

EARLY CHILDHOOD HANDBOOK

2026 - 2027



* Changes in red

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Welcome!

Welcome to Northminster Learning Center!

Welcome to this overview of the Early Childhood programs at Northminster Learning Center!

We appreciate the confidence you have displayed in us by allowing us to participate in the growth and development of your precious child.

Northminster Learning Center is an integral part of the ministry of Northminster Presbyterian Church. We strive to share the Judeo-Christian values Faith, Hope and Love. Please be assured that it is not our intention to "convert" your child or to force religion on him or her.

We believe that it is important for children to learn values that will help them become productive and well-adjusted members of society. These values, such as respect and honesty, are common to all faith traditions and are an integral part of any healthy society. We will endeavor to teach these values to your child as part of the education process at Northminster Learning Center.

We sincerely hope your child's time here at Northminster Learning Center will be an enriching experience. The members of the Northminster Church family cordially invite you to participate in any of our activities. We especially invite you to worship with us. Our messages are relevant to daily life and the service is a blend of traditional and contemporary worship.



Northminster Learning Center

MISSION

The programs of Northminster Learning Center are a ministry of the church. The mission of the Ministry team is to reach out with God's love to families within the community and to support the families within our own Northminster family. By developing and supporting Christ-centered and educational programs, we hope to support and strengthen families, provide a warm, nurturing environment, and reflect the vision and mission of Northminster.



PHILOSOPHY

Northminster Learning Center provides a nurturing, safe, and stimulating learning environment. As early childhood educators, we know children learn best through active, engaged, meaningful play; therefore, we firmly believe play is the children's work. We understand children are naturally curious and learn best when allowed to actively explore, involve all their senses, manipulate real objects, work together with adults and other children, make meaningful plans, and build upon what they already know. Our curriculum reflects these needs while fostering independence, empathy, cooperation, and creativity. In-depth explorations of a topic which are motivated by the child's interest, excitement, and curiosity allow the curriculum to be presented in a developmentally appropriate manner. Families support the classroom by their collaboration and participation. Parents are considered partners in the learning journey and the program is dedicated to building strong family partnerships.

CHILDREN WITH SPECIAL NEEDS

Northminster Learning Center encourages children of all backgrounds to attend our programs. We do not discriminate on the basis of gender, religion, **immigration status** or ethnic background. When in the best interest of the child, children with special needs are welcomed into our program. We believe children benefit from a variety of experiences with children who may be different from themselves. Our learning community may include children with physical, cognitive, or developmental challenges.

BEHAVIOR TRANSITION PLAN

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center may not be the best educational placement for the student. All children at Northminster, preschool and above, are involved in the Second Step program that teaches identifying emotions, problem solving skills, and social emotional support. Teachers are also given training on Trauma and other childhood behaviors.

In order to best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time. Teachers will document these behaviors with a date and description of the situation.

When a child is demonstrating these kinds of behaviors, the parents will be informed to discuss possible solutions to the problem. We will give them information on having a developmental screening through their district and help them get in contact with the appropriate people and services. If it is determined that a different classroom environment would be more appropriate, we will write a behavior transition plan with the parents to be able to smoothly transition the child to a more appropriate environment.



PARENT INVOLVEMENT

We encourage our families to become actively involved in the Northminster Learning Center. Please plan for you or a family member to visit/volunteer in your child's class at least once each semester. Each year we hold scheduled family nights to strengthen the link between home and school, and we encourage our families to attend all these events. We are looking forward to becoming partners in your child's learning journey.

In order to better communicate with our parents and get them information in a timely fashion, we have begun to use [Seesaw](#) which is an online portal to pictures, work, and newsletters for your child's class. You may also send a direct message to your child's teacher. The teacher will send you an invitation to join their class through email or handing you a QR code. We will possibly change our communication platform soon.

As we provide a well-rounded learning experience, it is difficult to make holidays meaningful for very young children. Most holidays are based on concepts that are beyond your children's understanding. Often, holidays are extremely overdone. Children see signs of the major commercialized holidays everywhere, so they ask questions and families make choices. Within your family, you have the opportunity to involve your child in aspects of a holiday you feel are in keeping with your family's beliefs, values, and traditions. We feel it is more effective to expose children to information and activities that you might not have the time or resources to facilitate as a family.

