



2026-2027

**YELLOW BRICK ROAD**

**PARENT**

**HANDBOOK**



**FOR AGES  
2-5 YEARS**



Village of Lake Zurich Park & Recreation Dept.  
200 S. Rand Road, Lake Zurich, IL 60047  
847.438.5146 | [LakeZurich.org](http://LakeZurich.org)

# MESSAGE FROM THE RECREATION SUPERVISOR

Thank you for choosing the Village of Lake Zurich to set a firm foundation and to instill a love of learning in their very first educational experience. I want you and your child to have the best experience possible. I firmly believe in open and honest communication with families, as that is how our littlest learners will best succeed. I am more than happy to answer any questions, help resolve any concerns and to always be a warm hello when you enter any of our facilities. The Village of Lake Zurich Yellow Brick Road Preschool program has been a staple in the community for more than 30 years, and I am thrilled to watch our students continue to learn, grow and flourish in our programs. We welcome your family to becoming part of our Yellow Brick Road Preschool family.



## JENNA STANONIK

RECREATION SUPERVISOR

847.719.2462 | [jenna.stanonik@lakezurich.org](mailto:jenna.stanonik@lakezurich.org)

## PRESCHOOL TOURS

Parents/Guardians and prospective students are welcome to make an appointment for a tour of the preschool. We do not do tours during program hours. Please contact Jenna Stanonik to schedule a time to tour a facility.

## FACILITIES

### **Buffalo Creek:**

675 Old Mill Grove Road, Lake Zurich, IL | 847.438.5146

### **Paulus Park Barn:**

200 South Rand Road, Lake Zurich, IL | 847.438.5146

## HOLIDAY SCHEDULE 2026-2027

### **Institute Day:**

Monday, October 12

### **Thanksgiving Break:**

Wednesday, November 25 thru Friday, November 27

\*School resumes Monday, November 30

### **Winter Break:**

Monday, December 21 thru Friday, January 1

\*School resumes on Monday, January 4

### **Martin Luther King Day:**

Monday, January 18

### **No School due to Open Houses:**

Thursday, January 28, Friday, January 29

### **President's Day:**

Monday, February 15

### **Spring Break:**

Friday, March 26 thru Friday, April 2

\*School resumes Monday, April 5

### **No School due to Open Houses:**

Thursday, April 29, Friday, April 30



YBR classes will be cancelled if School District 95 cancels due to inclement weather. These days will not be made up. The Recreation Supervisor will contact you through e-mail if classes are cancelled for any reason. You will also be notified through Everbridge, the Village of Lake Zurich Emergency Communication system.

## LAST DAY OF SCHOOL

**Terrific Two's:** May 24, 25, 26, 27

**Just for Me Almost Three:** May 27

**3 year old Preschool:** May 27

**4 year old Preschool:** May 28

# REGISTRATION INFORMATION

All registrations are taken in person at our Paulus Park facility located at 200 South Rand Road, Lake Zurich. A non-refundable \$50 deposit, as well as proof of residency {if a resident} is required at the time of registration. Prior to school beginning, a completed registration packet, a copy of a birth certificate, and copies of the most up to date medical records that you have are required. For additional registration information, please call 847-438-5146 and one of our Guest Services Associates would be more than happy to assist you.

## PRIORITY REGISTRATION

Those participants currently enrolled in the program are given priority registration. Current family registration lasts for 2 weeks prior to anyone else signing up. After those two weeks, registration is open to all Residents. Resident registration then lasts for 2 weeks. Once those 2 weeks have passed, registration opens for all families in the surrounding communities.

If you are enrolled in the program, and do not sign up during the first two week window, we cannot guarantee that you will have a spot in the program for the next school year.

