

# Lake Bluff Preschool

## Parent Handbook

**2016-2017**

Welcome to our school! We are excited to be your partner in your child's education. Thank you for reading this Parent Handbook. It is designed to help you and your child transition easily into our preschool program. It offers guidelines and recommendations you will find useful and will contribute to the harmony of the Lake Bluff Preschool Community. We look forward to a very successful year with your child!

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## **Parking**

- Please park in the designated parking places. 15 minute parking is available to you. Parking in the circle is not allowed.
- During the winter months, you are invited to use our drop-off service in the circle. Preschool will begin offering this service immediately following Thanksgiving break, on November 28<sup>th</sup>. It will begin at 8:40am and promptly end at 8:55am. Last day for this service will be on March 24<sup>th</sup>. This drop off service does not include Afternoon Preschool or Afternoon Kindergarten.

## **Arrival Times and Prompt Pick-Ups**

- Classroom doors open at 8:55am. Please bring your child to school at this time, as it will help your child settle comfortably into the group and day's activities.
- Equally important is **picking up your child promptly**. We understand that occasional delays happen. Please call the Preschool Office if you are going to be more than 5 minutes late. Teachers appreciate this courtesy. (847) 457-7352. Unfortunately, we have to charge fees for not calling or chronic tardiness at pick up.

## **Drop-off Procedure**

Each classroom's drop-off procedures slightly vary. Please be sure to understand your child's specific procedure.

### Mrs. Bello's 2 year old classes:

Accompany your child down the school's main hallway to the Purple Classroom. Please encourage your child to help put their clothing, backpack, etc. into their cubby. This is an opportunity to work on large motor skills and independence.

### Mrs. G's 3's and Mrs. Thomsen's Afternoon Preschool classes:

During the first two weeks of school, please walk your child to their cubby outside of the Green or Rainbow Classroom. After the first two weeks of school, parents will say goodbye at the entrance to Early Childhood Wing. Children will walk the short distance by themselves to their class. Your child's teacher or teacher's assistant will be waiting at the door to greet them and help them with their backpacks, coats etc. if needed.

### Mrs. Zbynski's and Mrs. Thomsen's 4 year olds classes:

During the first two weeks of school, please walk your child to their cubby outside of the Blue or Rainbow Classroom. After the first two weeks of school, parents will say goodbye at the entrance to the Early Childhood Wing where you will sign you child into school. Children will walk the short distance by themselves to their class. Your child's teacher or teacher's assistant will be waiting at the door to greet them and help them with their backpacks, coats etc. if needed.

## **Health Procedures**

- Keeping your child healthy is a priority for us. We provide hand sanitizers outside each classroom for the children's use. Please teach your child to use this before entering the classroom.
- It is imperative that sick children be kept home. A child must be without fever reducing medicine for 24 hours before returning to school. Teachers have a responsibility to not allow a child that appears ill to attend. We suggest you develop a sick-day plan in advance.
- Upon returning to school, you may be required to provide a doctor's note of approval.

## **School Clothing Choices**

Please help your child dress appropriately by offering choices of clothing that are practical for going outside, getting dirty and shoes that are comfortable for running and playing. Please remember that clothing in preschool may get ruined with paint, dirt or other fun activities, so please be sure to send your child to school with clothing that is not valuable. No flip flops please.

- **Clothing and Independence**

Children as young as 2 year olds can start to participate in putting on their clothes, socks and shoes. Of course it is easier and quicker to do it all for them. However, if we encourage them to help a little, this will help them on the road to independence. The preschool years are a rich opportunity to teach children healthy habits and self-care skills.

- **Tips for Getting Children Dressed in the Morning**

This is a wonderful opportunity for children to practice making choices. As a suggestion, offer 2 choices of what to wear that day, either of which you know is appropriate and you know your child likes. Choices, within limits, help children feel a sense of control and ownership.

