



The Brick Farmhouse School

'Cultivating Our Future'

Building a love of learning, life, and community

PRESCHOOL HANDBOOK

Policy and Procedures 2023-2024

Mission:

Our mission is to create a flexible yet rigorous, individualized, wholesome, and comprehensive educational environment that fosters a love of learning, outdoor life, and community.

Leadership

Education Director: Kendra Champion

School Founders: Daren Loy, Rebecca Loy, Lance Champion, Kendra Champion, Nathan Shelton, Mattie Shelton

Contact information:

The Brick Farmhouse School

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The Brick Farmhouse School is a non-profit 501(c)(3) corporation.

Educational Values

The Brick Farmhouse School will provide:

- ∂ A flexible educational environment where students can progress as they reach concept mastery and are developmentally ready for further study.
- ∂ A rigorous academic curriculum aimed at preparing all students for future educational endeavors.
- ∂ An individualized learning plan that adequately prepares students for future educational endeavors.
- ∂ A comprehensive education that honors the students' needs

for unstructured play, time in nature, socialization, leadership, creativity, and personal growth.

- ∂ A learning environment with high moral values and expectations for all involved in the learning process.
- ∂ A family's right and responsibility to be an integral part of their child's education.

Education Approach

The Brick Farmhouse School employs a multi-age, competency-based approach to instruction. All students progress through the curriculum based on mastery of the material.

Educational material is presented at the student's academic level. All instruction has embedded spiral review to ensure retention over time.

Education Philosophy

Our schoolhouse philosophy is not based on one specific educational method. Our primary curriculum materials are adopted from the The Good and the Beautiful, with supplemental resources employed to enrich the curriculum and meet our standards. We strongly believe in the value of a flexible, rigorous, and comprehensive education emphasizing the highest of moral values, the innate need for children to play and be in nature and the family's central role in learning.

Our founders have selected The Good and the Beautiful curriculum because it emphasizes the importance of faith, family, nature, and high moral character. This curriculum is based on a

non-denominational Christian worldview, uses wholesome, clean literature and is academically strong.

Admissions and Enrollment

Application

All applications and the \$100 application fee must be submitted by March 1, 2023 to the address on the application. After review of the application, applicants will be notified within two weeks if the application has been accepted.

Admission

Once an application is submitted, applicant will be notified if the application has been accepted. If accepted, the applicant will be invited to finish our enrollment process and finalize the admission.

Class Size

Class size will be a ratio of one teacher to 10 students (and often a parent volunteer) to maintain a productive learning environment.

Assessments

Students' academic progress will be assessed in December and in May. Results will be sent home to parents.

Age Eligibility

Students who are 3 years old by September 1st are eligible to enroll at The Brick Farmhouse School Preschool. Students need to be potty trained.

Students with Disabilities

At this time, we are not equipped to provide a high-quality education for those with profound disabilities. Each student will be considered on a case-by-case basis. Students with a history of severe behavior problems will not be allowed to enroll.

Classroom Rules/Discipline

Classroom rules:

1. Looking eyes
2. Listening ears
3. Kind words
4. Helping hands
5. Clean classroom
6. Safe play; stay within the sight and hearing range of an adult when outside.

Above all: Do unto others as you would have others do to you.

Behavior Reports

Parents will receive a daily behavior report on their children who are in the preschool program. Any severe situation will be discussed on the day of the incident.

Behavior Policy

Your child will be expected to conduct themselves in the appropriate manner for our learning environment. If these expectations are repeatedly not met, the student will be removed from the classroom and will need to be picked up by his/her parent. We believe that each day is a new day and will welcome the student back the following day; however, if the behavior continues to affect our learning environment, enrollment in our school will be forfeited as well as tuition already paid.

Financial Policies

School Supply list: A school supply list will be given to every student. Please be sure to start the year with these supplies and replenish them when needed.

Tuition fee: outlined in your packet

Payment Options

There are two payment options:

1. Payment in full on/by August 1st:
2. Pay tuition fee on a 10-month payment agreement: Tuition payments are due on the 1st of every month starting August 1st to May 1st. There will be a \$50 late fee for all payments made after the 6th of the month.

If you must withdraw your child from class, you will not be refunded for the month in which you are withdrawing. You will be refunded for the subsequent months that were pre-paid.

EXAMPLE: It's January 10th and you notify the Education Director that your child is withdrawing from school, effective immediately. January tuition will not be refunded, however; if you have made payments for Feb, March, April; you will be refunded your tuition money for these months.

