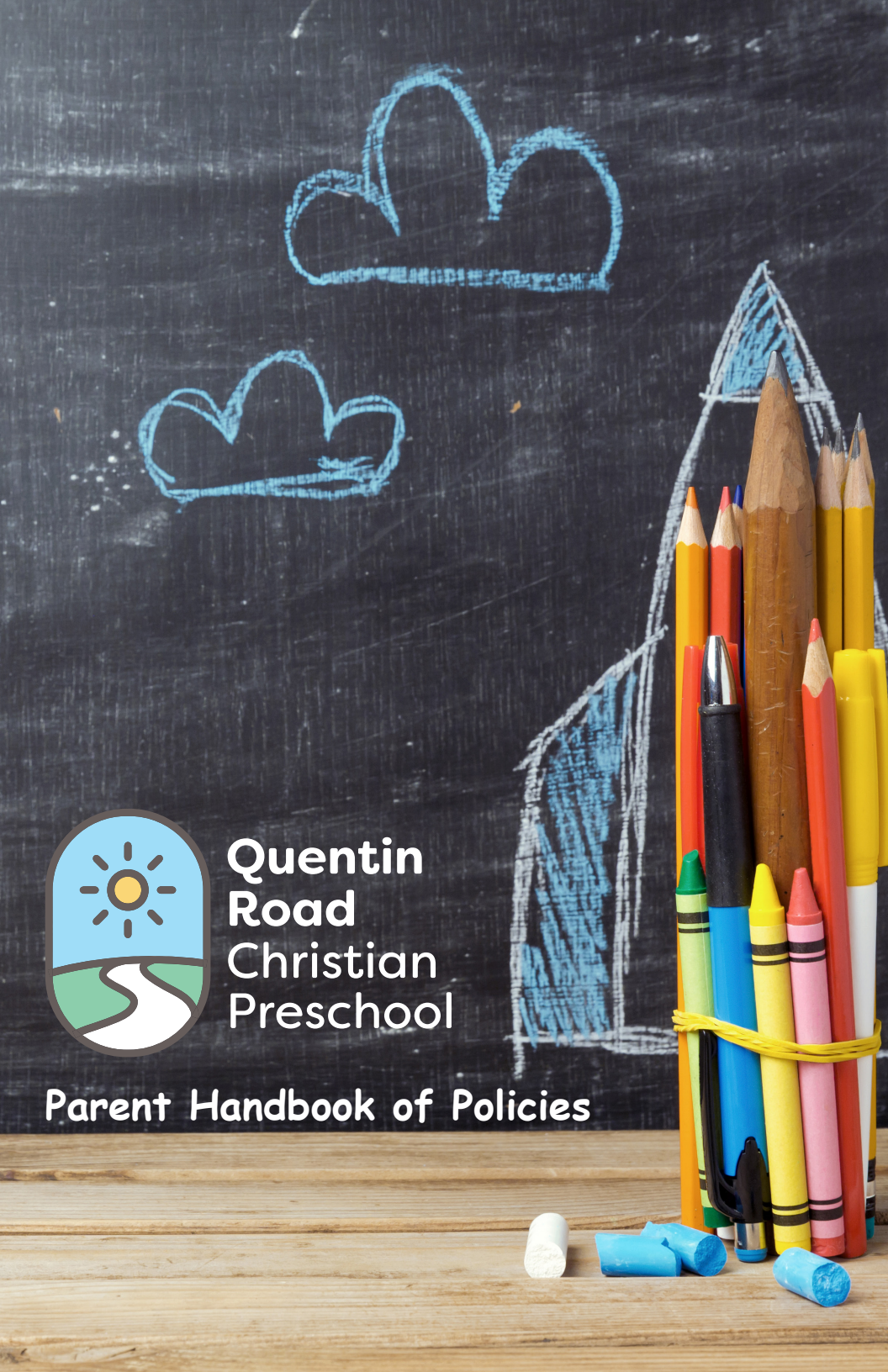
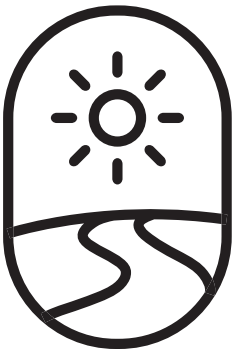


Quentin Road Christian Preschool

Parent Handbook of Policies



Quentin Road Christian Preschool

PARENT HANDBOOK OF POLICIES

ACTIVITIES

Our facility is equipped with two indoor gymnasiums, an indoor playland with ball pit and two twisting slides, two fenced outdoor playgrounds, multiple inflatables, a rock-climbing wall, computer lab, and indoor swimming pool. We also have the "Quentin Road Express" — our miniature train used for train rides. The school is located on 43 spacious acres that provide expansive outdoor play. We do have periodic special events on site such as pony rides, animal shows, petting zoos and visits from the fire or police department. We also offer some "field trips" for children in kindergarten and up. Parents are welcome to join us for these.