## ADMISSION DOCUMENTS

Registration forms are available for download at [lakezurich.org/Preschool](https://lakezurich.org/Preschool)

- ☐ Registration Form along with a \$50 non-refundable deposit
- ☐ Participant Emergency Waiver
- ☐ Permission to Dispense Medication Waiver
- ☐ Copy of your child's Birth Certificate (new students)
- ☐ Certificate of Health Examination (new students)
- ☐ Child Information Form
- ☐ Video Release Information

1) Pay in full by September 4th, 2026 and receive a 5% discount

2) Monthly Payment Plan:

# PAYMENT INFORMATION

Preschool	Days	Dates	Time	Monthly Tuition (R/NR)
Terrific Two's	M, T, W or TH	9/8-5/27	9:15-10:45am	\$72/\$87
Just for Me Almost Three	T/TH	9/8-5/27	9:15-11:15am	\$149/\$179
3 yr. old Paulus Park Barn	T/TH	9/8-5/27	9:00am-12:00pm	\$188/\$227
3 yr. old Buffalo Creek	T/TH	9/8-5/27	9:00am-1:00pm	\$250/\$300
4 yr. old Paulus Park Barn	M/W/F	9/9-5/28	9:00am-12:00pm	\$264/\$317
4 yr. old Buffalo Creek	M/W/F	9/9-5/28	9:00am-1:00pm	\$351/\$422

\*\* Can only choose up to 2 days

## PAYMENTS

- Check (made payable to The Village of Lake Zurich or VOLZ), Cash, Credit Card, Online.
- An email reminder will be sent monthly.
- Payments are due by the 1st of the month.
- \$10 late fee will be charged to all accounts not paid by the 1st of the month.
- Fees for late pickup will be charged to your account.
- If payment is not received within two weeks of payment due date, your child may be withdrawn from class until your account is current.
- Failure to pay by the 20th will cancel your child's preschool registration. A \$25 registration fee will be charged to reinstate your child.
- Tuition to be paid in full by September 4th, 2026 will receive a 5% discount
- ***Please note that at this time we do not keep financial information on file. We do not have automatic monthly payments.***

## REFUNDS AND WITHDRAWALS

- Full refunds (minus the non-refundable registration fee) will be granted until September 1st. After this date, refunds will be prorated.
- Refunds are not granted for vacations, illness or leaving the country.
- The Village of Lake Zurich Park & Recreation staff has the right to request the withdrawal of a child. This will be done only after a reasonable period of time and after the staff conferred with the parents.

## 2026-2027 PROGRAM

We believe the preschool years are the most important time in a child's academic and social development. For over 30 years, we have been dedicated to helping children discover their love of learning while developing the values and social skills required to excel throughout life. We share the desire to provide the best possible start for your child. Our goal is to create a warm and nurturing environment that helps children progress to their fullest potential. Our program uses the Jolly Phonics Curriculum to introduce phonics early.

## TERRIFIC TWO'S - AGES: 2 YEARS OLD (2 YEARS OLD BEFORE 9/1/26)

This class is a "stepping stone" designed to help your child adjust and prepare for enrollment in preschool. Our staff will gently care for the needs of your little ones so they can move into a preschool setting with ease and positive attitudes about learning, socializing, and interaction with others. Children will be involved in active and quiet play including crafts, games, stories, and songs with new activities every week.

Location	Days	Dates	Time	Full Tuition	9 Monthly Installments
Paulus Park Barn	Mon	9/14-5/24	9:15-10:45am	\$648/\$783	\$72/\$87
Paulus Park Barn	Tue	9/8-5/25	9:15-10:45am	\$648/\$783	\$72/\$87
Paulus Park Barn	Wed	9/9-5/26	9:15-10:45am	\$648/\$783	\$72/\$87
Paulus Park Barn	Thu	9/10-5/27	9:15-10:45am	\$648/\$783	\$72/\$87

*Note: Pull-ups are permissible, staff does not change children during class.*

**\*\*can only choose up to 2 days\*\***

## JUST FOR ME ALMOST THREE - AGES: 3 YEARS OLD (TURNS 3 BETWEEN 9/1-12/31/26)

Our “Just For Me Almost Three” is a two day a week program where your child can interact and learn with other children his or her own age. This class is an introductory preschool program that will help foster socialization and learning in a fun, safe, and caring environment. Emphasis is on social skills, separation from parent, learning to share, take turns, and independence. Daily activities include art, dramatic play, and large motor play. Stories, songs, and FUN! The children will be introduced to colors, shapes, numbers and counting, letters, spatial relations, and learn to recognize their name.

Location	Days	Dates	Time	Full Tuition	9 Monthly Installments
Buffalo Creek A	Tue/Thu	9/8-5/27	9:15-11:15am	\$1341/\$1611	\$149/\$179

Note: Pull-ups are permissible, staff does not change children during class.

## 3-YEAR-OLD PRESCHOOL (3 ON OR BEFORE 9/1/26)

The threes program gives your child a great educational start. The focus in this class is social, emotional, cognitive, and physical development. Activities include circle time, calendar, colors, shapes, pre-writing, gross, and fine motor skills. Children must be potty trained.

Location	Days	Dates	Time	Full Tuition	9 Monthly Installments
Paulus Park Barn	Tue/Thur	9/8-5/27	9am-12pm	\$1692/\$2043	\$188/\$227
Buffalo Creek A	Tue/Thur	9/8-5/27	9am-1pm	\$2250/\$2700	\$250/\$300

## 4-YEAR-OLD PRESCHOOL (4 ON OR BEFORE 9/1/26)

The fours program has been developed to meet the specific skills needed in preparing a child for Kindergarten. Our program is challenging and ever expanding. It includes readiness in reading (we use the Jolly Phonics Program), literature, writing, math, science, art, music, listening/speaking, gross/fine motor skills, social, and emotional readiness. The fours also follow the “Handwriting Without Tears” curriculum for writing, math, and literacy.

Location	Days	Dates	Time	Full Tuition	9 Monthly Installments
Paulus Park Barn	M/W/F	9/9-5/28	9am-12pm	\$2376/\$2853	\$264/\$317
Buffalo Creek A	M/W/F	9/9-5/28	9am-1pm	\$3159/\$3798	\$351/\$422

# PROGRAM AND PHILOSOPHY

## WELCOME

Welcome to the Village of Lake Zurich Yellow Brick Road Preschool program. It is our intention to provide a warm, caring environment in which your child can feel secure, learn and grow. Our preschool represents quality programming developed through the dedication of parents and teachers. You have chosen a program that has been around for over 30 years. We offer preschool at three locations. We are very proud of our programs and staff and look forward to providing an enjoyable and beneficial experience for both you and your child.

## MISSION STATEMENT

The Village of Lake Zurich Preschool is dedicated to supporting children's development and learning; respecting individual differences; and helping children learn to live, play and work cooperatively in a safe, healthy and nurturing environment.

## PHILOSOPHY

We are dedicated to enhancing the development of children through research based curriculum and countless hands-on activities. Learning through play is the key to our curriculum which incorporates the Illinois Early Learning Standards developed by the State Board of Education. Our program focuses on the whole child. We encourage curiosity and strive to develop an enjoyment for learning.

## PRESCHOOL COMMITMENT TO FAMILIES

Family is of the primary importance in a child's development. We welcome all families and encourage them to participate in the program, including involvement in shared decision making. We are dedicated to building family relationships, learning about family structure, culture, language, customs and beliefs to ensure a culturally consistent environment for all children and families.

## TEACHER QUALIFICATIONS

Our staff are passionate dedicated individuals who are committed to making sure your child has a great first school experience. A majority of our teachers have been with the Yellow Brick Road Preschool program an average of 18 years. All of our staff have early childhood experience and are CPR/First Aid/AED certified.

## PROGRAM

The preschool classes include a mix of group and individual activities throughout the day. Interest centers and activity areas are available to allow the child to plan his/her free time. Kindergarten readiness skills are integrated into each day's activities. Sound and name activities build phonemic awareness to prepare for reading. Art activities introduce the concepts of color, shape and space. Cooking and sensory play explore the ideas of volume and measurement. Playdough, scissors, crayons and small blocks aid in the development of fine motor skills needed for handwriting. Dramatic play and music encourage self-expression. Movement activities and outside play allow opportunity for physical development.

## PLEDGE OF ALLEGIANCE

As the Yellow Brick Road Preschool program is a department of the Village of Lake Zurich, students do learn the pledge of allegiance in class as part of their morning routine. Please note that this is the child's choice to participate and no one is forced to participate. If you prefer for your child not to participate, please speak with your teacher directly.

## PARENT INVOLVEMENT

### PRESCHOOL OPEN HOUSE

For our Preschool Open Houses we want our families to have one on one time with the teachers to touch base, talk about the program and have the students show off what they have been working on. There will be 3 different opportunities for families to come see the classroom. These opportunities will all be through SignUp Genius. Parents/Guardians will be sent a link to sign up for specific 20 minute time slots for each individual family.

The first opportunity we will be doing a meet and greet Preschool Open House prior to the school year starting in late August. This is a great opportunity to meet the teacher, see the classroom space and have everyone feel comfortable going into a new school year.

