and we will call you if we need you. Your child is in loving, caring hands!

SHOES, CLOTHING, AND PERSONAL PROPERTY

Your child will be active both indoors and outdoors. We will play outdoors if the weather is suitable, and it is at least 32 degrees out. It is important for children 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.

The Preschool is not responsible for damage or loss of personal property or clothing items. Children are asked not to bring personal toys, books, cell phones, electronic devices or similar items to the school. This

causes conflict among the children and upsets them when the items are lost or misplaced. There is a lost and found located in the school. Please put your child's name on their belongings.

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. We do not require our staff to have a degree in early childhood education. Our turn-over rate is extremely low. We do require a federal background check on all employees. We also require them to receive training in CPR, First Aid, child abuse (both physical and sexual), and classroom management.

SUNSCREEN

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

TERMINATION OF CARE

The school reserves the right to terminate care for failure to pay invoices as they are due, failure to complete required forms, failure to follow the parental code of conduct and when a custody dispute becomes an inconvenience to the school.

Although we would love to be able to serve the needs of every child, there are times when the staff may determine that a child is not adjusting well to the school for various reasons (ex. Causing harm to students/staff, foul language, disrespect for school property, lack of

self-control, disruption in the classroom, special needs requiring a greater staff/student ratio, etc...). After reasonable discussion, childcare may be terminated and tuition charges will cease.

TRANSPORTATION

We provide transportation to/from most of our districts elementary schools for before and/or after school care. We also provide transportation to off-site field trips. Children must have a field trip permission slip signed by a parent or guardian for each field trip. Our drivers will follow all pertinent state laws.

WAITING LISTS

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

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

Typical Daily Preschool 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. You will need to purchase a cot sheet that the school will wash weekly. Pre-K classes only nap from 1:00–2:00 during the school year and not at all during the summer. (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.



