

Hello Parents,

I hope you are all having a wonderful summer so far! We are getting really excited to see all our students very soon! We wanted to send out some important information for the upcoming school year.

Attached to this email, you will find the following important information:

- **The 2025-26 Calendar**
- **A copy of The Parent Handbook**
- **An updated school supply list**

For your convenience, you can also find copies of all this information on our website at ElburnCreativeBeginnings.com.

On the calendar, you will see a Meet the Teacher Day, where students can visit their classroom and say “hi” to their teachers. This is also the day that families are encouraged to turn in supplies and all remaining paperwork to ensure students are ready to start with us on the first day. The schedule for the Meet the Teacher Days is as follows:

Meet The Teacher Schedule

	Preschool Jr's	Preschool	Preschool	Multi-Age	Pre-Kindergarten	Pre-Kindergarten
Class Time	Wed/Fr 9:00-11:15am	Wed/Fr 9:15-11:45am	Mon/Tu/Th 9:00-11:30am	Mon/Tu/Th 9:15-11:45am	Mon/Tu/Wed/Th 12:15-2:45pm	Mon/Tu/Wed/Th 12:30-3:00pm
Classroom	North	South	North	South	South	North
Ages	2 and 3	3	3	3-5	4-5	4-5
Meet The Teacher Day	Wednesday August 27 th	Wednesday August 27 th	Thursday August 28 th	Thursday August 28 th	Thursday August 28 th	Thursday August 28 th
Time	9:00am to 10:00am	10:30am to 11:30am	9:00am to 10:00am	10:30am to 11:30am	12:15pm to 1:15pm	1:30pm to 2:30pm

Please feel free to stop by any time during your class’s scheduled time. We look forward to seeing everyone there!

We will also have a night time paperwork drop-off session on Wednesday August 27th 5:00-6:00pm for parents that may need a later time due to scheduling conflicts. Please note that only the Director will be at the school on Wednesday night.

In addition, we will also have office hours on the following days, for families who need to pick up/drop off any forms:

- Wednesday July 23rd 3:30pm-5:30pm
- Wednesday August 13th 10:30am-12:30pm

As always, please let me know if you have any questions.

Thank you and see you soon!

Kristy

Supply List

2025-26

In order to keep tuition costs down, we ask each student to donate these items that will be used throughout the school year. Please note that all items will be used as a community and families are not required to label them.

School Supplies For All

- 1 boxes of **5 oz.** Dixie cups
- 1 pack of stickers of your child's choice
- 1 container of playdough (3oz. or larger please)
- 1 stick of glue
- 1 container of Clorox wipes
- 1 pack of small plates or bowls
- 1 three-ring binder **½ inch thick** (new students only) **Must be ½ inch please or we will not have room to store them though out the year**

Optional

Other items that we can never get enough of!

- Silky sticks or Crayola paint markers
- Washable dot markers
- Box of Crayola washable markers (any size)
- Box of crayons
- Slimy sand or kinetic sand
- 1 Gallon or half gallon size zip lock bags (original grip n' seal)
- 1 ream of white or color cardstock paper
- 1 ream of printer paper
- Thinking putty (any size)
- 1 roll of blue painter's tape (Scotch Blue Original .94 is preferred)
- Bag of raw chick peas for sensory table
- 1 bottle of shaving cream

OR

For your convenience, in place of purchasing the supplies, please feel free to purchase a \$30 gift card to one of the following locations: Walmart, Target, Aldi or Amazon. We will use the gift card later in the year to resupply as we start to run low.

Personal items

A personal backpack will also be required for each student to bring to class each day. Backpack must be big enough to fit a full-size piece of construction paper. Each student will also need a change of clothing to be kept inside the front pocket of the backpack in case of an emergency/accident.

Thank you for your help!

