Tuition Preschool Guide

O'Fallon District #90

Program Information:

Hours: 7am-5:30pm

Preschool Office:

Marie Schaefer Elementary School
618-206-2476

Preschool Office Staff:

Alyssa Bengtson, Director of Early Learning & Extended Care
Kimberly Brown, Early Learning Administrative Assistant

Preschool Programs:

Marie Schaefer Elementary: 618-632-3621
Delores Moye Elementary: 618-206-2300
LaVerna Evans Elementary: 618-632-3335
Hinchcliffe Elementary: 618-632-8406

Mission & Purpose:
O'Fallon CCSD #90 Tuition Preschool Programs, a license exempt program, was established in 2005 to provide a developmentally appropriate educational preschool experience for all families within our community. The Preschool Program sees itself as being partners with the child's family by providing quality care for children between the ages of three and five.

The O'Fallon CCSD #90 Preschool Program is designed to meet the developmental needs of children. Teachers and paraprofessionals provide a developmentally appropriate curriculum which sparks growth cognitively, linguistically, socially, emotionally, and physically. Every child is encouraged to express his/her own thoughts, ideas, interests, and needs. A thoughtful, meaningful environment which includes art, large and small motor development, language, math, science, literature, dramatic play, music and creative movement will be the tools the children use to learn and express their feelings.

The O'Fallon CCSD #90 Tuition Preschool Programs are license exempt and not licensed and regulated through DCFS. Preschool Programs are operated by O'Fallon CCSD #90 which follows requirements and guidelines through the Illinois State Board of Education and O'Fallon CCSD #90 School Board.

Our Philosophy:
Our children can...
- Learn in their own way and at their own pace
- Learn from each other and the adults around them
- Express their thoughts and feelings in a supportive environment
- Make decisions about their learning

Our staff can...
- Provide a well rounded and thoughtful environment
- Provide positive learning opportunities
- Listen to the children's ideas and thoughts to guide their learning to a new level
- Scaffold learning moments
- Partner with families

Our Families can...
- Attend family fun events
- Volunteer in the classroom
- Plan learning experiences within the home

We are honored that you have chosen our program for your child. We are excited to learn from your expertise and knowledge concerning your child, family, and culture. We look forward to sharing and learning so that together we can provide the best care for your child. We invite your insight, participation, and perspective for your child and family.

Multicultural Classrooms

O'Fallon CCSD #90 respects the individuality of every child and their family. We believe that different perspectives, skills, knowledge, beliefs, and life experiences enrich us as a group. We look forward to sharing and learning about every family and child and know we can all learn from our unique differences as well as similarities. Prejudiced behavior will not be accepted. As holidays and celebrations are important in the lives of the children, we will celebrate and/or acknowledge the holidays of our students. Families are encouraged to share traditions and ways of celebrating.

Objectives

- Provide opportunities for math, science, reading, cognitive and thinking skills, language development, and social science
- Build a child's self-esteem, self-confidence, and self-awareness through positive interactions and successful learning opportunities
- Foster creativity and imagination through art, music, and dramatic play
- Provide meaning and information through hands-on experiences, literature, and community resources
- Develop fine and gross motor skills by providing opportunities to cut, lace, draw, run, jump, hop, balance, and climb
- Facilitate social interactions with guidance, role playing, and modeling

The Importance of a Balanced Learning Day

It is our belief that young children learn through a combination of their inherent capabilities and the environment around them. The human brain grows as a result of learning and experience. Learning changes the physical structure of the brain and must be reinforced over and over to develop a permanent connection. These connections are made when a child feels safe and confident, they are physically active, and maintain a healthy lifestyle. Children need an environment which supports learning, provides various opportunities to reinforce skills, and where they can be active and develop a sense of self. During the early years of life, children are most receptive to learning emotional control, forming attachments to others, and acquiring skills. It is our goal to provide a learning program which is optimal for brain growth and development and one in which children can be successful.

Staff

The O'Fallon CCSD #90 Preschool Program is staffed with professionals of varying levels of education and experience. Teachers and assistants meet O'Fallon CCSD #90 qualifications listed with the job description for each category. All staff members are required to undergo a background check and must maintain current files within the O'Fallon CCSD #90 District Office.

