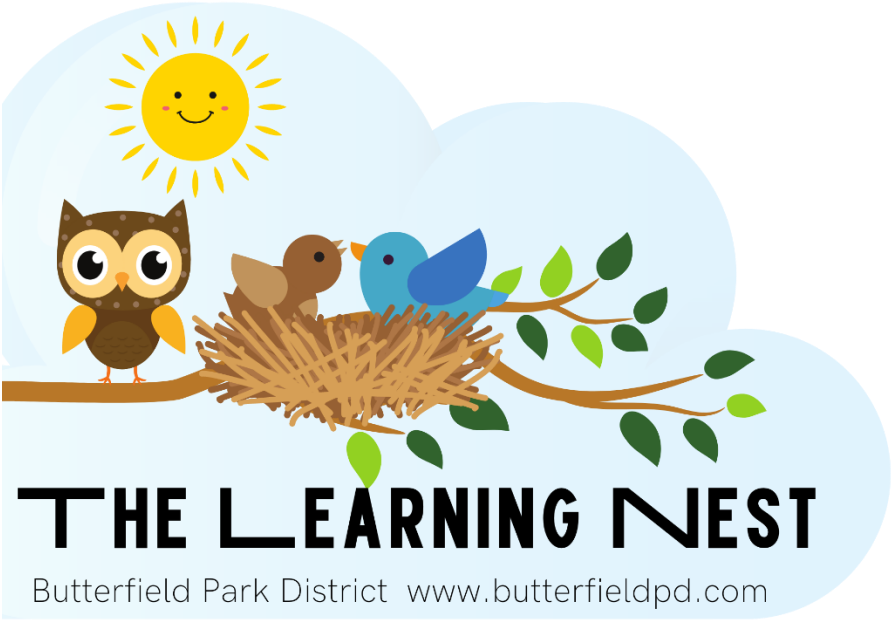
Learning Nest Preschool
Parent Handbook



21W730 Butterfield Road
Lombard, IL 60148
630-858-2229 EXT. 14

Butterfield
PARK DISTRICT

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PHILOSOPHY

The Learning Nest Preschool believes that children learn and grow from experiencing a wide variety of hands-on activities that promote social, emotional, physical, and cognitive development.

SKILL BASED PROGRAM GOALS

Our objective at Learning Nest Preschool is to provide a three-year preschool program that prepares children to enter school with the skills necessary to be successful learners. Being mindful that every child develops at a different rate, our goal is to provide a program that maintains high learner expectations while providing an environment rich in hands-on, age-appropriate, child-centered activities. Our objective is to partner with you and to put in place a solid foundation for your children as they start down the path to becoming lifelong learners.

In 2000, the Illinois State Board of Education introduced the Early Learning Standards. We have used these standards to help us create a multi-tiered program. This program is designed to build on what children already know while capturing their interest in learning. While we are an academic-based program, we also encourage and facilitate daily free play and socialization opportunities.

SOCIAL, EMOTIONAL, PHYSICAL PROGRAM GOALS

- Develop self-confidence and independence
- Learn how to interact with other children and adults
- Learn how to share
- Promote physical development
- Improve fine motor skills: coloring, cutting, puzzles, play dough, and self-help skills such as learning how to button, etc.
- Improve gross motor skills: throwing/catching a ball, balancing activities, running, jumping, and dancing
- Develop language/cognitive skills
- Learn fundamental concepts: colors, shapes, letters, numbers, etc.
- Foster curiosity through science activities and nature activities
- Encourage creativity through arts/crafts, music, books, and dramatic play

Why a Three-Year, Literacy Based Program?

"Early literacy skills are essential to literacy development and need to be the focus of early language and literacy programs". *(Boston University, Erikson Institute on Early Literacy.)* Much progress has been made in understanding children's early language and literacy development. These skills develop in the first three years of life and are linked to a child's earliest experiences with books and stories. Young children's interactions with such literacy materials as books, paper, and crayons, and with the adults in their lives are, the building blocks for language, reading, and writing development. This relatively new understanding of early literacy development complements the current research supporting the critical role of early experiences in shaping brain development.

How, then, can a preschool address a child's social and emotional needs while delivering an early childhood literacy program? The answer is simple. Using the State Board of Education Early Learning Standards, we developed a program that spread the standard's focus (usually concentrated into a 9-month program) over three years. Each classroom addresses a different, developmentally appropriate stage of early childhood literacy. Not only does this allow ample time within our program to meet your child's social and emotional needs, but it also creates an extended time for your child to practice and develop their emerging literacy skills.

Our three-year program allows for the individual growth and development of each child. Our program supports your child's social and emotional growth and develops their early language and math literacy skills.

CLASS SCHEDULE

Level 1: The Sparrows class for 2–3-year-old children has 2, 3, or 5-day options. Classes meet M/W/F 9:00-11:00, T/TH 9:00-11:00, and M-F 9:00-11:00.