Ms. Kristy and all your Creative Beginnings Teachers



CREATIVE BEGINNINGS

August 2025

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	28
27	28	29	30			

October 2025

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Special Dates:

August 27th
Meet The Teacher Day (Wed/Fr)

August 28th
**Meet The Teacher Day
(M/Tu/Th and Pre-K)**

September 2nd
First Day Of Classes

October 13th
Columbus Day- No School

November 24th -28th
Thanksgiving Break- No School

December 22nd -January 2nd
Winter Break- No School

January 19th
M.L.K King Jr. Day- No School

February 16th
Presidents' Day- No School

February 27th
County Wide Institute- No School

March 30th – April 3rd
Spring Break- No School

May 13TH
**Last Day Of Class
(Wed/Fr)**

May 14TH
**Last Day Of Class
(Mon/Tu/Th and Pre-K)
Graduation For Pre-K Children**

November 2025

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Parent Teacher Conferences: For all parent teacher conferences dates, classes are still in session as conferences will take place in the evenings.

Class Parties: Party days are shortened to 1 hour classes. Parties are held on October 30th and 3st and December 18th and 19th.

CREATIVE BEGINNINGS



Preschool Parent Handbook
2025

Revised December 2024

Creative Beginnings Preschool

2025-2026

Welcome to Creative Beginnings Preschool. We are delighted that you and your family have chosen our school for your child's education. Please read through the Parent Handbook and return all the necessary forms prior to the first day of school.

108 Valley Dr. Units A & B
Elburn, IL 60119
(630) 365-9555
ElburnCreativeBeginnings.com

Kristy Williams
Owner/Director
Cell phone number: (630) 802-3751
ElburnCreativeBeginnings@gmail.com

HOURS OF OPERATION

9:00am-3:00pm- Monday through Friday

CURRENT PROGRAMS

Preschool Jr. (Waitlist)

Wed/Fr Morning (\$175 per month)

9:00am-11:15am

2 and 3 years of age

Preschool

Wed/Fr Morning (\$180 per month)

9:15am-11:45am

3 years of age

Mon/Tu/Th Morning (\$220 per month) **(Waitlist)**

9:00am-11:30am

3 years of age

Multi-Age

Mon/Tu/Th Morning (\$215 per month)

9:15am-11:45am

3, 4, and 5 years of age

Pre-Kindergarten

Mon/Tu/Wed/Th Afternoon (\$275 per month)

12:15pm-2:45pm

4 and 5 years of age

Mon/Tu/Wed/Th Afternoon (\$275 per month)

12:30pm-3:00pm

4 and 5 years of age

Literacy Club (\$80 per month)

12:30pm-3:00pm

4 and 5 years of age

Friday Night Enrichment Program

Friday (Must sign up prior to participate)

5:00pm-7:55pm

3,4 and 5 Years of age

CREATIVE BEGINNINGS MISSION STATEMENT

As preschool is often the first time in a classroom for many children, we believe it is essential to provide a positive and enjoyable experience as the building block to a successful education. We strive to make every activity both fun and educational so that the students may get the most from their time socially and academically, fully preparing each child for the next level of education.

ABOUT THE DIRECTOR/OWNER

Ms. Kristy - I began my career by focusing on my own education, earning a degree in Human Services and Early Childhood Education as well as studying American Sign Language. Along with over twenty years of experience, I have continued attending classes, seminars, and conventions in order to stay current with the ever-growing field and provide the best experience for my students. I have taught in a variety of classrooms including three-year-olds, four-year-olds and Pre-Kindergarten as well as Early Childhood Music, Sign Language, and Fitness, and I am confident that these experiences have prepared me to better assess and assist the development of my students.

CLASS DESCRIPTIONS

Preschool Jr. - Preschool Jr. is the perfect class for our youngest students! This class is designed to be a jump start into our preschool programs, with children working hard through play on basic socialization skills and early literacy and math skills. All children must be actively working on potty training before their first day and provide pull ups in their back packs so teachers can change them. Preschool Jr. students must be 2 by September 1st.

Preschool Program - The three-year-old class will focus on the building blocks of early education. In class, we will work on important social skills that will help each child to make and keep friends. This class will also include activities designed to promote basic letter recognition, number recognition and other age-appropriate academics. Students are encouraged, but not required to potty trained before entering this class.

Multi-Age Program- The multi-age class is geared for children ages three to five. The class curriculum will have projects that challenge students academically as well as socially. Children will be encouraged to grow their cognitive, language, and motor skills in the most creative and educational ways. Three year old students must be entering their second year of school and have pre-approval by the director to enroll in the Multi-Age program.

Pre-K Program - The Pre-K class is designed to encourage individual growth in each curriculum domain. Adding an extra focus on letter recognition, cognitive skills and writing skills as well as working to further advance the children's social skills, we help each child to be prepared for kindergarten and beyond. Pre-K children must be four years of age by September 1st.

Literacy Club - Literacy Club is an extension of our Pre-K program. The additional class time will focus on the literacy and cognitive skills needed for kindergarten readiness. Each day will have a letter based theme and will follow jolly phonics lessons. Because the class size is limited, the program offers low teacher to student ratios that allow for more personalized time to practice all the skills needed for to transition into kindergarten.

*Each class will include an introduction to Jolly Phonics, basic yoga, Spanish, and sign language.

DAILY SCHEDULE

9:00am South Class

9:00 Wash hand and morning table activities- Children explore at tables until fellow classmates have completed the hand washing process.

9:15 Welcome Circle - An introduction to the day's theme and activities, job chart.

9:35 Classroom Interest Centers - Cognitive, science, handwriting practice, art, and social activities, as well as small-group/one-on-one skill practice with teachers.

10:30 Clean-up - Work together to clean up the classroom and transition into the following activity.

10:40 Snack - Wash hands and practice social skills needed in a family-style served snack.

11:00 Second Circle - Book, calendar, weather, songs, and review of the day's activities.

11:15 Large Motor - Practice of large motor skills

11:30 Pick-up - Parent review and child release to parent(s) and/or guardian.

9:15am North Class

9:15 Wash hand and morning table activities- Children explore at tables until fellow classmates have completed the hand washing process.

9:30 Welcome Circle - An introduction to the day's theme and activities, job chart.

9:50 Classroom Interest Centers - Cognitive, science, handwriting practice, art, and social activities, as well as small-group/one-on-one skill practice with teachers.

10:45 Clean-up - Work together to clean up the classroom and transition into the following activity.

10:55 Snack - Wash hands and practice social skills needed in a family-style served snack.

11:15 Second Circle - Book, calendar, weather, songs, and review of the day's activities.

11:25 Large Motor - Practice of large motor skills

11:45 Pick-up - Parent review and child release to parent(s) and/or guardian.

12:15pm South Class

12:15 Wash hand and morning table activities- Children explore at tables until fellow classmates have completed the hand washing process.

12:30 Welcome Circle - An introduction to the day's theme and activities, job chart.

12:50 Classroom Interest Centers - Cognitive, science, handwriting practice, art, and social activities, as well as small-group/one-on-one skill practice with teachers.

1:45 Clean-up - Work together to clean up the classroom and transition into the following activity.

1:55 Snack - Wash hands and practice social skills needed in a family-style served snack.

2:15 Second Circle - Book, calendar, weather, songs, and review of the day's activities.

2:25 Large Motor - Practice of large motor skills

2:45 Pick-up - Parent review and child release to parent(s) and/or guardian.

12:30pm North Classes

12:30 Wash hand and morning table activities- Children explore at tables until fellow classmates have completed the hand washing process.

12:45 Welcome Circle - An introduction to the day's theme and activities, job chart.

1:05 Classroom Interest Centers - Cognitive, science, handwriting practice, art, and social activities, as well as small-group/one-on-one skill practice with teachers.

2:00 Clean-up - Work together to clean up the classroom and transition into the following activity.

2:10 Snack - Wash hands and practice social skills needed in a family-style served snack.

2:30 Second Circle - Book, calendar, weather, songs, and review of the day's activities.

2:40 Large Motor - Practice of large motor skills

3:00 Pick-up - Parent review and child release to parent(s) and/or guardian.

CREATIVE BEGINNINGS POLICIES & PROCEDURES

HOLIDAY/VACATION SCHEDULE

The first day of classes will be first Sept 2nd 2025 The last day of classes will be May 13th 2026 (Wed/Fr Classes only) and May 14th 2026 for all other classes.

A copy of the school's calendar is available in the Downloads section of the preschool's website.

Creative Beginnings will follow the Kaneland School Dist. 302 Holiday Calendar.

We close for the following holidays and teacher institute days:

Labor Day, Columbus Day, Thanksgiving Break, Winter Break, Martin Luther King, Jr. Day, Presidents' Day, March 6th County wide institute day, Spring Break and Easter Break.

SUPPLY LIST

In order to keep tuition costs down, we ask each child to donate these items or provide a gift card that will be used throughout the school year: (The list will be updated and sent out before the school year to ensure we only ask for the supplies that are necessary for that school year).

School Supplies For All

- 1 boxes of **5 oz.** Dixie cups
- 1 pack of stickers of your child's choice
- 1 container of playdough (3oz. or larger please)
- 1 stick of glue
- 1 container of Clorox wipes
- 1 pack of small plates or bowls
- 1 three-ring binder **½ inch thick** (new students only) **Must be ½ inch please or we will not have room to store them though out the year**

Optional

Other items that we can never get enough of!

- Silky sticks or Crayola paint markers
- Washable dot markers
- Box of Crayola washable markers (any size)
- Box of crayons
- Slimy sand or kinetic sand
- 1 Gallon or half gallon size zip lock bags (original grip n' seal)
- 1 ream of white or color cardstock paper
- 1 ream of printer paper
- Thinking putty (any size)
- 1 roll of blue painter's tape (Scotch Blue Original .94 is preferred)
- Bag of raw chick peas for sensory table
- 1 bottle of shaving cream

OR

For your convenience, in place of purchasing the supplies, please feel free to purchase a \$30 gift card to one of the following locations: Walmart, Target, Aldi or Amazon. We will use the gift card later in the year to resupply as we start to run low.

FIRST DAY!

Please note that all the following items must be turned in on or before your child's first day:

- All enrollment forms, including the medical form and a copy of your child's birth certificate.
- First month's tuition, payable by check to Creative Beginnings
- Please bring the following items to class each day:
 - A child-sized backpack. The backpack must be large enough to fit standard 8 ½ by 11" paper, please.
 - A change of clothing inside the front pocket of the backpack.

COMMUNICATION

- Parents will receive, through email, a monthly newsletter outlining the curriculum for the following month.
- A handout will be available through Tadpoles with weekly information that the parents can use at home.
- Parents can find information about upcoming events through the website at elburncreativebeginnings.com and through Facebook www.facebook.com/elburncreativebeginnings/
- Each parent will receive a Tadpoles communication email at the end of each school day.
- Parent/Teacher Conferences will be offered as followed:
 - Pre-K age students in November and March
 - Underclassmen in February
- Once the enrollment process is complete, parents are welcome to join our private parent-run Facebook communication page at <https://www.facebook.com/groups/359185941183768/>
- Directors and Director Delegates are available 15 minutes before and after class to accept paperwork and answer questions.

TADPOLES

Tadpoles is an app that enables early childhood educators to manage their classrooms and communicate their students' progress to parents and guardians. The free Tadpoles Parent app enables parents and guardians to view their child's lesson plans and photos at any time. Parents are highly encouraged to check their daily reports each day as it is the main way teacher communicate with families.

Your Tadpoles email will include the following:

- A copy of the day's lesson plans
- At least one picture of the child daily
- Any notes and/or reminders for the parents
- Extra practice materials that families can use at home
- A way to communicate with teachers. Parents can send a note at the beginning of the day or mark a student absent by clicking on the "Drop Off Notes" tab in app or online.

PERSONAL ITEMS BROUGHT TO SCHOOL

- All personal items must stay behind in the family's car. Teachers and staff are not held responsible for any lost items brought into the classroom.
- No toys shall enter the classroom unless requested by the teacher. (this includes inside their backpack)
- All clothing items (including jackets, hats, sweatshirts and boots) must be labeled with the child's name.
- We do not encourage water bottles because we have extra cups available in the classroom, but if your child would like to bring one we ask you to please ensure that water bottles brought to school are labeled with the child's name clearly marked and that they contain only water.
- Children are discouraged from wearing smart watches as they cause a distraction in class.

BIRTHDAYS



- We encourage children to celebrate birthdays with their classmates in class. Do allergies we are discouraging birthday snacks. Instead, children are welcome to bring in a special gift that is donated to the classroom to share with their classmates. Some examples are a favorite book, a special toy or an item that the birthday child thinks the other students would enjoy sharing. If you would like other ideas, please see the school's wish list at

https://www.amazon.com/hz/wishlist/ls/3DVU2L3XA1HM1?ref_=wl_share

FOOD POLICY

- Each child will have the opportunity to eat one snack served with juice daily.
- All snacks must be pre-packaged items and may not be homemade.
- All items must be in original packaging and include a complete ingredient label.
- Creative Beginnings is a **peanut and tree nut sensitive school**. Please do your best to only bring food and snacks that do not contain peanuts and/or tree nuts as they will not be served.

EMERGENCY MEDICAL CARE POLICY

In case of a medical emergency requiring medical assistance, Emergency Services will be called immediately. The school will also inform the parents immediately. If the parents cannot be reached, the school will contact the emergency number that is provided. The child will be transported by ambulance to the nearest hospital.

HEALTH CARE, EMERGENCY MEDICAL CARE, AND ACCIDENT PROCEDURES

Parents/Guardians need to sign a release form stating that they give permission for Creative Beginnings staff to seek medical treatment for their child. This is required before the child begins the program.

Parents need to provide a signed release form with their cell phone, work number, and two other emergency contacts. In an emergency, we will attempt to notify the parents first and then call the next authorized contact. Parents will receive notification of any illness, accident, or injury after treatment.

If a child is exempt from medical care based upon religious beliefs, the parents/guardians must provide a written statement along with phone numbers, names of contacts, and the service of a certified practitioner. If none of the above can be reached and the staff feels it is a life-threatening situation, the local emergency staff will be called to assist the child.

- Creative Beginnings Preschool is insured as a program but does not offer individual insurance for the students.

HEALTH CHECKS AND ATTENDANCE POLICY

School is important to children of all ages. Regular attendance at school, even preschool, is important to help your child grow and mature. Please make every attempt to be sure that your child is able to attend every day and is on time for the start of the class. However, when a child is sick, it is best for everyone, including the child, to stay home when the child does not feel well. At Creative Beginnings, we do our best to promote a healthy environment for your child.

It is the policy of the school that the staff shall conduct a daily, pre-admission screening to determine if the child has obvious symptoms of illness. If a child becomes ill at school, a parent/guardian will be called to take the child home. The child will be isolated from the other students in class until a parent/guardian is available.

A child with any communicable disease should be kept at home. Examples of communicable diseases include but are not limited to the following: temperature of 100 degrees axillary, vomiting or diarrhea (2 or more episodes in a 24-hour period), influenza, chicken pox, lice, pink eye, measles, mumps, pinworm, ringworm, impetigo (contagious skin sores), scabies, or any unidentified rash.

We also require that all confirmed communicable diseases are reported to Creative Beginnings. If any confirmed cases of communicable diseases are reported, a sign will be posted for all parents/guardians with the symptoms to watch for.

All students must be symptom-free for 48 hours before returning to the school.

Please note, if your child will not be attending class for the day, we ask that you please notify the staff through one of the following methods:

- Through tadpoles but clicking in the “Drop Off Notes” tab.
- By phone at 630-365-9555
- Email at ElburnCreativeBeginnings@gmail.com

MEDICATION POLICY

- All medications must be labeled with the child’s first and last name.
- All required preventive medicine must be submitted to and kept at school facilities. (Epi pens, Benadryl and seizure medications.
- Medicines are located in a central location and kept out of children’s reach.
- Medications are never dispensed without prior parental written permission.
- Expired medications will not be dispensed.
- Only emergency-type medication will be accepted and will be administered as per doctor’s instructions.
- No teacher will be able to accept medications. All medication must be handed directly to the Director with the required forms (The emergency action plan must be filled out by the doctor along with a permission slip.)
- No medications are permitted to be stored in the classroom/backpacks.

HEARING AND VISION SCREENING

- DCFS requires each student to participate in a hearing and vision screening yearly. An additional fee of \$20 will be due the month of the testing.

RESTROOM USAGE

- Bathrooms are located in each of the classrooms.
- Students are welcome and encouraged to use the restrooms at any time throughout the day.
- Pre-K aged children must have successfully completed the toilet training process.

