



LEARNING

IS

FUN!

PRESCHOOL

**Parent Handbook  
2024-2025**



Dear Parents,

Welcome to Learning Is Fun Preschool. Over the course of the next few months and for the duration of your time here we'll partner with you to create a solid foundation for your child's future learning success- emotionally, socially, physically, and cognitively. LIF will begin to lay the foundation for academic success, nurture your child's unique learning style, interests, and abilities, create a safe place for fun and positive social experiences, engage parents as partners, and foster an identity in an inclusive environment. We believe children learn best in a safe and secure environment, with caring staff who consistently act with warmth and support in all parts of a child's day. Our curriculum is planned to include some activities that are free and creative and other activities that are more structured and teacher directed. We feel that both kinds of experiences are important for your child's overall development. Our staff establishes relationships with families that increase their knowledge of children's lives outside of the classroom. Together we can nurture and challenge your child to grow and develop in their first formal learning experience. **This parent handbook has been designed to clearly describe our program, policies, and details that contribute to making each day as safe, pleasant, and successful as possible.** Please review it and keep it for a reference. We understand that choosing your child's early childhood education experience is one of the most important decisions you'll make. Thank you for choosing Learning Is Fun Preschool! We look forward to creating wonderful new memories with your family. Together we will celebrate your child's next milestones.

LIF Preschool

630-357-4836

[lifpreschool@gmail.com](mailto:lifpreschool@gmail.com)

## **About us:**

Learning is Fun Preschool has been located in St. Timothy Lutheran Church since 1974. We are very proud of our facility and take care of it! Learning Is Fun Preschool is licensed by the Illinois Department of Children and Family Services (DCFS) and follows the Illinois Early Learning Standards established by the Illinois State Board of Education, Division of Early Childhood Education. Learning Is Fun Preschool is chartered by the federal government as a not-for-profit educational center. **Learning is Fun is a peanut/tree nut free zone!**

## **Philosophy:**

Our philosophy and curriculum is centered on a play based learning environment. We take our influence from many educational theorists as well as from the Illinois Early Learning and Development Standards, the guidelines of the National Association for the Education of Young Children (NAEYC), the Creative Curriculum, the most current brain research, understanding and respecting multiple intelligences, and your child's overall interests.

We prepare your child for their next formal educational experience and we help them to achieve their full potential by focusing on the necessary development of perceptual, motor, language, social, pre-math, and prewriting skills. We provide an environment where each child is provided the opportunity to learn, grow, develop, and explore to instill a lifelong journey of learning. Our staff will build strong, respectful relationships with parents through a variety of communication styles (ProCare, Facebook, email, etc.). It is our ultimate goal that we make every person who enters our doors feel like a member of our family.

## **Staff Expertise:**

Learning is Fun Preschool is dedicated to sustaining excellence and supporting innovation in early childhood education through the preparation, support, and continuing growth of our teaching staff. We provide monthly staff meetings that the teachers attend where we discuss current trends and topics in early childhood education. Our teachers are also required to attend and obtain at least 15 hours of professional development in one calendar year. Our teaching staff has completed coursework and professional development that are directly related to knowledge required for Early Childhood Educators. All staff at LIF meet all requirements set by the Department of Child and Family Services (DCFS).



## **Parents as Partners**

### **Parent Participation**

Parents and teachers may look at young children's learning from different perspectives, but they share a common goal: making sure that children receive the best possible education. We believe one way to foster children's learning is through the joint efforts of families and our program, so that parents and teachers share responsibility together for creating a working relationship that will help children succeed. Your home and your child's school represent the primary environments in which your child grows and develops, and good early childhood education programs value parental involvement. We have found that the foundation for good parent-teacher relationships is frequent and open communication, mutual respect and a willingness to discover what is best for each individual child.

### **Communication**

A strong connection between families and our teachers is essential for building a positive environment for young children. Children benefit most from healthy, reciprocal relationships between teachers and families. Like most relationships, these require time to nurture mutual respect, cooperation, and dialogue. For this reason, Learning is Fun places strong emphasis on family involvement by encouraging frequent communication. To keep you informed about daily and weekly events and activities, we distribute monthly newsletters, emails, and notes about your child's education experience. You can look forward to receiving a newsletter at the beginning of the month – please take the time to read it and talk to your child about the activities they've done in the classroom. It is required that you provide the Director with an email address that you regularly check, current home and work phone numbers, and an updated home address so that you are aware of any possible changes or updates. Please add our email, LIFPreschool@gmail.com to your list of safe contacts to ensure that you receive any emails sent to you. If you have questions or concerns about your child or a classroom issue, please discuss them with your child's teacher at an appropriate time and setting. Open, respectful communication often clarifies a situation before it becomes a problem. Our director is always available to discuss any questions or concerns that you may have.