At Northminster Learning Center we constantly evaluate how we will spend our time, energy, resources, and how we will meet our curriculum goals. As a staff, we are committed to investing time in meaningful experiences, consequently we will not celebrate secular holidays, such as Halloween and Valentine's Day, but instead encourage you to celebrate holidays as you desire.

ENROLLMENT AND DISCHARGE POLICY

To enroll and begin school, a completed registration application packet and a \$100 non-refundable registration fee must be submitted to the Northminster Learning Center office. If you are already enrolled, you will be granted priority registration for the following year.

The parent/guardian will be responsible for payment of fees in order to reserve the enrollment spot until such time as the completed forms are returned. If classes are full, the child's name will be placed on a waiting list and the registration fee required if you obtain a spot.

Enrollment is complete when all necessary forms including copy of certified birth certificate and current school physical have been completed and returned to the director, along with the Electronic Funds Transfer (EFT) form.

If any child goes through the Behavior Transition Plan and needs transitioned to a new environment, the directors will work with the parents and new facility to do so in a efficient manner. Parents will be prorated for any partial month.

Parents who fail to call in to excuse their child's absence more than five times may be dismissed from the program. Children missing more than 15 days of school may also be dismissed from the program.



CALENDAR

Upon enrollment, you will receive a calendar listing evening events and school holidays. We follow the Dunlap School calendar when determining the days school will not be in session.

**IF DUNLAP HAS CALLED OFF SCHOOL FOR WEATHER,
NORTHMINSTER LEARNING CENTER
WILL BE CANCELED.**

Our school year typically begins the Tuesday after Labor Day and ends on the Thursday before Memorial Day in May. The last day of school is subject to change depending on the Dunlap District #323 calendar.

SNACK

A snack and apple juice and water will be provided during each class session. There is a calendar of healthy snacks that are provided to the parents. Per DCFS, all snacks must be commercially prepared. Due to numerous allergies, snacks containing peanuts, nuts and peanut butter will not be served.

INSURANCE

The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work, and/or their own private policies.

HEALTH EXAMINATIONS

Each child is required to have a school physical exam record including immunizations in their enrollment folder. A child's school physical must be less than 6 months old. Children returning to the program as four-year-olds are not required to get a new school physical. A lead screening (or waiver) and TB screening (or waiver) must also be included.

RECORD RELEASE

Student's files and records will only be released with signed permission from a parent or guardian except when legally required. Permission forms can be from the party requesting the documents or a Northminster record release form.

BIRTH CERTIFICATE REQUIREMENT

(As required by the Dept. of Children and Family Services 407.250)

All families are now required to provide a certified copy of their child's birth certificate or other reliable proof of identity and age within 30 days of enrollment. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. Northminster Learning Center will accept a copy or will duplicate and return the original certified copy to the parent or guardian no later than the end of the next business day after receipt.

Northminster Learning Center is now required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30 day time frame. Additional steps and guidelines regarding failure to adhere to this policy can be found at

<https://www.ilga.gov/commission/jcar/admincode/089/089004070F02500R.html>

DROP OFF / PICK UP

Parents need to park in the lot and bring their child into the building. Parents are expected to drop children off at the classroom door after helping children hang up their coat and bag. Parents need to stop at the restroom and help their children wash their hands before entering the classroom. Taking children to the classroom assures safety of students and provides parents with an



opportunity to visit with the classroom teachers on a daily basis. You may drop children off five minutes before class begins. Parents picking up more than five minutes late will be assessed a late fee of \$5.00 for each ten minutes. If a parent has not contacted the program 15 minutes after the end of class, the staff will begin calling emergency contacts. The staff will call three emergency contacts, and after an hour, if your child is still at Northminster Learning Center and no one is available to care for him or her, the police will be contacted. For your child's protection, it is of utmost importance that we have current emergency contact information. **Emergency contacts will be updated twice a year.** Northminster will be responsible for the child's protection and well-being until the parent or outside authorities arrive. The child will not be held responsible for the situation and the discussion of this issue will only be with the parent or guardian and never with the child.

