

# Creative Beginnings

**Early Education**



Information Packet  
2018

# Creative Beginnings Preschool

Thank you for taking the time to inquire about Creative Beginnings Preschool for your child's education. Please take a moment to look through the information packet. For any questions please contact the Kristy at (630)365-9555.

Elburn Community Center  
525 North Main St. #5  
Elburn, IL 60119  
(630) 365-9555  
elburncreativebeginnings.com

Kristy Voegele  
Owner/Director  
Cell phone number (630) 802-3751  
elburncreativebeginnings@gmail.com

## HOURS OF OPERATION

9:00am-3:30pm Monday through Friday

## CURRENT PROGRAMS

Tue/Th Morning (\$150 per month)

9:15am-11:45am

2.75 and 3 years of age

Mon/Wed/Fr Morning Multi-Age (\$185 per month)

9:15am-11:45am

3,4 and 5 years of age

Mon/Tu/Wed/Th Afternoon Pre-K (\$235 per month)

12:30pm-3:00pm

4 and 5 years of age

Literacy Club Tuesday Afternoons (\$50 per month)

3:00pm-4:00pm

4 and 5 years of age

## Creative Beginnings Mission Statement

As pre-school is often the first time in a classroom for many children, we believe it is essential to provide a positive and enjoyable experience as the building block to a successful education. We strive to make every activity both fun and educational so that the students may get the most from their time socially and academically, fully preparing each child for the next level of education.

## About the Director /Owner

Ms. Kristy - I began my career by focusing on my own education, obtaining a degree in Human Services and Early Childhood Education as well as studying American Sign Language. Along with over fifteen years experience, I have continued attending classes, seminars, and conventions in order to stay current with the ever-growing field and provide the best experience for my students. I have taught in a variety of classrooms including three year olds, four year olds and Pre-Kindergarten as well as teaching Early Childhood Music, Sign Language, and Fitness, and am confident that these experiences have prepared me to better assess and assist the development of my students.

# CLASS DESCRIPTIONS

Two/Threes' Program - The two/three year old class will focus on the building blocks of early education. In class, we will work on important social skills that will help each child to make and keep friends. This class will also include activities designed to promote basic letter recognition, number recognition and other age appropriate academics. All children entering this class must be fully potty trained before their first day.

Multi Age Program- The multi-age class is geared for children ages 3 to 5. The class curriculum will have projects that challenge students academically as well as socially. Children will be encouraged to grow their cognitive, language, and motor skills in the most creative and educational way.

Fours'/Pre-K Program - The Pre-K class is designed to encourage individual growth in each curriculum domain. Adding an extra focus on letter recognition, cognitive skills and writing skills as well as working to further advance the children's social skills, we help each child to be prepared for kindergarten and beyond. Pre-K children must be 4 by September 1<sup>st</sup>.

Literacy Club is an extension of our Pre-K program offered to students on Wednesday afternoons from 3:00pm to 4:00pm. The additional hour of class time will focus on the literacy and cognitive skill needed for kindergarten readiness. Each day will have a letter based theme and will follow the jolly phonics lessons. Pre-K children must be 4 by September 1<sup>st</sup>.

\*Each class will include an introduction to Jolly Phonics, basic yoga, Spanish and sign language.

## HOLIDAY/VACATION SCHEDULE

First day of classes will be the Tuesday after Labor Day.

Creative Beginnings will follow the Kaneland School Dist. 302 Holiday Calendar.  
We close for the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Presidents' Day
- Spring Break
- Good Friday

Please note, we do not take days off for the school district teacher institute days. We instead count these days as built in snow days to cover inclement weather days.

# DAILY SCHEDULE

## AM Classes:

**9:15 Welcome Circle** - an introduction to the day's theme and activities, job chart, calendar, and weather review.

**9:35 Classroom interest centers** - Cognitive, science, handwriting practice, art, and social activities, as well as small group/one-on-one skill practice with teachers.

**10:45 Clean up** - Everyone works together to clean up the classroom and transition into the following activity.

**11:00 Snack** - Wash hands and practice social skills needed in a family-style served snack.

**11:15 Second Circle** - Book, songs, and review of the day's activities.

**11:25 Large Motor** - Practice of large motor skills in the gym or on the playground outside. (weather permitting)

**11:45 Pick up** - Parent review and child release to parent(s) and/or guardian.

## PM Classes:

**12:30 Welcome Circle** - an introduction to the day's theme and activities, job chart, calendar, and weather review.

**12:50 Classroom interest centers** - Cognitive, science, handwriting practice, art, and social activities, as well as small group/one-on-one skill practice with teachers.

**2:00 Clean up** - Everyone works together to clean up the classroom and transition into the following activity.

**2:15 Snack** - Wash hands and practice social skills needed in a family-style served snack.

**2:30 Second Circle** - Book, songs, and review of the day's activities.

**2:40 Large Motor** - Practice of large motor skills in the gym or on the playground outside. (weather permitting)

**3:00 Pick up** - Parent review and child release to parent(s) and/or guardian.

# Sample lesson plan for M/W/F on 3/28/16

The weekly theme is “The Planetarium”

## Notes:

Don't forget that next week we have class pictures. Please be sure to return your portrait packets by Tuesday the 7th.

## meals

Graham Crackers and Apple Juice

## activities

**Songs, Signs, Spanish And Yoga!** - Here are this weeks planetarium themed songs, signs ,Spanish and yoga as well as extra activities you can do with your child at home.