- All students should have an extra change of clothing in the front pocket of their backpack in case of an accident.
- Pre-school age students may wear a pull-up to class. Teachers will work with students on potty training during class, and students will be encouraged to transition to underwear as soon as possible. There is an additional \$5 per month fee for students that are in pull-ups.
 - Students must provide their own pull-ups. Please keep extra pull-ups labeled with your child's name in your child's backpack along with extra clothing.
 - The school will provide wipes unless otherwise noted.

RELIGIOUS INSTRUCTION

- No religious instruction is offered at Creative Beginnings Preschool.

FIELD TRIPS

- All field trips will be planned in advance.
- Outings will be well supervised, and parents may be asked to take an active part in field trips.
- If a field trip is planned outside walking distance from the school, parents/guardians will be asked to drop off and pick up their child from the field trip location.

APPROPRIATE DRESS FOR YOUR CHILD

- Children shall arrive to school in simple clothing that is free of complicated fastenings.
- Shoes must have closed toes and give children the ability to run without tripping or slipping. Children wearing wet snow boots must change into dry shoes before entering the classroom.
- All children are encouraged to participate in the daily activities. Some of these activities may be messy art and/or science projects. Please provide clothing that is easily washable. We do our best to keep children's clothing clean, but occasionally, paint will get on the clothing and children will get messy.
- There will be space in the classroom for personal items such as coats, jackets and preschool sized backpacks. All clothing items (including jackets, hats, sweatshirts and boots) must be labeled with the child's name.
- Girls are highly encouraged to wear shorts under their dresses.

PERSONAL INFORMATION POLICY

- It is the policy of Creative Beginnings Early Education not to release to the public any information about any student that is enrolled without written consent from the parent or guardian. All records will be kept confidential.
- Authorized Department licensing representatives, Department of Child Protection Investigators, or Department representatives who have the department Director's written authorization shall have access to the preschool's records and reports. All persons with access to records shall respect their confidential nature.

USE OF PHOTOGRAPHS FOR PUBLICITY PURPOSES

- Parents may sign the release form to give Creative Beginnings permission to use photos for the newspaper, preschool website and/or Facebook.
- Unless a signed consent form is on file, your child's photograph will not appear for publicity purposes at the direction of Creative Beginnings Early Education.

HIGH SCHOOL AND COLLEGE STUDENT RESEARCH POLICY

- Creative Beginnings does allow high school and college-aged students to attend class to observe the children through the process of play. Observing students in the classroom is often a requirement for students in the field of Early Childhood Education.
- All information about the students will be kept confidential.
- All interns will have completed a background check prior to their observation in class.

INCLEMENT WEATHER POLICY

- Creative Beginnings follows the Kaneland Community School District 302 for inclement weather days.
- Inclement weather information will be shared through a Tadpoles text, an email and the Facebook page.
- Three days are built into the school calendar each year. After three days missed, the school will add make-up days to the end of the school year.

ABUSE PREVENTION POLICY

- All teachers at Creative Beginnings are mandated reporters.
- Evidence of child abuse must be reported to authorities as required by the Abused and Neglected Child Reporting Act (Illinois Revised Statute 1991 Chapter 23, Pars. 2051-et.)
- Verbal and/or physical abuse of the children will not be tolerated.

SCHOOL HARASSMENT POLICY

Acts of harassment or intimidation will not be tolerated. This includes but is not limited to harassment and/or intimidation based on sex, race, religion, or national orientation. Those who use such behavior(s) towards employees or students will be subject to disciplinary action.

STUDENT SAFETY

- Teachers will abide by all DCFS policies and regulations.
- Teachers must wear gloves at all times when in contact with bodily fluids.
- Teachers and students will participate in monthly fire and tornado drills.
- Children will never be left alone and will always be within sight and sound.
- Correct ratios will be maintained in the classroom at all times.
 - Preschool Jr ratio: 1:8
 - Preschool ratio: 1:10
 - School age ratio is 1:20
- Staff is not to be held liable for an injury unless it is due to direct neglect or harm to the child.