HEALTH & SAFETY/ABSENCE & ILLNESS

In the event that your child is ill, please refrain from bringing him/her to the program. Children who are obviously ill or who have a temperature will not be allowed to stay at the program. Keeping your child home when they are ill allows your child to be more comfortable and helps prevent the spread of illness. **You must call when your child will be absent.**

If your child is unable to attend class for any reason, reimbursement for that day is not available. Each day of class we plan on your child attending and schedule staff and purchase materials accordingly. Children will not be able to make up missed days because our classes would exceed capacity.

If your child exhibits any of the following symptoms or illnesses, please keep them home from school.

1. Children with diarrhea and those with a rash combined with fever (oral temperature of 101 degrees Fahrenheit or higher or under the arm temperature of 100 degrees Fahrenheit or higher) shall not be admitted to the Learning Center while those symptoms persist. Children shall be removed as soon as possible should these symptoms develop while the child is at the center.
2. Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the Learning Center is required:
 - a. Illness which prevents the child from participating comfortably in program activities
 - b. Illness which calls for greater care than the staff can provide without compromising the health and safety of other children
 - c. Rash combined with fever over 101 degrees Fahrenheit (oral)
 - d. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness
 - e. Diarrhea
 - f. Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration
 - g. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is



noninfectious

h. Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable

i. Purulent conjunctivitis, until 24 hours after treatment has been initiated

j. Impetigo, until 24 hours after treatment has been initiated

k. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours

l. Head lice, until the morning after the first treatment

m. Scabies, until the morning after the first treatment

n. Chicken pox (varicella), until at least six days after onset of rash

o. Whooping cough (pertussis), until five days of antibiotic treatment have been completed

p. Mumps, until nine days after onset of parotid gland swelling

q. Measles, until four days after disappearance of the rash

r. Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases (77 Ill. Adm. Code 690)

3. Space shall be provided for a child who becomes ill at the center. Such space shall be ventilated and heated, within sight and hearing of an adult and equipped with a cot and materials that can be easily cleaned and sanitized.

4. The center shall report any known or suspected case or carrier of communicable disease to local health authorities and comply with the Illinois Department of Public Health's Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

5. If a child needs emergency care because of an accident or illness that occurs while the child is in care, the center shall attempt to contact the child's parent(s) at the phone numbers provided for that purpose. If unable to locate the parents, the Learning Center's attempts to do so shall be documented in the child's file.

6. Major and minor accidents or illnesses which happen to a child at the Learning Center shall be recorded in file, and parents shall be notified.

In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

PESTICIDE POLICY

(As required by the Dept. of Children and Family Services 407.370)

Northminster Presbyterian Church has contracted American Pest Control as their pest control company. Every month, American Pest Control sends a technician to the church to evaluate any pest issues the church may have. Typically, the visits occurs the end of each month.

Northminster Learning Center takes preventative measures including daily classroom cleaning and trash removal to provide a safe, clean environment for our children and staff.

If you wish to have notification sent to you when our pest control technician is scheduled to visit, please contact the Director of Operations for a more detailed information regarding the integrated pest management program at Northminster.





PROGRAM GOALS

The following goals provide guidelines for developing our program. Your child will:

- develop to their fullest potential in all domains
- develop the ability to deal effectively with the environment
- learn to stay on task and persevere
- learn to be actively engaged in the learning process
- learn to take risks in the learning process
- develop self-confidence and an appropriate level of independent decision making
- develop a knowledgeable, confident self identity
- develop comfortable, empathetic interactions with all people
- participate in religious education through developmentally appropriate activities

GUIDANCE PROCEDURES

Our philosophy, in addition to the laws of the state of Illinois, prohibits physical punishment. We guide children's behavior positively by creating a supportive environment that:

- Focuses on children's strengths
- Encourages adults to form positive, authentic relationships with children
- Makes a commitment to supporting child's play
- Offers plenty of opportunity for children to make meaningful choices
- Uses re-direction as a guidance technique
- At times, ignores inappropriate behavior
- Has a consistent, yet flexible daily routine
- Provides for both active and quiet times
- Uses positive key phrases to guide children's behavior
- Offers respectful reminders
- Acknowledges each child's individual needs
- Is aware of each child's developmental stage
- Adopts a problem solving approach to conflict
- Has age appropriate expectations
- Allows expression of feelings and emotions

Families will be informed on a regular basis as to their child's success in the classroom. If your child is struggling, we will invite you to share more about your child and his behavior at home. Together we will work to ensure your child's success. This will allow us to have a more in-depth understanding of the situation and allow us to create a plan that is consistent at home and at school.

In Discovery Preschool, we help facilitate resolution of conflict by involving children in the 2nd Step Violence Prevention curriculum.

HOURS OF OPERATION

Discovery Preschool offers two part day sessions - a morning session from 8:30 - 11:15 a.m. and an afternoon session from 12:30 - 3:15 p.m. We also provide full day preschool from 8:00-3:00 p.m. with the option of before and after school care starting at 7:30 a.m. and ending at 5:30 p.m.

FEES

3 Day Program: \$237.00/ month (Tues.– Thur.)

4 Day Program: \$257.00/month (Mon. - Thurs.)

5 Day Program: \$267.00/ month (Mon.- Fri.)

Full Day Program: \$642.00/month (Mon.- Fri.)

\$280.00/month (Aftercare for Full Day)



Northminster Learning Center accepts electronic tuition payments through two different methods: Electronic Funds Transfer (EFT) or Credit Card payments. Funds will be conveniently transferred approximately the 15th of each month from your bank account or to your credit card **beginning in September and ending in May**. If your child has turned 5 years old and is need of a holiday camp, it is a separate charge of \$39/day.

A child attending any part of a given month will be required to pay for that month. You are responsible for tuition fees even when you choose not to send your child due to family vacations, illnesses, etc. **Parents of students enrolled on March 1st will be responsible for completing tuition payments through May of the current school year.** If your child is leaving the program, a written statement must be submitted at least two weeks prior to the withdrawal date.

ADDITIONAL FEES

- Annual \$100 registration fee (non-refundable) to hold your spot for the next school year
- \$10 per key fob to be able to enter through the Security Doors
- Hearing and Vision Screening given by School Sight and Sound– School Sight and Sound determines the fees– last year it was \$9 per test or \$18 total (Hearing & Vision screenings are required for children 3-5 by the state of Illinois.)
- If you choose to use a Credit Card for payment, there is an additional 3% fee for processing.
- If you have missing paperwork as of January 1st, you may be charged a late fee of \$10.

HALF DAY SCHEDULE (SAMPLE)

8:30-8:35 / 12:30-12:35 Book Time on the Meeting Rug
8:35-8:45 / 12:35-12:45 Greeting/Jobs
8:45-9:35 / 12:45 - 1:35 Learning Centers/Projects
9:35-9:45 / 1:35 - 1:45 Music/Creative Movement
9:45-10:00 / 1:45 - 2:00 Snack
10:00-10:15 / 2:00 - 2:15 Shared Reading
10:15-10:35 / 2:15 - 2:35 Gross Motor/Outside Time
10:35-10:55 / 2:35- 2:55 Small Learning Groups
10:55-11:00 / 2:55 - 3:00 Close/Final Story
11:00-11:15 / 3:00 - 3:15 Godly Play

FULL DAY SCHEDULE (SAMPLE)

8:00 – Book Time on the Meeting Rug
8:10 – Morning Meeting
8:30 – Learning Centers/Project Time
9:45 – Music & Movement
10:00 – Snack
10:15 – Gross Motor Time
10:45 – Shared Reading
11:00 – Small Groups
11:30 – Lunch
12:00 – Rest Time
1:00 – Gross Motor Time
1:30 – Learning Centers/Project Time
2:30 – Godly Play
2:45 – Response to Godly Play



CURRICULUM

The curriculum offered at Discovery Preschool supports our philosophy and belief that children learn by being actively engaged in play. Core to our curriculum are in-depth explorations. Modeled after the project approach (Katz and Chard), our in-depth explorations are motivated by what the children are excited and curious about in regard to a topic or subject. Our goal is to engage children's minds, giving children plenty of opportunity to obtain a deeper understanding of the world around them.

Teaching to the child's interests makes a great deal of sense to us. We know as adults we are more motivated to investigate and learn about subjects that are of interest to us.