### **What is Procure?**

Procure is our current parent/teacher classroom communication application. The app is available for free download through the Apple App Store, as well as on Android.

We use Procure to send:

Daily Updates

Photos

To stay connected to the families

To get notifications for emergency school closures

Messaging

School Calendar

Invoice tuition payments



### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled two times a year. If at any other time you have concerns, please contact either the director or your child's teacher to set up time to discuss questions, comments, and concerns. We will notify you if we need to discuss your child other than at regularly scheduled conferences if we have questions, comments and concerns as well.

## Classrooms

### Ratios

We believe in one-on-one time for the teacher and her students. We do not enroll more than 10 per class (6 in the 2's room), and always maintain classroom ratios set by DCFS.

|                            |      |
|----------------------------|------|
| Early Learners 2.5's Class | 1:6  |
| 3's Preschool Class        | 1:10 |
| 4's Pre-K Class            | 1:10 |
| Kindergarten Prep          | 1:10 |

### Daily Schedules

#### **Early Learners (2.5-3 yo)**

|       |  |
|-------|--|
| 9:00  | Arrival/ Small Muscle Play                           |
| 9:15  | Large Muscle Play                                    |
| 9:45  | Teacher Directed Circle Time                         |
| 10:15 | Snack  |
| 10:25 | Teacher Directed Project/ Child Directed Exploration |
| 11:15 | Clean-up / Closing Circle / Story / Music            |
| 11:30 | Carpool/ Dismissal                                   |



**Preschool and Pre-K (3-5 yo)**

|       |  |
|-------|--|
| 8:45  | Arrival/ Small Muscle Play                           |
| 9:15  | Teacher Directed Circle Time/Large Muscle            |
| 9:45  | Large Muscle/Teacher Directed Circle Time            |
| 10:15 | Snack  |
| 10:25 | Teacher Directed Project/ Child Directed Exploration |
| 11:30 | Clean-up / Closing Circle / Story / Music            |
| 11:45 | Carpool/ Dismissal                                   |

**Kindergarten Prep (4-5 yo)**

|       |                              |
|-------|------------------------------|
| 8:45  | Arrival/ Small Muscle Play   |
| 9:00  | Teacher Directed Circle Time |
| 9:30  | Snack                        |
| 9:40  | Learning Interest Centers    |
| 10:50 | Large Motor                  |
| 11:25 | Music & Movement             |
| 11:45 | Second Snack                 |
| 12:15 | Large Motor                  |
| 12:35 | PM Circle Time               |
| 1:30  | Dismissal                    |

## School Policies

### Carpool

Carpool begins at 8:45 AM for all children except the Early Learners, which will begin at 9:00 AM. You may line up prior to 8:45AM, but we will not start bringing children inside until 8:45 AM and 9:00 AM for Early Learners. A teacher will greet each car to accompany children to and from class sessions. Every student will be given a unique number which is to be displayed on the passenger side of the car windshield at pick-up. The school must have on-file names and addresses of adults to whom the child may be released. If you would like to change who is picking up your child, and they are not on your contact list, please provide written permission for this adult to pick up your child via email to [lifpreschool@gmail.com](mailto:lifpreschool@gmail.com). The adult picking up must sign and date our Sign-Out form upon pick-up. Children must be picked up promptly after class. After 5 minutes, a late fee will be invoiced to your Procure account. Emergency numbers will be contacted if a child is left more than ten minutes beyond class time.



### Late Pick-Up Policy

Our classes end at 11:45 AM and 1:30 PM. A late pick-up charge of \$3.00 per minute per child will be assessed and must be paid with the next month's tuition when you are more than 5 minutes late (5 minutes after the carpool line has ended). This fee will be applied to the first 2 times you pick up your child late. On the 3rd time you pick up your child late the fee will increase to \$5 per minute per child and will need to be paid at the time of pick up.

We understand emergencies happen; however, working late and traffic are not considered emergencies. Special circumstances such as a snowstorm or other inclement weather may be excused at the Director's discretion. Please call the center if you have an emergency that will prevent you from picking up your child on time prior to your child's dismissal time. It is your responsibility to arrange for someone else who is on your list of approved pick up people to pick up your child prior to your child's dismissal if you will not be here on time.



## **Paperwork**

Before your child begins at Learning is Fun, we must have:

1. Enrollment Packet (All Policies and Consent Form must be initialed and signed)
2. Birth Certificate
3. Current Health Exam Form (must show lead test, vaccinations, and be on DCFS Form)
4. Paid Registration Fee
5. Signed DCFS Handbook (in enrollment packet)

## **Student Withdrawl**

Withdrawal of a student may be done by giving a written notice to the director 30 days in advance of leaving school. If a student is withdrawn without notice, you will not be refunded for any paid tuition.

