



Parent Handbook Policy Manual 2016 – 2017

A ministry of the Church of the Holy Comforter



ALL THINGS BRIGHT AND BEAUTIFUL

A Ministry of the Church of the Holy Comforter

Parent Handbook – Policy Manual

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SCHEDULE OF CLASSES

MOMMY & ME				
Monday	Tuesday	Wednesday	Thursday	Friday
Transition Class Mommy & Me 9:15 – 10:45	Mrs. Mary Mommy & Me 9:15 – 10:15	Mrs. Mary Mommy & Me 9:15 – 10:15		
TWO-YEAR-OLD CLASSES				
Monday	Tuesday	Wednesday	Thursday	Friday
Sunflowers 9:15 – 11:00	Daisies 9:15 – 11:00 Sparrows 9:15 – 11:00	Sunflowers 9:15 – 11:00 Sparrows 9:15 – 11:00	Daisies 9:15 – 11:00 Sparrows 9:15 – 11:00	Lambs 9:15 – 11:00
THREE-YEAR-OLD CLASSES				
Monday	Tuesday	Wednesday	Thursday	Friday
<i>a.m. classes</i>	Butterflies 8:55 – 11:15	Butterflies 8:55 – 11:15	Butterflies 8:55 – 11:15	Butterflies 8:55 – 11:15
<i>p.m. classes</i>	Dragonflies 8:55 – 11:15	Dragonflies 8:55 – 11:15	Dragonflies 8:55 – 11:15	
JUNIOR KINDERGARTEN CLASSES				
Monday	Tuesday	Wednesday	Thursday	Friday
8:55 – 11:30	8:55 – 1:00	8:55 – 11:30	8:55 – 1:00	8:55 – 11:30
12:25 – 3:00	12:25 – 3:00	12:25 – 3:00	12:25 – 3:00	12:25 – 3:00
Enrichment Classes				
See separate page on web site				
http://www.holycomforter.org/site/files/810/75163/475002/704249/Application_Enrichment_2014-2015.pdf				

Enrichment Extended Days ATB&B 2016-2017

FIRST SEMESTER Sparrows and Three-Year-Olds								
	CLASS / Days	# of days		Monday	Tuesday	Wednesday	Thursday	Friday
SPARROWS 11:00 – 12:00 Begins week of 10/4	Tuesday	9			\$180			
	Wednesday	9				\$180		
THREE YEAR OLDS 11:15 – 12:15 Begins week of 9/27	Tuesday	10			\$200			
	Wednesday	10				\$200		
	Thursday	10					\$200	
Junior Kindergarten Enrichment for the year								
				Monday 11:30 -12:30	Tuesday 11:30 -12:30	Wednesday 11:30 -12:30	Thursday 11:30 -12:30	Friday 11:30 -12:30
JUNIOR KIND. 11:30 – 12:30 Begins week of 9/19	See the Application for Enrollment for full information. The discount for multiple classes is calculated in the stated tuition			<p>Enrichment / Extended Day Lunch Bunch information is included on the Registration for Enrollment for the 2016-2017 school year.</p> <p><i>Tuesday and Thursday Drama Option for Jr. K (must do both days) Registration is limited.</i></p> <p style="color: red;">Lunch Bunch tuition for the year:</p> <p style="color: red;">_____ One day = 425.00</p> <p style="color: red;">_____ Two days = \$835.00</p> <p style="color: red;">_____ Three Days = \$1,160.00</p> <p style="color: red;">_____ Four or Five days = \$1,475.00</p>				

MISSION STATEMENT

All Things Bright and Beautiful is a child-centered ministry of the Church of the Holy Comforter which provides a nurturing, play-based curriculum for preschoolers in a Christian environment. In partnership with families, we will nurture each child's relationship with God, the world and themselves so that Christ's love will grow in and through them. We strive to serve families in our community integrating this celebration of our faith as a daily life experience.

