



## **PARENT HANDBOOK**

**Loving God, Loving Others, Loving Learning**

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[www.wheatonbiblepreschool.org](http://www.wheatonbiblepreschool.org)

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Dear Parents,

Thank you for enrolling your child in Wheaton Bible Church Preschool. We feel the preschool years are one of the most important developmental stages children will ever go through. Experts tell us that more change occurs for a child during the preschool years than any other time in his or her life. Our teaching staff at Wheaton Bible Church are nurturing, experienced, loving, and caring. They strive to patiently guide your child as they learn about themselves and the world God has placed them in. Our Preschool is a special place for your child and we look forward to the opportunity to serve you.

Linda Michel, Director

### **PRESCHOOL VISION STATEMENT**

The Wheaton Bible Church Preschool serves as an extension of the church into the community, meeting educational, emotional, social, and spiritual needs of families. Our program is intended to supplement the God-ordained parental and church responsibilities for the care and education of children.

These are some of our fundamental beliefs:

- ❖ In order to begin to read and to perform other academic tasks, a child must first gather meaning from the world and develop an awareness of concepts. It is our goal to help the child develop habits of observation, questioning, and listening.
- ❖ Perceptual development is the result of a child having many satisfying sensory and sensory-motor experiences using a balance of structured and non-structured activities.
- ❖ A child develops independence by learning that he or she is free to make choices within the limits of consideration for people and things.
- ❖ Helping a child develop skills necessary for becoming a whole person, emotionally, socially, morally, physically, spiritually, and intellectually is more important than success in any one of these areas.

### **PRESCHOOL MISSION**

The mission of Wheaton Bible Church Preschool is to provide an enrichment program that will benefit the child, the parents, the community, and our church body by inspiring children to love God, love others, and love learning.

### **STATEMENT OF NON-DISCRIMINATION**

Wheaton Bible Church Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies and other school administrated program

## Older Two's/ Young Three's Class

The older two's/young threes class is designed as a first preschool experience. The children will be meeting new friends, creating art projects, singing, learning finger-plays, playing games, listening to stories and learning through play experiences.

- ❖ **Bible Verses/Bible Stories:** The curriculum includes learning about God's love through weekly Bible stories and monthly Bible verses.
- ❖ **Self-Help/Manners:** Each week the class will be working together on self-help skills and practicing language skills to use good manners and say kind words with their friends.
- ❖ **Sensory Bins:** Children will explore the world using a variety of sensory bins.
- ❖ **Daily Art/Craft Projects:** Children will love creating their own daily art project or participating in a hands-on art activity.
- ❖ **Creative Play Centers:** There are over 50 play centers that will be rotated through the class during the year. Every week the class will have different large centers to explore.
- ❖ **Large Motor Time:** Every day children will have large motor activities. Our facility has a wonderful two-story indoor play center and a large motor room with cozy coupe cars, balls, tunnels, tents, and lots more.
- ❖ **Themes:** Each week is centered on a theme. All art projects, stories, finger-plays, games and activities revolve around the weekly theme. Some of the themes will be: family, friends, feelings, gardens, animals and seasonal themes.
- ❖ **Musikgarten class:** Once a week the children will participate in a music class taught by a specially trained and certified Musikgarten teacher at no additional charge. Children will play instruments such as drums, rhythm sticks, guiros, bells etc. They will also use the stretchy band, play parachute games, dance with scarves, hoops, ribbons and enjoy numerous musical experiences that help create brain connections which engage the whole brain in a way that no other discipline does! Music and movement activities will also be incorporated into the daily lessons.

## Three's Classes

The three's classes will enjoy meeting new friends, creating art projects, singing, playing games, and exploring the classroom as they begin forming concepts of print and math literacy. Some specific activities include...

- ❖ **Bible Verse/Bible Stories:** Each month children learn a new Bible verse with motions. The verse is recited each day. Bible stories are read once a week.

- ❖ **Themes:** Each day/week is centered on a theme. The craft/art project, books, activities and games enhance learning in connection to the theme. Some themes that will be covered during the year are nature, seeds, leaves, pumpkins, birds, snowmen, safety, food groups, pets, colors, shapes, name recognition, animals, etc.
- ❖ **Daily art/craft projects:** Children love creating their own art or making the craft of the day. They will be painting, gluing, drawing, and making all kinds of creations.
- ❖ **Fun/creative play centers:** There are 50 play centers that are used in the classroom throughout the year: construction workshop, airplane runways, doctor's office, beauty parlor, farm animals, office machines, McDonalds, bakery, grocery store, sensory tables, puzzles, manipulatives, Paw Patrol, Brio train, etc.
- ❖ **Musikgarten class:** Once a week the children will participate in a music class taught by a specially trained and certified Musikgarten teacher at no additional charge. Children will play instruments such as drums, rhythm sticks, guiros, bells etc. They will also use the stretchy band, play parachute games, dance with scarves, hoops, ribbons and enjoy numerous musical experiences that help create brain connections which engage the whole brain in a way that no other discipline does! Music and movement activities will also be incorporated in to the daily lessons.
- ❖ **Large Motor time:** Everyday children will have 25 minutes of large motor activities. Our facility has a wonderful large two-story indoor play center and a large motor room with bikes, balls, balance beam, etc.
- ❖ **Show & Tell:** Once or twice a month the children will be instructed to bring a themed show and tell -- i.e. a picture of their family, something that is red, a bug in a container, etc.

