



# Valley Covenant Preschool 2025-2026

103 S. Maple Street

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815-645-8882



## Welcome to Valley Covenant Preschool!

We are delighted to welcome you and your child to Valley Covenant Preschool! We look forward to getting to know you and working together to create a positive and enriching experience for your little one.

Our preschool is a place where children can feel excited to come each day. You can help your child adjust to this new adventure by talking about the preschool experience and introducing them to their teachers. Preschool provides invaluable opportunities for children to interact with their peers, learn to share, play cooperatively, and develop trust in caring adults beyond their parents.

### Parent Involvement

We encourage parents to be involved in our preschool community! We have an open-door policy, and parents are always welcome to visit or sign up as classroom helpers. Volunteering in the classroom allows you to:

- ✓ Become familiar with your child's new learning environment.
- ✓ Get to know their teachers and friends firsthand.
- ✓ Help other children feel comfortable around different adults.

We also invite parents to share their talents, hobbies, and skills with the class! Whether you play an instrument, have a unique career, enjoy arts and crafts, or have a special skill, we'd love for you to be involved.

Important Note: Parents who volunteer more than once every 30 days must be fingerprinted per DCFS regulations. For more information, please see Jill Huber.

### Preschool Areas of Development

Our curriculum is designed to support growth in five key areas:

#### 1. Physical Development

- Fine motor skills
- Gross motor skills

#### 2. Social & Emotional Development

- Sharing
- Following directions
- Listening and communicating with others

#### 3. Intellectual Development

- Language development
- Group discussions
- Self-expression
- Problem-solving
- Early math skills
- Pre-reading skills

#### 4. Creative Development

- Art
- Music and rhythm
- Dramatic play

#### 5. Spiritual Development

- Engaging short Bible stories

We are excited for a wonderful year ahead and are grateful to have you as part of the Valley Covenant Preschool family. If you have any questions, please don't hesitate to reach out.

Welcome aboard!

#### Three-Year-Old Classes

Our three-year-old classes focus on providing engaging and developmentally appropriate activities tailored to each child's needs. During this active stage of growth and learning, we establish consistent routines and hands-on experiences to foster a love for school.

Through interactive learning, students develop early language and math skills while building confidence and self-esteem. We provide a rich environment where children can explore through touch, sound, and sight, engaging in cooperative play and meaningful social interactions.

#### Four-Year-Old Pre-Kindergarten Classes

Our Pre-Kindergarten program prepares children for elementary school with a focus on structured learning and school readiness.

Through child-centered activities, students develop an enthusiastic and receptive attitude toward education. The curriculum encourages curiosity, questioning, and hands-on experimentation to build foundational skills in reading, math, science, and the arts. Teachers support children's natural learning process while promoting language development, problem-solving, and collaboration.

#### Enrollment

Registration forms are available on our website: [www.valleycov.org](http://www.valleycov.org) under the preschool section.

To enroll, a non-refundable registration fee of \$85 and the first month's tuition must be submitted along with the following completed forms:

- Application and Written Consent – Print & fill in all 3 pages (Page 1 & 2 should be printed front to back).
- Medical History & Immunizations – Available from your doctor (not required until the first day of school). Ensure TB test and lead screening dates are included or have a note from the physician if not required.
- Verification of Receipt – Read the DCFS document and submit the signed page before the first day.
- Discipline & Dismissal Policy – Read, sign, and return by the first day of school.
- Certified Birth Certificate – Bring a copy on the first day of school.

👉 Returning Students: Records from last year will be kept on file. Parents will update records at the fall open house.


#### Medical Forms & Health Requirements

- Medical forms must be submitted by the first day of school.
- Immunizations must be current.

- If a physician determines the TB test and lead screening are unnecessary, a note must be attached. For assistance in determining the best class for your child, please contact Jill Huber at (815) 645-8882.

#### 2023-2024 Tuition & Fees


- 3-year-olds (2 days/week): \$100/month
- 4-year-olds (3 days/week): \$140/month

 Tuition is due on the 1st of each month. A late fee of \$1.00 per day will apply after the 5th unless prior arrangements are made. No refunds are provided for absences.

#### Payment Options

- ✓ Online via Brightwheel: Invoices are sent 3 days before the due date. Payments can be made through the app, in cash, or by check.
- ✓ Checks: Payable to *Valley Covenant Preschool* (include child's name in the memo line).
- ✓ Cash: Place in an envelope with the child's name.
- ✓ Prepayment: Parents may choose to pay multiple months in advance.

#### Arrival & Dismissal

 Doors open five minutes before class time. Teachers need prep time before students arrive. Early drop-offs must be prearranged.

#### Drop-Off Procedures

1. Sign in via the Brightwheel App.
2. Hang up book bag & coat (please label all items).
3. Child washes hands.
4. Check mailbox.

#### Late Pick-Up Policy (*Per DCFS guidelines*)

- 5 minutes late: We will contact the parent/guardian.
- 15 minutes late: We will call the emergency contact.
- 30 minutes late: The Sheriff's Department will be notified.


#### Pick-Up Procedures


1. Sign out via the Brightwheel App.
2. Gather belongings (book bag & coat).
3. Check mailbox.
4. Ensure a staff member sees you leave.

#### Schedule & Calendar


- Valley Covenant Preschool follows the Meridian CUSD #223 academic calendar for vacations and holidays.
- Inclement Weather: We follow the district's weather policy. Notifications will be sent via *Remind* and posted on local news channels and radio stations.

#### Snacks & Birthdays


 Daily snack options include: Pretzels, Rice Krispie Treats, Cheez-It Crackers, Goldfish Crackers, Ritz Crackers, and dry cereal.

 **Birthday Treats:** Parents may sign up on the birthday sign-up sheet near mailboxes or send a message to register a treat. DCFS requires us to post all snacks in advance.

## Health & Safety Policies

 **Illness Guidelines –** Keep your child home if they exhibit:


- Fever (must be fever-free for 24 hours)
- Severe cough, wheezing, or breathing difficulties
- Diarrhea or vomiting (twice in 24 hours)
- Rash with fever or other concerning symptoms
- Conjunctivitis (pink eye with discharge)
- Lice (see *No Lice/No Nits* policy below)

 **Lice Policy:** Children with lice/nits must be treated before returning. Clothes and bedding used within 2 days before treatment should be washed/dried on high heat.


 **Emergency Procedures**

- Staff are trained in CPR, First Aid, AED, and safety protocols.
- Monthly fire drills are conducted.
- A Crisis Management Plan is in place.
- DCFS mandates that staff report any suspected child abuse.


## Family Participation & Safety

 **Ways Families Can Help:**

- ✓ Follow designated school entrance/exit routes.
- ✓ Supervise children in the parking lot.
- ✓ Keep emergency contact information updated.
- ✓ Inform staff of any health, behavioral, or family changes.
- ✓ Reinforce health and safety habits at home.

 **Pest Control Notice –** Adams Pest Control sprays the facility on the 3rd Wednesday of each month at 3:15 PM (DCFS requirement).

## Transportation & Field Trips

 **Parents are responsible for arranging transportation.**

- Only authorized individuals may pick up children.
- Staff must acknowledge each child's arrival and departure.
- Field Trips: Parents will be notified in advance. All trips will be within walking distance.

## Clothing & Personal Belongings

 **Dress Code:** Comfortable, washable clothing. Label all removable items (hats, jackets, boots, etc.).

## Discipline & Dismissal Policy

- Discipline is handled with kindness—no harsh punishment, threats, or food deprivation.
- Children are taught self-control and respect through positive guidance.
- If a child's behavior is disruptive, parents will be involved in developing a behavior plan.
- Continued disruptive behavior may result in dismissal (per DCFS guidelines).

✍️ Parents must read and sign the Discipline Policy.

## Fundraising & Donations

📧 Fall Fundraiser: Reading for Education – Parents are encouraged to send 6 emails to family & friends. Funds raised provide classroom supplies.

♻️ Ongoing: Office Depot Recycling – Donate empty ink/toner cartridges. Our preschool earns rewards for purchases.

💰 Scholarship Fund: Donations help families with tuition costs.

## 📞 Contact Us

- Phone: (815) 645-8882 | Mrs. Huber's Cell: (815) 222-2598
- Email: [preschool@valleycov.org](mailto:preschool@valleycov.org)
- Brightwheel App

🔍 Find us on Facebook!

## 2025-2026 School Year Calendar

### Valley Covenant Preschool

#### August

August 14 (Thursday) – Open House (Choose a time: 10:00 AM, 1:00 PM, or 5:00 PM) – Please RSVP with your preferred time.

August 18 (Monday) – First Day of School for Monday/Tuesday Classes

August 20 (Wednesday) – First Day of School for Wednesday/Thursday/Friday Classes

August 29 (Friday) – No School / Early Out for Meridian

#### September

September 1 (Monday) – No School / Labor Day

September 16 (Tuesday) – Picture Day (Monday/Tuesday Classes)

September 17 (Wednesday) – Picture Day (Wednesday/Thursday/Friday Classes)

*School pictures: You should have received your picture packet in your child's mailbox. Pictures will be taken outside; in case of rain, we will reschedule. On picture day, students will not play outside to keep their clothes clean.*

## October

October 10 (Friday) – No School/Early Out Meridian

October 13 (Monday) – No School

October 28 (Tuesday) – Dress-Up Party (Monday/Tuesday Classes)

October 31 (Friday) – Dress-Up Party (Wednesday/Thursday/Friday Classes)

*Dress-Up Party: Please no "scary" or "spooky" costumes to prevent any tears from children who might get scared. Stick to characters or occupations. Your child can bring their costume and change before the party, which will be the last half of class.*

## November

November 11 (Tuesday) – No School / Veterans Day

November 21 (Friday) – No School (Conference)

November 24-28 – No School (Thanksgiving Break)

## December

December 16 (Tuesday) – Christmas Party

December 18 (Thursday) – Christmas Party

December 19 - January 5 – Christmas Break

*Christmas Party: The party will be the last hour of class. Parents are welcome.*

Snow Days: Follow Stillman schools for closures. Snow days will not be made up.

## January

January 6 (Tuesday) – Return to School

January 19 (Monday) – No School / Martin Luther King Day

*Class Preference: Currently enrolled students can indicate their preferred class for next year. Final placements will be made in March.*

*Pre-registration: New students can register for our 3-year-old classes.*

## February

February 10 (Tuesday) – Valentine's Party

February 12 (Thursday) – Valentine's Party

February 13 (Friday) – No School / Early Out Meridian

February 16 (Monday) – No School / Presidents Day

*Valentine's Party: Bring 20 valentines for classmates, signed with your child's name but not addressed to anyone specific. The party will be the last half of class.*

## March

March 27 - April 6 – Spring Break

*Play Outside: As the weather warms, bring a coat for outdoor play. Dress in comfortable, easy-to-laundry clothing.*

## April

April 7 (Tuesday) – Return to School

April 24 (Friday) – No School (Institute Day MCUSD #223)

## May

May 12 (Tuesday) – Graduation Celebration

May 14 (Thursday) – Graduation Celebration

May 15 (Friday) – Park Day for all classes (10:00 AM – 12:00 PM at Davis Junction Park)

*Graduation Celebration: Students will sing songs and receive a preschool diploma. The program will begin at class time. Afterward, families may leave, and students can stay for classroom fun. Pick-up will be at the normal time.*

Snow days will not be made up.

# **Valley Covenant Preschool**

## **Guidance & Discipline Philosophy**

At Valley Covenant Preschool, we believe in guidance and discipline rather than punishment. Our goal is to help children develop self-control and confidence in handling their needs in a socially acceptable way. This is an ongoing learning process, not a single act. Our role is to teach and guide children as they acquire the skills necessary to manage their own behavior.

### **Classroom Rules**

Our classroom rules are regularly reviewed with the children to encourage a positive learning environment:

- Use helping hands
- Use listening ears
- Use quiet, polite voices
- Use looking eyes
- Use walking feet
- Share with others
- Be gentle with friends
- Put toys away

### **Guidance & Discipline Techniques Used by Our Staff**

Our staff employs positive strategies to encourage appropriate behavior:

- Model socially acceptable behavior and manners, using positive reinforcement and acknowledgment of good behavior.
- Include children in the problem-solving process.
- Offer children choices whenever possible.
- Establish eye contact when speaking to a child.
- Redirect a child to another activity when needed.
- Remove a child from an activity to discuss inappropriate behavior, provide guidance on better choices, and allow the child to return when they feel ready to manage their behavior appropriately.
- Use a time-out (one minute per year of age) as a last resort, placing the child in a quiet space away from the group.
- Physically hold a child only when necessary for safety until they regain self-control. If a child cannot regain control, a parent will be called to pick them up.
- If a child injures another, the teacher will first attend to the injured child. The child responsible will remain with the injured child and the staff member until the injured child is ready to return to classroom activities.

### **Addressing Ongoing Behavior Concerns**

If a pattern of misbehavior develops, the following steps will be taken:

1. Parent Notification – A teacher will call the parent to discuss observed concerns.
2. Behavioral Strategies Implementation – We will use available resources and techniques, which may include:
  - Trying various behavioral guidance strategies (which may take time).
  - Observing the child's behavior with input from the director or other professionals.
  - Encouraging parental observation of classroom behavior.
  - Reinforcing classroom rules with the entire class (teachable moments).

3. Parent-Teacher Conference – A meeting will be scheduled with parents, teachers, and the director to discuss concerns, set goals, and measure progress.
4. Follow-Up Meetings – Progress will be monitored through additional meetings or phone calls.

## Parent's Role in the Guidance Process

- Communicate relevant information that may help teachers understand any underlying concerns.
- Be open to feedback from teachers regarding observed behavior concerns.
- Follow through on staff recommendations, including evaluations by the school district (to be scheduled within two weeks of recommendation).
- Work collaboratively with staff to maintain consistency in expectations and guidance.

## Child's Role in the Guidance Process

- The child will be given the opportunity to resolve conflicts before a teacher intervenes.
- The child is expected to make an effort to improve unacceptable behavior.
- If a child injures another, they will remain with the injured child and help determine how to make them feel better before returning to classroom activities.

## Discharge Policy

We are committed to supporting each child's social-emotional development and do not dismiss children due to regular behavior concerns. Instead, we view behavior as an indicator that a child needs more support and practice developing skills.

However, in rare cases, if a child's behavior consistently presents a risk of harm to themselves, staff, or other children, and all intervention efforts have been exhausted, we will work with families to find a more suitable care environment.

## Prohibited Guidance & Discipline Techniques

The following disciplinary actions are strictly prohibited in our program:

- Any form of corporal punishment (hitting, spanking, shaking, etc.).
- Yelling at a child.
- Ridiculing a child or their family.
- Blaming, teasing, insulting, name-calling, or threatening punishment.
- Withholding food, affection, or positive attention.

## Our Commitment to Your Child

Thank you for entrusting Valley Covenant Preschool with your child's growth and development. Our staff is dedicated to fostering a nurturing environment where every child can thrive socially and emotionally.

When serious concerns arise, we will collaborate with caregivers and professionals specializing in children's social-emotional health to ensure the best possible outcomes.

Resources:

- The Steps to Prevent Suspension and Expulsions and Sample Child Behavior Log are available on the Illinois Child Care in Crisis Facebook page under the "Files" tab.
- Employee Receipt of Guidance Policy and Caregiver Certification of Receipt of Guidance Policy are also available upon request.

## Acknowledgment & Agreement

I, \_\_\_\_\_ (print parent name), have read and understand the discipline policy set forth by Valley Covenant Preschool.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_