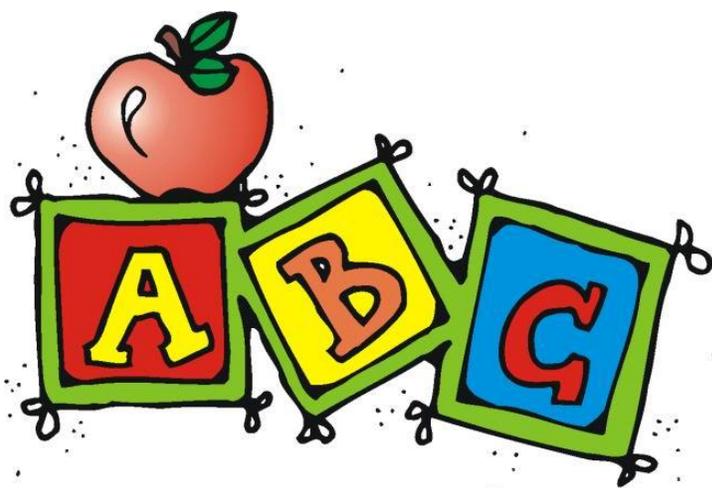


Carly's Corner LLC



2017-2018 Parent Handbook

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Forward

The parent handbook is designed to help parents and students understand the rules and regulations at Carly's Corner LLC. It outlines what parents can expect of the teachers and school, and what teachers expect from parents and students. Please read the handbook thoroughly, and do not hesitate to inform the school if you have any questions/concerns. You are required to sign a form at the end stating that you have read the handbook and understand the rules/regulations of Carly's Corner LLC.

Mission Statement

Carly's Corner LLC's mission is to create a solid foundation of social and educational tools that will prepare students for kindergarten and beyond.

Faculty

Carly Youngless is the owner and primary teacher at Carly's Corner LLC. She has her Bachelor's of Science Degree in Computer Science, and she has been a substitute teacher for the Wesclin School District for 3 years.

Registration

Carly's Corner LLC follows a 9 month long program based on the Wesclin public school calendar. The school year begins on August 21st , and all registrations must be complete by August 16th.

The registration fee for the year is \$50. Please note that this fee is to be submitted along with the application for enrollment. It is a non-refundable fee.

Students that have been enrolled for the previous school year have the option to reserve a spot for their child. There is a \$25 non-refundable fee due by April 5th to reserve a slot. After that date, registration is open to the public.

Children must meet the following criteria to be accepted into the preschool:

3 years old by September 1st, 2017

Showing signs of potty training readiness (a limited number of students who are not fully potty trained will be accepted)

In general, registrations are accepted on a first come, first served basis. Students who we are not able to accept at this time will be put on a waiting list.

Tuition

Tuition is \$85 per month for the months of September through April. August and May have a reduced tuition of \$42 per month.

There is a 10% a month reduction in fees for the second child in each family.

Please note that tuition is due by the 1st class session of each month. Payments submitted after this time will incur a late fee of \$10.00. Bounced checks will incur an additional fee, as determined by the bank. Payments can be made by check or cash. (A Credit/Debit Card option will be available in the near future).

Unfortunately, continuous non-payment will result in your child losing his/her spot in the preschool.

Please note that we require 2 weeks' notice if you plan on withdrawing your child from the school so we can fill his/her spot.

School Sessions

At this time, we have two separate class sessions available:

Session 1 will meet on Mondays and Wednesdays from 9:00am-11:30am.
Session 2 will meet on Tuesdays and Thursdays from 9:00am – 11:30am.

Please refer to the school calendar for a list of holidays and planned school closures.

Unplanned School Closures

In case of inclement weather and other occurrences, we will close whenever the local public schools close. You can find this information on KSDK and KMOV. A text message will also be sent to parents as soon as a closure is known. If the public school is on a 2 hour delay, Carly's Corner will be closed for the day.

Each class session may have up to four unplanned school closures without a reduction in tuition. If more than four unplanned school closures occur, tuition will be reduced by \$10 per day we are closed.

Orientation

Preschool orientation will take place on August 16th, 2017 at 6:00pm. Critical information will be covered. It is important that you plan on attending.

During orientation, parents will be able to learn more about the program and have the opportunity to ask any questions. Attending orientation also gives your child a chance to become familiar with the school before the session. If you cannot attend orientation, please contact the school as soon as possible to schedule an individual meeting.

School Supplies

All school supplies will be provided by Carly's Corner with the following exceptions:

Back Pack: Large enough to fit an 8½ x11 binder
Full set of spare clothing (Labeled in a gallon plastic bag)

Additional supplies may be requested by donation throughout the year.

Classroom Daily Schedule

Carly's Corner follows a schedule that allows children to learn through structured play. Our schedule is similar to a condensed full-time school schedule, helping to ease the transition to kindergarten.

Our classroom schedule follows the guidelines below, but is subject to change to allow time for additional activities.

Arrival (9:00-9:10): Students will arrive, take off coats/bags, and go directly to the group table where a small activity will be waiting (puzzles, journals, play-doh, etc). The students will remain here until all students have arrived and anyone that needs to use the restroom has done so.

Calendar (9:10-9:40): The day starts with music, stories, days of the week and months of the year. We will also introduce our current theme (colors, numbers, letters, animals, etc).

Outdoor play time/Restroom Break(9:40-10:00): Structured and unstructured outdoor play. If the weather is not agreeable to outdoor play, we will use this time to dance, listen to music, and move around indoors.

Circle Time (10:00-10:30): Students will sit on the story rug and learn about our current theme/activity. We may do vocabulary cards, story boards, or other activities.

Snack-time(10:30-10:45): Students will wash their hands and sit at the designated snack table. Carly's Corner LLC participates in a USDA food

program which requires us to serve a healthy snack every day consisting of at least 2 food groups.

Small Group Activity/Free Play (10:45-11:20): Students play with age appropriate toys that help stimulate learning and imagination. While students are enjoying free play, the teacher will work with students one-on-one or with small groups (depending on the activity). During small group time, the students will be working on daily activities which will include fine motor skill building (handwriting, cutting with scissors, coloring, gluing, etc).

Pack-up/Dismissal (11:20-11:30): Students will assist with daily clean up and get ready to be dismissed.

Arrival/Dismissal Procedures

The doors to the preschool will be open at 8:55 am. Please do not drop your child off any earlier than this. School ends promptly at 11:30am. If you are more than 10 minutes late picking up your child, you will be charged an additional \$1 per minute you are late. If you are more than 2 hours late, DCFS requires that I contact the police department and report the child as abandoned.

You are required to sign your child in at the start of the day (including who dropped him/her off and at what time) and sign your child out at the end of the day (including who picked him/her up and at what time).

You will be asked to fill out a consent/release form at the start of the year dictating who is able to sign your child out. Know that only these people will be allowed to sign your child out. Anyone we do not recognize will need to show photo ID.

If you need to send someone else to pick your child up that day, you must notify the teacher in writing (signed).

Please make us aware of any custody issues/requirements, as well as a list of people you do NOT want to be able to sign your child out.

Curriculum

Throughout the school year, students will work on a variety of skills including colors, shapes, letters, numbers, and vocabulary words. We will work on both gross and fine motor skills. Each month, we will have a theme to vary how we

reinforce these skills. Themes may include friends, family, ocean life, plants, dinosaurs, animals, and community helpers.

Items from Home

Items brought from home such as security blankets, stuffed animals, toys, money, etc will remain in the student's bag for the day. If at all possible, please leave these types of items at home. We will have show and tell on occasion, and you will be notified in advance when it is appropriate for your child to bring something to school.

Clothing Requirements

Preschool is a lot of fun! Please dress your child each day knowing that they might get messy. We play outdoors, do arts and crafts, eat snack, and participate in other messy activities. Please do not send anything to preschool that you wouldn't want to get dirty or even ruined. We require closed toed shoes at all times.

Please check the weather reports each day and dress your child appropriately. This might mean dressing in layers.

We will be going outside each day weather permitting. Please send a jacket and/or other outerwear when you see fit.

Please label everything you send into school with your child.

We do have a limited amount of extra clothes on hand should anything get soiled. Please send in a set of extra clothes with your child at preschool orientation.

Contacting the Teacher/Owner

We pride ourselves on being small and personable! However, please note that we cannot accept phone calls during the school hours, or at night during our personal family time. Please call before or directly after school, should you need to. Please note that if the matter is urgent, phone calls are welcome. In many cases, e-mail is the fastest way to contact your teacher and to ensure that the message gets through clearly.

Visitation Policy

We have an open door visitation policy. We want you to feel completely comfortable with your child's school environment and know that we are very

proud of what we are doing. Feel free to let us know you will be coming or to show up whenever you have time to. We ask that you please wait until after September 15th to begin visits to the classroom. This gives the students time to adjust to the classroom schedule and time to adjust from any separation anxiety.

Parent Volunteers

We love having parents involved in preschool! Please feel free to stop by any time (we have an open door policy).

We also appreciate help in the form of "room mothers and fathers." Volunteering in the classroom (or doing things for the classroom at home) are a huge help. Please feel free to ask the teacher if there are ways you can help if you are so inclined.

Birthdays

Please contact the teacher if you wish to send in treats/special gifts for your child's birthday. Please inform the teacher if you plan on having your child hand out invitations to a birthday party, etc (every child in the class needs to be invited to avoid hurt feelings -- if they are to be handed out in class).

Classroom Parties

We will have several holiday parties throughout the year including Halloween, Christmas, and Valentine's Day. More information about these parties will be available closer to the party dates. We love having parents help with the parties to make them a success.

All About Me Poster

Each student will make an "All About Me" poster during the school year. An example of the poster will be shown at orientation, and a schedule will be given out on the first day of school. We encourage parents to allow their children to make as much of the poster themselves as possible.

Behavior Chart

Carly's Corner will use a "Stoplight" Behavior Chart to help students visualize the effects of positive/negative behavior and to help assist with

parent/teacher behavior communication. Every student will start on "green" each day. If a child misbehaves, he/she will move to "yellow". Consequences of "yellow" include reminders that this behavior is not acceptable and warnings that continued behavior of the same nature will result in loss of playtime. After "yellow", if a child continues to misbehave, he/she will move to "red." Consequences of red are time-outs. Consequently, if a child has moved to "yellow" or "red", he/she will have an opportunity to move back to "green" for positive behaviors. Students will keep a behavior chart in their backpacks. If a student does not end the day on green, a note will be written to the parent explaining the behavior.

Discipline

We believe in a child-led structure, however, there are times when certain disciplinary actions must be taken in order to restore order to the classroom or prevent harm from coming to the students.

Teachers will NEVER use corporal punishment. While we prefer positive reinforcement for things done well, negative reinforcement may be used as well. For example, a "time out" may be used to remove the child from the situation and to give them a cooling off period. Other methods may be used before "time out" -- such as redirection, giving the child more acceptable choices (to help them maintain a feeling of control without being stifled) and so on.

We believe that it is extremely important to praise children for jobs done well. This will help to maintain a more positive classroom environment, and help prevent problems.

In addition to time out and positive reinforcement as a preventative, punishments will be used on a case-by-case basis. For example, a child who dumps out all of the toys and refuses to pick them up might be asked to sit in time out for a few minutes, and then will be required to pick the toys up or lose toy privileges for a set period of time.

Please let us know if you have any special requirements for disciplinary actions regarding your child, and we can discuss new strategies on a case-by-case basis.

Please know that we have a zero tolerance policy for violence in the classroom. Children who are displaying such behaviors will be sent home for the day. We will then meet with you as the parent to determine next steps.

Safety Policies

When your child is in the care of Carly's Corner, you can rest assured that every effort is made to ensure their safety.