## **Tuition**

Tuition is due through Procure or via check on the 1st of August, October, November, December, January, February, March, April and May. If you make your payment past the 1st of the month, you will be assessed a \$5 late fee unless prior communications were made with the director. If you do not communicate a late payment with the director, no exceptions will be made to the late fee.

If you pay with an ACH transaction through Procure, there will be **no** fee added to your monthly tuition. If you pay by debit or credit card, you will have a transaction fee added to your monthly tuition. These added rates will be a flat rate each month, and discussed with parents at Back to School Orientation. Tuition is auto-invoiced. If you change your method of payment to a debit or credit card without notifying the director, you will have a double fee added to your next tuition payment.

## **Snack**

Learning is Fun provides all food for our daily snack(s). Snacks are served each day at the classroom's designated time. **Learning is Fun is a peanut/tree nut free zone!** Snacks are all peanut and tree nut free, and typically consist of child friendly things such as Ritz Crackers, Animal Crackers, Goldfish, etc. along with 100% Apple Juice. We provide a second snack for our Enrichment students and Kindergarten Prep class, and this is a heartier snack to get them through the second part of the day. Please refer to the monthly snack calendar for a preview on what to expect each month for snacks.

*In the event of a classroom party or birthday, please reach out to your child's teacher to see what is acceptable for these events.*



### **Appropriate Clothing**

Your child will paint, color, cook, play and eat, so please send him/her in comfortable, easy to wash clothing. Clothing should also be easy for your child to manage in the bathroom. Weather permitting (temperature above 35 degrees) we play outside every day so please dress your child in appropriate outerwear (jacket, hat, mittens, scarf, and boots). Your child should have shoes appropriate for running and climbing. We strongly discourage sandals without socks, flip flops, or any other form of shoe that isn't supportive of an active child.

### **Extra Set of Clothing**

A complete extra set of labeled clothing is an absolute must, because spills can be common occurrences. On the first day, please send an extra set of labeled clothing that includes underwear, shirts, pants, and socks in a plastic zip lock bag clearly marked with your child's name. Please check periodically to make sure your child's extra set of clothing is the correct size and appropriate as seasons change.



### **Backpacks**

Your child should bring a school bag each day to carry papers, artwork, and important communications from us to home. Please be sure that your child's school bag is big enough for all of your child's belongings. We recommend a regular backpack, or a reusable shopping bag / tote bag. While many important communications will be sent via Procure/email, please check your child's backpack daily for any communications sent home from school.

### **Field Trips**

For both safety and security reasons, we will not take the children off the Learning Is Fun grounds for field trips. We will invite special guests to the preschool. Police Officers, Dentists, Fire Fighters, Nurses, etc.

### **Toilet Learning**

All children entering our program must be fully toilet trained. We understand that accidents happen so we will work with you to create a plan to help your child to be successful at being independent in the bathroom. Please send an extra set of labeled clothing that includes underwear, shirts, pants, and socks in a plastic zip lock bag clearly marked with your child's name. If "school clothes" are borrowed because your child doesn't have an extra set of clothes, it is your responsibility to wash the items we provide and return them the next day.

\* It is highly encouraged that the children enrolled in the T/Th (2 Year Old Early Learners) meet toilet-training requirements upon entrance; however, the children will **need to be potty trained by the time they turn 3 years old**. We will work with the children and families throughout the beginning of the school year to help with this transition!

### **Toys from Home**

A goal of early childhood is to develop group-sharing skills. Toys from home create confusion for children over ownership of personal items. Therefore, we request that all toys and playthings be left at home. We provide a variety of fun materials and many opportunities for sharing. The only exceptions to this policy include show and tell time, or special teacher requests.

### **Birthday Treats**

Parents may send a special snack for the class on this day.

**We are a Peanut/Tree-Nut Free School.** All snacks MUST be peanut/tree nut free and store-bought. If you have any questions about an appropriate treat, please don't hesitate to ask your child's teacher or the director.



### **Enrichments**

Your child will attend enrichment classes built into the curriculum once a month. The enrichments provided at Learning is Fun include: Spanish, Art Appreciation, Music, Social-Emotional Learning (SEL), and Science! Each enrichment class will be for about 15-20 minutes. The enrichment classes run once a month between September and May.

