



Part Day Preschool Parent Handbook

2016/2017

kensingtonschool.com
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Kensington School

Part Day Preschool Locations

Kensington School of Elmhurst

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Kensington School

125 North Kensington Avenue
LaGrange, IL 60525
(708)354-1998
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Kristin McSweeney, Director

Kensington School of Geneva

1774-1776 West State Street
Geneva, IL 60134
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(630) 845-9233 Fax
Cassie Smith, Director

Kensington School of Naperville

1915 Three Farms Avenue
Naperville, IL 60540
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(630) 922-2420 Fax
Rachel Doran, Director

Kensington School of the Highlands

1900 58th Place
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Michelle Giazzon, Director

Kensington School of South Naperville

4512 Walton Heath Drive
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Anya Jameson, Director

Kensington School's Mission Statement and Philosophy

Mission Statement

Welcome to Kensington School. We believe that we have an excellent program, and we are glad that you have chosen us to meet your child's educational needs. We would like to share a statement of our mission and philosophy with you.

We are here for the benefit of the children entrusted to our care.

We believe in treating the children with the same respect we would give our own family members or friends. The health and safety of the children is of paramount importance. Whatever else we do during the school day is only worth doing if we protect the children from harm or hurt to the best of our ability. This marks our top priority and guides all our actions.

We provide experiences that contribute to the growth and development of our students.

Recognizing that every day in the life of a child is marked by learning and growth, we keep our program focused on making the most of the time we have to help the child grow socially, emotionally, and in thinking and communicating. We have an important part to play in helping lay the foundation for later school and life accomplishments.

We view each child as a unique individual.

We make a point of noting each child's unique abilities, personality, and development. We will always adapt the program to the child, rather than asking the child to fit the program. We complete assessments for each child within 60 days of his or her enrollment. This information, gently gathered, indicates each child's unique abilities and assists us in promoting individual growth and development. Our curriculum goals and objectives for each child align with these assessments.

We create an inviting, colorful, and pleasant environment.

We all recognize that physical surroundings play a large part in parents' choice to send their children to our program. We assess our surroundings daily to insure that we provide a pleasant and stimulating environment.

We encourage parental involvement.

We strive consistently to include parents in our program, through special activities, parent newsletters, student evaluations and semiannual parent-teacher conferences.

We hold our staff members responsible for putting these principles into practice.

Our staff members must have a clear understanding of our policies and goals, as they are put into practice every day. We welcome your feedback and comments about your child's daily experiences.

Kensington School

Part Day Preschool Policies

ADMISSION

The school is open to the community and admits children of any race, sex, religion, or national origin.

ENROLLMENT

Enrollment is open to children between the ages of **two years and five years**. **A non-refundable enrollment fee is due at the time of enrollment.** The director will be available to review the school's policies, procedures and philosophy and answer any questions.

- ◆ Upon enrollment, important and useful information will be given to parents/guardians. This will include forms to complete a child's file per the Department of Children and Family Services. **All forms must be fully completed and on file with the school prior to the child beginning school, including the child's medical form.**
- ◆ **A copy of the child's certified birth certificate is required** by the state of Illinois, according to the Illinois Missing Children's Act, **for all newly enrolled children.** If a copy of the certified birth certificate is not available, a copy of the child's certified passport, visa, or other United States government identification document may be acceptable. If the family is unable to comply with this requirement within thirty days of enrollment, Kensington School is required to notify D. C. F. S. and/or the local police department.
- ◆ If a child disenrolls, he/she may not re-enroll for six weeks. Re-enrollment is dependent upon availability. If a child re-enrolls, his or her enrollment is subject to all enrollment guidelines and a \$100 re-enrollment fee will be charged upon disenrollment.

PAYMENT

Tuition Express is Kensington School's automatic payment program for all tuition and fees. Families must complete **a Tuition Express Enrollment Form and a Preschool Tuition Agreement** to enroll in Tuition Express. Methods of payment are a direct debit from bank account or by credit card/debit card (2.5% service charge). **Cash and checks are not accepted at Kensington School.**

- ◆ **Tuition for the school year is payable through nine equal monthly payments from September through May. This monthly payment is due the first day of the month and will be deducted from your Tuition Express Account. September's tuition and any book fees must be pre-paid and are deducted June 15th or upon enrollment thereafter.** If, for any reason, we are unable to collect funds from your Tuition Express account, a \$25 fee will be charged.