Notice of withdrawal must be given in writing and be signed by the parent. The Educational Director will sign and date the paperwork and each party will keep a copy of the withdrawal statement. The date on the signed paperwork by BOTH parties will determine the tuition reimbursement and payment status.

Policies and Procedures

Attendance

The 2023-2024 school year runs from September 5, 2023 to May 16, 2024. The detailed school calendar will be included in the Welcome Packet.

Preschool attendance is not mandatory, but if a student is unable to attend school on a scheduled day or needs to leave early, please call, text or email the teacher before the start of the day. Email may not be checked during the day, so please do not use email for last minute schedule changes. Alternate schedules for preschool are available (i.e. attending Tuesdays/Thursdays etc.), but the full

tuition rate will apply. Tuition refunds are not given for tardiness or absences.

Snow Days

Regarding inclement weather, The Brick Farmhouse School will be closed if the SWCUSD #9 schools are closed. If weather forecasts are looking questionable or inclement weather starts while we are at school, we will notify parents of closures through our REMIND 101 app and send a message in the Pre-K Facebook messenger group.

Dress Code

Students should arrive to class at The Brick Farmhouse School in clothing that they can comfortably move and play in. Please be neat, clean, and modest in your clothing selections.

Shorts are an acceptable clothing option but should always maintain a modest length, any student wearing shorts that do not cover their body in the appropriate manner will be asked to change. Shorts or leggings should be worn under skirts to maintain modestly while playing. Footwear should be appropriate for both indoor and outdoor activities. Pictures and logos should not distract from classroom instruction and should never be vulgar or offensive.

Students will be playing outside in all weather conditions that are deemed safe potentially including rain, snow, cold, heat, etc. Snow clothes, rain suits, boots, gloves, and hats are encouraged. Please make sure your child brings the necessary seasonal items to

comfortably play outdoors. They are welcome to store the seasonal items at school.

Sunscreen will be applied to students for outdoor play during our summer and spring months. We will use the spray sunscreen on students and a sunscreen stick on the student's face. If your child has a specific sunscreen need, you will need to supply that to the school with your child's name clearly marked on the bottle.

Calendar

Please review the attached calendar and note the instructional days and holiday breaks. A more detailed calendar will be included in the welcome packet after enrollment. We will hold special school events and notify families of these dates later.

Daily Snack

Students should bring a snack and water bottle to school every day. Food should be ready to eat and require no preparation. Please notify the school of any food allergies or special dietary needs because we will use food items during instruction, bake during the school day and have class treats at times.

Birthday Treats

We LOVE to celebrate our students' birthdays!! Please feel free to send in birthday treats on your child's special day! Summer birthdays will be celebrated during the spring months.

Healthy and Safety

The safety of our students is of the utmost importance. Doors to the schoolhouse will remain locked during class hours. When outside, students must stay within the field of vision and hearing of the supervising adults.

Illness

For the overall wellness of all students, volunteers and staff, please keep ill children at home. PLEASE keep your child at home until they are symptom-free for 24 hours. If requested, arrangements for curriculum work to be picked up may be made.

Illness at School

If a student becomes ill at school, the parent will be contacted for immediate pick up. If a parent cannot be reached, we will reach out to the emergency contacts listed on the child's informational sheet.

Fire and Tornado Drill

Fire and tornado drills will be held at least 2 times per school year.

Allergies

Please make the school aware of any allergies your child may have when completing the registration packet; this includes food, dietary, medicine, animal, etc. Although we cannot be an allergen-

free space, efforts will be made to be sensitive and safe to all allergy concerns.

Medical Emergencies

In the event of an illness or accident that requires immediate medical treatment, 9-1-1 will be contacted first. Every effort will be made to contact the parent and the child's doctor. If a parent cannot be contacted, staff may authorize emergency treatment including transportation for the child to any hospital reasonably accessible.

Emergency Contact

As part of the registration packet, parents will be asked to provide emergency contacts. These contacts will be a back-up if the parent is not available in cases of illness, injury, or emergency. Please keep emergency contact information up-to-date with our staff.

Clearances

In compliance with Illinois law, all schoolhouse staff will have state-required clearances submitted to the schoolhouse before the start of the year. All volunteers will be required to submit background checks to the schoolhouse before they will be permitted to volunteer in the classroom or on field trips. Background checks will need to be updated every 3 years.

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I have read, understand, and agree to abide by the
_____ schoolhouse handbook.

Parents' names printed: Mother and Father

Parent signatures:

Students enrolled: