

Little Cardinals  
Preschool  
&  
P.A.S.S. Program



Parent Handbook  
2018-2019

Updated 4.9.18

## **Purpose**

The LCP (Little Cardinals Preschool) Program and the P.A.S.S. (Prekindergarten Active Steps to Success) Program are located in the German Valley Grade School. These programs promote and challenge the emotional, social, physical and intellectual development of young children in a positive environment. The programs meet the needs of children and their families of varying abilities as well as diverse cultural, linguistic and economic backgrounds.

We provide active, hands-on experiences, which enhance growth according to each child's age and stage of development. Involvement with parents and families occurs in an atmosphere of respect and cooperation. Our goal is to better prepare students for success in college and the workforce in a competitive global economy.

## **Eligibility**

The programs serve preschool-age children and their families. Eligibility is determined after a child has participated in a preschool screening and a parent questionnaire has been completed. The results are reviewed by the Early Childhood Team and a placement recommendation is made. Children may qualify for either a free or a tuition-funded program.

## **Screening Information**

Children who are ages 3 to 5 may participate in preschool screenings. Screenings are done by Forrestville Valley two times in the month of March each year. They are also scheduled periodically throughout the school year through the Ogle County Educational Cooperative. Please call German Valley Grade School, 815-362-2279, for additional information.

## **Registration**

Parents must register their child by filling out the appropriate paperwork. All students must have a certified copy of their birth certificate issued from the courthouse and a current physical including up-to-date immunization records and a lead screening available at the time of registration.

## **Little Cardinals Preschool & P.A.S.S. Program Schedule**

The programs will follow the calendar of the Forrestville Valley School District regarding vacations, holidays, snow days, and emergency dismissals. Additional dates may be added for professional development and P.A.S.S. parent interaction days. Please check the Forrestville Valley School District's website at <http://www.fvvsd221.org> for information about classroom activities, important dates, photos and additional information. Please notify your child's caregivers of any important dates.

Each preschool program is developed to provide a quality education for students of all abilities.

## **P.A.S.S.**

The P.A.S.S. tuition-free classes are in session, 5-day per week Monday through Friday from 8:00 a.m. to 10:40 a.m. and 11:40 a.m. to 2:20 p.m.

## LCP

The Little Cardinals Preschool tuition program is offered as a full day preschool from 8:00 - 2:20 or as a morning session preschool from 8:00 - 10:40.

PASS students may enroll in the tuition program the other half of their school day pending student needs can be met.

If you need to call the classroom teacher please try to do so when class is not in session.

## Waiting List

Once classes are filled to capacity, children will be placed on a waiting list. There is no fee to be on the waiting list. There is no guarantee that a position will become available, and students with the most needs will be served first.

## Tuition and Fees

Five-Day per Week P.A.S.S. Preschool:  
No Fees

Full Day and Morning Session LCP:

PROGRAM OPTIONS	MONTHLY TUITION	AVERAGE DAILY TUITION	REGISTRATION FEE
5-Day Full Days	\$310	\$15.50	\$55
5-Day Mornings	\$205	\$10.25	\$55
4-Day Full Days	\$255	\$15.94	\$55
4-Day Mornings	\$165	\$10.31	\$55
3-Day Full Days	\$200	\$16.67	\$55
3-Day Mornings	\$125	\$10.42	\$55
2-Day Full Days	\$140	\$17.50	\$55
2-Day Mornings	\$105	\$13.13	\$55

Tuition is based on nine months, not days attended each month.

- \$55 fee is due at time of Registration. This fee is non-refundable.
- Monthly tuition payments are due by the 1st of each month beginning August 1<sup>st</sup> and ending April 1<sup>st</sup>.
- Tuition is charged for each month the student is enrolled.
- Optional paid transportation for non-bus riders is available for \$35 per month pending transportation feasibility.

Checks are to be made payable to Forrestville Valley School District and are due the first of each month. Monthly tuition checks may be mailed to German Valley Grade School, 200 N. Rock City Rd., PO Box 74, German Valley, IL 61039 or sent to school with your child. A receipt will be returned with your child. A late fee of \$15.00 will be added to payments made after the tenth of the month. After thirty days, the child may be excluded from attendance until the account is brought up to date.