To a novice gardener, a seed catalog, gardening book or a flat of flowers would be enough motivation to dig in and work hard, becoming engaged in the entire process of gardening. On the other hand, rock collecting may be of no interest and no amount of cajoling would motivate the same person to begin collecting rocks. In order to capitalize on the children's interests, we will be the observer. We will observe play, peer and adult interactions, conversations with families, and creative work. These observations will shed light on the children's interests. In addition, we will frequently ask children "What do you wonder about ...?"

Through engaging activities and in-depth explorations, the young child will develop personal, social, language, and physical skills, as well as mathematical, scientific, and master small and large motor skills, eat nutritional well-balanced meals and enjoy plenty of sunshine and fresh air. To advance in the arts, a child needs experiences with a variety of art supplies or media; opportunities to sing, listen, and play music; and time to use dance as creative expressions.

While the in-depth exploration allows children the opportunity to explore what is of interest to them, learning centers provide plenty of opportunity to create, make decisions, work with others, think and reason, problem solve, develop coordination, increase attention span, investigate, explore, and foster a love for discovery and learning. Each day the children have ample opportunity to work and play in learning centers. Extended play allows children to truly become engaged in their work and investigations (Dodge and Colker). Each of our eight learning centers are labeled with a title and text describing the type of learning and discovery that occurs while children partake in play (Dodge and Colker).

In addition to in-depth exploration and learning centers, we also use circle time, (both large and small groups of children) to foster skills and build a classroom culture. During circle time, children have the opportunity to share in important classroom information and happenings, build a repertoire of common experiences, group problem solve, verbalize to the group, and do things with others (Hohmann and Weikart).

We'd like you to be involved in supporting your child's learning. You can do this by serving as a resource person, volunteering your time in the classroom, cultivating outside resources for us, providing materials, etc.

RELIGIOUS EDUCATION

- Religious education is appropriate for the preschool child.
- Religious education can provide a foundation for development of a mature faith.
- Guidelines exist for religious education at these age levels and these guidelines have a sound basis in research on the cognitive and emotional development of young children.

Incorporating these guidelines, religious education at the Discovery Preschool at Northminster Presbyterian Church shall focus on the development of attitudes. These attitudes include the following:

Foundational Attitude of Faith

1. The child will learn to trust the dependability of the parent.
2. The child will learn to appreciate nature.
3. The child will develop faith in the predictability of events.

Foundational Attitude of Hope

1. The child will develop a positive attitude toward life.
2. The child will develop a joyful attitude toward learning.

Foundational Attitude of Love

1. The child will develop positive self-regard.
2. The child will develop a positive orientation towards others.



Bible stories are an appropriate method of developing these foundations. In using the Bible, teachers will:

1. Teach the importance of the Bible and how to use it respectfully.
2. Use adapted and shortened versions of the Bible stories, often telling rather than reading.
3. Choose Bible stories that promote a positive attitude towards God and Jesus.
4. Teach the meaning of the stories through play and other forms of enactment.

Preschool children are capable and interested in prayer. The preschool years are an opportune time to begin prayer. In the use of prayer:

1. Prayer should focus on adoration and thanksgiving.
2. Prayer will be modeled and incorporated throughout the day and children will be encouraged to say their own prayers.
3. Some short prayers may be memorized.

In religious education at Discovery Preschool, the preschool child's attention span, need for activity, and the importance of child-initiated learning will be respected.

LITERACY POSITION STATEMENT

Learning to read and write is one of the most critical predictors of a child's success in school and later in life. The early childhood years, from birth to age eight, are the most important time for literacy development (Neuman, Copple, Bredekamp, 2000). Literacy development begins in the toddler years. Young children need to be engaged in literacy activities that are meaningful and that build on their prior experiences and learning. When an early childhood classroom is literacy rich, it encompasses the following components:

- shared reading activities
- guided writing experiences
- children have immediate access to an expansive classroom library with many types of literature
- activities that encourage children to "play with language" using rhyme and rhythm to engage them in phonological experiences
- opportunities to use the language in a meaningful way in their daily interactions in the classroom

Literacy goals for children exiting Discovery Preschool for kindergarten are consistent with the recommended accomplishments from the National Research Council's *Preventing Reading Difficulties in Young Children*. The child leaving Discovery Preschool for kindergarten will:

- recognize print in the local environment
- understand that different text forms are used for different functions of print (i.e. a list for groceries is different from the list on the menu)
- understand and follow oral directions
- be sensitive to some sequences of events in stories
- show an interest in books and reading
- identify about 10 alphabet letters, especially those in own name
- write (scribble) messages as part of play activity
- begin to attend to rhyming sound in common words

AUTHENTIC ASSESSMENT

Our children are evaluated using a portfolio assessment system. This assessment tool evaluates the children in seven developmental domains: Language, Math, Intellectual Disposition, Social Studies, Spiritual Development, Social and Physical Development. Teachers collect children's work and organize it into a portfolio; they record their growth using developmental checklists, and write a summary report at the end of each collection period. This information is shared with the child's family two times a year in a conference format. The portfolio goals correlate and support the Illinois State Board of Education's early learning standards.

TOILETING POLICIES

Children are not required to be potty trained to attend Discovery Preschool. Teachers will support your child at what-ever point they are at in the potty training process. We do expect children to come in a dry pull-up. We do expect parents to be in the process of potty training at this age and please keep your teacher informed about your child's development with potty training so we can best support your efforts. If you need helpful techniques, please let us know.

Curiosity Corner

PROGRAM GOALS

Curiosity Corner is designed to provide a Christian based, age appropriate program for children between the ages of 24-36 months. Our goal is to help children thrive in a social setting away from their parents, while at the same time introducing age appropriate skills and play concepts. To achieve these goals we shall follow these basic concepts:

1. To teach children to play fair and share
2. To teach children to respect teachers and follow simple rules
3. To help develop self-confidence and high self-esteem in our children
4. To introduce Christian values through stories, song and play
5. To have an enjoyable time while parent is away



GUIDANCE PROCEDURES

Northminster Learning Center's philosophy, in addition to the laws of the state of Illinois, prohibits physical punishment. We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths
- Encourages adults to form positive, authentic relationships with children
- Makes a commitment to supporting child's play
- Offers plenty of opportunity for children to make meaningful choices
- Uses re-direction as a guidance technique
- At times, ignores inappropriate behavior
- Has a consistent, yet flexible daily routine
- Provides for both active and quiet times
- Uses positive key phrases to guide children's behavior
- Offers respectful reminders
- Acknowledges each child's individual needs
- Is aware of each child's developmental stage
- Adopts a problem solving approach to conflict
- Has age appropriate expectations
- Allows expression of feelings and emotions

Due to the fact that these children are very young, we have chosen a few simple rules.

1. Follow safety rules.
2. Listen to your teachers.
3. Help others.



If a child needs to sit for a short period of time and think about his or her actions and choices, teachers will use time out methods. Teachers and parents should feel free to communicate with each other regarding behavior issues. If a child exhibits a behavior that could endanger the safety of himself or other children in the program, the child may be put on a behavior transition plan.

HOURS OF OPERATION

Curiosity Corner offers classes for children ages 24 - 36 months. Children can attend two days per week—either Monday and Tuesday or Wednesday and Thursday. Parents can also choose to enroll their child on Friday, as well. Class will run 8:30 - 11:00 am.

ENROLLMENT AGE

Children must be 24 months by September 1st to begin the program. Children turning 24 months after September 1st, will have to wait until the following September to begin.

FEES

Tuition each month for Curiosity Corner is \$216 for two days and \$236 for three days. Northminster Learning Center accepts electronic tuition payments through two different methods: Electronic Funds Transfer (EFT) or Credit Card payments. Funds will be conveniently transferred approximately the 15th of each month from your bank account or to your credit card **beginning in September and ending in May.**

A child attending any part of a given month will be required to pay for that month. You are responsible for tuition fees even when you choose not to send your child due to family vacations, illnesses, etc. **Parents of students enrolled on March 1st will be responsible for completing tuition payments through May of the current school year.** If your child is leaving the program, a written statement must be submitted at least two weeks prior to the withdrawal date.

ADDITIONAL FEES

- Annual \$100 registration fee (non-refundable) to hold your spot for the next school year
- \$10 per key fob to be able to enter through the Security Doors
- Hearing and Vision Screening given by School Sight and Sound– School Sight and Sound determines the fees– last year it was \$9 per test or \$18 total (Hearing & Vision screenings are required for children 3-5 by the state of Illinois.)
- If you choose to use a Credit Card for payment, there is an additional 3% fee for processing.
- If you have missing paperwork as of January 1st, you may be charged a late fee. Of \$10.