GUIDANCE AND DISCIPLINE POLICY and PROCEDURES

- All rules will be kept simple and easy for children to follow
- All rules will be consistent for every child in the program.
- If a situation occurs, the child will be redirected to an appropriate activity.
- If, after redirection, the situation occurs again, the student and teacher will have a one-on-one conversation about the child's actions and how we will work to improve them.
- If the situation continues, the parents will be informed and an individual meeting may be scheduled.

The staff is prohibited from using any of the following as a form of guidance/discipline:

- Hitting, shaking, pinching, spanking or any other forms of corporal punishment.
- Depriving the student of snack or toilet use.
- Mental or emotional cruelty.

BEHAVIOR SUPPORT PLAN

- Behavior plan for ongoing situations will include the following:
 - Teachers will inform parents of behaviors observed at school.
 - Teachers will meet with parents to create an individual support behavior plan that will include behavior observations and areas that need to be addressed, items teachers are responsible to work on in class, items parents are responsible to work on at home.

TRANSITION PLAN

- For the safety of the student, classmates and teachers, if it is determined that progress was not made in a timely fashion or our program cannot meet the individual needs of the child, Director will refer family to outside help with another program that better equipped to meets the child's needs and will then be transitioned out of Creative Beginnings.

TRANSPORTATION

No transportation is offered from Creative Beginnings. All transportation to and from classes is the parent's responsibility.

CHEMICALS and SUPPLIES

All chemicals and potentially dangerous products will be stored out of reach of the children or in a locked cabinet.

DROP-OFF PROCEDURES

- Upon arrival, a parent or guardian must sign the child in and accompany him/her to the classroom.
- Personal items such as coats and backpacks will be stored in the child's cubby at the beginning of class.
- We discourage children from bringing toys to school (including inside their backpacks) unless otherwise specified by the teacher for a special occasion. All toys must be left in the car or with an adult.
- Children will not be permitted to enter the classroom until the designated start time. Students shall be prepared to start on time as the first activity will start promptly at the beginning of class.
- Parents need to release children to the teacher outside the classroom. Long drop-offs are hard on young students. Please be ready to say a quick goodbye when the teacher opens the door for the beginning of class.
- Please note-- for the safety of the children, the classroom door will only be open for the first 10 minutes of class or until all the students arrive. If a student is more that 10 minutes late, he/she must ring the doorbell located at the school entrance to enter as it will be locked after the beginning of class.

PICK UP PROCEDURES

- Parents are asked to wait outside the classroom until the conclusion of class.
- Parents must sign children out on the clipboard located outside the classroom before the child will be released.
- Children will only be released to those parents or guardians authorized in writing.
- Individuals listed under the "Authorization For Pick Up" consent form must show a valid picture ID before the teacher will release the child.
- A temporary pick-up authorization may be used for "one time pick ups" The form must be filled out by the parent prior to the release of the child.
- Creative Beginnings assumes that both parents have a right to pick up your child, unless you give the school a court order stating otherwise.
- Authorized pick up person up must be at least 18 years old.

LATE PICK UP

- Parents/guardians shall make every effort to pick up students promptly at the conclusion of class.
Parents must notify their teacher by calling the school if they will be more than 5 minutes late.
- Parents will be responsible for paying a fee of \$10 if they are more than 10 minutes late and \$1 for every minute thereafter.
- After 15 minutes late, with no contact from the parents, the school will try to contact the family by phone. They will continue calling every 15 minutes until contact has been made. For the safety of the children, it is of the utmost importance to always have the most up-to-date contact information on file. Please remember to promptly update information when receiving a new phone number or if you have moved to a new address.
- The staff at school will care for the child for an hour. If parents and/or other emergency contacts (listed on the enrolment forms) are not reached after an hour's time, the school will call the appropriate authorities as per DCFS regulations. The staff is responsible for caring for the child until the parent(s) or guardian(s) arrive or until outside authorities can assume responsibility for the child.
- The staff shall not hold the child responsible for the situation, and discussion of this issue will be held only with the parent or guardian, and never with the child.