### Four's Classes

The fours are focusing on skills for school readiness, providing many hands-on learning activities, letter and phonemic awareness, pre-reading skills, number awareness, math skills, calendar time, Bible time, large motor, fine motor, music, games, play time and learning cooperation in group time.

- ❖ **Bible Stories/Songs/Moral Character:** Each week children are taught Bible verses, stories and songs. They will work together to learn how to build healthy, kind relationships with others and good character qualities as individuals and as a group.
- ❖ **Themes:** Friendships, Nursery Rhymes, Creation, Nature, Animals, Owls, Farms, Acorns, Seasons, Reptiles, Mexico, Insects, Noah's Ark, Alphabet Letters, Bugs, etc.
- ❖ **Reading/Language Arts:** Pre-reading and reading activities will be presented. Letter recognition and a portion of the "Jolly Phonics" phonics program, rhyming activities, language development skills, reading a large variety of books and acting out stories.

- ❖ **Math/Science Activities:** Children use hands-on activities to explore quantity, numbers, counting, one-to-one correspondence, sorting and classifying, graphing etc. Science activities include practicing observation skills, making a volcano, floating objects, activities with five senses, exploring and observing our wonderful world.
- ❖ **Arts/craft projects:** Every day children participate in cutting, gluing, painting, coloring, and creating. Some of the work projects focus on teacher instructed, following directions activities.
- ❖ **Large Motor Skills:** Children have 25 minutes of large motor time daily. We have four large motor choices. 1. Two-story indoor play center. 2. Small gym to ride cozy coupe cars, play with balls, a balance beam, beanbags, basketball hoop, tents, tunnels, and numerous other gym equipment. 3. Large gym for bike days, running races, large motor games and focused large motor skill development of ball handling, skipping, galloping etc. 4. Outdoor playground behind the church.
- ❖ **Fun/creative play centers:** We have over 50 play centers that are used in the classroom throughout the year. Construction workshop, airplane runways, doctor's office, beauty parlor, farm animals, office machines, McDonalds, bakery, grocery store, sensory tables, puzzles, manipulatives, paw patrol, brio train etc.
- ❖ **Musikgarten class:** Once a week the children will participate in a music class taught by a specially trained and certified Musikgarten teacher at no additional charge. Children will play instruments such as drums, rhythm sticks, guiros, bells etc. They will also use the stretchy band, play parachute games, dance with scarves, hoops, ribbons and enjoy numerous musical experiences that help create brain connections which engage the whole brain in a way that no other discipline does! Music and movement activities will also be incorporated into the daily lessons.
- ❖ **Field Trips:** The fours will have one in-house field trip in the fall and one local field trip outside of school in the spring.

### Pre-Kindergarten Classes

Our Pre-Kindergarten program uses a wide variety of themes and activities to develop a child's ability to constructively participate in a group, to play independently, and to develop good listening skills as they grow in reading and math readiness skills. It is an enrichment program that is ideal for a child who would benefit from taking an additional year before starting kindergarten. The Pre-Kindergarten program is intended for children who turn five over the summer, however children who turn five in September, October, or November will also be considered as space allows. Some specific activities include...

- ❖ **Circle/Time:** During this dedicated, structured teaching time, children are given the opportunity to practice what they have learned in front of the class. Readiness activities which aim to build confidence and enhance learning are emphasized.

- ❖ ***Bible Stories/Songs/Moral Character:*** Children are taught Bible Stories and Bible verses and participate in activities which emphasize good moral character qualities.
- ❖ ***Themes:*** Dinosaurs, Space, Exploration, Australia, China, Trees, Leaves, Dr. Seuss, Animals in Winter, Butterflies and Insects, Penguins and Polar Bears, Sea Creatures, Art Appreciation, Safety, Snow & Ice, etc.
- ❖ ***Reading/Language Arts:*** The Pre-K class uses a combination of literacy programs: Frog Street Letter Song books and a portion of Jolly Phonics actions to teach letter recognition and letter sound association, phonemic awareness, rhyming activities, retelling information from a story, sequencing, comprehension, book awareness, environmental print and tracking print.
- ❖ ***Math Activities:*** Children explore quantity, numbers, time, money, graphing, counting, one-to-one correspondence, sorting and classifying, patterns, measurement, comparing sets, using less and more, less and equal, simple addition and subtraction using manipulatives.
- ❖ ***Science Activities:*** Children use hands-on discovery with experiments that correlate with our themes. They will investigate properties of magnets, light, hibernation, migration, sink vs. float, fossils, seed dispersal, plant and insect parts, life cycles, seasons, plants and animals in different habitats, etc.
- ❖ ***Arts/Craft Projects:*** Every day children participate in a fun, hands-on art/craft project. Children enjoy cutting, gluing, painting, coloring, and creating. There is a class art show at the end of the year.
- ❖ ***Musikgarten class:*** Once a week the children will participate in a music class taught by a specially trained and certified Musikgarten teacher at no additional charge. Children will play instruments such as drums, rhythm sticks, guiros, bells etc. They will also use the stretchy band, play parachute games, dance with scarves, hoops, ribbons and enjoy numerous musical experiences that help create brain connections which engage the whole brain in a way that no other discipline does! Music and movement activities will also be incorporated in to the daily lessons.
- ❖ ***Large Motor Skills/Gym Time:*** Children have 25 minutes of large motor time daily. We have four large motor choices. 1. Two-story indoor play center. 2. Small gym to ride cozy coupe cars, play with balls, a balance beam, beanbags, basketball hoop, tents, tunnels, and numerous other gym equipment. 3. Large gym for bike days, running races, large motor games and focused large motor skill development of ball handling, skipping, galloping, etc. 4. Outdoor playground behind the church.
- ❖ ***Field trips:*** Once a month, both in-house and local field trips are taken exposing children to many different learning opportunities. **Local field trips are canceled for the 2021-2022 school year due to COVID-19 restrictions, but most in-house specials will occur.**