We offer swimming lessons, sports camps, private music lessons, art classes, LEGO camps, coding classes, Spanish classes, tutoring and more. Please check out our Activities booklet at qrcp.org for details.

ADMISSION

A. Enrollment is open to all children ages 2 years through 12 years on a full or part-time basis. Children are not required to be potty trained, but there is an extra fee for children who are not potty trained.

B. A completed online application must be submitted in order to complete the registration process. Children may join our programs at any time during the year.

C. In the interest of your child's health, and the health of all children enrolled, prior to your child attending school, you are required to submit either a "State of Illinois Certificate of Child Health Examination" or a "Certificate of Religious Exemption" record signed by a state licensed health care provider. For Kindergarten, vision and dental forms are also required.

D. Certified custody orders must be provided to the Director. Please notify the school immediately if there are any changes in the custody orders after enrollment. We need to know who is allowed and who is not allowed to pick up your child.

E. An initial registration fee is due with the child's enrollment application and a re-enrollment fee is due annually with the re-enrollment application. These fees are non-refundable. School year enrollment and summer camp enrollment are separate and we are hoping that you will sign up for both. If there is a waiting list, priority placement goes to currently enrolled families first, then returning families (within the year) followed by new families.

F. For Summer Camp, you will be asked to pay a non-refundable, non-transferrable deposit per child for each week that you register for and your deposit will be applied to your tuition. This will guarantee that everyone who registers for Summer Camp is planning on attending that week.

ALLERGIES

Allergies are common among young children. Please alert the school of your child's allergies so that we may take appropriate precautions to protect your child's health. If your child has any medication they need to take in an emergency or on a regular basis (ex. inhalers, EpiPens, Benadryl, etc…), please leave those with the school nurse along with the school medication authorization forms. We will provide parents with an allergy label to put on their child every day before they enter the classroom. It is the responsibility of the parent to apply the allergy label daily and communicate all pertinent allergy information to the staff so that we can do our best to keep the children healthy and safe. We do not serve any foods containing nuts to the children.

If your doctor recommends it, please provide us with an "Illinois Food Allergy Emergency Action Plan" or a "Non-Food Allergy Assessment" form. If a child has severe food allergies, the school nurse may ask you to send your child with food from home to reduce the risk of an allergic reaction.

BATHING SUITS

Boys must wear swim shorts or trunks with a lining. Speedo suits are not allowed. Girls must wear a modest one piece bathing suit or a two piece suit that does not show the midriff (i.e. tankini suit that covers the midriff is allowed).

BATHROOMS / LOCKER ROOMS

At our school, we are committed to creating a safe, respectful, and comfortable environment for every child. We teach simple, clear rules at the bathrooms using age-appropriate language: **"Keep your hands to yourself. Don't look — don't touch."**

This helps children understand the importance of privacy and respect for everyone's body.

We also teach children to say "NO!" if anyone tries to touch them in a way that feels uncomfortable, and to tell a trusted adult right away. We appreciate your partnership in reinforcing these important lessons about personal boundaries and safety both at school and at home.

To protect both children and staff, we follow these important safety practices:

- Preschool children are never sent to the bathroom alone. A teacher always provides active supervision.
- In group bathrooms, a teacher stands in the open doorway to monitor activity while keeping stall doors closed.

- Staff will provide only minimal, necessary assistance (for example, helping with zippers or straps after a child has tried independently). We encourage independence whenever possible.
- Female staff members will provide assistance with all toileting and changing needs for preschool and kindergarten children.
- When changing diapers or providing hands-on help, the bathroom door will remain open so interactions are visible to other staff.

These policies protect our children while also protecting our staff from misunderstandings.

BIRTHDAYS 

It is fun for a child to share their birthday with their friends. When your child has a birthday, you are welcome to provide a "treat" for each child in the class. Arrangements should be made in advance with the teacher as to the date and time of the party. Please check with the teacher to see if there are any students with food allergies in the classroom.