DESCRIPTION OF PROGRAM

All Things Bright and Beautiful operates in Church of the Holy Comforter through the supervision of the Rector, Wardens and the Vestry, and as such is a not-for-profit program. The day-to-day operations are managed by a Director who is hired by the Rector and approved by the Vestry in accordance with the Canons of the Church, the Diocese and the Parish. The program is licensed by the State of Illinois Department of Children and Family Services, meeting fire, health and environmental standards.

All teachers have a minimum of six hours of child development courses and receive an additional fifteen hours of training throughout each year. Teacher to child ratios meet or exceed state regulation standards.

The program provides for the developmentally appropriate spiritual, social, emotional, cognitive and physical needs of young children and support of their families. Through a play-based program, the children experience a Christian dimension through music, story, the use of symbols and teacher guidance. The creative curriculum is child-centered with adult facilitation. We provide a safe, nurturing, structured environment. The program is designed to foster social and emotional growth, build self esteem and nurture success. This is achieved through the following: 1) providing opportunities for making choices during free play; 2) giving time for interaction and independent exploration; 3) encouraging social interaction one-to-one and in groups; 4) providing room for privacy.

CHRISTIAN DIMENSION

As ministry of Church of the Holy Comforter (Episcopal), All Things Bright and Beautiful provides the opportunity for children to:

- ✝ say prayers of thanksgiving for and support of families, friends, community, and the world
- ✝ say grace as a group before snack
- ✝ sing songs of praise, hymns, and Christmas carols
- ✝ join in a community of children, teachers, church people and families who seek to love God and their neighbors as themselves
- ✝ hear, dramatize, and create, based on Bible stories and themes
- ✝ learn about God through nature, friends and community
- ✝ celebrate the Christian liturgical year including Advent, Christmas, Epiphany, Lent and Easter

PROGRAM STRUCTURE

Our program is designed to provide for the spiritual, physical, social, emotional and intellectual development of the individual child. Recognizing the importance of play to young children, each age group spends an appropriate amount of time in supervised free play. Circle time, songs, and Bible stories are a natural part of the program. Gross motor play indoors or outdoors, weather permitting, also occurs daily. All classes follow a routine.

MOMMY and ME CLASSES

Monday Class

9:15 – 10:45 a.m. with Mrs. Connie

Tuesday or Wednesday Classes

9:15-10:15 a.m. with Mrs. Mary

The philosophy of this class is to provide an opportunity for a child to have his/her mother's undivided attention in a controlled environment and to socialize with other children. Children's choices are encouraged. Our schedule is as follows:

- ❖ 15 – 20 minutes free play (ending with clean up time). Children may take time to explore the room and make choices about where they would like to play.
- ❖ 15 – 20 minutes facilitated group rug time. As the year progresses and attention spans increase, the rug time becomes longer and more interactive.
- ❖ 15 minutes hand washing and snack time. Water and graham crackers are served each class time. Grace is said before eating.
- ❖ 30 minutes of outside play (weather permitting) in the 1 ½ hour Monday Class

TWO-YEAR-OLD CLASSES

Daisies

Class time is 1 ¾ hours – Tuesdays and Thursdays 9:15-11:00 a.m.

Sunflowers

Class time is 1 ¾ hours – Mondays and Wednesdays 9:15-11:00 a.m.

Lambs

Class time is 1 ¾ hours – Fridays only 9:15-11:00 a.m.

OLDER TWO-YEAR-OLD / YOUNGER THREES CLASSE

Sparrows

Class time is 1 ¾ hours – Tuesdays, Wednesdays, Thursdays 9:15-11:00 a.m.

Children experience smooth transition times as they move from free play to clean up time, gather for circle time, hand washing, grace and a snack followed by large motor play. During free play, children are encouraged to make choices about their activities. These choices include from the book corner, open-ended art processes, a tactile experience (including Play-Doh, finger paint, shaving cream, water, rice or oatmeal), manipulative toys, block/transportation corner, the dramatic play center or the church area. Large motor opportunities include the parachute, balls, games, moving vehicles, beanbags, mats, slides or balance beam. The circle time includes songs, finger play, movement activities and stories.