Level 2: The Bluebirds class for 3-4-year-old children has 4 class options. Classes meet M/W/F 9:00-12:00, T/TH/F 9:00-12:00, M-TH 9:00-2:30 and Fridays 9:00-12:00, and M-TH 12:30-2:30. There is also an optional add-on Friday from 12:00-2:30 for Bluebirds 5-days students only.

Level 3: The Owls Pre-K class for 4-5-year-old children has 3 class options. Classes meet M-TH 9:00-12:00, M-F 9:00-2:30, and M-F 12:30-2:30.

Learning Nest Preschool also offers early drop-off, Lunch Bunch, Afternoon Adventures, extended care, Fun Fridays, and curbside pickup/drop off. Please contact christina@butterfieldpd.com for more information and pricing.

Our classroom schedules include:

- Circle time – songs, stories, discussions, calendar, and weather
- Planned projects/activities related to the weekly theme (arts, crafts, science, math, music and movement, etc.)
- Indoor free play
- Bathroom break
- Snack time (Owls and Bluebirds only)
- Gross motor play in the gym or fenced-in playground if weather permits
- Dismissal

NEWSLETTER

A monthly newsletter and calendar will be sent home with your child. This provides valuable information about no-school days, special events, and general class information.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are set up upon request. Progress reports will be sent home in October and May to inform parents of their child's development.

HEALTH AND SAFETY

If your child has contracted a communicable disease such as chicken pox, strep throat, measles, or mumps, please notify your child's teacher immediately. You should keep your child home and call your physician when the following symptoms persist:

1. A fever of 100.4 degrees or higher
2. Nausea, vomiting and/or diarrhea
3. Skin rash or sores
4. Red or irritated eyes, swollen eyelids, pus or crusting eyes
5. Severe cold with sneezing, coughing, and/or runny nose
6. Persistent cough/extreme congestion
7. Sore throat and/or white patches on the tonsils
8. Earache (with or without drainage)

If children show these symptoms at school, parents will be notified to come and pick up their child.

Do not send your child back to school until:

1. Temperature is normal without fever-reducing medication for 24 hours
2. No vomiting or diarrhea for 24 hours
3. A note is received from the doctor stating that your child's rash is not contagious
4. Breathing is comfortable without medication
5. The cough does not interfere with school functioning, and your child can cover his/her mouth and nose when coughing (using the cough into your arm method)
6. On antibiotics for 24 hours for strep throat, pink eye, or impetigo

A medical dispensing form must be on file if your child requires asthma medications and/or an epinephrine auto-injector. It is the parent/guardian's responsibility to make sure medications kept at school have not expired.

DRESS

Dress your child for play and messy activities. We may go outside (even in winter) weather permitting. Children should come to school with appropriate outdoor clothing. All clothing should be labeled. Gym shoes/comfortable shoes should be worn. The preschool is not responsible for items brought to school.

CELEBRATING BIRTHDAYS

If you would like to send a treat and/or read a story to the class for your child's birthday, please notify your child's teacher. **The treats must be store-bought and nut-free**. Please do not send full-size cupcakes as they are difficult for the children to manage. Store-bought and nut-free cookies, brownies, and mini cupcakes are all acceptable. Candles are not permitted.

Teachers can send home birthday invitations but everyone in the class must be receiving an invite. Otherwise, please see the school directory for contact information.

SUPPLIES

A school supply list will be available by May 1st. If you register after that date, you will receive a supply list upon registering.

MEET THE TEACHER DAY

Join us the day after Labor Day to meet the teachers, explore the facility, and drop off your school supplies. Each family will register for a 30-minute time slot from 9:15-9:45, 10:00-10:30, 10:45-11:15, or 11:30-12:00. Contact christina@butterfieldpd.com on or after August 1st with your preferred time slot. If you cannot attend Meet the Teacher Day, you may bring your school supplies on the first day of school.

INSURANCE

Participants in Park District programs are not provided with special accident insurance. Those desiring such coverage might wish to see that it is provided for in their personal family policy.

BATHROOM POLICY

Owls and Bluebirds students should be in the process of being toilet trained. Sparrows and Bluebirds students may wear pull-ups (no diapers). Please provide a seasonally appropriate change of clothes (pants, shirt, underwear, socks, and pull-ups if applicable) in a freezer-size plastic bag marked with the student's name. This will be kept in the backpack. Depending on the severity of the accident, someone on the emergency form may be called to come change the child. After your child is changed, he/she may return to class. For easier clean-ups, a staff member will help children change into their spare clothes, encouraging independence as much as possible. **Staff members are not allowed to wipe children.**

DISCLOSURE POLICY

All personal information is confidential and will be released only to parents and other authorized professionals with the consent of the parent(s). However, a class list with a child and parent's names, address, and home/cell phone numbers is kept by teaching staff for attendance and communication with parents. A class directory will be sent home in October.