## Additional Programs and Events

- ❖ **Religious Instruction:** Wheaton Bible Church Preschool is concerned with the spiritual development of each child. It is our desire that each child understands God's love and care for him/her. Knowledge of God and familiarity with biblical events will be encouraged through stories, discussions, songs, Bible verse memorization, prayer, a daily devotional time and an understanding of Christian holidays.
- ❖ **Field Trips:** Local field trips are canceled for the 2021-2022 school year due to COVID-19 restrictions. We will continue in-house field trips.
- ❖ **Fall Open House:** Parents will have the opportunity to meet teachers and see their child's classroom during the Fall Open House. This evening event is a great opportunity to talk with teachers and see firsthand what children do each day.
- ❖ **Christmas Programs/Celebrations:** The four-year-old and pre-kindergarten classes will each present a short Christmas program during preschool hours. The Three-year-old and two-year-old classes will be having a birthday party for Jesus in their classroom. **Programs are subject to change based on COVID restrictions.**
- ❖ **Spring Programs/End of the year Celebrations:** The four-year-old and prekindergarten classes will perform several songs during each of their spring programs held the last week of classes. These evening events will be a fun time for children to share what they have learned through music and finger plays and a chance for parents to witness their child's hard work and effort. **The three-year-old classes** have an end of the year parent/child picnic. **The two-year-old-classes** have parents participate in a class circle time and ice cream party. **To be determined based on COVID-19 restrictions.**
- ❖ **Enrichment classes:** A 30-week enrichment class, "Teaching Spanish to young children" is being offered to students in our 4's and Pre-K classes during the 11:30-12:45 time between morning and afternoon classes. There is an additional fee to be enrolled in this class. Contact the director if interested in enrolling in this extra enrichment class.

## GENERAL ADMINISTRATION INFORMATION

### **School Hours**

The school day runs from 9:00-11:30 AM for our morning classes and 12:45-3:15 PM for our afternoon classes. The director's hours are Monday-Friday 8:00-5:00 pm.

### **Arrival & Greeting**

Drop-off is curbside only for Pre-k and 4-year-old classes during drop-off times 8:45-9:05 AM and 12:40-12:50 PM. When curbside times end, students may be walked-in through the preschool doors S8 until 9:30am or 1:15 pm when door S8 locks. After hours use main entrance doors.

3-year-old classes may choose to do either curbside drop-off at 8:55-9:15 AM or walk-in drop-off at 9:00 am at the classroom door.

Older 2's/young threes have walk-in only drop-off at 9:00 AM at the classroom door.

For security reasons, parents and children doing walk-in drop-off will enter through the designated Preschool door (S8) which will be unlocked approximately 15 minutes prior to class start times and lock 15 minutes after start.

If parents arrive when the doors are locked, they must enter through the main church entrance and check in with the receptionist.

Walk-in's bring children to the door of the classroom and sign-in on the attendance sheet.

Please do not send children in by themselves. Morning classes start at 9:00 am and afternoon classes will start at 12:45 pm.

### **Departure**

Morning classes end at 11:30 am and afternoon classes end at 3:15 pm. When picking children up, parents should enter through the designated Preschool doors (S8) which will be opened 15 minutes prior to ending times. Children are to be picked up at their classroom door.

**The State of Illinois requires parents/guardians to sign out their child or any other child on the attendance sheet** which is located on the counter in front of each classroom.

Children will be released only to those persons who are listed on their release form. If a child needs to be released to someone not listed on his/her form, a note must be sent giving permission for another individual to pick up. **WRITTEN AUTHORIZATION IS REQUIRED.** That individual will be required to show their driver's license if we do not already know them.

**Try to be prompt at dismissal time** as it can be very distressing to your child if you are not there. If you find you will be late in picking up your child, please call the Preschool at 630-876-6674 so that we can assure your child he or she has not been forgotten. We understand that circumstances occasionally arise making it difficult to be on time.

