



K.A.C.C. Preschool

4083 N 1000 W Rd
Bourbonnais, IL 60914
815-939-4971
www.kacc.k12.il.us



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Jennifer Leighter-Yeates
Child Development/
Preschool Instructor

Danielle Jacques
Clinical Lab Supervisor



Welcome to the

Kankakee Area Career Center's

Preschool

Thanks to all the parents who allow the Kankakee Area Career Center (KACC) Preschool to work with your children. It is because of you we are able to fulfill our curriculum and goals within our Child Development/Preschool program.

Our Preschool is open Mondays through Fridays, with three separate sessions available. Parents choose which session they prefer at the time of registration. The session times are

- 8:30 a.m.—12:00 p.m.
- 1:00 p.m. - 2:30 p.m.
- All Day Session (8:30 a.m. to 2:30 p.m.)

KACC currently serves juniors and seniors from 17 area high schools in Kankakee County and parts of Iroquois and Will Counties. The Child Development/ Preschool classroom consists of students from almost all KACC area schools, some being in their first year and some in the second year of the Child Development/Preschool program.

These KACC students, under the direct supervision of our Clinical Lab Servisor, are responsible for the basic teaching of the children in our Preschool lab. The instructor is always available to assist in various activities and help out when necessary. The Preschool Clinical Lab Supervisor observes the students from the observation room. In addition, the Preschool Clinical Lab Supervisor works side-by-side with the high school students as they interact with the preschoolers in the Preschool lab.

Philosophy: Our goal in the preschool is to ensure your children and our students experience a wonderful learning/teaching opportunity. The students, their instructor and lab supervisor work very hard to prepare the activity plans, the lab/preschool environment and themselves for each and every day. They want to ensure the children attending our lab/preschool have a caring, nurturing and positive learning experience.

We at KACC are firm believers the early stages of development for any child provides the basic foundation of the learning process. The students and their instructor sincerely want to meet the needs of the whole child ~ social-emotional, physical, cognitive and language development.

Observation Room: Please be aware the one-way mirror in the observation room is a very explicit feature. The observation room is shared by the students and parents of the preschoolers. Parents may use the observation room first and last ten(10) minutes of the session in which your preschooler is enrolled.

Arrival/Departure:

The drop off/pick up area for the preschool is located at the northeast rear corner of the KACC building. Please park between the signs in the back which are marked "KACC Pre School."

All parents are responsible to sign our form daily, indicating both their child's arrival and departure. Students involved in assisting with the arrival/departure will be wearing scrubs and a name badge. The sign in and sign out sheets will be located in a binder on the table located just outside the preschool door.

In the winter when there is snow and ice in the back of the building, it is advisable for everyone to enter the main entrance of KACC at the front of the building. We will have students there to assist you as you enter.

If at any time, the person picking up a child does not seem familiar, they will be asked for their driver's license or picture ID.

If an alternate person is to be responsible for pick up/drop off of a child, arrangements must be made with preschool lab instructor and written on daily sign-in/out sheet.

IMPORTANT! Always hold your child's hand to and from your vehicle. Please remember not to let your child run around in the back area while visiting with other parents in the drop off/pick up zone.

Parent Letter: Parents will be provided a monthly parent update letter. This letter is a very important communication tool used to keep you informed of what will be taking place during the upcoming month.

Student Encouragement: Whenever a parent wants to make special mention of a KACC Child Development student, please inform Miss Jacques (pronounced *Jākes*).

Compliments sometimes fall short in our changing world so we like it when someone is *caught...doing something good!*

Concerns: Parents are encouraged to let the Clinical Lab Supervisor know if they ever have a question or concern involving the Preschool, their child, or a KACC student. Miss Jacques will be responsible for addressing any concerns.

School Closings: Typically, the Preschool is open Monday through Friday, on any day the Kankakee Area Career Center is in session. Should there be a need to close the preschool due to inclement weather, (ice, snow or extreme cold), public service announcements will be made on local radio stations, including WONU @ 89.9 FM and WKAN @ 1320 AM and a notice placed on the front page of our website, www.kacc-il.org. Miss Jacques will also post scheduled closing above the sign in/out binder.

Health: If a child within the lab/preschool is found showing symptoms of becoming ill, i.e.: flushed cheeks, diarrhea, vomiting, runny nose, stomach ache, fever, etc. the parent will be contacted to bring the child home. If the parent is unable to be contacted, the emergency contact person listed on file will be notified to come and pick up the child.

If a child is sent home due to an illness, they must be illness-free for 24 hours before returning to the preschool in hopes of keeping a virus from spreading.

Children who have an infectious disease must have a release form from their physician before returning to the KACC preschool.

If at any time the children at the preschool are exposed to any infectious disease, i.e.; Chickenpox, head lice, etc., parents will be notified as quickly as possible. In addition to individual written notices being sent home with each child, there will be a notice posted on the wall above the sign in/out binder. and, if necessary, telephone calls will be made. In the case of head lice, the school will be properly cleaned to ensure the children/students are not infected.

Payment Policy: Payment will be due on the 9th day of each month, beginning September 9, 2013. Payments may be made in either cash, personal checks or money orders. No credit cards are accepted. If any payments becomes more than 10 days late, the child will not be allowed to attend preschool until the payment is brought current.

Preschool will run between September 9, 2013 and May 9, 2014

Kankakee Area Career Center offers career and technical education opportunities without regard to age, color, race, national origin, sex, religion or handicap. Additional information regarding this policy can be obtained by contacting the Center.

Please sign the sheet below and turn into Miss Jacques.

To Whom It May Concern:

I have thoroughly read and understand the handbook of the Kankakee Area Career Center Preschool lab. Please sign on the line below and return on the first day of Preschool. Thank you.

Date:_____

Signature:_____