The second opportunity will be prior to Winter Break. This is a great time to do a mid-year check in, see what the students have been working on and celebrate a successful first half of the school year.

The third opportunity will be in late Spring, towards the end of April. This is a chance for the students to really showcase their hard work throughout the entire school year. They can talk about their favorite activities, show off some artwork and take the time to share all of their achievements for the entire year! Teachers also have the opportunity to discuss with parents how the school year went and what they can look forward to for the next year to come.

### CLASSROOM SUPPLIES

Each class offering requires slightly different supplies. You will be sent a supply list in late July with the needs of your specific program.

### PARENT TEACHER COMMUNICATION

Please keep us informed of any changes at home (new siblings, grandparent visits, new pets, etc). Any of these could affect your child's behavior and notification will help us work more effectively with your child. Notify the teachers when you have a new telephone number, address or if there are any changes on the emergency information sheet. This will expedite our ability to reach you in an emergency.

## ASSESSMENT

Teachers assess each child's development through observation and one-on-one interaction. Teachers will be looking at the child's social, emotional, physical and cognitive development. All one-on-one assessments are done through play during the preschool day using familiar materials the children have used in the classroom. The teachers use the information gained through assessments to guide curriculum and lesson planning.

## EARLY INTERVENTION

Teachers act as an advocate for you and your child. The earlier a delay or disability is identified, the better the chance that intervention services can help a child reach his or her potential. Your child's teacher can provide you with valuable resources. A teacher may need additional information on how to best meet your child's needs. In this instance, the teacher will request your written permission for a professional from an outside organization to come and observe your child. This professional will then confer with both you and the teachers.

## SPECIAL ACCOMMODATION

The Village of Lake Zurich participates in a cooperative agreement with Special Recreation Association of Central Lake County (SRACLC). This team of therapeutic professionals provides inclusion assistance to the Village. If your child requires special accommodations while attending the program, The Village of Lake Zurich Park & Recreation Department will work with your family. Please contact the Recreation Supervisor, as well as noting any pertinent information on your child's registration form.

## CLASSROOM GUIDELINES

1. It is the parent's responsibility to sign their child in/out for the day and assure they get into the building safely.
2. Children are not allowed to run inside the building (except in supervised games). We request that you keep your children under control when entering and leaving the building. Please do not leave your child unattended in the building; this includes younger siblings of Yellow Brick Road participants.
3. Children will be taught to use games and classroom equipment correctly and safely. They will be expected to return equipment to the proper storage areas.
4. Toys, electronics and personal items are not allowed to be brought to preschool unless it is for their specific show and tell date.
5. Politeness and consideration of others will be emphasized.
6. Striking or biting others is not acceptable and will be reported to the parents. If one of these incidents occurs, the child may temporarily be separated from the group.
7. We all know that children sometimes have "accidents". These accidents include spills, paint, or a "potty" accident. During the first week of classes, please send a change of clothes for your child. Please put them in a bag with the child's name and teacher marked on the bag. These clothes will remain at school until the end of the year.

8. Pull-ups are permissible for Terrific Two's and Just For Me Almost Three. Staff does not change children during class.

## JOLLY PHONICS

The Village of Lake Zurich Park & Recreation Department is excited to have Jolly Phonics as part of the curriculum for our Yellow Brick Road 3 & 4 year old Preschool. Jolly Phonics is a thorough foundation for reading and writing. It uses the synthetic phonics method of teaching the children letter sounds in a way that is fun and multi-sensory. Children learn how to use the letter sounds to read and write. Independent studies find that after one year's teaching; children taught with Jolly Phonics have an average reading age about 12 months head of their actual age.

## CURRICULUM

### SEVEN DOMAINS OF LEARNING

#### 1. Social and Emotional Development

*Children will learn:*

Confidence, Positive self-esteem, How to interact with others, Independence and Separation

#### 2. Language Arts

*Children will learn:*

To understand and follow oral direction, To distinguish rhyming patterns, To express self using words, To ask and answer questions, To recreate literature through dramatization, To dictate stories, thoughts and experiences, To participate in conversation, To recognize upper and lower case letters, To identify initial letter sounds, To recognize labels and signs in the environment, To recognize his/her name, To recognize that reading and writing progresses from left to right and top to bottom