If you are more than 15 minutes late and we haven't heard from you, we will try to contact you. If we cannot reach you, we will begin to call your emergency contacts to pick up your child. If you or any of your emergency contacts have not picked up your child by 4:30 pm the Department of Children and Family Services specifies that we need to inform the police.

## **Snacks**

WBC Preschool will be providing nutritious snacks for your children. A snack calendar will be sent home each month which will specify the monthly snacks being served. Illinois Department of Public Health's Food Service Sanitation Code requires that all snacks be prepackaged. Water will be provided with snack. **We are a peanut and tree nut free snack facility.**

If your child has food allergies, please send in his/her approved snacks to replace the ones provided to the class. Please see the Director if special accommodations need to be made. Be sure to designate the allergy on the student information form stating how the allergy affects the child and if there is an action plan or EpiPen that needs to be kept on hand.

## **Backpacks**

Please send your child to school each day with a backpack that is clearly labeled with the child's first and last name. Be sure that the backpack is large enough to carry a large craft project as well as a complete change of clothing for emergency use.

## **Clothing**

Please dress your child appropriately for an active preschool day. This includes clothing that does not restrict movement and that might possibly get dirty with paint, mud, or food. In addition, consider whether the child can manage the clothing when using the bathroom. Also consider the weather as your child may be brought outdoors for gym time.

Please mark each item of clothing that will be removed with your child's name such as sweaters, coats, and hats. If your child wears boots to school, please send a pair of shoes to wear in the classroom.

Younger children should keep a change of clothes in their backpacks in case of toileting accidents. The school does have extra clothes if needed. Wet clothes will be sent home in a plastic bag. If they are from the school, please wash and return the clothes to your child's teacher. Please send extra diapers for our 2-year-olds who are not potty trained.

## **Toys from home**

**Please do not bring toys from home** except for an object brought for sharing time. An object brought for sharing is to be taken out only at the specified time. We ask that your child never bring guns, war toys, or other toys of destruction. Please be sure your child's name is on all items brought to school.

## **Play Zone Rules**

Children will be brought to the *Play Zone* during gym time periodically. No shoes or bare feet are allowed in the *Play Zone* so please be sure your child wears or brings socks each day to school. Play in the *Play Zone* is limited to climbing and crawling **INSIDE** the play structure only.

## **School Pictures**

Children will have their picture taken in the fall by Simply Portraits Chicago. Picture packages will be available for purchase if desired.

## **Absences**

If your child will not be at school, please notify us by emailing your child's teacher of your child's absence and the reason for the absence. We are required to keep close attendance tracking and appreciate your help.

## **Vacations & Holidays**

Wheaton Bible Church Preschool begins the day after Labor Day and ends the week before Memorial Day. Other holidays and vacations include Thanksgiving break, Christmas Break, Good Friday, Spring Break, and days for in-service teacher training. A detailed calendar will be provided at the start of each year.

## **Tuition Payments**

Tuition at Wheaton Bible Church Preschool is based on the total number of sessions per school year divided into nine equal payments. **Tuition is due on the FIRST of each month.** A service charge of \$10 will be added to payments made after the TENTH of each month.

**Tuition will not be refunded because of illness, vacation or temporary COVID-19 school closure, or missing school because of COVID-19 quarantine times.** If

an unusual situation arises where tuition cannot be paid on time, please speak to the Director. Payment for children enrolled after September is pro-rated upon entry.

You may pay tuition on our website or by mobile text messaging using a checking account, debit or credit card. You will be asked to set up an account so that you will be able to view your payments. There are no service fees for using a credit or debit card online. You may make a one-time payment or **set up recurring payments.**

## **Recurring Tuition Payments**

The benefit of **recurring payments** is that tuition will be automatically paid to the Preschool each month. Payment may be set-up from either a checking account/debit card, or a credit card. Payment reminders will not be sent out for monthly payments. A late fee of \$10.00 will be charged for payments made after the 10-day grace period.

## **Withdrawal**

In all cases of withdrawals, two weeks written notice is required except in cases of serious illness or accident. With proper notice, tuition for the month of withdrawal will be prorated on a monthly basis. Tuition will be refunded for months not attended when withdrawing. There are no refunds for illness, vacation, or COVID quarantine, or temporary school closure due to COVID-19.

## **Discharge**

After attempting to meet a child's individual needs, Wheaton Bible Church Preschool reserves the right to discharge any child who demonstrates inability to benefit from the program offered by the Preschool or who has an adverse effect upon other children either through the direct behavior of the child or through requiring extraordinary staff time at the expense of other children. All children in the three, four, and Pre-K classes are required to be toilet trained before the start of school and may be discharged if repeated accidents indicate the child is not yet able to take care of their bathroom needs. Two-year-olds are not required to be toilet trained.

## **Registration**

All registration for preschool is done online by completing the registration form and paying the non-refundable enrollment fee. Enrollment is completed when all preschool forms are submitted to the preschool. These forms include the following:

1. A State Health Examination form which includes immunizations and is **signed and dated by both the parents and physician.**
2. Original birth certificate.
3. Student information form.
4. Emergency information and permission form.
5. Parent release form.
6. Tuition Payment form.