PAYMENT (*continued*)

- ◆ **A non-refundable enrollment fee of \$100.00 is due at the time of registration.** Siblings enrolling for the same school year will be charged an enrollment fee of \$50.00 per child. **Enrollment fees are not applicable toward tuition. This preschool enrollment fee is an annual fee.**
- ◆ In cases of enrollment within the tuition month, tuition will be pro-rated and parents will be charged for only the number of days remaining in the month.
- ◆ **Book fees (for students who turn 3 or 4 years-old by September 1st) are charged on June 15th and are non-refundable.** For 3 or 4 year-old students enrolling after June 15th, book fees are due at the time of enrollment.
- ◆ **Fees are not reduced for holidays or any other type of absence.** Holidays, as outlined on the school calendar, are taken into account when tuition fees are established. No refund or tuition allowances for non-attendance during a tuition period are given for any reason.
- ◆ We have allowed for two emergency days during the year in the tuition fees. Full tuition is still due up to two days. Any additional days off due to weather or other emergency will lead to a pro-ration of tuition. Please see the emergency procedures section for more information.

ARRIVAL AND DEPARTURE

Children may arrive ten minutes before to ten minutes after the scheduled start time of class. Children may be picked up ten minutes before to ten minutes after the scheduled end time of class. Parents are expected to arrive no more than five to ten minutes before their child's preschool class begins. No child is to be dropped off at the entrance and allowed to enter the school alone. Please stop at the front door where a staff member will welcome and escort your child into the building. Parents will be asked to sign their child in at the car. Children arriving late for class should be brought into school by their parent. Please see that your child is under the supervision of the teacher before leaving the premises. **Children must remain buckled in their car seats while in the carpool lane. Kensington School's carpool lane and parking lots are CELL FREE ZONES.**

At the time of departure, please stop at the front door where a staff member will escort your child to the car, and place him or her inside. It is the parent's responsibility to fasten the child's seat belt. Children must be signed out when leaving.

Children will be released only to their parents/guardians unless the director or teacher is notified that another authorized person will pick up the child. If this person is not listed as an authorized person in your child's file, a written and signed note is required before your child may be released. If a teacher does not recognize you or your emergency people, she may request identification. Please make sure this person has the proper identification.

ACCESS TO SCHOOL

Parents are permitted access to all parts of the facility at any time their child is present. Visits are encouraged and parents are invited to take part in activities in the school. Visitors must show photo identification, unless known by the director.

LATE PICK-UP POLICY

Children may be picked up ten minutes before to ten minutes after the scheduled ending time for the class. **Parents will be required to pay a late pick-up charge of \$5.00 for the first ten minutes the parent is late. If the parent is more than ten minutes late, the fee is a dollar per minute thereafter. This late pick-up fee is per family, not per child, and will be charged to your Tuition Express account.** If parents are unable to arrive on time, they must make arrangements to have their child picked up at his or her scheduled ending time.

If a parent is later than fifteen minutes picking up a child and has not called, the closing director will begin to contact the child's emergency contacts.

EMERGENCY PROCEDURES

Kensington School conducts monthly fire drills and seasonal tornado drills, involving all children and classrooms. **In the event of a possible emergency day, please see WGN's televised broadcast for notification of school closures or check www.emergencyclosingcenter.com.** Kensington School makes every attempt to remain open during heavy snow.

In the case of a national emergency, children, teachers and administrators will remain on site at Kensington School except when instructed otherwise by emergency personnel. Please always keep parental contact phone numbers up to date in the school's office.

HEALTH

Children's Medical Forms

Each parent will present a completed medical form signed by his/her child's doctor. We follow strict state regulations regarding children's medical forms. **Medical forms must be on file prior to your child's first day.**

- ◆ Physical exams must be done within six months of the start of school and are considered current for two years. If the child is transferring directly from another school, his or her medical form may transfer to Kensington School, if it has been completed within one year prior to enrollment at Kensington School.
- ◆ Parents are to complete the health history section on the back of the medical form.
- ◆ The physician must sign and date under the physical examination section and the health care provider/nurse must sign and date under the immunizations section.

HEALTH (continued)

Sick Policy

A child will not be admitted to the school if the child is determined ill by the staff member who greets him or her. **For the protection of all the children, your child must be kept at home or will be sent home if he or she shows any of the following symptoms:**

- ◆ A temperature of over 100.3 axillary
- ◆ Intestinal disturbance, accompanied by diarrhea or vomiting
- ◆ Any undiagnosed rash
- ◆ Sore or discharging eyes or ears
- ◆ Profuse nasal discharge
- ◆ Head lice

Any child sent home with any of the above symptoms is **to remain at home for a full 48 hours after recovery**, unless we have received a signed letter from the child's physician stating that the child is not a health risk to others at the school and is able to participate in all school activities. Children diagnosed with head lice must be nit free to return.