**Language** - Today we learned about the letter “U” for universe, to work on isolating the initial sounds in a word. We also read the story "On The Moon" by Anna Mibourne and Benji Daviies. (4.A.ECa)

**Curricular Goals** - Recognize the differences between print and pictures. (4.A.ECa)

**Cognitive** - We began to connect numbers to quantities they represent using physical models as we counted how many planets we have in our solar system and learned their names. (6.A.ECd) We also learned how to say outer space in Spanish. “Espacio Exterio”

**Curricular Goals** - Differentiate numerals from letters and recognize some single - digit written numerals. (6.A.ECe) , Connect numbers to quantities they represent using physical models and informal representations. (6.A.ECd)

**Art** - We used paint and sparkles to decorated papier-mâché planets at the art table. This helped us to developed unique uses of art materials.

**Curricular Goals** - Develops unique uses of art materials

**Music** - We practiced using a steady beat while singing “The Planets Revolve Around The Sun”.

**Curricular Goals** - Fast and slow rhythms

**Motor** - We improved our aim while flying meteors off our playground bridge. (19.B.ECc) We also reviewed our sign language words for this week. “Star and Rocket”

**Curricular Goals** - Combine large motor movements with and without the use of equipment. (19.B.ECc)

**Science** -We explore concepts of force and motion while squishing and molding moon dough in the sensory table. (12.D)

**Curricular Goals** - Explore concepts of force and motion. (12.D)

**Social** - We showed we could use materials with purpose, safety, and respect as we made rocket ships out of Legos with our friends. (30.A.ECe)

**Curricular Goals** - Use materials with purpose, safety, and respect. (30.A.ECe)

**Yoga Pose** - This Weeks Yoga pose is "The Half Moon Pose". (19.A.ECb)

**Curricular Goals** - Move with balance and control in a range of physical activities. (19.A.ECb)

# CREATIVE BEGINNINGS POLICIES AND PROCEDURES

## TADPOLES

Tadpoles daily email will include the following:

- A copy of the day's lesson plans
- At least one picture of child daily
- Any notes and/or reminders for the parents
- Extra practice materials that families can use at home

## COMMUNICATION

- Parents will receive, through email, a monthly newsletter outlining the curriculum for the following month.
- Each parent will receive a tadpoles communication email at the end of the day.
- A handout will be available through tadpoles with weekly information and activities that the parents can use at home.
- Parents can find information about upcoming events through the website at [elburncreativebeginnings.com](http://elburncreativebeginnings.com) and through Facebook [www.facebook.com/elburncreativebeginnings/](https://www.facebook.com/elburncreativebeginnings/)

## FIELD TRIPS

- All field trips will be planned in advance.
- Outings will be well supervised and parents may be asked to take an active part in field trips.
- If a field trip is planned outside walking distance to the school, parents are asked to drop off and pick up their child from the field trip location.
- We will use the playground on the south side of the community center as a daily excursion with parent's written consent.

## FOOD POLICY

- Birthday treats are welcome the weeks of the child's birthday. Please be sure to follow all food policies when choosing the treats and make sure to inform the teacher when you will bring the treat in.
- All snacks and treats must be pre-packaged items and may not be homemade.
- All items must be in original package and include a complete ingredient label.
- Creative Beginnings is a **peanut and tree nut sensitive school**. Please do your best to only bring food and snacks that do not contain peanuts and/or tree nuts as they will not be served.
- Each child will have the opportunity to eat one snack served with choice of juice or water daily.

## STUDENT SAFTEY

- We are DCFS certified and follow all DCFS rules and regulations as well as all health department and fire department codes.
- Classroom doors are immediately locked after the start of class.
- Two teachers are present at the school at all times.
- All chemicals and potentially dangerous products will be stored out of reach of the children or in a locked cabinet at all times.

## GUIDANCE AND DISCIPLINE POLICY and PROCEDURES

Creative Beginnings teachers make every effort to make each situation a positive learning experience by following these procedures

- All rules will be kept simple and easy for the children to follow.
- All rules will be consistent for every child in the program.
- If a situation occurs, the child will be redirected to an appropriate activity. If after redirection the situation occurs again, the student and teacher will have a one-on-one conversation about the child's actions, and how we work to improve them.
- If the situation continues, the parents will be informed in a discreet private conversation.

## FEES and TUITION

### Tuition Cost 2018

	Tu/Th	Mon/Wed/Fr	Mon/Tu/Wed/Th	Pre-K w/Literacy
Regular Tuition	\$150	\$185	\$235	\$285
Sibling Discount	\$128	\$157	\$200	\$242
Full Year With 5% Discount	\$1,282	\$1,581	\$2,009	\$2,436

- A yearly registration fee of \$75 will be used to provide materials for your child throughout the school year.
- Tuition is due on the 1<sup>st</sup> of the month and can be paid by check to Creative Beginnings.
- Creative Beginnings offers a 15% discount for siblings
- Creative Beginnings offers a 5% discount for paying for the entire school year at beginning of the school year.

## ENROLLMENT POLICY

- The child must have successfully completed the toilet training process.
- All children must have a current physical (with results dated within the last 6 months) Forms must include immunizations as required by the state of Illinois, **before** attending the first day of school. We encourage all children to show proof of a vision and hearing screening. Your child's physician may also require a lead screening and a TB test done by the Mantoux method.
- Enrollment will be secured by submission of an approved registration packet and enrollment fee.

Thank you for taking the time to learn more information about our program. Please contact Kristy with any additional questions at (630)365-9555 or [elburncreativebeginnings@gmail.com](mailto:elburncreativebeginnings@gmail.com)