THREE-YEAR-OLD CLASSES

Class time is 2 ¼ hours

Butterflies

Tuesday, Wednesday, Thursday, Friday 8:55 - 11:15 a.m.

Dragonflies

Tuesday, Wednesday, Thursday 8:55 - 11:15 a.m.

During the course of the day, the children will participate in free play including open-ended art processes, tactile experiences (water, oatmeal, rice, beans, clean mud, goop and shaving cream), manipulative toys, block/transportation center, and dramatic play center. Children participate in the clean-up process and will have daily circle time on the rug which will include stories, song and finger plays. Children wash their hands and gather at the table for grace and snack. Conversation and prayers are invited at this time. Weather permitting, children will have time outside, and alternating weeks they will have music with Mrs. Mary and a story in the children's chapel.

JUNIOR KINDERGARTEN

Four and Five-year-olds

Class time is 2½ hours on Mondays through Fridays

8:55 a.m. – 11:30 a.m.

Class time is 2½ hours on Mondays through Fridays

12:25 p.m. – 3:00 p.m..

Optional EXTENDED DAY / LUNCH BUNCH Mondays through Fridays

The Junior Kindergarteners begin with outdoor play, providing time for socialization and large and small motor development in the play yard. Often they walk around the outside of the church through the gardens or the snow to witness the changes in nature before entering the classroom. Once inside, they collect on the rug for songs, music, stories, and community and sharing time. Daily helpers are recognized and the calendar, weather and 100's chart are daily rituals. The **Friend of the Week*** list is reviewed at this time. Rug time is followed by free choice time where the children are offered numerous activities from which to choose. These will include the writing table, open-ended art processes, the book corner, manipulative toys, dramatic play, puppets, blocks, transportation, the church corner, the workbench and tactile experiences. After free play, the children wash hands, help with **snack** * preparation and say grace before snack. Snack time allows for conversation and a story from the children's Bible. Once a week the children will go to the church for a story and prayer time.

***Friend of the Week:** A program originated by our Junior Kindergarten teachers that promotes cooperative play among all the children in the class. More information will be provided by the Jr. Kindergarten teachers.

***Snack Week:** Each student will be assigned a week during which they will provide the snack for the class. **A list of healthy snacks that address peanut, egg and milk/casein allergies will be provided to each family.** Below is an abbreviated list:

Non-Perishable Snacks

Nabisco Teddy Grahams (cinnamon, chocolate, honey)

Nabisco Honeymaid Sticks / Nabisco Wheat Thins

Saltine crackers

Animal Crackers

Plain Rold Gold or Jays Pretzels

Perishable Snacks

Thomas' Bagels

Jell-O Cups (no cool whip mixes)

Fruit Cups

Apple Sauce

Raisins, Apples, Bananas

BIRTHDAY CELEBRATIONS

During the school year, we will celebrate a child's birthday with a special recognition in the classroom. Summer birthdays will be scheduled with the teachers and parents to ensure they are recognized as well.

The Birthday Book Program: In recognition and celebration of a child's birthday, families may wish to donate a book to the classroom that will then have a special label placed in the front cover identifying the occasion. Parents for the 3 and 4 year olds are invited to read the book to the class on the day of the birthday celebration. The teachers will maintain a list of suggested books and those books already gifted.

Snacks for Birthdays: It is our goal to provide healthy and nutritious snacks for the children. Please be mindful of this when providing a treat to celebrate your child's birthday. There are fun and creative alternatives on the web to the cookies and cupcakes. If cookies or cupcakes are your choice, please provide a small portion for each child in the class and steer clear of heavy dyed

BEGINNING OF THE SCHOOL YEAR

Our program is licensed by the Illinois Department of Children and Family Services and we are therefore **required** to obtain from parents the following for each enrolled child **prior to the child attending any class:**

1. **Medical form**, signed by a pediatrician with a thorough health history completed by the parents, an inoculation record with all dates included, TB test results within 6 months of admission to the program (or a letter signed by the pediatrician explaining why compliance is not met), and lead test results (or written letter stating that the parent takes responsibility for not providing lead testing).

2. **Medical Emergency & Information and Person's Authorized to Pick Up Child**

Both sides of card must be filled in completely. Your signature on the card indicates the accuracy of the information provided and your acceptance of emergency transportation of your child.

PLEASE NOTIFY THE ATB & B OFFICE IF YOUR PHONE NUMBER, ADDRESS, AUTHORIZED PERSONS, OR EMERGENCY CONTACT NUMBER CHANGES.

3. **Personal Information** child profile with child's history.

4. **Permission Form** including photographic release, policy manual agreement, acceptance of Christian dimension of the program and guidance and discipline plan.

TRANSITION SCHEDULES

As a child-centered program, we are attentive to the potential difficulties young children may have in separating from their parents and/or experiencing a new environment. To make the process as smooth as possible, we gradually transition children into their classes. Please make childcare arrangements for siblings during the transition time so that the child beginning school has a smooth transition with the undivided attention of the parent. A photo will be taken of each **child and parent** on the first day of class.

The week of September 8, the children will be able to transition to this new school year according to a schedule unique to each age group.

Specific schedules will be distributed at the Parent Partnership Meeting on September 3.

It is our goal to provide an environment where your child feels safe and loved. If it is necessary for your child to have a parent or caregiver remain in the classroom beyond the established transition schedule, that will be coordinated with the classroom teachers. We will certainly work with you until your child has adjusted to this new school experience.

Transition Objects: Children often transition most easily from home to school, or within the school routine, with a transition object such as a blanket, doll, keys, etc. If necessary you may bring these, as they will help your child adjust. If a transition item is brought, we will make every effort to insure the item remains with your child, however in some instances these objects may become mingled with the classroom items and harder to retrieve at the end of class. Explain to your child that those items will be safe in the car or at home, but may be lost at school. We do not want children to bring weapon toys, bottles, food, or items which are not of a transitional nature.

WHAT TO BRING

TOTE BAG: a tote bag with our new logo will be available for purchase this year which we will ask each child use to transport items to and from school.

ALL STUDENTS: a **change of clothes** placed in a large enough re-sealable plastic bag to leave at school. It should include socks and underwear, marked with the child's name. (TWO YEAR OLDS should include 2 diapers with the change of clothes bag.)

When the weather changes and the children wear boots to school, a pair of slippers to be left at school to change into.

A separate ATB&B Supply List will indicate the specific requested items for you child's classroom.

WHAT TO WEAR

Please dress your child in comfortable clothing which may get dirty. Closed-toe rubber shoes are the most appropriate footwear. Flip-flops, clogs, Crocs, heeled cowboy boots and sandals do not allow for safety when running on the playground or navigating stairs. When weather permits, preschool children are on the playground. Please dress them appropriately. In winter, please send slippers to be left at school so feet are covered when boots are removed

PLEASE LABEL ALL ITEMS WITH THE CHILD'S NAME.

DISCIPLINE

All Things Bright and Beautiful follows a regular routine and sets sensitive, firm, fair and consistent limits (discipline) to provide safety and security while children learn to be in charge of themselves. Through discipline the child develops self-control, assumes responsibility for his/her actions and learns to respect the rights of others. Each child receives support and direction in developing his/her unique autonomy in a safe, secure setting which sets clear boundaries.

Our classroom and play yard space has been carefully designed considering the developmental needs of the children. The program encourages positive behavior through our environment, which provides safety, structure and privacy, as needed. Consistent early childhood educators provide the following basic rules: Be respectful. Be kind. Be safe. Be neat.

Discipline methods include redirection to a more appropriate activity, loss of privilege of activity where the misbehavior occurs and provision of firm positive statements about other choices and approaches to behavior. Discipline is appropriate to the circumstances.

As age-appropriate, children are helped to resolve their conflicts through their words. Our professional early childhood educators are instructed to guide children through a non-violent process of negotiation and conflict resolution. These conflicts are viewed as teaching opportunities. Teachers provide guidance and support.

In accordance with state law, no child shall ever be subject to corporal punishment inflicted in any manner upon the body, or to verbal abuse. Snacks may not be withheld as punishment, nor may any child be punished for toilet accidents.

HEALTH

A medical form, signed by a pediatrician, including a health history, TB test and inoculation record are required each year by DCFS.

Illness: Children should not attend if:

1. They have a **fever**. After an illness, **temperature should remain normal for 24 hours** before the child returns to school.
2. They experience **vomiting** or severe **diarrhea** within the **previous 12-18 hours**.
3. They complain of a **sore throat** or **upset stomach**.
4. They demonstrate uncharacteristic listlessness or irritability.
5. They **cough excessively**, have great **congestion** in their chests, or **excessive nasal discharge**.
6. Have had **known exposure** within 3 to 7 days of strep throat, chicken pox, measles, mumps or any other communicable diseases.

In cases of illness, we quiet the child and an adult staff member will watch him or her on a cot, removed from other children, until the parent arrives.

Parents are asked to inform the teacher about their child's illness. With contagious illnesses, we are required to inform the other parents. We also require a note from the child's doctor or the health department upon the child's return to school.

Accidents:

Accidents are recorded on a written form with a description of the accident, any action taken and the signature of the caregiver. After parents are informed, they sign the form, which is kept in school records. With a more serious accident, parents are immediately contacted. In a medical emergency, we call 911 on the classroom telephone, then contact parents. If necessary, one staff member will accompany the child to the hospital. All teachers have First Aid/CPR training. Classroom first aid boxes contain Band-Aids, gauze and a thermometer. Soap and water only will be administered to cuts.

Medication:

We discourage the administration of medication during class, except in the case where emergency provisions are required, as with bee sting allergies or asthmatic conditions. In these cases we require a signed, dated form giving specific instructions for the teachers. Please also inform the Director of any special circumstances so we may provide for your child's optimal care. We ask that insect repellents and sunscreens be applied at home before class by the parent or caregiver.

Allergies: Please be certain your child's teachers are made aware of ALL allergies.

Absences:

Parents must notify the teacher when a child will be absent from class. If the child will be absent for any reason, please call the parish office before class at 251-6120 and the teacher will be notified. Please specify if the child is absent due to illness. ***THIS IS CRITICAL: SOME DIAGNOSES REQUIRE A NOTE TO BE SENT TO PARENTS OF OTHER CHILDREN IN THE CLASS TO NOTIFY THEM OF CONTAGION.***

As a courtesy to the teachers and your child's classmates, it is most helpful to know of an absence in advance of drop-off time at the start of class. Teachers may be waiting at the curb unnecessarily if a child will not be coming to class. In nasty weather this can be uncomfortable for the children and the staff.

ARRIVAL AND DEPARTURE

TWO YEAR OLD CLASSES (Daisies, Lambs, Sunflowers, Sparrows)

Daisies, Lambs, and Sunflowers classroom is located on the first floor of the church building and may be accessed through the front office door. Sparrows classroom is on the second floor. All parents/caregivers must park their cars (church stickers are available in parish office for \$3.00) and bring the child to the classroom at the beginning of the school year. Once the transition has been accomplished, the children will be dropped off in the car pool queue on the east side of the building on Leicester Road. Parental or caregiver **SIGN OUT IS REQUIRED.**

THREE YEAR OLD CLASSES (Butterflies, Dragonflies, Fireflies)

JUNIOR KINDERGARTEN CLASSES

DROP-OFF PROCEDURES

Cars should turn south on Leicester Road from Kenilworth and queue to the end of the driveway (through the *no parking zone*) where the teachers will assist the children in exiting the car. The child's car seat must be in the car on the **curb-side** of the vehicle. Drivers should **STAY IN THE CAR** and move forward in the drop-off line at the direction of the teacher.

NO CAR SEATS will be accepted by teachers for transfer to a different car at pick-up time. Please make those arrangements prior to picking up your child from school.

PICK-UP PROCEDURES

Departure will be at the same location as the drop off.

Cars will again queue to the end of the driveway and at this time, **SIGN OUT IS REQUIRED.**

LATE PICK-UP Any child remaining ten minutes after the established end time of class will be taken to the parish office for sign out. *After the third occurrence of late pick-up, a \$15 fee will be charged for each subsequent late pick-up.* **When it is 45 minutes** past the end of the scheduled class time and 4 or more attempts have been made to reach parents/emergency contacts, DCFS requires that we **request police assistance in locating parents**, at which time the child abuse hotline may be called at the discretion of the director.

A WRITTEN NOTE FROM THE PARENT is required to release any child to someone other than the primary contacts indicated on the emergency card or permission slip.

We will provide note pads for you to keep in your car to assist with this requirement.

If your child needs **ASSISTANCE WITH CAR SEAT**, pull forward beyond the driveway just south of the church grounds and help them buckle the car seat.

Parking Stickers:

For non-Kenilworth residents, church parking stickers are required to park near school for delivery and pick-up of children. The parking sticker entitles parents to park in areas designated as "Church Parking" and "Resident Parking." Stickers are available for \$3.00 at the fall parent meeting or from the parish office.

Neighborhood Courtesy:

Our Church and school are located in a residential community. We ask that our families respect the neighbors and village parking laws by parking on the street in designated parking areas (including "Church Parking" and "Resident Parking," using village parking stickers). Please do not park in or block, in any way, neighbors' driveways.

PARENT PARTNERSHIP, INVOLVEMENT, SUPPORT

To maximize the benefits of the All Things Bright and Beautiful experience for the children and their families, it is important to address the partnership of the school and the parents. We are partners with other parents, partners as professionals, partners in our communities, partners as early childhood professionals, and partners with God. We seek a common goal; to provide a powerful, positive experience for our children, building trust and autonomy, channeling initiative, developing self-esteem and celebrating the love of God. It is the involvement of the families, the trust and support that you offer, that have made All Things Bright and Beautiful a successful and highly regarded program. It is important for us to communicate all positives and negatives in an effort to grow, learn and provide for each other and the children.

Communication

Teachers work with parents as partners on their child's guidance issues, as necessary, as well as during fall and spring conferences. We ask that parents communicate any issues or situations in the child's family life that may contribute to changes in their behavior. We will report to the parents our observations about significant behavioral changes at the school. Please do tell us about travel plans, new babies, illness or death, parent travel or home remodeling. These may impact your child's behavior and we can offer support and understanding.

All forms of communication between parent and staff are encouraged, certainly regarding the children, but also regarding the program itself.

You may call a teacher or the Director at any time.

Parent Preschool Partnership Evening

We need all parents to attend the Parent Partnership Meeting at the beginning of the year at which our philosophy of guidance and discipline, staff implementation and our joint relationship as guidance and discipline partners are explained. Those unable to attend, or who enter the program during the school year, are also informed of the process during a conference with the Director.

At this meeting, the FIRST WEEK SCHEDULE WILL BE DISTRIBUTED.

Conferences

Conferences are held in **November** for Butterflies, Dragonflies, Fireflies and Junior Kindergarten. Phone conferences in November are initiated by the two year old teachers to discuss your child's transition to school.

