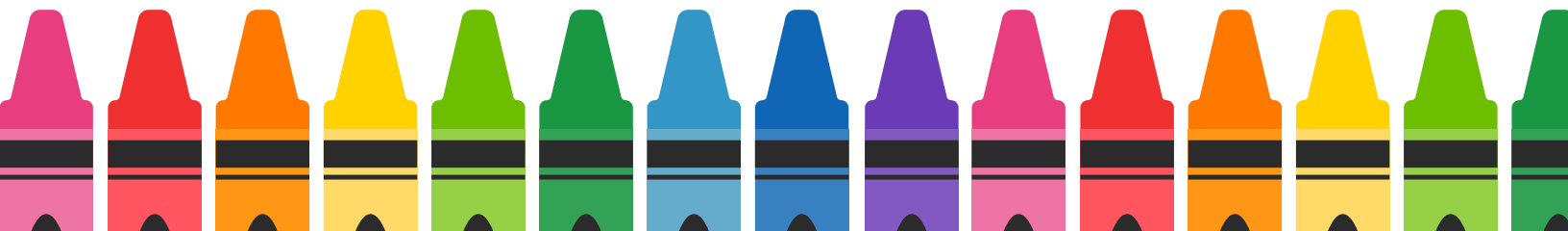




★ PRESCHOOL ★

Parent Handbook



SDS Preschool Program Overview

We are excited to offer this new program, which will continue to grow in future years, to meet the need of the community. Our vision is to provide a nurturing environment that promotes learning and development of the whole child, including spiritual, social, and academic.

Our program is not licensed by DCFS, but because we follow their guidelines, we have passed regulations to receive an approved exemption.

Staff

Miss Kristen Blakey is our Preschool Director and Teacher. Before joining our team she taught Title, 2nd, & 3rd grade at Cowden-Herrick Elementary School. She comes highly qualified with a masters in education and a reading endorsement. Miss Kristen is actively involved in her church as the Mom's Group Leader and volunteer in children's programming. She stays busy chasing after her own little preschoolers, Hunter & Hadlee. After experiencing the difficulties of finding daycare and preschool for her own children, Kristen was inspired to bring high quality options to her hometown community. Miss Kristen loves watching the growth in her students and instilling the love of learning. In her free time, she enjoys vacationing, concert going, and exploring nature with her family.

Daily Schedule

Our preschool program will meet every Monday & Wednesday morning from 8:00 - 10:45 a.m. Please see the detailed calendar on the following pages for holidays off.

8:00 a.m.	Arrival / Free Play
8:15 a.m.	Morning Meeting
8:30 a.m.	Centers / Imaginative Play
9:15 a.m.	Snack
9:30 a.m.	Bible Story Circle Time
10:00 a.m.	Fine Motor Activities / Crafts
10:30 a.m.	Music & Movement
10:45 a.m.	Dismissal

Enrollment

This program is designed for preschool aged children - 3 and 4 years old. Your child must be at least 33 months old by September 1st to attend 1st semester or by January 1st to attend 2nd semester.

Enrollment is a commitment for an entire semester - 33 classes each

1st semester = August 21st - December 20th

2nd semester = January 8th - May 16th

We do not require children to be potty trained, but ask that they wear proper diapers/pull ups to eliminate accidents.

Registrations are processed in our online registration system, Dance Studio Pro:

<https://dancestudio-pro.com/online/sullivan5678>

Due to DCFS requirements there is an additional enrollment form that must be filled out as well. This can be emailed, mailed, or picked up/dropped off at the front desk of the studio. This must be completed BEFORE your child can attend.

Fees & Billing Procedures

Registration Fee = \$25

Semester Tuition = \$825

Each semester, you can choose to pay in full or make 5 monthly payments of \$165. Monthly payments will be automatically charged to your saved payment method on the 15th of each month beginning in July for 1st Semester and December for 2nd Semester.

There is a \$15 late fee for any declined payment. There is a \$10 late pick up fee.

There will be NO PRORATING, FEE REDUCTIONS or MAKE-UP DAYS for absence/illness.

Communication

Preschool Director & Teacher - Miss Kristen Blakey - info@sullivan5678.com

Day to day program information, questions, & concerns

SDS Office Manager - Melissa Lynch - admin@sullivan5678.com

Enrollment / Billing questions & concerns

SDS Owner - Miss Melissa Krieger - melissa@sullivan5678.com

Questions, concerns, suggestions

SDS On the Go Phone Number - 217-909-9111 (receives text messages only)

SDS Front Desk - 217-728-9111

If your child will be absent, please text 217-909-9111.

Drop Off & Pick Up Procedures

The front doors to the building will unlock at 7:55 a.m. to begin drop off. You will assist your child to the 2nd floor to the classroom.

The front doors to the building will unlock at 10:45 a.m. for pick up. You will pick up your child from their classroom on the 2nd floor.

Access into the building will be locked during our program for the students' safety.

Inclement Weather Closings

If the Sullivan School District is closed due to inclement weather, we will also close. You will be notified via text from our on-the-go line. If there are 2 or more inclement weather closings, we will make them up on Fridays.

Supplies Needed

To send with your child everyday.

Backpack

Thermos style water bottle

To bring on the first day to leave here

Extra set of clothes (including socks & underwear) in a ziploc baggie labeled with name

Watercolor paint set

Crayola Jumbo Crayons 16 ct.

Classic color marker set 8 ct.

Ticonderoga pencil pack 12 ct.

Oversized t-shirt for painting

Glue sticks 2 ct.

Pack of colored construction paper

Papermate pink eraser 3 ct.

For children not toilet trained - wipes and pull ups/diapers

Snack

Students will be assigned days to bring snack for the class. It should be a pre-packaged, individual item. Check our monthly newsletter for your assigned date :)

Discipline

In order to provide a safe and fun learning experience, the following guidelines have been developed for students.

Step 1 – Verbal warning

Step 2 – Time away from the group / activity

Step 3 – Written form. A student with a misbehavior incident will receive a disciplinary action form that must be signed and returned by the student & parent. After a child receives their 2nd written form, a parent meeting will be scheduled to discuss the behaviors and work together to find a solution to improve them. After 3 written forms, the child will be removed from the preschool program for the remaining time in the semester.

Child Illness

All children should be fever free for 24 hours before drop off. If a child becomes sick during the program you will be contacted to pick the child up from the program. It is expected that the child will be picked up within 30 minutes. The child will be supervised in an isolated area until a parent arrives.