### **School Closures**

Learning Is Fun's school year runs from September to May. We follow the calendar of Naperville School District 203 for school closures such as holidays and weather related closures. Learning Is Fun does not have E-Learning Days, so if Naperville School District 203 has an E-Learning Day due to weather, LIF will be closed. In addition, out of an abundance of caution, Learning Is Fun will be closed for the scheduling of a funeral in St. Timothy Lutheran Church. The scheduling of funerals is typically without advanced notice and we apologize for any inconvenience this might cause.

## **Discipline and Guidance Policy**

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, **we will not use:**

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation.

In response to misbehavior, **we will:**

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity.

Our positive approach to discipline increases children's self-esteem, allows children to feel cooperative, motivates children to change strategy rather than to blame others, helps children to take initiative, relate successfully to others and solve problems. Our goal is to create an environment that allows all children to develop self-control and to assume responsibility for their own behavior, while ensuring the safety of all children. Our teachers communicate their behavioral expectations in a language that children are able to understand in order to redirect inappropriate behavior. In an effort to support the emotional development of children, limits are set in a calm and reasonable manner. Additional resources referrals can be made to outside agencies that can provide evaluations and other services to families and children.

If, after working with a child and family, the child does not appear to be benefitting from the program or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall inform families of such concerns. We will cooperate with the family and appropriate specialists to determine the child's current needs; identify the setting and services most suited to meeting those needs; and assist the family in placing the child in an appropriate setting.

Close communication with parents is essential to providing quality care and education. If our staff feel that a child should be evaluated, such recommendations will be made to the parents. It is the responsibility of the parents to have an evaluation scheduled and completed within a determined amount of time set at the meeting.

### **Photo, Social Media and Video Consent**

Most of our communication is through our private Procure App. We will post pictures through the app to keep you connected to your child during our day. Learning Is Fun also has a private Instagram page for all of the families of the children that are currently enrolled in our program. We may post pictures of your child(ren) on this social media website. In addition, we have a website and public Facebook page on which we post periodically. In your enrollment packet, you have the ability to provide consent to allow your child's picture/image to be posted on these sites.

### **Integrated Pest Management**

It is our policy to implement and practice Integrated Pest Management (IPM) to control pests in the building and minimize exposure of students and staff to pesticides. If pesticides are to be applied, it will be done on a Friday evening when no one is at the center. Toys and other items will be removed prior to spraying. Children will not re-enter the treated area for at least 12 hours after spraying and the building is completely aired out for the recommended time on the product. The IPM program at LIF will include the following done by the the IPM Coordinator (Director):

1. Regular monitoring of the center to identify pest problems
2. Preventative actions to reduce future pest problems, which includes regular cleaning and maintenance of the center
3. Staff training

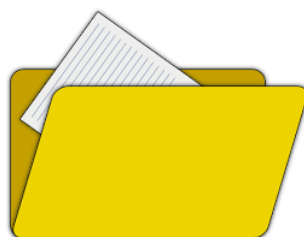
Parents and staff will be notified in writing at least 48 hours before and no more than 14 days prior to the application of pesticide. If the application is due to an immediate threat to health or property, and therefore advance notification is not possible, parents and staff will be notified immediately after the application. Any hired contractor hired by the facility will comply with this IPM and notification policy and should be knowledgeable about the IPM law (PA#93-0381).

### **Confidential Information**

Personal information on children and their families is kept confidential, and access is limited to staff designated by the director unless the parent(s) of the child have granted written permission for its disclosure. Staff includes the director, teachers and any member of our school board.

From time to time, parents request phone numbers and/or email addresses of other parents and children as friendships develop. If you do not want this information shared within Learning Is Fun, please notify the director so we can keep it confidential.

Learning Is Fun staff is mandated by law to report or notify the Illinois Department of Children and Family Services of any suspected case of child abuse or neglect. Reports will be recorded and kept on file in the director's office.





### **Emergency Forms**

An emergency form, signed by the guardian, must be on file with the school. The school will not administer any medication (except for life-saving measures ex. Epi pens if noted). The only first aid measures to be given at school are: cold pack/ice pack for bump or bruise, washing a cut or scratch and applying Band-Aid, and holding a tissue to the nose to stop a nosebleed, or administer Epi-pen if noted in the child's file. If further care is needed, we will call the parent (ex. A fever, child is vomiting, etc.). In case of a serious emergency, we will administer CPR/ First Aid, Call 911, and notify the parent. In case of minor ailment, we will contact parents first, then the names on the emergency form. If no one can be reached and there is no emergency, we will make your child comfortable until someone authorized can be reached.

### **Liability Insurance**

Learning is Fun has liability insurance with Church Mutual.



Learning Is Fun Preschool  
1313 N. Mill St. • Naperville, IL 60563  
lifpreschool@gmail.com • 630.357.4836  
learningisfunpreschool.com