



Great Escape Preschool Handbook



(630) 968-2699

www.elitesportscomplex.com

6360 S. Belmont Rd.
Downers Grove, IL. 60516

Statement of Philosophy

WE BELIEVE...

that each child is a unique individual. We value human diversity and encourage children to express and accept the differences among one another.

WE BELIEVE...

that it is important to provide a safe, secure and clean facility in which children and parents may feel comfortable. Our classroom is designed to provide an atmosphere of learning through the many choices and activities offered in a range of developmental levels.

WE BELIEVE...

in providing developmentally appropriate programs. Our teachers are dedicated in guiding children to become independent, curious, creative, responsible and self-directed learners.

WE BELIEVE...

in using positive methods of discipline, which focus, on the children's good behavior rather than on the bad. We believe setting age-appropriate limits and helping to direct children in making good choices concerning their own behavior.

WE BELIEVE...

that parents are the most important element in a child's education. We strive to keep open communication between our staff and parents at all times and encourage parent involvement in our program whenever possible.

Statement of Services, Purposes and Goals

Our philosophy is based on our belief that each child is a unique individual with special talents and needs. Activities are designed for children to progress at their own pace and for each child to feel success in what they are doing. The first years of learning are the most important in developing a positive self-image. We offer activities that will nurture development in all areas of their lives and self-confidence that can last a lifetime.

The Great Escape Preschool offers a learning environment in which children are exposed to a variety of organized activities as well as creative playtime. Individual talents are encouraged to develop and grow. We support a healthy balance of learning opportunities that will create growth in all areas of learning - intellectual, creative, social, emotional, and physical. We believe in giving children the freedom of individual expression in their quest for identity and uniqueness in all learning situations.

Our goal is to help the children in our school become excited and independent learners. We hope to make learning an enjoyable experience in order to initiate a positive image associated with learning. Great Escape Preschool is a fun, safe place, where learning occurs naturally.

Licensed By: DCFS, Department Children Family Services

The Great Escape Preschool Staff

Mrs. Jennifer Collins has been a member of our Preschool staff since 2000. She earned her graduate degree in Elementary Education/Theater Arts from the University of Wyoming. Previously, Mrs. Collins was a classroom teacher in both Texas and Hinsdale School District 181. She taught in all curricular areas including art classes. She has had the opportunity to facilitate special needs students and run an elementary school's computer lab. Mrs. Collins has been involved in leading and directing youth theater programs for over twenty-five years. She has been a guest director at the Elmhurst Children's Theater. Mrs. Collins is currently certified in both CPR and First-Aid.

Miss Morgan Baetz earned her degree in Elementary Education and Dance Performance at Ball State University. While earning her Bachelors degree, she has had the opportunity to work with students of all ages, in both classroom and after-school settings. Morgan joined the Elite staff as a dance teacher in 2012, and has expanded into being a part of the Great Escape Preschool. She is knowledgeable of the learning styles and capacities of many ages of children, and is certified in CPR and First Aid as well. With her wide range of experiences, she encourages student creativity and developmental growth in all aspects.

Mrs. Robin Busse has 7 years of experience working in a home daycare facility with children from infant to 6 years of age. She also has over 20 years of experience working as a nursery worker, Sunday school teacher and Awana leader at her church. Robin is a Home Educator to her three children, teaching academic classes from preschool to 9th grade. In a classroom environment she has also taught Junior High Bible class and has assisted in teaching grammar, elementary science and history. Robin is passionate about teaching and enjoys being with children.

Hours of Operation

Class Schedules:

3-4 year old program: Tuesdays and Thursdays 8:30-11:00am

Optional 3rd day - Literacy and Learning Fridays 8:30-11:00

4-5 year old program: Monday/ Wednesday/Friday 8:30-11:00am

Pre-K program: Monday-Thursday 12noon-2:30pm

Elite Sports Complex' Front Desk Hours:

Monday-Friday 8:30am-7:30pm, Saturday 8:30am-1:00pm

Preschool calendar

The Great Escape Preschool operates in conjunction with Downers Grove School District 58 in scheduling our preschool calendar and Holidays. Dates will be listed as soon as available. The School year runs September through May.

****In the event of extreme weather conditions The Great Escape Preschool follows Downers Grove School District 58 for any school closings.**

The Great Escape Preschool, as a part of the Sokol Chicagoland Building Association, dba Elite Sports Complex, is a 501C3 non-profit organization.

Fees due upon registration:

A *nonrefundable* deposit of \$100.00 is required to confirm your registration. This deposit will be applied first to the \$35.00 annual registration fee (which also gives you membership to Elite Sports Complex), with the remainder to then be applied to the last tuition payment due in May.

Tuition is paid in 9 equal monthly installments September through May. Please refer to the chart below for monthly tuition fees for each program. The monthly tuition reflects all Field Trip costs for the 3 year old and the 4 and 5-year-old program.

Class	Monthly Tuition Payment	Pay in Full before 9/15/14
3 year old Morning T/Th	\$174.00	\$1410.00
4-5 year old Morning M/W/F	\$240.00	\$1944.00
Pre-K program Afternoon M-Th	\$310.00	\$2511.00

Installment payments are due the 1st of each month from September 2013 to May 2014. The full tuition amount may be paid in one lump sum upon registration or any time thereafter. For your convenience, you may keep your credit card information on file for automatic billing. **Payment of cash or checks must be made 1 month in advance.** The Automatic Credit Card Charges will be set up before the Fall classes begin.

The Great Escape Preschool and Elite Sports Complex, Inc. management are confident that each installment payment will be received by the first week of each month. In the event that tuition remains unpaid by the 15th of each month, a \$10 late fee will apply. The Management does reserve the right to remove a child from the preschool if payments are not received by their due date. If there are extenuating circumstances in which payment cannot be made on time, consideration will be given by contacting the Office Manager.

Preschool Refund Policy:

Prorated refunds will be issued only if the Great Escape Preschool cancels the preschool program or a written physician's excuse is presented stating that your child must be withdrawn from the preschool program. A refund request must be made in person at the Elite Sports Complex, Inc. during our business hours.

There will no be refunds for family vacations.

The \$35.00 annual membership fee and \$100.00 preschool deposit is non-refundable.



DAILY PROGRAMS



A daily lesson plan and schedule that incorporates the planned learning activities is implemented each day. **A typical day includes:**

- **Arrival:** Children enter the classroom, hang up their coats and backpacks, wash hands and get ready for the day.
- **Circle/Meeting:** Everyone comes together to share and hear about the day's activities. The theme is also introduced during this time as well as participation with the calendar, weather, and literary concepts. Each child is then directed toward a learning center.
- **Center Time:** Children choose from activities in the centers, which include dramatic play, blocks, art, sensory table/science, math, literacy/writing, library and computers. Learning is child-centered through play facilitated by the Early Childhood Team.
- **Clean Up:** Children learn when it's time to stop an activity, put away toys and materials, and learn to cooperate with others.
- **Snack Time:** Snack time encourages communication between the children, self-help skills and good manners. A nutritious snack is provided by the preschool.
- **E.** Teachers will lead children in planned, supervised activities in our gymnastics and/or large gym facility. Children also learn self control by following rules and safety guidelines.
- **Small Group Activities:** Teachers will spend individual time with children working on specific lessons for that day's plan that may include; literacy, mathematical, or science related activities.
- **Story Times:** Teachers read to children in both large and small groups. Reading enhances listening skills and memory, stimulates thought-provoking questions and helps children discuss the differences between the world we live in and the fantasy worlds we read about.
- **Dismissal:** Children are encouraged to collect their belongings independently.

Our schedule is flexible in order to meet the needs of the children on a particular day. At times, the children may need to be outside to expel excess energy, or we may become involved in an inside activity and need more time to complete it. Special guests or activities may require a change in schedule.

Parents are provided with a schedule of themes so they can discuss and reinforce ideas and concepts at home.

Each program is designed to plan and implement activities that are deemed appropriate for that program. Teachers will provide weekly newsletters to provide communication from home to school. A monthly newsletter will be sent out each month from the Director.

Planned Learning Activities

The Great Escape Preschool provides preschool aged children with classroom activities that focus on total development, including communication, cognitive, physical, and social-emotional skills. As learning is driven by natural curiosity, children construct knowledge from hands-on, thought provoking experiences that challenge them to think.

- Language Development
 - Phonemic awareness
 - Letters/Sounds
 - Name recognition
 - Reading Readiness
 - Learning with music
 - Introduction to Sign Language
- Science/Sensory
 - Exploring how things look, feel, work, smell and sound
 - Recognizing shapes
- Math
 - Classification, visual discrimination
 - Number awareness
 - Learning telephone numbers and addresses
 - Patterns and graphing
- Computer
 - Exposure to basic Pre-School Programs
 - Working on problem Solving
 - Hand to Eye Coordination
- Art
 - Art Activities
 - Work with colors shapes and textures
 - Creativity
- Fine Motor
 - Blocks, puzzles, drawing, cutting, tracing, printing names
- Gross Motor
 - Creative movement and physical activities in the Kids Gym and Large Gym
 - Exposure to basic gymnastic equipment
 - Activities including: parachute, creative dance, music games and more
- Social
 - Sharing and taking turns
 - Problem Solving

SPECIAL EVENTS AND ACTIVITIES

Ice Cream Social

Fall Festival

Winter Program

Spring Fling

Pajama Day

Dad's Night

Mom's Night

Seasonal parties



Graduation

End of Year Picnic

Special guests often include: Dentist, Firefighter, and Librarian

FIELD TRIPS

3 year old:

JOHANSEN FARM
WILLOWBROOK WILDLIFE CENTER

4 YEAR OLD:

BENGSTON'S FARM
ALPHABET SOUP PRODUCTION



The Great Escape Preschool Policies

COMMUNICATION

Parents are informed of the activities of the preschool through biweekly newsletters and a monthly newsletter

Parent conferences are done in the Fall and in the Spring.

ARRIVAL AND DEPARTURE PROCEDURE:

Parents or Caregivers are asked to walk the children into the classroom. Please do not enter the room before the scheduled time - 8:30 am for morning classes and 12:00pm for afternoon classes. The doors to the classroom will be locked 15 minutes after arrival time. For dismissal, we will bring your child to your car. Please form a line in the parking lot at the scheduled time 11:00 am for morning classes and 2:30 pm for afternoon classes. Enter from Belmont Ave. and exit at 64th Street. If you wish to come in to talk with the teacher, please park and feel free to do so. Your promptness at arrival and departure time will be greatly appreciated.

For safety reasons, children must never be left without direct transfer to a teacher; therefore children must always be brought directly to the classroom.

The parent or person designated on the child's admission data form will be the only people to whom we can release a child. Identification may be required for safety reasons.

Updated Pick-Up Policy (per DCFS Regulations):

1. Children will be dismissed only to their parent, regular carpool or specific individuals who are indicated on their enrollment form.
2. If someone else will be picking up your child, you must notify the teachers in writing and the person picking up your child must present a photo ID.
3. Please pick up your child or carpool on time. When parents are late, children often become very worried. Please make every attempt to call so that we can reassure your child.

If your child is not picked up within 10 minutes of dismissal time we will attempt to call your home and cell phone at least 2 times each. If we are unable to reach you we will attempt to reach emergency contacts provided by the parents at least 4 times each. It is important that we have up-to-date emergency phone numbers at all times. If your child has not been picked up within 2 hours of dismissal time we will contact outside authorities. It is the responsibility of the Great Escape Preschool School staff to provide for the child's protection and well-being until the parent, emergency contact or outside authorities arrive. The staff will hold the parent, and not the child, responsible for the situation and will discuss it with the parent only.

PERSONAL BELONGINGS:

Children will be assigned a "cubby" and hook. They will need to bring a school bag each day so projects and notices get home safely.

Unless specific instructions are given to bring a special toy or other item from home, we ask that your child not come to school with personal belongings. We have plenty of toys here and it solves the problem of losing or breaking favorite items. We appreciate your cooperation in this matter. Children will be asked to bring a "Show and Tell" during certain times of the year.

STAR OF THE WEEK

Each week a “star of the week” will be assigned. Please check the calendar for your child’s name. During the week he/she is the snack provider, helps with the flag, helps with the calendar, is the line leader, and is selected for other special tasks. The “star of the week” may bring “Show & Tell” to school each day of their week.

MEDICATIONS:

Medications of any kind will not be dispensed to the children enrolled at The Great Escape Preschool. Please let the Director know of any special circumstances.

TRIPS OR OUTINGS:

Field trips are carefully planned for your children. The trips provide firsthand experiences to help the children learn about their world in which they live, have a group experience, have fun, and become more aware of the things around them through observation. Parents must provide their student’s transportation.

CONFIDENTIALITY OF STUDENT RECORDS

Student records are open to the particular child’s teacher, the Director, and authorized employee of the licensing agency, or the child’s parent or legal guardian ONLY. Records on your child will not be released to anyone else without you requesting so in writing.

DISCIPLINE

Giving positive verbal redirection encourages acceptable behavior. Your child deserves the most positive climate possible for social, emotional, and academic growth. Our teachers strive towards creating this environment at all times.

DRESS

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child’s name should be placed on all outdoor clothing and other belongings to help ensure the return of all proper possessions and clothes.

FOODS

Snacks are furnished by the preschool mid-morning and mid-afternoon. Snacks are used as part of the curriculum, and as an experience in tasting. A written, DCFS approved snack list will be posted in the preschool room.

Please state any food allergies or food your child may not eat on your registration form and make sure to advise the teacher when you register.

PEST CONTROL

Pursuant to the Structural Pest Control Act [225 ILCS 235], Elite Sports Complex has developed an integrated pest control program. Prevention through effective sanitation and maintenance is key. We will rely as much as possible on non-toxic or natural remedies if required. Full policy is posted in the Preschool Office.

RELIGION

A formal religious program or instruction is not offered. However, respect for all beliefs is inherent in our philosophy.

Admission, Enrollment, and Discharge Policies

The Great Escape Preschool advertises in the public media in order to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, religion, or handicapping condition.

Children who are 3 years old up to kindergarten age are eligible to enroll in the preschool. Admission requirements and procedures are as follows:

All children must be toilet trained before being enrolled for the 3 & 4 yr preschool classes.

A child must be 3 years old by September 1 to be admitted into the 3-year-old class.

A child must be 4 years old by September 1 to be admitted into the 4-year-old class.

The Director will meet with the parents or guardians of a child with special needs at the time of enrollment. A planning session will be held with the child's parents or guardians, health and/or education specialists, and the Director and classroom staff to plan an *Individualized Plan for Child with Special Needs*. The same committee will meet quarterly to reevaluate the child's progress.

Classes are filled on a first-come/first-serve basis for the three-year-old program. Children enrolled in the three-year-old program will have priority for enrollment (for a time period to be determined by management) in the 4/5-year program for the following year. When a class is filled, the child's name will be put on a waiting list. Wait listed children will be contacted in order to fill any vacancies as they occur.

In instances where a child is having difficulties adapting to the preschool atmosphere, a meeting will be held with the parent(s), teacher, director, and professional (if necessary) to determine what the best interest is of the particular child, and how it relates to the other children in the preschool.

Admission Procedures

Parents must provide sufficient information concerning their child to enable the staff of The Great Escape Preschool to make decisions and act on behalf of the child with regard to his or her life while at the facility.

Documents that must be completed include:

1. Admission Data Form
2. Certified Copy of child's birth certificate (in compliance with DCFS 401.250, The Missing Children Records Act.)
3. Report of health examination dated no earlier than 6 months prior to enrollment. The report must include:
 - a. Tuberculin test results
 - b. Indication that your child has received the following immunizations required by the Illinois Department of Public Health: poliomyelitis, measles, rubella, diphtheria, mumps, Pertussis, tetanus, and haemophilus influenza B. * A parent may request that immunizations, physical examinations, and/or medical treatment be waived on religious grounds. A request for such waiver must be in writing.
4. Signed Consent-Release Form
5. Signed statement regarding having read the parent handbook
6. Signed DCFS licensing standards form
7. Parent Volunteer Sheet
8. Child Personal Information Sheet

Plan for Obtaining Emergency Medical Care Or Treatment of Illnesses and Accidents

EMERGENCY MEDICAL CARE (accidents, life threatening illnesses)

1. Call 911
2. Call parents of child
3. Follow instructions of medical person and parents
4. If parents cannot be reached, and a waiver has been signed rejecting medical care on religious grounds, then contact the certified practitioner listed on the child's admission data form

SICKNESSES AND ILLNESSES (non-life threatening)

1. Place child on a cot away from other children in the room to prevent the spread of germs
2. Call parents of child
3. If parents cannot be reached, call a designated person on the child's admission data form to come pick up the child

NEAREST MEDICAL FACILITIES

1. Emergency Medical Center
1254 Ogden Avenue
Downers Grove, IL 60515
630-963-6912
Open 8am to 10pm daily
2. Good Samaritan Hospital
3815 Highland Avenue
Downers Grove, IL 60515
630-275-5900 -- main number

FIRE DEPARTMENT: 911 NON-EMERGENCIES: 434-5980
POLICE DEPARTMENT: 911 NON-EMERGENCIES: 434-5600
POISON CONTROL CENTER: CENTRAL DUPAGE HOSPITAL 630-260-2600

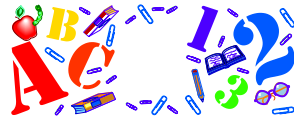
THIS ADDRESS IS: 6360 BELMONT RD., DOWNERS GROVE
THIS PHONE NUMBER IS: 630-968-2699

The GREAT ESCAPE PRESCHOOL

Student Expectations

Since children learn and grow at different paces, these expectations are used as a general age appropriate guideline for development. Small group and personalized instruction and attention enable our teaching staff to assist or challenge students according to their comprehension and aptitude throughout the school year.

3-year-old class



TRANSITION FROM HOME TO SCHOOL

TO RECOGNIZE FIRST NAME

TO TRACE FIRST NAME

MATCHING SOME LETTERS

TO SAY ALPHABET

INTRODUCTION TO CLASSIFICATION

ONE-TO-ONE COORESPONDENCE UP TO AT LEAST 10

INTRODCUTION TO PATTERNS

SEQUENCING

VISUAL DISCRIMINATION

INTRODUCTION TO GRAPHING

TO COUNT TO 15

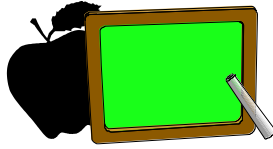
TO LEARN BASIC COLORS

TO RECOGNIZE SIMPLE SHAPES

TO SHARE AND TAKE TURNS

TO ATTEMPT TO SOLVE THEIR OWN PROBLEMS

4 YEAR OLD CLASS



TO KNOW PHONE NUMBER

TO RECOGNIZE FULL NAME

TO KNOW AGE AND BIRTHDAY

TO LEARN ADDRESS

TO RECOGNIZE SOME ALPHABET LETTERS

TO COUNT TO 30

TO PRINT NAME

TO PRINT SOME RECOGNIZABLE LETTERS

TO LEARN BEGINNING SOUNDS OF LETTERS

PHONEMIC AWARENESS

SIMPLE-COMPLEX PATTERNS

VISUAL DISCRIMINATION

CLASSIFICATION

GRAPHING

SEQUENCING

ONE-TO-ONE CORESPONDENCE UP TO 20

RECOGNITION OF NUMBERS 1-10

TO KNOW PARENTS NAME