### **Transportation Information**

Transportation is provided to and from school for the 5-day P.A.S.S. program. All other students may be able to arrange transportation for a fee pending transportation feasibility.

In order to make the bus ride safe for all students, we ask that you keep these rules in mind.

- Be consistent with pick up and drop off plans.
- Be ready to board the bus when it arrives.
- No food or drink on the bus for any reason.
- Keep book bag closed.
- No toys on the bus unless it is your child's Show & Tell day.

***An adult must be visible to the bus driver before he/she can let any student off the bus.***

School staff will walk students to and from the bus each day.

If your child is **NOT** going to be riding the bus for any reason please contact the German Valley Grade School (815-362-2279) as soon as possible, so the bus driver may be notified.

### **Building Policy**

In order to keep our building the safest place for your child, all doors will be locked. If you are visiting the school you must sign in at the office.

### **Snack**

Each day the children receive a snack and milk. Please notify the classroom teacher if there are any food allergies or restrictions.

### **Health Policy**

Please use good judgment on whether or not your child is healthy enough to attend school. ***If your child has been sick within the past 24 hours, (this includes a fever, vomiting, or diarrhea) they should be kept home.*** If your child is exposed to a communicable disease in school you will be notified. Please notify staff if your child has been exposed outside of school. Should a child become sick at school parents will be notified. If parents cannot be reached, the emergency numbers you provided at registration will be used. If your child is sick and will not be at school please call German Valley Grade School so that staff may be informed.

## **Dress Code**

Please make sure that your child is dressed in comfortable play clothes and tennis shoes. Weather permitting we will be outside each day. Please make sure your child is dressed for the weather. Remember to send your child to school each day with their backpack. This is for your child to bring items to school as well as getting papers home.

Each child should have a complete change of clothes at school in case of any spills or accidents. This should include: short sleeve shirt, shorts, socks, underwear, long sleeve shirt and pants. Please put these items in a large resealable or plastic grocery bag with their name on it. If your child is not potty trained, please send a package of diapers/pull-ups and wipes to be kept at school.

## **Classroom Rules**

- Be a good listener and follow directions.
- Keep your hands to yourself.
- Walk inside the school.
- Use an inside voice when inside.
- Be kind to others.
- Clean-up after yourself.

## **Discipline Policy**

1. Speak to the child and explain why the behavior is not acceptable and help the child find better ways to solve problem situations in an appropriate manner.
2. Time out or redirecting the child from a problem situation or activity to another.
3. The teacher will ask for the parent's help in talking to the child to reinforce school rules.
4. Occasionally a conference will be set up with parents and school staff to develop a plan to improve behavior.

## **Kindergarten Transition**

Students turning five by September 1<sup>st</sup> are age appropriate for kindergarten. The following are in place for a smooth transition for students, parents and teachers.

- Each student's progress is tracked throughout their preschool years using the Illinois Early Learning & Development Standards [http://www.isbe.net/earlychi/pdf/early\\_learning\\_standards.pdf](http://www.isbe.net/earlychi/pdf/early_learning_standards.pdf) and the Teaching Strategies Gold online portfolio.
- End of the year performance levels will be provided to the kindergarten teacher to assist in planning future instruction.
- Students visit the kindergarten classrooms and get to know the teachers.
- Families are invited to set up a visit with a kindergarten teacher.

## **General Information**

- Student placement recommendations will be made by the Early Childhood Team based on the student's needs.
- Class sizes are limited.
- The staff will file accident reports when students are injured and parents will be notified.
- Adults bringing a child to school must wait for a teacher before leaving.
- Conferences can be scheduled when district conferences are held or at your request.
- Other services may be available for children who qualify.

## **Teacher's Information**

Little Cardinals Preschool is taught by Mrs. Hill & Mrs. Bolen

P.A.S.S. Program is taught by Mrs. Lehman, Miss Rinehart & Mrs. Zipse

For any updates to the LCP/P.A.S.S. Handbook, please refer to our district website at [www.fvdistrict221.org](http://www.fvdistrict221.org).