The forms will be sent in the spring and are also available to download from our website.

Registration for the fall school year opens the beginning of December for current students and then 2 weeks later for former students and Church members. Registration opens for new families in the beginning of January.

## **Birth Certificate**

The Department of Children and Family Services requires parents or guardians to provide their child's original birth certificate or other reliable proof of identity and age of the child **within 30 days of the start of school.**

If you need the certified copy returned to you, we will promptly make a copy and return the certified copy to you. If an original copy of a birth certificate is not available, you must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

For children born in DuPage County, a birth certificate is available in the DuPage County Clerk's office in Wheaton (phone 630-682-7035). For those born outside of DuPage County, parents may contact the Office of Vital Statistics in the state or county of the child's birth.

Wheaton Bible Church Preschool is required by law to notify the Illinois State Police or local law enforcement agency if you fail to submit proof of the child's identity within the 30-day time frame. If we must contact the Illinois State Police or local law enforcement, we are required by law to notify you in writing, that we have contacted them as required, and you have 10 additional days to comply by submitting the required documentation.

## HEALTH INFORMATION

### **Health Policy**

State law requires each child to have an updated immunization record on file each year. In addition, the school must be informed of any physically limiting or potentially life-threatening conditions or allergies which may cause your child harm. **Please thoroughly complete and return the health questionnaire on the student information form.**

### **Illnesses Policy**

Do not send your child to school, if your child has any of the following symptoms:

- Diarrhea or stomachache
- Coughing
- Muscle or body aches
- Yellowish skin or eyes
- Pinkeye
- Temperature over 100°F or chills
- A rash that has not been evaluated by a doctor.
- Nasal congestion or runny nose
- New loss of taste or smell
- Nausea or Vomiting
- Unusually colored urine or stool
- Headache, stiff neck, or unusual tiredness
- Infected skin patches
- Sore throat or trouble swallowing
- Signs of lice infestation
- Unusual loss of appetite
- Shortness of breath or difficulty breathing
- COVID exposure or positive test

If your child arrives at school with any of these symptoms or develops them during class time, he or she will be sent home. In order to prevent the spread of infection, if the parents suspect illness, the child should be kept home.

**PLEASE KEEP YOUR CHILD HOME FOR AT LEAST 24 HOURS** after either vomiting or having a fever or after having been prescribed antibiotics for a contagious illness. Please report all communicable diseases and/or cases of head lice as soon as possible by calling the Preschool at 630-876-6674. Students who have been exposed to a communicable disease will receive an “exposure notice” which explains the symptom of the illness and requirements to return to school. Certain illnesses may require a doctor’s note to return to school.

### **Medications**

Whenever possible, prescription medications should be given at home unless it is critical to the health of the student. For those students who require prescription medication during the school day, a medication form which is available from the director must be completed by the parent and prescribing physician. The medication must be brought to school by the parent in a closed container clearly labeled by the pharmacy or physician including the directions and dosage. Children are not to handle medications or transport them. Any child who is regularly receiving medication should have the medication noted on the child’s student information form. **An action plan must accompany any EpiPen’s brought to school.**

## **COVID-19 Plan**

Preschool families and staff **must immediately notify** the preschool director, Linda Michel, at 630-876-6674 or [lmichel@wheatonbible.org](mailto:lmichel@wheatonbible.org), if a child, parent, staff member or someone in their home tests positive for COVID-19 or if they have been in close contact (within 6 feet for greater than 15 minutes) with a positive case.

- The preschool director will notify our DCFS licensing rep by phone or email, IDPH at 1-800-889-3932 or [DPH.SICK@ILLINOIS.GOV](mailto:DPH.SICK@ILLINOIS.GOV) and the DuPage County Health Department immediately upon being informed of the exposure to COVID-19.
- When reporting please provide the date of notification of the positive test results and/or exposure.
- The director will inform families by email and/or a phone call of a COVID-19 exposure.
- Email updates will be sent communicating dismissal decisions and possible COVID-19 exposure, while maintaining confidentiality of the student or staff member.
- We will dismiss the students and most of the staff for 2-5 days. This will allow the health department to determine the next steps including whether an extended dismissal duration is needed to stop or slow the spread of COVID-19.

### **Daily Symptom self-screenings required**

Daily symptom self-screenings are required for all staff, students, parents and visitors entering the building. Upon arrival at the facility, initialing the child in on the attendance sheet designates that the child has been screened for symptoms and is symptom free and has not been exposed to or diagnosed with COVID-19. Children are not allowed at school and will be sent home if exhibiting any of the symptoms listed below.

### **WBC Preschool COVID-19 Symptom Screening List**

Has your child or anyone in your household experienced any of the following COVID-19 symptoms in the last 24 hours?

- Fever or chills
- Cough
- Nasal congestion or runny nose
- New loss of taste or smell
- Sore throat
- Shortness of breath or difficulty breathing
- Diarrhea
- Nausea or vomiting
- Stomachache
- Tiredness
- Headache
- Muscle or body aches
- Poor appetite

Has your child or anyone in your household:

- Been in close contact with anyone with suspected or confirmed COVID-19 in the last 14 days?