#### 3. Mathematics

*Children will learn:*

To classify, To compare and measure, To arrange items in a series, To recognize patterns, To understand one-to-one correspondence, To recognize numerals, To count to 25 with meaning

#### 4. Science

*Children will learn:*

To problem solve, To observe, To use multiple strategies, To explore cause and effect relationships, To apply knowledge

## 5. Social Science

*Children will learn:*

About their school and community, How to be safe in their environment, About other cultures and traditions

## 6. Fine Arts

*Children will learn:*

To recognize, name and make various colors, To recognize basic shapes: square, triangle, circle, etc. , To experiment with light and shadows, To explore various art media

## 7. Physical Development and Health

*Children will learn:*

To develop gross motor skills such as running, jumping, galloping and hopping, To develop fine motor movements: squeezing, pinching, cutting and pre-writing, To develop eye-hand coordination by using puzzles, pouring and lacing To practice good health through healthy snacks and physical activity

# POLICIES AND PROCEDURES

## ARRIVAL AND DEPARTURE

Upon arrival, children are encouraged to go to the bathroom and wash their hands or use hand sanitizer before entering the classroom. Children may not be left unsupervised. Teachers will open the doors promptly at the designated class time. You must sign your child in and out each day.

Your promptness in picking up your child is greatly appreciated.

## AUTHORIZATION FOR PICK UP

If you will not be picking up your child, please be sure that all persons authorized to pick up your child are listed on your pick up authorization form. NO child will be released to someone not listed on the authorization form. All authorized individuals will be required to sign the sign-in and sign-out sheet for that day. If the teachers do not know this person, picture identification (i.e. driver's license) will be required. Occasionally, emergencies arise where another individual, who is not on the authorization form, must be sent to pick up your child. You must call the preschool office prior to pick up, so your child's teachers can be notified.

## LATE PICK UP POLICY

All parents who are late picking up their child will be asked to sign a late pick up notice. Those that arrive ten minutes late will be assessed a \$5 late fee and \$1 a minute for every minute thereafter. All late fees are directly billed to your child's account. If after 30 minutes and after all emergency contacts have been attempted and unsuccessful, staff will contact the police. Habitual late pick up will result in the removal of your child from the program. In case of an emergency, please contact the building where your child attends, so teachers are aware of the situation.

## CLOTHING

We ask that children be dressed as comfortably as possible. Simple play clothes are best. We will use a wide variety of art materials that tend to get messy, and children enjoy themselves more if they don't have to worry about their clothing. Please make sure your child's clothing does not hinder his/her ability to take care of his/her own bathroom needs.

We recommend gym shoes with non-skid soles for your child's safety. To avoid confusion and loss, all removable clothing should be marked with your child's name. The Village of Lake Zurich is not responsible for lost or stolen items. We do ask that all program participants bring an extra set of labeled clothes. We will return these items at the end of the school year. This is in the case of a bathroom incident, spills/paint from art projects etc.

## OUTDOOR PLAY

An important part of children's growth and development happens during outside play. Our playgrounds are a great place to develop large motor skills! Whether it is looking for insects, watching the change of seasons or experiencing how levers work, outdoor exploration is a great way to extend our curriculum.

**DRESS YOUR CHILD APPROPRIATELY!** Weather changes often, dressing your child in layers will allow your child to be prepared for the changes. All children go outside with the class. Adding a sweater or sweatshirt in case the day is cool is a good idea. A light jacket is important for colder days. Hats and mittens are required for the winter months; boots are needed on snowy days. Please label each item with your child's name. Parents will be notified ahead of time if a sledding day is planned and snowsuits are needed.

In the fall and spring, children should wear sunscreen and hats to protect from the sun's rays. Sun screen or sun block with UVB and UVA protection of SPF 15 or higher is recommended. Teachers do not apply sun screen or sun block to exposed skin. Parents should do this prior to bringing the child to preschool.

Parents are encouraged to apply insect repellents containing DEET when public health authorities recommend due to high risk of insect-borne disease. Terrific Two's does not participate in outdoor play.

## BATHROOM USE

Our 3 and 4 year old students must be fully toilet-trained and tend to their own bathroom needs. No pull-ups or diapers are allowed. Teacher or aid will walk your child to the bathroom. Teachers and aids are not allowed to change your child or assist them in the bathroom. If your child has a bathroom accident, you will be called to come and change him/her. Please be sure the people on your emergency phone list are aware of this policy. Three incidents will indicate that your child is not fully toilet trained and he/she may be removed from the program until such time that he/she has achieved this requirement.