Communicable diseases, such as strep throat, should be reported to the director immediately. Please keep children with active colds at home.

If any child becomes ill at the school:

- ◆ The child will be isolated under the care of a staff person.
- ◆ The parent or guardian will be notified at once and asked to pick up the child.
- ◆ If the parent or guardian cannot be reached, the provided emergency names will be contacted.
- ◆ If the situation demands, the family doctor will be contacted for prompt care.

State law requires that you designate on your enrollment form two people who are permitted by you to pick up your child **within an hour** should your child become injured or ill and we are unable to reach you.

Children enjoy the outdoors on a daily basis. If your child is not feeling well, please keep this in mind when making the decision whether or not to send him or her to school.

HEALTH (continued)

Nut Allergies

While Kensington School makes a good faith effort to be a nut-free environment, we cannot guarantee that our school will be completely nut-free. With that in mind, we have created the following guidelines for parents of children with nut allergies:

1. Parents will assume primary responsibility for teaching their children about the management of their allergy and informing the school about the child's condition. Parents of allergic children are expected to:
 - a. Inform Kensington School of their child's allergy, both in writing on the enrollment form, and by verbally informing the school director and classroom teacher.
 - b. Provide the school with any necessary medication, including Epi-pens when medically indicated.
 - c. Verify the expiration date of their child's Epi-pen.
 - d. Teach their child to refuse any suspect food while at school.
 - e. Teach their child not to share food.
 - f. Keep a supply of safe snacks for their child at the school, and periodically check its supply and freshness.

2. Kensington School will make every effort to ensure that allergic children do not come in contact with nuts or nut products. Kensington School will:
 - a. Keep nuts out of all classrooms.
 - b. Provide nut-free lunches and snacks.
 - c. Ensure that students will never use nuts in any crafts or projects.
 - d. Educate our teachers about the seriousness of nut allergies.
 - e. Train our teachers and administrative staff in the proper use of Epi-pens.
 - f. Administer an Epi-pen injection if needed, while also calling for an emergency response team.

MEDICATION

Medication is not administered by the school. Emergency medications, such as an Epi-pen, may be kept at the school along with an emergency medical form outlining the proper directions for use.

In rare circumstances, medication may be administered by the school if the child is under a physician's care for a chronic, diagnosed condition.

NUTRITION

Kensington School is proud to provide healthy snacks and lunches catered by OrganicLife, a leading provider of organic and natural meals. OrganicLife uses only grass-fed beef, free-range poultry, and 100% certified organic grains, dairy, fruits and vegetables. Monthly menus are posted on the parent board. Snacks are offered mid-morning and mid-afternoon each day.

Children should not bring additional food to school since adequate meals and snacks are provided. Breakfast food from home should not be brought into the classrooms in the morning. A healthy morning snack is served around 9:00 a.m. **Bringing food from home is not allowed, per D.C.F.S. regulations.**

Food exceptions cannot be made for individual children. Through OrganicLife catering, Kensington School is able to provide vegetarian, gluten-free, dairy-free, soy-free, egg-free and shellfish-free meals and snacks. Kensington School does not allow nut products. This includes almond milk. If your child has food allergies, please see information under the previous health section. If there is an allergy that Kensington School cannot accommodate, rare exceptions may be made with a signed letter from the child's physician.

Due to food allergies, only non-food items may be brought in to share for birthdays, such as stickers, pencils, etc.

CLOTHING

We recommend that children wear comfortable clothing that is non-restrictive to active indoor and outdoor play and that they can manage on their own when toileting. As children will enjoy activities in various art mediums and messy play at school, we ask that you dress your child appropriately for these experiences. Children will also be playing outdoors daily, weather permitting, and should be dressed accordingly. They should not wear sandals or shoes with a slippery sole. These make it difficult to run and can cause accidents on the playground.

PERSONAL BELONGINGS

Kensington School provides a school tote bag for each child. This hangs on the child's hook at school and should be taken to and from school every day. Artwork and notes from school are placed in totes for children to take home.