Conferences are held in **March** for Daisies, Lambs, Sunflowers, Sparrows, Butterflies, Dragonflies, Fireflies, and Junior Kindergarten children. Should a need arise in any class; a conference will be initiated by the teacher.

Visits to the classroom:

Parents are always welcome to visit the classroom. Please schedule this time in advance with your child's teacher. When visiting, bear in mind, there will be little time to converse with the teachers. A conference should be scheduled during non-teaching time with the teacher or Director.

New Families interested in the school should schedule a visit and tour with the Director.

**We ask that there not be discussions at the classroom doors
as this is a busy time for all!**

Class Time

Please respect the beginning and closing class times. The classroom doors will not open until the beginning of class to give the teachers time for preparation. Any child remaining ten minutes after the established end time of class will be taken to the parish office for sign out. *After the third occurrence of late pick-up, a \$15 fee will be charged for each subsequent late pick-up.*

Absences:

Parents must notify the teacher when a child will be absent from the class. If the child is sick, please call the parish office at 251-6120 and the teacher will be notified.

Permission Slips:

Before a child is permitted to attend class, the parent signs a permission slip giving the school the authority to photograph their child, dismiss their child to someone other than the parent and transport the child to a nearby hospital in an emergency. The parent also signs a form acknowledging and accepting the procedures and policies set out in the handbook, including the Christian dimension.

Newsletters:

Classroom newsletters with class activities, pictures, upcoming events are updated on our website at the end of each month. www.holycomforter.org

Communication:

Teachers will update parents on a regular basis via email or text messages.

Library:

The main library of the church is located on the first floor, east of the main entrance (across from the nursery). Feel free to use the library whenever it is available for a collection of reference materials and periodicals. The school also has a library of children's books, reference books and articles for use by families. Please contact the Director if you are interested in checking out any materials.

The Alliance for Early Childhood

During the 2001-2002 school year, All Things Bright and Beautiful joined the Alliance for Early Childhood (formerly know as the Winnetka Alliance for Early Childhood). This organization is an advocate for children, offering organizations and adults in parental, professional, or volunteer roles the resources and support needed to best meet the needs of children. It promotes healthy growth and development of children from birth to age eight and has been in existence since 1989 with over thirty member organizations, including all preschools in Winnetka, Northfield and Kenilworth.

PARENTS' SUPPORT OPPORTUNITIES

We welcome parental support to our teachers, classes and children through leadership roles in addressing specific needs.

Room Parents – Hospitality:

Parents will have the opportunity to volunteer for this role at the Parent Partnership Meeting the week before classes begin. As a Room Parent, you will help teachers with special support in the classroom as needed. This will include preparation and implementation of holiday parties in the classroom, arrange socializing opportunities for parents/mothers, and provide hospitality for any special programs to which all parents are invited.

Social:

At various time throughout the year, various teams of parents will plan and facilitate social events for the parents and or families of the school.

Parents interested in volunteering for any of these roles in All Things Bright and Beautiful are encouraged to talk with the Director or their child's teacher.

OTHER THINGS YOU SHOULD KNOW

Emergency Drills:

Children in all classes participate in regular fire and tornado drills.

Action Plan:

In the event of a natural or national disaster, Church of the Holy Comforter has a detailed evacuation plan for All Things Bright and Beautiful. The specific protocol is reviewed by the parish staff, and communicated to the teachers. Emergency numbers are kept in a central location, should a parent or designated emergency contact need to be reached.

**PLEASE NOTIFY THE OFFICE IF YOUR PHONE NUMBER
OR EMERGENCY CONTACT NUMBER CHANGES.**

REGISTRATION FOR 2017 - 2018

Registration for 2017 – 2018 requires a completed application and for new incoming families, a one-time non-refundable application fee of \$100. Applications are available in the school office November 1, 2016. Applications may be mailed or dropped off at the All Things Bright and Beautiful office from November 1, 2016 to January 16, 2017 at which time the application phase will be closed.

We will then begin building classes from the applications received. Every effort will be made to place each child in the first choice indicated and every effort made to honor each application. However, we cannot guarantee all applicants admission, nor that everyone will receive their first choice. The children in Mommy and Me classes will be given consideration in the order of priority listed below and are not guaranteed a placement in a two-year-old class.

All Things Bright and Beautiful is a ministry of Church of the Holy Comforter. We strive for excellence in providing the highest quality preschool experience for the children. We are accredited by DCFS and a member of the Winnetka Alliance for Early Childhood. In complying with DCFS guidelines we are limited in the number of spaces we can provide in our school. Ideally, we want to accommodate each family's needs. The limitations necessitate our restricting the size and number of classes we can offer. Therefore, the following priorities have been established.

1. Currently enrolled students. Students in the two, three and four-year-old classes are the *only* applicants guaranteed placement
2. Official Members of the Parish
3. Currently enrolled families of ATB & B which will include Mommy and Me students.
4. Previously enrolled ATB & B families
5. The community at large

In placing applicants in classes, consideration will also be given to age and gender balance. Our goal is to provide the most appropriate educational experience for each student.

Beginning February 10, 2017 contracts will be mailed. A day and time different from your preference may be offered to you for placement. You then have the option to accept or reject our offer. In order to secure the placement offered, we must receive one-half the tuition by March 1, 2016. If we do not receive your deposit by March 3, 2017 we shall assume you are not enrolling and we will release the space to another applicant. After March 1, families who accepted a placement other than their first choice may receive the option of moving to their first choice should it become available. The remaining portion of the tuition will be due April 28, 2017.

All checks should be made payable to Church of the Holy Comforter.

In the event a child is withdrawn from the program, notice must be given in writing. Refunds of tuition monies will be made on a pro-rated basis if and when his/her place in the program is filled.

Monies are available for those who wish tuition assistance. To submit a request for financial aid, please request a form from the Director and submit a letter which states: 1) the portion of the tuition you feel you can pay and 2) the reason for your request. Submit the form and your letter c/o the Director. All financial aid information and requests are kept in strictest confidence. You will receive a response as soon as possible.

All Things Bright and Beautiful 2016 – 2017 School Calendar

August 31 and Sept. 1 September 1	Staff institute days 9:00 - Noon Parent Partnership Meeting with Staff 7:00 ~ 8:30 P.M. Great Hall Required for Parents and Staff
<i>September 5th Labor Day</i>	
September 6 ~ 9 First week of school *	Transitions - specific schedules provided for each class Regular scheduled class times modified to allow for transitions * [Mrs. Mary's Tuesday and Wednesday Mommy & Me classes begin September 13 and 14]
October 10 October 15 October 19 ~ 21 October 23	No School ~ Columbus Day Fall Festival ~ Hayrides, Pumpkin Patch, corn dogs and more! School Pictures (specific schedules will be provided) Pumpkin Carving ~ Great Hall
November 8 ~ 11	Conferences Specific schedules provided by each class
November 21 ~ 25 November 28	No School ~ Thanksgiving Break Classes resume
December 19 ~ Jan. 2	No School ~ Christmas Break (No Enrichment – 1 st week back)
January 3, 2017 January 16 January 20 January 21	Tuesday ~ School resumes after Christmas Break No School ~ Martin Luther King Day Family Movie Night in the Great Hall Saturday ~ Special Guest Day
February 20	No School ~ President's Day
March 6 ~ 10	Conferences Specific schedules provided by each class
March 27 ~ March 31	No School ~ Spring Break
April 14 April 16 April 17 April 18	No School – Good Friday Easter No School – Easter Monday Classes resume
Week of May 22 ~ 25 May 25 May 25 – 6:30 P.M.	Last Week of Classes THURSDAY ~ Last day classes in session THURSDAY ~ Junior Kindergarten