## BIRTHDAYS

Birthdays are special occasions and receive special attention at preschool but are not meant to take the place of your in-home party. Because we want to recognize your child's special day and continue with our planned-learning activities,



we ask that birthday activities be kept simple and teacher-directed. Teachers will not pass out party invitations, as this can lead to hurt feelings for those children not invited. Because each child needs to feel as important as the next, we need to be consistent when recognizing birthdays. The Guideline for Preschool Birthday Celebrations is available from your child's teachers. No balloons, birthday hats, candles, or birthday cakes are allowed.

## HOLIDAY PARTIES

Holiday parties will be held for Halloween, a Holiday Party in December, and Valentines Day. The parties will be held during the last hour of class and are for the Yellow Brick Road participants only.

Throughout the school year, we will discuss a variety of holidays in the classrooms, but we do not get into any religious components of the holidays. We discuss components of the holiday from a very broad point of view and as an educational component that people celebrate different holidays throughout this season. We know that our families celebrate different holidays in different ways, and we are respectful of the different traditions everyone celebrates as a family. If you do not wish for your child to participate in the discussion of holidays, we respect your choice. Please make sure to review the teacher's monthly calendars so you can make a decision as to your child's attendance. Please feel to reach out to the Recreation Supervisor for additional details that are not highlighted on the calendars and, as always, feel free to discuss with your teachers directly.

## BITING POLICY

Even though biting is a perfectly normal stage of development during childhood, it is required by the Village of Lake Zurich Park and Recreation Department that Yellow Brick Road maintain a safe and healthy environment for all children in care.

Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a reaction from someone.

### ***Yellow Brick Road policy on biting is as follows:***

- If your child bites 2 times (as long as the skin on the other person is not broken) on any one day, then your child will be sent home for the remainder of that day.
- If at any time the skin is broken due to a bite then the child will be asked to go home immediately.
- If the biting continues and is severe to where it becomes necessary to send the child home on a daily basis or is adding undue stress on the other children or the environment, it may become necessary to terminate child care arrangements. This is not something that The Village of Lake Zurich likes to do and please know that this would be the last resort.

### ***Some things that Yellow Brick Road does to minimize biting in the child care setting are:***

- Shadow the biter so that the child is always near the provider or within arms reach.
- Provide lots of language such as "biting hurts" and "we use our teeth for food".
- Provide frozen teething rings for those who need something to chew on.

- Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting.

# DISCIPLINE

## PHILOSOPHY

It is our belief that discipline is the on-going process of developing inner controls so the children can manage their own behavior in socially approved and acceptable ways. Teachers' help children follow basic rules for responsible behavior by providing an environment where children can learn to problem solve and develop skills to promote self-discipline and assume responsibility for their own actions. We utilize a lot of gentle redirection of undesirable behaviors.

## DISCIPLINE POLICY

Our early childhood classrooms are designed to promote self-discipline. A variety of activities are available to promote independence, small group play and problem solving.

## THE TEACHER'S ROLE IN THE DISCIPLINE PROCESS

Teachers use the following techniques when promoting self-discipline:

- Encourage and compliment appropriate behavior
- Offer alternatives
- Ignore minor incidents
- Apply natural consequences
- Redirect children to another activity
- Have appropriate, child-centered, consistent and fair rules
- Incorporate the children's ideas into classroom rules
- Role-model appropriate behavior
- Send "I-Messages"
- Enter into play
- Reinforce appropriate behavior in peers
- Remove the child from a situation to help the child gain self-control

## THE CHILD'S ROLE IN DEVELOPING SELF-DISCIPLINE

- Help establish classroom rules
- Encourage others to BE KIND, BE SAFE and BE NEAT
- Role-model appropriate behavior
- Use words to express feelings
- Problem-solve

## INVOLVING PARENTS IN THE DISCIPLINE PROCESS

If children are having difficulty adjusting to the classroom environment, the teachers will enlist the assistance of parents.



If, at any time, a child's behavior threatens their own safety or the safety of others, the parent/guardian will be notified and is expected to pick the child up within the half hour.

If the child is not benefiting from our program, or the health, safety and welfare of this child, and/or that of another child in the group are at risk, we reserve the right to dismiss the child.

The recreation supervisor reserves the right to review each situation on an individual basis and may eliminate steps depending on the severity of the incident.

## PROHIBITED DISCIPLINE TECHNIQUES

- Physical punishment
- Abusive or profane language
- Public or private humiliation
- Shaming or isolating
- Withholding food

## ADULT RULES OF CONDUCT

Any parent/guardian, or authorized person who displays any one of the following behaviors will no longer be allowed at the site:

- Physical abuse: shaking, grabbing, hitting, pushing, etc.
- Verbal abuse, including inappropriate language or threats
- Use or possession of alcohol or illegal substances
- Smoking on premises

## HEALTH INFORMATION

### CERTIFICATE OF CHILD HEALTH EXAMINATION

The medical form must be completed and returned prior to the first day of class. State law requires schools to keep your child out of class if you do not file proof of a health exam, which includes proof that your child has been immunized in compliance with state regulations. CHILDREN MAY NOT START PRESCHOOL WITHOUT: A Certificate of Health Examination and a signed lead test questionnaire (results of lead tests must be included if indicated), or a written waiver signed by a parent or guardian stating immunizations and health related assessments are waived because of cultural or religious beliefs.

Health information must remain current. Proof of appointment must be provided if date for routine service and immunization has passed.

## HEALTH POLICY

For the protection of all children and staff, we are unable to accept a child who appears ill. THE TEACHING STAFF HAS THE



**RIGHT TO REFUSE ADMITTANCE OF A CHILD WHO APPEARS TOO ILL TO ATTEND ON A GIVEN DAY.** If you are in doubt about your child's health, please keep him/her home and notify prior to your child's usual time of arrival. If your child has a communicable disease, please notify the teachers or preschool office. A few guidelines to follow in determining whether you should keep your child home are:

- a. Children who vomit or need medication (fever reducer/decongestant) prior to the start of class should not attend school.
- b. Children should be free of an elevated temperature for 24 hours before returning to school. Sometimes children are anxious to get back to school and return too soon. Because their resistance is lowered, they are more susceptible to germs and can become ill again.
- c. If prescribed, children should be on antibiotics for 24 hours before returning to insure they are no longer contagious.
- d. If matter coming from the nose is not clear in color, it is usually symptomatic of an infectious process beginning. Please keep your child home.
- e. Children should be free of diarrhea for at least 24 hours before returning to school.
- f. A rash may be the first sign of many illnesses, such as scarlet fever/chicken pox. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

## COMMUNICABLE DISEASES

If your child is diagnosed with any communicable disease, please notify the teachers or offices. The Village of Lake Zurich has firm guidelines that must be followed before your child may return to preschool. Please see your child's teachers if this information is needed.

If a child is under-immunized because of a medical condition or the family's beliefs, staff will notify the parent and exclude the child from direct contact as much as possible if a vaccine-preventable disease occurs in the classroom. A Health Alert will be emailed.

## INJURY AND ILLNESS

For any child who is injured and requires more than basic first aid, the following steps will be taken:

- 1. Attempt to contact parent/guardian.
- 2. Attempt to contact emergency listings.
- 3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.

The Village of Lake Zurich does not provide accident insurance or medical insurance to its participants.

If any child has a rash, fever or other signs of illness, and the parent/guardian cannot be reached, staff will contact persons listed on the participant's authorization to pick up form.

When the class is exposed to communicable disease, such as chicken pox, a notice will be e-mailed home.

ALL MEDICATION should be administered at home. If your child requires medication of any kind of treatment during school hours, this must be discussed with the supervisor. Pick up a Medication in Preschool Packet from your child's teacher.

# 2026-2027 TEACHERS



**SUSAN GIBSON**



**WENDY BORST**



**JOAN HARPER**



**LISA MOSES**



**COURTNEY CIUCCI**



**PEGGY JACKSON**



**NANCY OSSMANN**



**LORENA HAMILTON**



**ERIN O'LEARY**



**LAURA CAROLIN**



**TAMMY HUTTON**



**KELSEY PICKERING**



**DAWN SCHULTZ**

Teacher placements will be announced prior to school starting. Please note we cannot always accommodate teacher requests. We do our best but cannot guarantee anything. We promise you will love any of our wonderful teaching staff that you are placed with.