Children are not to bring toys and other items to school except when requested for Show and Tell, as the school cannot assume responsibility for loss or damage to any personal belongings the children bring to school. We request that candy, gum, weapon-type toys and small cars remain at home. Also, jewelry and money must remain at home to avoid disappointment from loss.

SELF HELP SKILLS

Kensington School believes developing self help skills in a positive manner is one of the benchmarks of a comprehensive preschool curriculum. Children are expected to wash their hands upon arriving at school, and periodically throughout the day based on Kensington School handwashing policy. Parents are encouraged to continue this practice at home when children return from school.

Kensington School does not require children to be toilet trained, except to participate in enrichment classes. A child who is toilet trained is able to manage independently in all areas of toileting.

FIELD TRIPS

Walking excursions in the neighborhood and use of public park facilities may be planned from time to time. Parental consent for these short trips is given when completing our school's consent form at the time of enrollment. Special trips to places of interest will occasionally be scheduled and parents will be notified approximately one week in advance of these excursions. Parents will be asked to sign a separate consent form allowing their child to participate.

COMMUNICATION

The director and the staff wish to keep parents informed of their child's daily activities. A staff member is always available to answer any questions a parent may have about his or her child. Lines of communication may be verbal, written, or posted in prominent places at the school. Staff-parent conferences are scheduled as necessary. We will gladly listen to and discuss any questions, concerns or comments.

CONFIDENTIALITY/RELEASE OF INFORMATION

All information contained within your child's file and all conversations held with staff members concerning your child or family members will be considered confidential. The school is restricted by law from releasing confidential information to any individual, agency, school district, etc. without first obtaining permission from the parent/guardian to do so. In the event that such a need arises, a written authorization from the parent/guardian will be required before confidential information is released. (Exception: If a case of child abuse or neglect is suspected and reported, proper authorities have legal access to a child's file with or without parental consent.) HIPAA (Health Insurance Portability and Accountability Act) does not allow a parent to receive information about another child's health status at any time, for any reason.

SOLICITATION OF STAFF

Parents are not permitted to solicit staff for babysitting or nanny services.

RELIGIOUS INSTRUCTION

There is no formal religious instruction offered at the Kensington School. We understand that families have varied religious and cultural traditions and Kensington School makes every attempt to be inclusive of all. If you would like to share your family's tradition with your child's class, please see the schools' director.

INSURANCE

The school does not offer any type of insurance for purchase for children utilizing the school. Medical expenses which may result while the child is at the school will be primarily the responsibility of the parent.

GUIDANCE

Children are supervised by staff, through sight and sound, at all times. **Children will be encouraged toward appropriate behavior through positive tones of voice and praise.** Children displaying inappropriate or disruptive behavior will be met with a verbal reminder of accepted behavior and receive redirection toward more positive actions. Children whose behavior endangers others will be supervised away from the other children while processing the problem with staff or concerned parties. Time-out will not be used. **Serious inappropriate or disruptive behavior will be discussed with the parents either in a telephone conversation or a conference. At this time, a problematic behavior plan for resolving this behavior will be put in place. This plan must be signed by staff and parents. Should parents refuse to sign the plan, it is grounds for immediate dismissal of the child.**

The following forms of discipline are **prohibited** in our schools: any kind of corporal punishment, withholding or threatening to withhold food, abusive or profane language, any kind of humiliation and any form of emotional abuse (shaming or isolating a child). Please refer to our discipline policy statement. This form should be signed by the parent/guardian and will be a part of the child's file.

INTEGRATED PEST MANAGEMENT

Kensington School practices Integrated Pest Management (IPM), an approach to pest control that reduces pest populations while minimizing pesticide applications. If, after trying non-chemical and least-toxic means to control a current pest problem, and a pesticide has been deemed necessary, applications will be scheduled for Friday afternoons whenever possible. The school will notify and/or post any needed pesticide applications for a parent's review. The term pesticide includes insecticides, herbicides, rodenticides and fungicides.

DISCHARGE POLICIES

A child may be discharged from the school due to any of the following:

- ◆ If it is determined that the child's needs are not being met at the school.
- ◆ If the parent does not comply with the policies of the school such as: fees not paid on time, child not picked up on time, etc.
- ◆ If it is determined that the child is disruptive, uncooperative, or disturbs the other children or the program.

The director and the staff will work with the child and parent to attempt to arrive at an amicable solution to any problem. Discharge will occur as a last resort. Kensington School reserves the right to refuse services due to inappropriate or abusive behavior towards Kensington School's staff members or administration, at the discretion of Kensington School's owners.