- Tested positive for the Coronavirus or been identified as a potential carrier of the COVID-19 virus?
- Is anyone in your household awaiting COVID-19 test results?

### **Clean and disinfect thoroughly**

- Areas used by the individual with COVID-19 will be closed off and wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas used by the ill or exposed person, focusing in frequently touched surfaces, using approved EPA-registered disinfectants.

### **Decisions about extending school dismissal**

- WBC Preschool will work closely with the DuPage County Health Department to make dismissal decisions.

### **If a Child Becomes Ill**

Any child or staff suspected of having COVID-19, diagnosed with COVID-19, or having contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the preschool center. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting, and diarrhea.

If the child or staff member is diagnosed with COVID-19, he or she may not return to the childcare facility until ALL the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual is no longer showing symptoms, including cough.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the child or staff member may return to day care if the following is met:

- No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
- Negative test for COVID-19 or;
- A note from a medical provider documenting no clinical suspicion of COVID-19 infection

Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the preschool center for 14 days **after last exposure** and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.

A child who becomes symptomatic while at preschool will be immediately removed from the classroom in order to limit exposure of other children and staff. The child will be supervised in a designated room that is not used by any of the other classes to wait for his/her parent/guardian to arrive.



WBC Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

If a staff member becomes symptomatic while giving care, that staff member will cease childcare duties immediately and isolated until they can be picked up.

### **Health Exam/Immunizations**

Each child shall be given a thorough physical examination, not more than 6 months prior to admission, and shall indicate that the child was found free of communicable disease. The health care provider must complete a lead risk and TB assessment and indicate that a test is needed or not needed. Each child shall be immunized against measles, diphtheria, pertussis, tetanus, rubella, mumps, poliomyelitis, hepatitis B and Hib and varicella (chicken pox). The date and results of the lead assessment and tuberculin assessment to show whether these tests are indicated is also needed. Forms are provided for the above records. Most pediatricians' offices also have the necessary DCFS Health Form.

- In accordance with the Child Care Act of 1969 a parent may request that immunizations, physical examinations, and/or medical treatment be waived on religious grounds. A request for such waiver shall be in writing, signed by the parent, and kept in the child's record.
- The Illinois certificate of religious exemption form must be signed by a physician and turned in before the first day of school.
- Exceptions made for children who for medical reasons should not be subjected to immunizations or tuberculin tests shall be so indicated by the physician on the child's medical form.
- Please note per Illinois Administrative code Section 690.520, If any individual without evidence of measles immunity is identified as a susceptible contact to a person with measles (e.g., on a flight, in a waiting room or classroom, in team or intramural sports, in shared space within 2 hours of the presence of a person infected with measles, etc.) that individual "shall be **excluded from school, workplace, child care facility, or other facilities until 21 days after the onset of the last reported measles case.**"
- **Tuition payment will still be expected during the exclusion from school and no tuition refund will be given for school missed due to the required exclusion time.**

**By state law, no child may begin school without their physical examination form.**

### **WBC Preschool Staff Immunizations**

All WBC Preschool staff are required to show proof/documentation of having received the following:

- One dose of the Tdap (tetanus, diphtheria, pertussis) and
- 2 doses of the MMR (measles, mumps, rubella), or
- Show proof of immunity to MMR (DCFS will require physician's written signature)
- TB test on file

### **Vision and Hearing Screening**

Each year we offer vision and hearing screening conducted by the DuPage County Health Department in the spring.

## COMMUNICATION

### **Parent Conferences**

A conference may be requested at any time. There will be scheduled conferences twice a year. The first conference is a telephone conference in November. The second conference is at school in May.

### **Discipline**

The aim of classroom discipline is to help our children develop self-control, respect authority, and assume the responsibility for his or her own acts.

Our students are expected to respect the classroom rules, the authority of his/her teachers, the rights and property of other students and the equipment of the classroom.

Regular classroom teachers are responsible for carrying out necessary discipline measures but may seek help from the director. We welcome the help and the support of parents. A parent will be notified in person or by phone for input on dealing with an issue. We will partner as a team to make a plan to try to solve the issue and keep parents apprised on progress.

Teachers first try to redirect and use positive reinforcement to encourage the desired behaviors. Children are given choices and a warning of the consequence of a wrong choice. One discipline measure for a wrong choice is removing the child from the group situation for a short period of time. After the child has regained control, a teacher may talk with the child about the action that caused the removal from group activity. Discipline measures DO NOT include corporal punishment or verbal abuse and are carried out with love and concern for the child.

If after all attempts have been made to meet the child's individual needs, or if the child demonstrates the inability to benefit from the type of care offered by our school, or if the child's presence is detrimental to the group requiring extraordinary staff time at the expense of other children, the parents may be requested to withdraw their child from school.

### **School Closings**

In the event of school closings, parents will receive a call and/or email. In addition, a message will be posted on the Preschool voicemail by 6:30 am which can be called at any time. (630-876-6674).