DAILY SCHEDULE (SAMPLE)

8:30	-9:30	Learning Centers
9:30	-10:00	Gross Motor Play in Gym or Outside
10:00	-10:30	Toileting & Snack
10:30	-10:45	Stories & Music/Daily Message
10:45	-11:00	Music and Movement
11:00		Goodbye Song with Families

CURRICULUM

Our curriculum is designed specifically for two year olds who are busy learning about themselves and the world around them. The children are offered many opportunities to explore and learn through play.

Our schedule includes activities designed to promote language and thinking skills, fine and large muscle development, self-esteem and self-help skills, and positive social interaction. We also strive to model basic Christian values, such as caring and compassion, and introduce simple Bible concepts through story and song. We want Curiosity Corner to be a positive, enriching experience for each child and parent.



SPIRITUAL DEVELOPMENT

Children in Curiosity Corner do not have a formal time during class for religious training. For 2 year olds, it is important that they are exposed to religion and spirituality in a natural, appropriate way. During the class day, teachers may talk about God or Jesus and children will usually say a short prayer of thanksgiving before their snack. During Advent and the Easter season, children will also be exposed to the stories of faith. Please be assured that as your child is attending a faith-based program, spiritual development is occurring in a very positive, developmentally appropriate way.

AUTHENTIC ASSESSMENT

In order for our staff to support your child's development, we use a very authentic style of assessment at Curiosity Corner, which includes your child's portfolio and checklist. During school, classroom teachers collect samples of your child's work while they are attending Curiosity Corner. These samples include participation in the following activities:

- Art, Music & Movement
- Gross Motor
- Fine Motor
- Learning Centers
- Literacy & Language Activity

Teachers also keep a checklist of observed skills and behaviors from your child. Twice a year you will be invited to a conference with your child's teacher to discuss your child's progress and share any concerns you may have. The goal of this type of assessment is to allow teachers to really know your child and for children to be assessed in a very natural way during the course of their normal play at school. We look forward to sharing your child's work with you at parent-teacher conferences.

TOILETING POLICIES

Children are not required to be potty trained to attend Curiosity Corner. Teachers will support your child at what-ever point they are at in the potty training process. We do expect children to come to school in a dry diaper that will be sufficient while they attend class. While there is not a specific time in the day built-in for changing diapers, if your child is extremely wet or has a dirty diaper, he or she will be changed. Please keep your teacher informed about your child's development toward potty training so we can best support your efforts.

Supply Lists

EVERYONE

- 1 box of Kleenex
- Paper Towels (Bounty, Brawny, or Viva) - 2 rolls
- Extra Clothes (In a Ziploc bag—including underwear and socks, marked with name)
- Backpack (marked with name, large enough to fit folder)
- 4 cans of Play Dough
- Clorox Multipurpose, Purell Anywhere, or 7th Generation Surface Sanitizer Spray (No Bleach)
- 1 container of Disinfecting Wipes (like Clorox or Lysol)
- Copy paper- White

*Please see below for specific items requested for your child's class

DISCOVERY PRESCHOOL

HALF DAY

- Crayola Washable Markers— thin tip or broad tip
- 1 roll of Scotch tape
- 2 glue sticks
- 1 package of construction paper
- 1 bottle of soap refill
- 1 box of band aids
- Crayola Watercolor paint trays

FULL DAY

- Stickers
- Crayola Washable Markers— thin tip or broad tip
- 1 bottle of Elmer's glue
- 1 box of envelopes
- 1 pkg of Greeting cards or stationary (for the writing centers)
- 1 pkg. of index cards
- 1 box sandwich size bags

CURIOSITY CORNER

- 1 package of Baby Wipes
- 1 package of non-Latex disposable gloves
- 1 package of colored dry erase markers
- 1 package of white card stock paper
- 1 roll of packing tape or masking tape
- 1 box of Gallon Size Ziploc bags
- 1 pkg of Post-it notes

Quick Reference Sheet

Director: Michelle Lundquist
Associate Director: Jessica Stanton
Administrative Assistant: Jennifer Loer

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**Thank you for participating in the programs
at Northminster Learning Center!**