FEES and TUITION

	Jr's 2 Day	Preschool 2 Day	Preschool 3 Day	Preschool 5 Day	Multi-Age 3 Day	Pre- Kindergarten 4 Day	Pre- Kindergarten 4 Day	Literacy Club 1 Day
Class Time	Wed/Fr 9:00- 11:15am	Wed/Fr 9:15- 11:45am	Mon/Tu/Th 9:00- 11:30am	Wed/Fr 9:15-11:45am and Mon/Tu/Th 9:15-11:45am	Mon/Tu/Th 9:15- 11:45am	Mon/Tu/Wed/Th 12:30- 3:00pm	Mon/Tu/Wed/Th 12:30- 3:00pm	Friday 12:30- 3:00pm
Ages	2-3	3	3	3	3-5	4-5	4-5	4-5
Regular	\$175	\$180	\$220	\$375	\$215	\$275	\$275	\$80
Electronic Payment	\$181	\$186	\$227	\$386	\$222	\$283	\$283	\$83
Sibling Discount	\$157	\$162	\$198	\$337	\$193	\$247	\$247	\$72

- A yearly enrollment fee of \$100 for new student and \$85 for returning students will be used to provide materials for your child throughout the school year.
- Your students spot in class will not be saved until the registration fee has been paid.
- Tuition is due on the 1st of the month and can be paid by the following:
 - Through our school's Tadpoles app.
 - A check to Creative Beginnings
- There is an additional 3% transaction fee that needs to be added on to all electronic payments (Tadpoles).
- A drop boxes for tuition paid by check are located in the lobby of the school and outside the school by the front doors.
- There will be a late fee of \$10 if the tuition is not paid by the 7th of the month.
- Administration reserves the right to disenroll a student after 3 weeks of non-payment.
- A fee of \$25 will be charged for a bounced check.
- No refunds will be given for non-attendance, school closure, sick and/or vacation days.
- Creative Beginnings offers a 10% discount for siblings.

ENROLLMENT POLICY

- Enrollment will be secured by submission of an approved registration packet and enrollment fee.
- All children must have a current physical (with results dated within the last 6 months) including lead screening and a TB test done by the Mantoux method. Forms must include immunizations as required by the state of Illinois and must be submitted **before** attending the first day of school. Physicals do expire and will need to be updated at the beginning of each school year.
- Enrollment shall be open to any child, provided the school can meet the needs of the child.
- First month's tuition shall be paid before the child's first day.
- Enrollment in the school shall be granted without discrimination in regard to sex, race, or religious belief.

UPDATING FORMS

- It is important to update forms when:
 - Receiving a new phone number
 - Moving to a new address
- The medical form from a wellness checkup must be updated each year.

WITHDRAWAL POLICY

Children will be withdrawn from the program for the following reasons:

- Voluntary withdrawal by the parents. A 30 day notice must be provided to the school.
- Necessary birth certificate is not provided within 30 days of the child's first day.
- Non-payment of tuition.
- If it is in the best interest of the child and/or the other participants in the school due to behavior challenges. Every effort will be taken to keep children in the preschool program. Withdrawing a child will not occur until a meeting with the parents and staff is held to formulate a plan of action to help the child adjust and be successful. *Refer to guidance and discipline policy to see more.
- Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.
- No refund will be issued for a student's withdrawal from parents request

Please contact The Director Kristy Williams if you have any questions regarding Creative Beginnings Policies.

(630) 365-9555

elburncreativebeginnings@gmail.com

FORM/RELEASE CHECKLIST

The following forms are required to be returned along with the enrollment fee to complete the registration process. Please be sure all information is written legibly in case of an emergency.

- Registration Application for Creative Beginnings
- Emergency Contact List
- Medical Release Form
- Family and Social History
- Authorization for Pick Up
- Guidance and Discipline Receipt
- Parent Handbook Receipt
- Late Pick Up Policy
- Trips, Excursions, and Public Park Facilities
- Emergency Medical Care and/or First Aid
- Integrated Pest Management Program
- Consent For Student Research
- Photo/Video Release Consent Form
- DCFS License Summary Receipt
- \$100 enrollment fee

The following is required before your child's first day:

- First month's tuition.
- DCFS Medical Form from your doctor's office. This form is required to be updated each school year and must be dated within 6 months of starting the program.
- DCFS requires each student to participate in a hearing and vision screening yearly. An additional fee of \$20 will be due the month of the testing.
- Current Immunization Records.
- Certified Birth Certificate (Please bring in the original for us to copy).