### **Newsletters**

Each week class newsletters will be emailed to help parents stay informed of class activities, crafts, stories, Bible lessons and memory verses. This is a great tool to use when talking with your child about their day at school. The newsletter will also be available to take home from your child's classroom. The director will also email updates to communicate upcoming events and all-school news.

### **Telephone/Emails**

The director is on-site daily Monday-Friday from 8:00-5:00 pm. You may call (630) 876-6674 and leave a message anytime, 24 hours a day or email [lmichel@wheatonbible.org](mailto:lmichel@wheatonbible.org) and the director will return your call or email as soon as possible during work hours.

Teachers may be reached by email to answer any questions or concerns. The director will be included in emails involving issues that need a team to address. **Teacher emails are found on the contact list of the last page of this handbook and on the WBC Preschool website by clicking on their staff picture.** You may also call the director's phone to request a conference or phone call from your child's teacher.

### **Preschool Board**

The Wheaton Bible Church Preschool Board consists of six to nine members each year with at least three parents of children in the Preschool program and at least one member from the church at large. The Board serves as an advisory panel to the Preschool Director and assists in reviewing and evaluating the policies, programs and future direction of the Preschool based on stated goals, objectives, and philosophy. The Board also serves as an additional communication link between the Preschool and parents.

### **Contact information for Wheaton Bible Church Preschool**

Linda Michel, Director  
Wheaton Bible Church Preschool  
27W500 North Avenue  
West Chicago, IL 60185  
630-876-6674  
[lmichel@wheatonbible.org](mailto:lmichel@wheatonbible.org)

### **Wheaton Bible Church Preschool Website**

[www.wheatonbiblepreschool.org/](http://www.wheatonbiblepreschool.org/)

### **Wheaton Bible Church Preschool Number**

630-876-6674

### **Wheaton Bible Church Main Number**

630-260-1600

## **SAFETY/SECURITY/EMERGENCY INFORMATION**

### **Safety Policy**

Wheaton Bible Church Preschool will follow the Wheaton Bible Church Emergency Plan. This plan has been approved by the Carol Stream Fire Department and a copy can be obtained by contacting the Director of Operations at Wheaton Bible Church.

The Preschool staff is informed of safety rules, special hazards, and commonly occurring accidents. They receive detailed instruction on evacuation procedures, use of fire extinguishers, and how to report an accident. There is at least one staff member from each classroom that has a current Red Cross first aid certificate/CPR child training. The Illinois Department of Health inspects the facility for safety twice each year.

### **Fire/Storm/Disaster/Evacuation Drills**

Your child will participate in several fire/disaster/evacuation drills throughout the year. In case of a real emergency such as a tornado, prolonged power outage, etc, children will be supervised at the school until a parent, authorized person, or emergency contact picks the child up. **PLEASE BE CERTAIN YOUR CHILD'S EMERGENCY INFORMATION FORM IS ON FILE AND ACCURATE.**

### **Security**

There is a dedicated Preschool entrance located at Wheaton Bible Church (S8). This entrance should be used to access the preschool during drop-off and pick-up times. It will be open approximately 15 minutes prior to class start times and then again at pick-up times and will remain locked at all other times. Individuals wishing to access the Preschool when the doors are locked will need to enter through the main church entrance and check in with the receptionist.

### **Preschool Rooms**

Preschool classroom doors will remain shut during class times. Visitors must check in with the church receptionist before entering the Preschool area. Children are always supervised by a teacher when moving throughout the building.

### **ALICE Training**

In addition to lockdown training, our WBC teaching staff will receive training in ALICE to be prepared for a man-made disaster and violent crime incident. ALICE is a proactive, option-based program that research has shown to be effective in violent situations. Many area schools have also added this training for their teachers to enhance school safety.

### **Severe Weather**

The school will remain open on all normal winter days. We will always close when the area school districts close. We will call and/or email if school is closing or if we deem it necessary to close the school. In the event of severe weather children will be cared for in specially designated areas within the building. Fees will not be refunded in the event school is called off because of weather conditions.

## **Emergency Medical Care**

If emergency medical care is necessary, steps taken may include, but are not limited to the following:

- Administration of first aid by a qualified person.
- An attempt to contact a parent or guardian or an attempt to contact another person on the child's emergency contact card if a parent can't be reached.
- 911 will be called if necessary and the child will be taken to an emergency room or hospital in the company of a staff member.
- Staff are CPR and First Aid Trained to administer emergency care needed until emergency help arrives.

Any expense incurred above is expected to be borne by the child's family health insurance. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment. The Preschool does carry liability insurance through Accord to be used beyond what your personal policy will cover.

## **Responsible Party**

The Wheaton Bible Church Preschool is a ministry of the Wheaton Bible Church and as such is operated under the Board of Elders. The Preschool Board acts as an advisory committee and makes recommendations concerning its operations to the director. Daily operation of the program is the responsibility of the director and staff under the supervision of the Executive Pastor of Administration.