Sample Daily Schedule (Full Day: 7:00 am – 5:30 pm)

Time	Activity
7:00 - 8:30	Arrival and free choice
8:30 - 9:00	Morning meeting
9:00 - 9:25	Outdoor recess or indoor gross motor
9:25 - 9:45	Story time and literature activity
9:45 - 10:50	Center learning (math, sensory, language, blocks, dramatic play)
10:50 - 11:00	Music and getting ready for lunch/story activities
11:00 - 11:45	Lunch and story time
12:00 - 2:00	Rest time or quiet afternoon learning games (students not sleeping engage in quiet activities after 45 min)
2:00 - 3:00	Snack and afternoon center work
3:00 - 3:30	Recess or indoor gross motor
3:30 - 5:30	Departure / Free Play

**Exact times may vary between buildings, classrooms, and daily activities. See schedule posted in your child's classroom for specific times.*

General Operating Policies and Program Procedures

Parent-Teacher Conferences

Conferences are held two times during the school year to discuss progress, goals, and future learning paths. Parents with concerns are encouraged to request a conference at any time.

Classroom Communication

Communication utilizes conferences, daily "catch-ups", newsletters, email, flyers, bulletin board postings, and phone calls. Serious conversations should be held in private away from classroom distractions.

Parent Classroom Support
Parents must discuss volunteering dates/times with the teacher and are required to attend the District Parent Volunteer Training Program prior to volunteering. Confidentiality regarding all children must be strictly maintained.

Clothing
Clothing should be comfortable, easy to pull up/down, weather-appropriate, and suitable for messy play. Every child needs a labeled extra set of clothes (pants, shirt, socks, underwear) kept in a Ziploc bag at school. For children not potty trained, parents must supply wipes, diapers, and/or pull-ups.

Classroom Supplies
Supply lists are provided upon enrollment. General items (crayons, glue, markers) are pooled and do not need labels. Backpacks should be labeled on the inside for security. Please leave home toys at home.

Holidays & Birthday Snack
Holidays are celebrated based on student interest and family input. For birthdays, parents may coordinate a non-edible treat with the teacher.

Family Fun Events & Field Trips
For field trips, signed permission slips, emergency cards, and advance payment are required. Chaperones may be invited per teacher request.

Center Closings
Preschool follows O'Fallon CCSD #90 elementary school calendar for holidays, breaks, and weather closings. Tuition is not reduced or waived due to holidays or weather-related closings. Full tuition is required.

Guidance and Discipline
The program uses positive guidance: maintaining realistic expectations, clear limits, redirection, modeling appropriate behavior, offering choices, and teaching conflict resolution.
Unacceptable discipline methods include: Corporal punishment, threatened/actual withdrawal of food, abusive language, humiliation, or emotional abuse.

Enrollment, Registration, and Billing Policies

Registration & Fees

Applications are accepted at Marie Schaefer School for children ages 3–5.
A non-refundable $50 registration fee is required at registration (applied to first month's tuition).
Complete paperwork (emergency card, permission to treat, physical) must be submitted before starting.

Withdrawal & Changes

Enrollment is for the 10-month school year.
Two weeks' written notice is required for withdrawal. Tuition is not refunded or prorated for mid-month withdrawal.

Termination of Child Care

Services may be discontinued due to policy violations, delinquent payments, safety concerns, or inability to meet a child's needs within normal staffing ratios.

Drop-Off & Pick-Up

An authorized adult (16+ years old listed on information card) must sign the child in/out daily with a photo ID as requested.

Unclaimed Child Late Fee

The program ends at 5:30 PM. From 5:31 PM to 5:45 PM, a late fee of $15 per child will be charged. After 5:45 PM, an additional late fee of $1 per minute will be charged. Late fees must be paid within two working days. At 6:00 PM the police will be notified. Repeated late pick-ups or police notification may result in the child being dismissed from the program. The official time will be according to cell phone time.

Billing Procedures

Payments are due on the 1st of every month.
A 5-day grace period is allowed, after which a $10/day late fee applies. Non-payment may result in program suspension or termination.
No refunds for missed days due to illness, holidays, or weather closings.