DISMISSAL POLICY

Every attempt is made to meet each child's individual needs. However, if a child shows an inability to benefit from the program after all areas of guidance have been exhausted, or the child's presence is detrimental to the classroom environment, the child shall be withdrawn from the preschool program. Upon withdrawal from the preschool program, the director and preschool staff will assist the child's parents with referrals to other agencies.

SCHOOL CALENDAR

Learning Nest Preschool follows the Lombard School District 44 calendar on full days of school closings, excluding the first and last day of school, school improvement days, and some institute days. Although we follow the Lombard School District schedule we do not follow the district's policies and procedures. If the school district cancels class due to hazardous weather conditions, Learning Nest Preschool may do likewise. Please review the 2027-2028 school calendar and the monthly calendar for non-attendance day reminders.

REPORTING ABSENCES

Please call the preschool at 858-2229 EXT. 14 if your child will not be attending due to illness, vacation, or any other reason. You may also contact your child's teacher directly via email.

QUESTIONS/CONCERNS

If you ever have any questions concerning your child or about the preschool program, please do not hesitate to contact us at christina@butterfieldpd.com or 630-858-2229 EXT. 14. You may also contact your child's teacher directly via email.

ARRIVAL/DISMISSAL PROCEDURES

Please be punctual when arriving with and picking up your child. Children must be picked up on time.

- Before the beginning of class, please wait in the hallway with your child until your child's teacher opens their classroom door, signaling the beginning of class.
- At the end of class, children will be released to waiting parents/caregivers in the hallway outside of their classrooms.

Children are not released to anyone other than his/her parent or an adult listed on the emergency form. A picture ID will be requested before a child is released to anyone other than his/her parent/caregiver. If an adult who is not listed on the emergency form will be picking up, email your child's teacher, or send a note in his/her folder.

LATE PICKUP

Children should be picked up promptly after their preschool class session has ended. **If a parent repeatedly arrives late, they will be assessed a late fee of $5.00 per child for every 5 minutes, after the class session time has ended. This payment must be made before your child returns to class.**

If there is no contact with the parent, and if that child is not picked up after 15 minutes of class being over, someone listed on the emergency form will be called and the designated individual will be requested to pick up the child. After 30 minutes, if there is no contact from a parent and no one on the emergency list is available to pick up the child, the police will be called, and the child will be taken into protective custody.

TRANSPORTATION

The park district does not furnish transportation. Many parents have found carpooling to be very helpful. A school directory will be sent home in October to help parents set up carpools.

DISCIPLINE/GUIDANCE

Young children are very active and impulsive. The goal of discipline should be to have the child learn self-control. It is natural for young children to have difficulty waiting for a turn and sharing materials. Experience is the best teacher. Having firm, consistent, and age-appropriate rules, prevent many problems. When problems occur, teachers will explain the rules, encourage older children to verbally solve their problems, provide alternative activities and, if necessary, the child is separated from the group until he/she regains control. This separation period is not more than 5 minutes. During this separation period, a teacher will:

1. Explain to the child why the behavior was inappropriate
2. Give the child two other appropriate choices
3. Redirect the child to a different area of the classroom
4. Require the child to stay near the teacher until he/she can control his/her actions

Example: If a child throws a toy truck across the classroom, he/she would first be told that the truck might break or hurt someone. If the behavior continues he/she would be given the choice of rolling the truck on the floor or putting it away. If the child were unable to roll the truck on the floor, the teacher would redirect him/her to another activity. The child will remain near the teacher until the behavior ceases. A short, 5-minute separation period may be required for the child to regain his/her self-control and then be allowed to return to classroom activities.

EMERGENCY CLOSING INFORMATION

For emergency school closing information regarding Learning Nest Preschool, please check the park district homepage at www.butterfieldpd.com. There is no specific temperature that triggers a building closure. Weather forecasts, temperature, and wind chill are all reviewed. In the event of any type of inclement weather (heavy snow, icy conditions, extreme cold, etc.), please check our website before bringing your child to school. **You may not receive an email notifying you of a weather-related closure.**

Tuition Fees and Payment Schedule

Payment Schedule

Month	DUE DATE
September	July 15
October	September 15
November	October 15
December	November 15
January	December 15
February	January 15
March	February 15
April	March 15
May	April 15

You may also choose to pay in two installments due on July 15th and December 15th.

If the 15th falls on a weekend, the payment is due on the next business day.

You may pay by a check payable to Butterfield Park District or exact cash. **If you choose to pay by credit card, your payment will be deducted via auto debit on the 15th of the month or the next business day. An approximately 4.5% processing fee will be charged by Active Net for all credit/debit card transactions.**

The park district has the option to dismiss a participant if there are a total of three past-due payment periods. Three non-sufficient funds for checks or credit cards will hold the same consequences. In both instances, the Park District will require full payment and any bank fees upon dismissal of the participant.

Past due payments received 5 business days past the due date will result in a $10 late fee per occurrence.

If you are having financial difficulties, please contact Christina Skoumal to discuss payment arrangements.



www.butterfieldpd.com