The teacher has access to the phone, as well as a list of contacts and emergency numbers, should it be needed. There are also emergency plans for a variety of situations. Children are made aware of these plans, should they ever be needed.

If an accident occurs in the classroom, appropriate actions are taken right away. This includes making a report of the incident, who was involved, and what the results were.

We will have fire and safety drills every month to ensure that even the littlest students are aware of what will be done in the case of an emergency.

Should we lose power or water, parents will be notified if students will need to be sent home early.

It is extremely important that we have contact information for parents and other emergency contacts. This includes phone number, cell phone, work phone, and so on. Please be sure to update this information should any of it change throughout the year.

Health and Wellness Policies

Students are required to have had a recent physical before attending school (within the last year). This should include the name and address of their pediatrician. A new physical will be required before the start of each school year.

We also require having immunization records on file, as well as emergency transportation information and contact information for parents and other emergency contacts as you deem appropriate.

We accept children who are not fully potty trained on a limited basis. We require that signs of potty readiness are there, and will evaluate acceptance on a case-by-case basis for diapered children. We ask that parents provide the school with a set of spare clothing should an accident occur. We do have an extra pair of gender neutral clothing in case of an emergency.

We ask that you do not send your child to school if he or she is ill. Please keep your child home if they:

Have a fever of over 100 degrees, lice or other parasites, extreme fatigue, vomiting, diarrhea, continual coughing, difficulty breathing, pink or seeping eyes -- anything that is out of the ordinary for your child. Bringing your child to school under these conditions could mean that they get others sick, and have a more difficult time healing themselves.

If your child becomes ill while in school, you will be contacted to take your child home.

Carly's Corner LLC will not administer medication to students. The exception to this rule will be epipens, inhalers, and other fast acting medicines. These exceptions will require a "Medical Authorization Form" to be filled out by a doctor.

Emergency Preparedness

We store our first aid kit: In the preschool bathroom, on the wall next to the sink

Fire extinguisher: Located in the pantry of the kitchen

All staff are trained in first aid and CPR

Fire: Teacher will grab emergency bag (including contact information, student attendance sheet, and other emergency forms, as well as first aid and safety equipment), close door as appropriate and exit with the children in an line.

Tornado: Teacher will grab emergency bag and take students to the secured basement, where there are further emergency supplies

Power Outage: Utility services will be contacted. The situation will be evaluated, and parents will be contacted if necessary.

Injury or Illness: An assessment of appearance, breathing, and circulation will be conducted. If necessary, emergency services will be contacted.

Weapons

Carly's Corner LLC prohibits the use or possession of guns, knives, or any other weapons on the premises at any time. If a weapon is brought to the property, the teacher reserves the right to contact the police and ensure the safety of the students. The teacher will discuss with the offender if further steps need to be taken.

Drug -Free Zone

Carly's Corner LLC is a drug free zone. Recreational drugs and alcohol shall not be brought onto the premise, and anyone who appears to be under the influence of drugs/alcohol will be asked to leave. As the building housing the preschool is also a single family home, there may be alcohol and prescription drugs in the house. Both will be in areas off limits to the preschool, and any of such items will be locked away from students.

Tobacco is not permitted on the premises at any time (before/during/after school). Even on weekends and summer breaks, there will not be any use of tobacco permitted. Please refrain from using tobacco products (or any form of e-cigarette) when dropping off and picking up your student.

Non-Discrimination Policy

Carly's Corner does not discriminate for any reason; including race, color, nationality, ethnicity, sex, religion, or disability.

Mandated Reporter

All teachers at Carly's Corner LLC are mandated reporters and are required by law to report any reasonable suspicions of abuse or neglect to DCFS.

Please sign/date and return the bottom portion of this page to Carly's Corner LLC with your completed application package.

I/we, _____, parent(s)/guardian(s) of
_____, have received, read, and acknowledged all of
the practices and procedures in the parent handbook for Carly's Corner LLC.

Signed _____

Date _____

Signed _____

Date _____