## **Clothing for Outdoor Play**

- Children will play outside daily, weather permitting. We would appreciate that parents help their child with appropriate clothing and shoes, especially when the weather gets cold. Please be sure that your child is dressed appropriately for hot/cold weather play-time for up to 30 minutes. The gym will be utilized when temperatures are not appropriate for outside play or for inclement weather.
- When children wear their SNOW BOOTS to school, we request you bring a change of shoes for the classroom or leave an extra pair of shoes in their cubby. Wet snow boots make classroom floors slippery. **Boot worn in the classroom can become a tripping hazard.**

## **Toys and Dress-Up from Home**

- Please leave toys at home. Young children and children coming to school for the first time may need to bring their special comfort stuffed animal or blanket for a while. That's OK. 😊
- As a general rule, all other items from home including gum, candy and toys should stay at home. If your child has something very special to show in class, please check with your teacher first.
- We recommend that the children do not wear flip-flops, jewelry or costumes to school. We don't mind "dress-up" clothes occasionally. We know it is fun for them, but our concern is that dress up clothes often interfere with outdoor or gym playtime and thus become a hazard to your child.

## **Volunteers**

We value your time here at Lake Bluff Preschool. We have numerous opportunities for you to get involved. Help us at the Bonfire Family Night and the Family Fun Fair. Field Trip Chaperones will be needed on our trips to the farm and the theatre. Room Parents, Lunch Helpers and Mystery Readers will be needed in the classrooms (sign up with your teacher). All volunteers are asked to read our Lake Bluff Park District Volunteer Manual to ensure the safety of you and those you are helping. Manuals will be emailed to you and you will be required to sign a form stating you understand what is expected of our volunteers. **For ALL VOLUNTEERS, a Volunteer Recognition Breakfast will be held at the end of the year!!**

## **Invitations to Birthday Parties**

If the whole class is invited to your child's party, you may leave invitations in the children's cubbies. Otherwise, please mail them to the individual children invited. Thanks for your help with this and have a Happy Birthday Party!

## **Classroom Birthday Parties**

Classroom birthday parties are fun for the children. Your teacher has guidelines and suggestions for treats and activities. A simple sweet treat and healthy alternative is preferred by our preschool.

## **Lunches**

The children enrolled in our afternoon programs will be having lunch in their classrooms. It is a good opportunity for them to manage a meal time routine and learn some new skills. Parents can help them to be independent by providing a child-friendly lunch that they can open themselves. Please make sure the containers can be manipulated by your child. We are always happy to help but will also encourage children to learn how to do it for themselves. We supply water to drink and recommend it over sugary juice boxes. Keeping lunches simple and healthy is the best.

### Basic Suggestions for Healthy Lunch

- A Protein
- Fresh Fruit and/or Vegetable
- Have your child help make choices for their lunch

### **Peanut Policy and Food Allergies**

With so many children having FOOD allergies, especially to peanuts and tree nuts, we are vigilant about what we serve and what is brought into the classroom. We strive to have a PEANUT FREE environment and are alert to taking precautions based on the information you have provided us regarding your child's ALLERGIES.

Please talk to your teacher for the specific guidelines and precautionary practices in your child's classroom.

### **Report an Absence or Late**

Please leave a message with The Preschool Office. Preschool and Early Childhood Director, Dana Hansen, will be sure to promptly notify your child's teacher of an absence or message. (847) 457-7352.

### **Communicating with your Teacher**

The Lake Bluff Preschool teachers are always happy to talk to parents!!! If you need to talk longer than a couple of minutes, please schedule a meeting.

### **Talking to Teachers BEFORE and AFTER Class**

We ask that you help us manage the amount of time you spend talking with teachers before/after classes by limiting the time to 1 to 2 minutes. We understand that these are convenient times for parents to talk to teachers. As much as the teachers would like to chat with you during these times, it makes it difficult for them to start their class on time. The children are waiting in the classroom for their morning/afternoon to begin and we strive to be respectful of their time. Thanks for your help with this.

Parents, please always know that we are ready and willing to answer all of your questions and/or concerns. We appreciate your communication with us. 😊

**Thank you for reading this important school information.**

**We look forward to a very successful year of preschool with your family at**

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