## **Integrated Pest Management (IPM):**

The Wheaton Bible Church Preschool IPM program, which is mandated by the State of Illinois, includes the following:

- Regular monitoring to identify pest problems
- Preventative actions to reduce future pest problems.
- Preference for the use of non-chemical control methods to address pest problems.

When necessary, least-hazardous chemical controls will be used after non-chemical control methods have been applied.

If a pesticide application is deemed necessary by IPM Coordinator, parents and staff will be notified in writing at least two business days and no more than thirty days prior to the pesticide application.

## **Required Radon Testing**

Wheaton Bible Church Preschool has performed radon measurements to ensure the health and safety of the building occupants. Test results are posted outside the director's office underneath our current license. The Illinois Emergency Management Agency (IEMA) recommends that all residential homes be tested and that corrective actions be taken at levels equal to or greater than 4.0 pCi/l. For additional information about this facility contact the licensee and for additional information regarding radon contact IEMA Radon program at 1-800-325-1245 or [www.radon.illioin.gov](http://www.radon.illioin.gov).

## **Lead Testing in Water Requirement**

Illinois legislation requires lead testing of water for all day care centers, day care homes, and group day care homes that serve children ages birth to 6 years old that were constructed on or before January 1, 2000. Wheaton Bible Church Preschool was constructed in 2008 so is exempt from the lead testing of water requirement.

## **WBC Preschool Photo Policy Statement**

We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated. We may take photographs for several reasons while your child is with us, including:

- documenting and recording education activities
- recording special events and achievements
- displays of the children's work/activities
- informing parents of their child's activities during the day

From time to time images of children may appear in media which is available to the public via newsletters, website, printed publications, school displays, and other similar uses. It is our preschool's policy not to include personal details or children's names in a photographic image, on our website, or in any other printed publications.

If you do not wish your child's photograph to appear in school website, brochures and other printed publications, please inform the school office in writing.

We encourage our families *not to distribute or publish* photographs and videos if they include any children other than your own. This includes the posting of images and videos on social networking websites such as Facebook, or on video sharing websites such as YouTube.

### Photography Policy

- We will not use the personal details or full names of any child.
- We may use group photographs or footage with general labels, such as "making pictures of castles."
- We may send photos to you which include other members of the child's classroom engaged in classroom activities together.

At Wheaton Bible Church Preschool, we are happy for parents to take photos and videos of events for personal use but recommend that these images are not put online if they contain other students, unless given permission by the parents of all children in the picture.

**CONTACT LIST: 2021 - 2022**

**WHEATON BIBLE CHURCH PRESCHOOL CONTACT INFORMATION:**

Linda Michel, Director  
Wheaton Bible Church Preschool  
27W500 North Avenue  
West Chicago, IL 60185  
630-876-6674  
lmichel@wheatonbible.org

**WEBSITE:** [www.wheatonbible.org/preschool](http://www.wheatonbible.org/preschool)

**PRESCHOOL STAFF EMAIL:**

Mrs. Benshoof..... lbenshoof@wheatonbible.org  
Mrs. Bordignon ..... kbordignon@wheatonbible.org  
Mrs. Gauger..... dgauger@wheatonbible.org  
Mrs. Frost ..... nfrost@wheatonbible.org  
Mrs. Halley..... jhalley@wheatonbible.org  
Mrs. Herbert ..... kherbert@wheatonbible.org  
Mrs. Hoogerheide ..... shoogerheide@wheatonbible.org  
Mrs. Kempe ..... nkempe@wheatonbible.org  
Mrs. Moffatt ..... kmoffatt@wheatonbible.org  
Mrs. Michel..... lmichel@wheatonbible.org  
Mrs. Nelson..... knelson@wheatonbible.org  
Mrs. Nisbett ..... mnisbett@wheatonbible.org  
Mrs. Pablo..... cpablo@wheatonbible.org  
Mrs. Ramos..... aramos@wheatonbible.org  
Mrs. Seabloom..... jseabloom@wheatonbible.org  
Mrs. Shales..... sshales@wheatonbible.org  
Mrs. Thornton..... rthornton@wheatonbible.org  
Mrs. Witnik..... switnik@wheatonbible.org

**WHEATON BIBLE CHURCH PRESCHOOL NUMBER.....630-876-6674**  
**WHEATON BIBLE CHURCH Main Number..... 630-260-1600**





**WHEATON BIBLE CHURCH PRESCHOOL**

Verification of Agreement for the Discipline Policy, Photo Policy,  
Pick-up / Departure Policy,  
Pest Management Policy, and Curriculum Content  
and other all policies outlined in the  
Wheaton Bible Church Preschool Handbook

I (We), \_\_\_\_\_  
(Please print name)

Parent(s) of \_\_\_\_\_  
(Name(s) of Child(ren))

Hereby certify that I/we have received and read the Wheaton Bible Church Preschool Parent's Handbook and are in agreement with the policies outlined in the handbook. Preschool Discipline Policy outlined on pg. 18, the Pick-up / Departure Policy outlined on pg. 10, the Pest Management Policy outlined on pg. 21 and Curriculum Content on pg. 5-9, COVID-19 policy on pg 15-17and Photo policy on pg. 22, tuition pg. 12.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature