

2010 - 2011  
SCHOOL HANDBOOK

CIRCLE



CENTER

Concern for the Total Child.

CHRIST COMMUNITY CHURCH  
2500 Dowie Memorial Drive  
Zion, Illinois 60099  
[ccczion.org/circlecenter](http://ccczion.org/circlecenter)

Phone - 847-746-8607

## **POLICY REGARDING RELEASE OF INFORMATION**

Information pertaining to an individual child shall not be disclosed to persons other than the facility staff, as designated by the director, unless the parent(s) of the child has granted written permission.

Information release forms will be available from the director to the parent, should the services of resource persons outside the Circle Center School staff be advised.

## **PARENT - SCHOOL RELATIONSHIP**

The administration and staff feel strongly that there must be open lines of communication between home and school at all times. Circle Center School has earned the confidence and respect of most parents. Please, if there are any changes that occur in family routine, address, phone number, and job change, it is imperative that director and teacher be informed so we may attend to your child's immediate needs. We must have immediate notification of address, phone number and job changes.

We are honored that you entrust your child's care and preschool education to Circle Center School.

## **WELCOME TO CIRCLE CENTER!**

This handbook contains the policies and regulations for Circle Center School in Zion, Illinois as of June, 2010. It replaces any book you may have received earlier, and should answer many of your questions. Please read the handbook thoroughly and keep it for future reference, as you are responsible to know the contents.

### **CIRCLE CENTER STAFF**

**Director** Mary King  
**Office Manager** Lisa Hollard

#### **Classroom Staff**

Room 1

Jenny Fizzgibbons  
Donna Arkha  
Tammy King

Room 2

Mary King

### **CIRCLE CENTER ADVISORY COUNCIL**

**Director of Children's Ministries** Leon Grubb  
**Director** Mary King  
**Church Rep.** Bette Jo Ohmstead  
**General Rep.** Edna Hadaway  
**Parent Rep.** Naomi Bieda

### **IMPORTANT TELEPHONE NUMBERS:**

Circle Center School (Mon. - Fri. mornings) ..... (847) 746-8607

Circle Center admits students of any race, color, and national or ethnic origin.

# CHILDREN LEARN WHAT THEY LIVE

IF a child lives with criticism,  
HE learns to condemn.

IF a child live with hostility,  
HE learns to fight.

IF a child lives with ridicule,  
HE learns to be shy.

IF a child lives with shame,  
HE learns to feel guilty.

IF a child lives with tolerance,  
HE learns to be patient.

IF a child lives with encouragement,  
HE learns confidence.

IF a child lives with praise,  
HE learns to appreciate.

IF a child lives with fairness,  
HE learns justice.

IF a child lives with security,  
HE learns to have faith.

IF a child lives with approval,  
HE learns to like himself.

IF a child lives with acceptance and friendship,  
HE learns to find love in the world.

Dorothy Law Nolte

## WITHDRAWAL AND REFUND POLICY

The State of Illinois limits the number of children we can enroll in the Circle Center School according to the amount of space in each room and the number of teachers. When you enroll your child, you are reserving a space in the class. This places financial demands on the school in terms of teacher's salaries and rent and upkeep on the building. This may help you understand the following:

1. Two weeks prior notice in writing is required before withdrawal. This notice must be given in person or in writing to the Director. You will be charged for ten school days subsequent to giving notice of withdrawal, whether your child attends or not.
2. Any change in schedule which reduces the number of days or hours your child will attend every week is considered a withdrawal for those days your child will no longer be enrolled. Ten school days prior notice is required for such a change.
3. Full refund of unused tuition will be made, pro-rated for the actual number of days the child was enrolled, only if proper notice is given.
4. *NO WITHDRAWAL REQUESTS WILL BE HONORED AFTER APRIL 1*, except for sickness or moving from the community. If you choose to withdraw your child for other reasons, you will be billed for the remainder of the school year.
5. The school has the legal option to withdraw a child because of non-payment of fees, or if the staff feels the school is not contributing to a child's development.
6. A notification period prior to withdrawal is not required if the withdrawal is requested by the school.

## ILLNESS OR VACATION

Because room and staff are provided for your child regardless of whether he actually attends, there are no refunds for illness or vacation.

*YOUR SIGNATURE ON OUR ENROLLMENT CARD VERIFIES YOUR UNDERSTANDING OF AND AGREEMENT WITH THE ABOVE POLICIES.*

**CONTENTS**

**CIRCLE CENTER TUITION SCHEDULE**

Make checks payable to: CIRCLE CENTER

**REGISTRATION FEE:** ..... \$50.00  
 (Annual Fee - Non-refundable)

**TUITION SCHEDULE:**  
 2 days per week..... \$110.00 per month  
 3 days per week..... \$140.00 per month  
 5 days per week..... \$235.00 per month

*ALL FEES AND TUITION ARE TO BE PAID MONTHLY IN ADVANCE.*

- The September tuition is due on July 16. Beginning in October, the tuition is due the *first school day* each month.
- A 25% discount for the second child in the family applies to all tuition rates.
- Please *DO NOT* send checks or money with children. Checks may be mailed to:

CIRCLE CENTER  
 2500 Dowie Memorial Drive  
 Zion, IL 60099

\*\* Please see the next page for our policy regarding refunds and withdrawals.

**CIRCLE CENTER DELINQUENT ACCOUNTS POLICY:**

All fees and tuition are to be paid *in advance* each month. *Tuition is payable the FIRST SCHOOL DAY of each month. A \$5.00 late fee will be charged after the 20th of each month unless arrangements are made in advance for late payment.* Children will not be allowed to remain enrolled when fees are two months past due. Any exception must be worked out with the school director. There will be a \$10.00 fee on any returned checks.

**CIRCLE CENTER “LATE PICKUP FEE” POLICY:**

Children are dismissed at 11:15 a.m. each day. **It is important that children are picked up on time.** Those who arrive late to pick up a child, without notifying the school, are subject to a late fee. The fee is \$5.00 for the first 5-15 minutes, then every 15 minutes that passes after the dismissal time. This fee will be added to your next month’s tuition. In the case of a child being left over 5 minutes with no contact, a parent will be called. If there is no response from either parent, after 15 minutes with no contact, we will call each of the adults listed on the emergency card as pick up people, until one is reached to come get the child or until the list is exhausted. When no other numbers are available on the emergency card, and still no contact from parent, we will contact the Zion Police Department. It is of the utmost importance that all emergency numbers are accurate and current throughout the school year.

Important Telephone Number..... 1

School Calendar..... 4

Student Goals for Circle Center School..... 5 & 6

Five Areas of Developmental Education ..... 7

The First Day ..... 8

Arrival and Dismissal Times and Procedures ..... 9

Clothing ..... 9

Toys ..... 9

Creative Work..... 10

Weather Problems..... 10

Outdoor Play..... 10

Discipline..... 11

Health Policies ..... 12

Special Days ..... 13

Snacks & Birthday Treats  
 Field Trips  
 Conferences  
 Registration Days  
 Christmas Program  
 Grandparents’ Day  
 Parents’ Tea

Tuition Schedule..... 14

Withdrawals & Refunds..... 15

Illness or Vacations..... 15

Release of Information..... 16

Parent-School Relationship..... 16

## CIRCLE CENTER SCHOOL CALENDAR 2010 - 2011

Wednesday & Thursday, September 1 & 2 .....	Registration 9:00 – 12:00am
Monday, September 6.....	Labor Day NO SCHOOL
Tuesday & Wednesday, September 7 & 8.....	First Day of School/ Parent Orientation - 1 hour sessions only
Wednesday, September 22 .....	Circle Center for "Parent" Development - 7:00 p.m., Rooms 1 & 2
Monday, October 11.....	Columbus Day NO SCHOOL
Thursday, November 11 .....	Veteran's Day NO SCHOOL
Thursday & Friday, November 25 & 26.....	Thanksgiving NO SCHOOL
Friday, December 3, 7:00 p.m. ....	Christmas Program NO SCHOOL
Monday, December 20 - Friday, December 31..... (School resumes Monday, January 3)	Christmas Vacation NO SCHOOL
Monday, January 17 .....	Martin Luther King's Birthday NO SCHOOL
Thursday & Friday, February 3 & 4.....	Parent Conferences NO SCHOOL
Monday, February 21 .....	President's Birthday NO SCHOOL
Monday, March 28 through Friday, April 1 .....	Spring Vacation (School resumes Monday, April 4.) NO SCHOOL
Thursday & Friday, May 12 & 13 .....	Parent's Tea
Thursday & Friday, May 26 & 27 .....	Last Days of School

## SPECIAL DAYS

**SNACKS AND BIRTHDAY TREATS:** Snack days will be assigned throughout the school year. We request that you write on the calendar what you will be bringing. We ask that one gallon of **100% pure juice or 2% milk** be sent with the snack. Please note that only prepackaged snacks will be accepted. You may also send fruit, such as apples or bananas, but the Circle Center staff must portion it for the children. We can not accept homemade items or opened packages.

If there are special circumstances that prevent you from participating in the snack program, please speak to your child's teacher or the director.

**Birthdays** may be celebrated at school with "special refreshments." You are welcome to provide special treats for the party. Please make arrangements with your child's teacher in advance for sending birthday treats or snacks. Our emphasis in recent years has been toward non-sweet, low-salt snacks, therefore, **PLEASE DO NOT SEND CUPCAKES!** An oatmeal cookie or un-iced muffin is acceptable.

**FIELD TRIPS:** During the school year, each class takes field trips as opportunities arise. It is our policy that on a field trip we have at least one adult for each five children. In order to do this, we ask parents to help provide additional supervision. You may arrange with the teacher to help with field trips.

**CONFERENCES:** Parent/teacher conferences will be held in February. Approximately two weeks before the conferences are scheduled; you may begin to sign up with your child's teacher. We feel that these conferences are a valuable part of the education that we offer your child. You may request a conference anytime you feel a need to talk with the teacher.

**REGISTRATION DAYS:** Each Fall, before the beginning of the new school year, we have Registration Days. This is an opportunity for you and your child to come and meet the teachers and see the new classroom. All admission forms are due at this time.

**CHRISTMAS PROGRAM:** A Christmas program will be held in December *in the evening* in which all of the children participate. Circle Center families, including grandparents and friends are invited to attend the program. You will be informed as to the date and further details.

**GRANDPARENT'S DAY:** On this day children may invite one grandparent or older friend or relative to come and spend the morning with them at Circle Center.

**PARENTS' TEA:** This is a day near the end of the school year when parents are invited to come and join their children at school for a special morning together.

## HEALTH POLICIES

Preschool children are very susceptible to infections and contagious diseases. With your cooperation, we will do everything possible to prevent the spread of disease.

### PRE-ADMISSION HEALTH EXAMINATION

1. Each child shall be given a thorough physical examination, not more than six months prior to admission, and shall indicate that the child was found free of communicable disease. Each child shall be immunized against measles, mumps, and rubella, whooping cough, diphtheria, tetanus, polio, Hib and Hepatitis B and Varicella. A tuberculosis test and lead screening may also be required. Forms are provided for the above records. Medical forms are in effect for two years. **BY STATE LAW, NO CHILD MAY BEGIN SCHOOL WITHOUT A PHYSICAL EXAMINATION FORM ON FILE AT THE SCHOOL.**

### ILLNESS DURING THE SCHOOL YEAR

1. If you suspect that your child is ill, please keep your child at home.
2. If a child exhibits signs of illness or infectious disease while at school, *the child will be sent home.* UNDER NO CIRCUMSTANCES will a child who has a fever be allowed to remain at school. State health standards require that a child remains at home 24 hours after the fever has subsided.
3. If your child is not well enough to participate in the daily program including outdoor play--then your child should be kept at home.
4. **ATTENTION: *MEDICATION will be administered to your child under the following conditions only:***
  - a. It must be requested *in writing* by a parent or guardian, releasing the school of any responsibility. Such a note should include the child's name, days and times the medication is to be given, prescription number, and parent's signature. This is in addition to any instructions on the container. No medicine will be given without such a note.
  - b. The parent must bring the medication to the school director. Then you must give the note to your child's teacher.
  - c. The medicine must be a prescription made out for the child who is to receive it. The directions must be clearly printed on the container.
  - d. Non-prescription medication may be administered upon *written* parental permission. Such medication shall be administered in accordance with package instruction and, except for aspirin and aspirin substitute, shall be labeled with the child's name and dated.

## EDUCATIONAL GOALS FOR CIRCLE CENTER SCHOOL

The importance of educational goals must not be underestimated. Clear goals indicate that thought has been given to the direction and atmosphere of a school and that the school administrators have given the teacher a frame of reference for daily and yearly planning, thus making best use of available time. Goals also provide a means to measure accomplishments. Knowledge of a school's educational direction is important to the organization, director, teachers and parents. Our goals at the Circle Center for Child Development are as follows:

### 1. Further development in each child of a positive self image.

"Self image is beliefs and attitudes toward oneself; the conscious or unconscious evaluation of all characteristics, assets, liabilities, and behavior...A child with a strong self image has a comfortable feeling that he's a worthwhile human being...whether this self image gives pain or pleasure has a great deal to do with the child's future happiness and fulfillment." Elizabeth Peterson, Lecturer, Parent and Family Life Education, General Extension Division, University of Minnesota.

"Children who hold themselves in low esteem tend to be backward. Children with a positive self concept *tend to learn well*.... If we stopped stressing disadvantages and instead put primary emphasis on the skills that children do possess (not just academic skills) we might succeed in *building the self esteem that would make academic success possible.*" Dr. Jerome Kagan, Harvard University.

Interesting isn't it, that ability to learn (including "academics" such as reading and number readiness) is greatly enhanced by a positive self-concept? It is for this reason that the development of a positive self-image in each child is an important goal of Circle Center School.

### 2. Development of socialization skills.

Children ages 0-2 tend to be self-centered by nature. It takes opportunity and guidance to learn to function in a group, to develop the desirable qualities of sharing, helping others, and understanding the other's needs. Circle Center provides this opportunity and guidance as well as beginning experiences for the child to relate to adults other than parents. Development from an egocentric to a socio-centric view of life is foundational to future development of a preschooler.

### 3. Development of the ability to receive and give love.

Love - this says something about the atmosphere at Circle Center. We like to use such words as "warm," "secure," "respect for individuality," "concern," and "love" to describe it. Every attempt is made to make it more than just words. Each child is to feel he is loved, by the director and staff for what he is as an individual. We try to communicate these feelings in various ways.

### 4. Basic moral and spiritual development.

Moral and spiritual development has its basis in one's concept of God. We at Circle Center feel that a basic sense of God as Creator, loving Provider, and Friend can form the foundation for future construction of sound moral and spiritual values. It is important to form this foundation at an early age. Therefore, as natural opportunities arise, children will be taught about God in terms of Creator, loving Provider, and Friend. Prayers will be offered before meals and snacks. Songs of a religious nature will be used along with Bible stories appropriate to the age level. All such moral and spiritual training will be approached in a non-denominational, non-sectarian manner.

## 5. Development of certain skills and concepts.

These "academic" elements of our Circle Center program, including reading readiness and working with numbers, are not the primary focus of our program, but are included in the curriculum when appropriate.

We at Circle Center subscribe to the widely held educational concept that a child will learn necessary academic skills and concepts when s/he is ready and that s/he will clearly indicate when s/he is ready. No child enrolled in our program is forced to deal with these areas until s/he is ready. However, during the course of the school year, every child will have numerous opportunities to grow in language development, beginning math concepts, distinguishing colors and shapes, and many other related skills.

## SUMMARY

The purpose of our Circle Center curriculum is to *develop the total child, physically, intellectually, socially, emotionally and spiritually*. Thus we call ourselves the **Circle Center for Child Development**.

## DISCIPLINE POLICY

### Statement regarding the center's philosophy on guidance and discipline

Circle Center staff uses discipline measures designed and carried out in such a way as to help individual children develop self-control and to assume responsibility for their own actions. No child shall be subjected

under any circumstances to corporal punishment inflicted in any manner upon the body, or to physical or verbal abuse.

### Information on how discipline will be implemented by staff

Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action. Circle Center staff will use forms of redirection and time-out to carry out needed discipline. Children exhibiting inappropriate behaviors will be redirected to other activities. When time-out or removal from the group is needed, that time-out will not exceed more than one minute per year of age. Positive statements will be used to encourage appropriate behavior. Children will have reasonable opportunity to resolve their own conflicts. A child will not be deprived of regularly scheduled snacks as punishment, nor will any child be punished for toilet accidents.

### Information on how parents will be involved in the guidance and discipline process

Parents will complete the Personal History form at the beginning of the school year. They will be supportive of the teachers and give insights on acceptable forms of discipline that are successful with their child.

### Information on how children will be involved in the guidance and discipline process

Children will be expected to follow the classroom rules and treat teachers and classmates with kindness and respect.

### Written procedures for termination of a child's enrollment in the center because of disciplinary issues

It is our desire that all children have success at Circle Center. In the event that a child does not respond to normal disciplinary measures as stated above, the teachers will, along with the parents, develop an acceptable discipline plan that will be consistent at home and school. Given a reasonable period of time, if the child does not respond to the discipline plan, there will be a conference with the parents, teachers and director to determine if the child should remain involved with the school.

Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from Circle Center.

## CREATIVE WORK

Your child will be bringing home artwork from time to time. Please do not pressure your child to make something for you. Some children are not interested in art at first. Most children will eventually "try it." Remember, what your child makes is not important. The learning experience takes place when s/he is involved in "creating and doing." If s/he does bring home some artwork, it is important that you *offer lots of appreciation ... but NO criticism*. Avoid asking, "What is it?" It is better to say, "Tell me about it."

## WEATHER PROBLEMS

Circle Center will plan to close only during very severe weather. **It is our policy to close when the Zion school district closes due to weather.** We will make phone calls between 7:30 & 8am. We will also put a

message on our webpage (ccczion.org) if school will be closed. In the event of a tornado warning, we will take the necessary precautions at school.

Fees will not be refunded if school is closed due to weather.

## **OUTDOOR PLAY**

Outdoor education is an important part of the school experience. Therefore:

1. *Please see that your child comes to school properly dressed for outdoor play.* Caps and mittens are essential if the weather is cold. Girls need something to cover their legs, if they wear a dress.
2. We will go outside every day unless (1) it is raining; (2) there is a dangerous wind chill factor; or (3) the grounds are too wet or muddy for play.
3. *No child may stay inside during outdoor playtime.* We realize that after a severe cold or similar illness, it is sometimes advisable to keep children inside for a few days, but we do not maintain staff to care for unwell children. We ask that you keep your child home a little longer if you do not wish for him/her to be outdoors.
4. If your child has a chronic health problem, and your doctor thinks s/he should not be exposed to outdoor play in winter weather, a statement to that effect signed by the doctor will be acceptable.

Outdoor play is essential to the sheer joy of being a child:

- The children learn to dress themselves independently of adult help. Being able to "suit-up," "boot-up" and put on one's cap and mittens is a part of gaining control of one's muscles and once accomplished, gives the child an opportunity to feel good about him/herself.
- Being able to go outdoors to "whoop" and "holler" is essential to good mental health, letting out frustration and excess energy.
- Outdoor games and activities, conducted under the teacher's supervision, are helpful in developing large muscles. Fresh air is essential to a child's good health.

## **FIVE AREAS OF DEVELOPMENTAL EDUCATION**

During this time at Circle Center, your child will have new experiences that will help him/her to grow in many ways.

Your child's nursery school experience will help him/her to grow socially. S/he will rub elbows with children his/her own age, and in doing so learn how to participate in a group. Cooperation, courtesy, sharing, and consideration for the feelings of others are all a part of the lessons learned. Your child will be encouraged to become more independent, to dress him/herself, and to care for his/her own belongings.

As your child runs and plays in the classroom and outside, s/he will be developing motor control. Many things s/he does will not look like "learning," but you must interpret them correctly. When your child is running, hopping and climbing on the jungle gym, s/he is developing large muscles. When s/he is playing with blocks or puzzles, s/he is developing small motor control, as well as examining spatial relationships, size and weight. Most of all, s/he is developing eye-hand coordination, which is one of the foundations necessary for reading and writing.

At Circle Center we help your child to grow emotionally. S/he is someone special to us! Your child's ideas and feelings are important. We will talk about feelings and there will be time for dramatic play to act out his/her feelings and ideas. There will be opportunities for "show and share" where s/he can share experiences and feelings.

At Circle Center your child will have the opportunity to grow intellectually. We will have story-time, field trips, finger plays and art activities. S/he will be encouraged to use school materials to express his/her own ideas. *When s/he brings artwork home, ask your child to tell you about it.* Sometimes the story behind the picture will seem to have little to do with the picture, until s/he explains it. Now is the time to encourage your child's innate creativity.

We want your child to grow morally and spiritually. We will strive for your child to realize that s/he is a special creation of God and that God loves and takes care of him/her. We talk about God as the Creator and as a loving Father. We present Jesus as God's Son, and our Best Friend. Your child will learn that doing what is right is the best way to please self and others.

We want your child's time at Circle Center to be a worthwhile and satisfying experience. We look forward to many happy days together

## **THE FIRST DAY**

Welcome to Circle Center School! Your child is now entering a preschool program. Up to now, you have cared for your child; have been parents, playmates, and teachers. Now your child will broaden his/her world to include a new environment, new playmates, and new teachers. S/he will have many new experiences and learn many new things.

Many children take this new life in stride and make rapid adjustments. Others need time to get used to the new environment and new people. Each child will make his adjustment in his own way and his own time.

### Checklist for the first day:

- Enrollment card completely filled out and turned in to office
- Medical form completed and turned in to office
- Birth Certificate
- Personal history form turned in to office



\_\_ Signed "Discipline Policy" form & DCFS form

\_\_ Registration fee and first month's tuition paid

### Suggestions for the "Anxious Parent"

Let your child bring something from home -- a stuffed animal, a book, a special toy. S/he will feel more comfortable with an "old friend" while meeting new friends.

Generally, it is best to leave soon after your child has been greeted by the teachers. Be positive in your decision to entrust your child to the staff. Cheerfully say good-bye. If it seems necessary, you may come into the room with your child the first day. Show your child around the room, or let him/her show you around. Be sure that s/he remembers the teachers' names. Let your child choose a toy and play with him/her. As soon as s/he seems reasonably comfortable, tell him/her you are leaving but will be back.

There will be an Orientation for parents in a nearby room. Important information will be given at that time and parents will have an opportunity to ask questions.

## GENERAL INFORMATION

### ARRIVAL AND DISMISSAL TIMES AND PROCEDURES

- School hours are 8:45 to 11:15 a.m.
- Each morning, **take** your child to the restroom to toilet and wash hands. Then bring your child to the classroom. ***Please do not send any child in by themselves.*** The building is very large, and a child could easily become lost. Use the south entrance by the large parking lot.
- Please do not plan to arrive until 8:45 a.m. or shortly before. 8:40 a.m. is the earliest a child may enter the classroom. Teachers need this time to prepare the room for the day's activities.
- It is ***very important to be prompt at dismissal time*** (11:15 a.m.), to avoid undue fear on the part of your child. Even five minutes seems like a very, very long time to a preschooler -- especially if all the other children have left. *If you are unavoidably detained, please phone in. Late fees may be assessed for late pickups.*
- A child will be released to ***NO ONE*** other than his parents, unless we are informed by you *in advance*. Please send a written, signed note stating who is authorized to call for your child. The authorized party must then provide identification. You may telephone an authorization if a situation arises on short notice. Anyone picking up a child must sign out on a prepared sheet. (This includes parents!)
- If your child will not be in attendance for any reason, *please notify us* before 8:45 a.m., if possible. Your child is special to us and we want to know why he is not here. Our phone number is (847) 746-8607.

### CLOTHING

- All children should wear washable play clothes, suitable for active play. Please dress your child to be comfortable when playing outdoors
- Extra changes of clothing are kept at school for emergencies. We ask that you launder and return them.
- ***Mark all clothing!*** Your child's name should be on any article brought to school: coats, mittens, hats, boots, etc.
- Only rubber or crepe soled shoes are allowed in the gym. Tennis shoes may be worn to school or brought to school each day. Children may ride bikes with close toed shoes only.

### TOYS

Circle Center has many toys of a wide variety. Please do not bring any toys from home. Books and records may only be brought with prior approval of the teacher, and must be clearly marked.