CLASSROOM SIZE

We have a ratio of 1:8 in our three year old programs and 1:9 in our four and five year old programs. Each room has one head teacher and one assistant teacher.

CURRICULUM 

We are an accredited preschool that uses a phonics-based curriculum developed by Accelerated Christian Education (A.C.E.). Each week, children are introduced to a new letter of the alphabet along with an animal that begins with that sound. Through music, stories,

crafts, games, educational computer activities, Bible stories, character lessons, and even baking, children learn letter sounds and develop a lifelong curiosity for learning.

In addition, we use the Heggerty Phonemic Awareness Curriculum, which provides 35 weeks of daily, systematic lessons designed to strengthen phonological and phonemic awareness.

Children enjoy time on our playgrounds, in the gymnasiums, on the rock climbing wall, and in our indoor playland and inflatables—helping them build coordination and stay active.

Our goal is to create a joyful learning environment where children develop age-appropriate skills and learn to work well with others.

Remember, preschool is all about learning through play! While parents often focus on early reading and writing, activities like puzzles, shape recognition, painting, and group play are essential stepping stones toward literacy and long-term academic success. Just as a baby learns to crawl before walking, children need time to develop their eyes, ears, minds, and fine motor skills before they are ready to read and write.

CLEANING

The school employs a full-time cleaning crew. Classrooms, toys, keyboards, furniture, bathrooms, frequently used classroom items and more will be cleaned throughout the day. Please don't hesitate to let us know immediately if you see an area that needs to be cleaned.

DISCIPLINE

Our goal is to maintain a positive atmosphere in the classroom—one of caring, honesty, respect,

responsibility, and friendship. Reasonable guidelines will be taught to the children regarding respect for classmates, staff, and school property. We strive to praise and reward the children continually for making good choices at school. Please review our student expectations below:

- Treat everyone with respect
- Keep your hands and body to yourself
- No swearing, inappropriate conversation, or gestures
- Listen to the staff/be willing to comply with adult directives
- Always stay with the group; do not run off
- Invite others to play with you
- Be inclusive not exclusive
- Cheer others on
- Tell a staff member if you see something unsafe or if someone is being hurt
- Don't hurt others (ex. biting, hitting, punching, kicking, fighting, aggressive play, or using something as a weapon to hurt someone, etc…)
- No bullying (ex. physically harming someone, physically bothering/messing with someone, repeated pestering after being asked to stop, calling them names, encouraging other children not to play with someone, being disrespectful and/or rude, etc.)
- Children must be able to be part of a group size of 14–25 kids (depending on their age) with 2 adults. Children should not require constant 1:1 attention unless previous arrangements have been made.
- Don't take what doesn't belong to you
- Be willing to try new things (If a child is not interested

in participating, we ask that they at least try and then watch patiently while the others finish.)

- Use your imagination
- Have fun

PROCEDURE/POLICY FOR BEHAVIOR MANAGEMENT

On occasion, a child needs to be reminded that their behavior is not appropriate for the classroom (such as biting, physical aggression towards classmates/staff/themselves, running away from the group, swearing or using inappropriate or disrespectful language, disruption in the classroom, or damaging school property). The child may be deprived of a privilege that is related to the misbehavior or required to sit down for a short period of time. Parents will be informed of persistent misbehavior via the school app. When a child is consistently exhibiting behavior that is in violation of our "Student Behavior Expectations" and is a disruption to the group, we will set up a meeting with the parents to work with the child and their family so they can be successful in our program. If the child continues to disrupt the group or is hurting other children consistently, the child may be moved to another classroom, suspended or asked to withdraw from the school. No refunds or credits will be given if a child is terminated from the program or picked up early due to unacceptable behavior.

DRESS CODE / PERSONAL PROPERTY

At preschool, your child will enjoy lots of active play both indoors and outdoors as we learn, explore, and grow together! When weather permits and temperatures are at least 32 degrees, we love to take our playtime outside.

Please dress your child in comfortable, modest, washable, gender-appropriate play clothes that can handle spills, paint, and outdoor fun. Clothing should allow children to move easily and keep their torso and back fully covered. Shorts should reach mid-thigh. In keeping with biblical principles, we ask that children dress in a manner consistent with Christian values and gender distinctions as expressed in Scripture. Clothing or costumes that blur or contradict these distinctions—including cross-dressing or attire associated with the opposite gender are not permitted. We lovingly uphold this standard as part of our commitment to teaching and modeling God's design for gender and family in our school community.

To help children become more independent, clothing should be easy for them to manage on their own in the bathroom. We also ask that costumes be left at home.

For safety, children should wear sturdy shoes suitable for the playground and gym. Clogs, flip-flops, and high heels are not recommended, as they can make active play unsafe.

Each child should bring a labeled bag with a complete change of clothes to keep at school. These may be hung on the coat hooks located outside the classroom.

To help keep our days happy and focused on learning, we ask that children leave personal toys, books, cell phones, electronic devices, and similar items at home. These items can sometimes lead to hurt feelings or distractions if they are lost or shared during the day.

While we do our best to care for your child, the school cannot be responsible for lost or damaged personal belongings or clothing. Please label all of your child's belongings so that, if an item is misplaced, we can easily return it to them.

If an item does go missing, families are welcome to check our school lost and found.

DROP OFF/PICK UP OF STUDENTS

All children coming to the school MUST enter the building with a responsible adult who may not leave until the child has been released to a teacher. An ADULT must check in the child on the school app for the day. Children may not leave the premises until they have been released by their teacher to a responsible adult who has checked out the child on the school app. Your child will be released only to those whom you authorize on the registration form. Identification may be requested. Parents may designate other persons to pick up their child by completing a "Student Release Form" online or in the office.

FIELD TRIPS

We do offer various field trips for children in kindergarten and up. Parents are welcome to join us for these. We do require a separate liability release form for each field trip. Field trip registration closes 48 hours prior to the field trip. If you miss the deadline, you will incur a late fee. Children need to wear their Quentin Road field trip t-shirt on all field trips.

FIRE AND TORNADO DRILLS/SEVERE WEATHER/ DISASTER

The school has well-defined plans for tornadoes, fire drills, and disasters. These drills are held periodically throughout the year and monitored by the local fire department. If it is necessary to close the school due to severe weather, you will get a message on your school app and a distribution email will be sent. Tuition must be paid even if the school is closed.

FINANCIAL POLICIES 

To maintain a high quality of education for your child, it is necessary that certain guidelines be observed regarding our financial policies. To be fair to the parents as well as to protect our own financial structure, the following policies have been established:

- ***HOLIDAYS:*** Regular tuition is due on weeks with holidays regardless of absences. If you would like to switch days, we are happy to accommodate the change if it's within the same week and the classroom has availability.
- ***ILLNESS:*** Regular tuition is due on days your child is enrolled regardless of absences for illness.
- ***LATE PICKUP:*** If you are late picking your child up, a late pick up fee will be assessed at $1.00 per minute per child.
- ***MISCELLANEOUS FEES:*** There is a one-time fee for preschool cot sheets. Additional charges may occur for special events or field trips. You will be notified in advance of these fees.
- ***PROCARE:*** You have access to your parent portal at www.myprocare.com using the same username and password that you use for the app. This is where you can see your child's schedule, view your ledger, make a credit card payment, and print out a statement or tax document. You can make payments through the parent portal, but not in the **app**.
    - You will receive duplicate messages through the Procare app and your email unless you turn that setting off in your Procare app settings. Click on the three lines in the upper left corner. Click on your photo in the upper left corner. Scroll

Preschool will then have the option to refuse any future checks and require autopay.

- ***TUITION PAYMENT OPTIONS***
  - Check:
    - You can set up bill pay through your bank. There are no extra fees, and you can set up a recurring payment. Your bank will send us a physical check in the mail. Give them our address and have them put your child's name in the memo. Please be aware that it can often take a full week for the check to get to us in the mail and we do require payment by the 25th of each month.
    - There is a payment drop box in the lobby that says "Tuition Payments" for checks. If your last name is different than your child's, please include the child's name in the memo section.
  - Credit Cards/Debit Cards:
    - There is a 3% processing fee for credit cards and .75% processing fee for bank withdrawals
    - We will include a link to your parent portal in each invoice where you can make credit card payments.
    - You can pay through your parent portal anytime at myprocare.com.
    - You can set up autopay and we will automatically pull the payment on the 25th of each month for you. It can also be used only as a backup if your payment is late. Please email us to request a link to electronically sign up for autopay.
    - You can pay with a credit/debit card anytime at the front desk. We accept Visa, MasterCard, Discover, and American Express.

Preschool will then have the option to refuse any future checks and require autopay.

- ***TUITION PAYMENT OPTIONS***
  - Check:
    - You can set up bill pay through your bank. There are no extra fees, and you can set up a recurring payment. Your bank will send us a physical check in the mail. Give them our address and have them put your child's name in the memo. Please be aware that it can often take a full week for the check to get to us in the mail and we do require payment by the 25th of each month.
    - There is a payment drop box in the lobby that says "Tuition Payments" for checks. If your last name is different than your child's, please include the child's name in the memo section.
  - Credit Cards/Debit Cards:
    - There is a 3% processing fee for credit cards and 1.25% processing fee for bank withdrawals
    - We will include a link to your parent portal in each invoice where you can make credit card payments.
    - You can pay through your parent portal anytime at myprocare.com.
    - You can set up autopay and we will automatically pull the payment on the 25th of each month for you. It can also be used only as a backup if your payment is late. Please email us to request a link to electronically sign up for autopay.
    - You can pay with a credit/debit card anytime at the front desk. We accept Visa, MasterCard, Discover, and American Express.

- Cash: Please see the preschool office to receive a receipt for cash payments. When you turn in a cash or check payment, it may take a few days before you see it posted to your account. We only post payments on Tuesdays and Thursdays at noon.

- ***TUITION DUE DATE***
  - Tuition is due once a month on the 25th of each month for the upcoming month (ex. June tuition is due on May 25th). There are no discounts for absences or holidays and there is a fee for late payments. After non-payment of tuition for more than two weeks, your child cannot return to school until the balance has been paid in full. Credit card auto-pay will be required if two late fees are incurred withing the same year. Each customer is responsible to know and pay the monthly tuition for their child.
    You can view a copy of our rate sheet at www.qrcp.org.

- ***VACATIONS:***
  - School Year: Each student receives one week of vacation credit during the school year after four months of continuous enrollment. (Ex. If you attend two days a week, you are eligible for two days of vacation credit.) Once continuous enrollment ceases, any vacation credit accrued will be lost. Vacation credit can only be used when your child is absent. For an extended leave of absence, full tuition will be due in order to maintain your child's spot. Please email us four weeks in advance at schedule@qrcp.org with requests for vacation credits, schedule changes or withdrawals. Without a four-week notice, credit will not be given.

- Summer Camp: Each student receives unlimited vacation credit during summer camp with a four-week notice. Weekly deposits are non-refundable. Please email us four weeks in advance at schedule@qrcp.org with requests for vacation credits, schedule changes or withdrawals. Without a four-week notice, credit will not be given.

FOOD: SNACKS AND LUNCHES

Children will be served a light breakfast between 7:00–7:55am, a nutritious hot lunch at 11:30am, and a mid-morning and mid-afternoon snack. All snacks and meals are provided by the school and prepared on site in our commercial kitchen by certified staff.

Meals are to be unhurried. Younger ones are given more time for eating. We do not serve any foods containing nuts to the children. Children are not required to eat all foods but are encouraged to do so. Small portions will be given if they state a dislike. Children are encouraged to eat and to make their requests in a mannerly way. Children must be on time to insure a meal or snack.

Our breakfast, lunch and snack menus are online at qrcp.org and on the bulletin board in the school lobby. We also offer an alternative vegetarian lunch/snack menu.

Children are welcome to bring their own lunch as long as it doesn't contain any nut products. Due to time constraints, please keep in mind that we do not provide refrigeration or microwave use for lunches.

GENDER AND MARRIAGE:

We believe that God created mankind in His image, distinctly male and female, sexually different, but with equal dignity. Rejection of one's biological sex is a rejection of the image of God within that person. The Quentin Road Christian School will treat all students in accordance with God's original creation of their bodies. All biological males will use the boys/men's bathroom and biological females will use the girls/ ladies bathrooms. This includes all students, parents, visitors, and staff. Students will not be addressed by a pronoun or description that does not align to their biological sex at birth. In circumstances when students are divided by gender for class activities, they will be classified by their biological sex at birth. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18–25.)

In keeping with these biblical principles, we ask that children dress in a manner consistent with Christian values and gender distinctions as expressed in Scripture. Clothing or costumes that blur or contradict these distinctions—including cross-dressing or attire associated with the opposite gender are not permitted. We lovingly uphold this standard as part of our commitment to teaching and modeling God's design for gender and family in our school community.

HOURS OF OPERATION

7:00am–6:00pm

The school is open Monday through Friday, all year, except for the following holidays and five institute days at the school's discretion:

NEW YEAR'S EVE	*LABOR DAY*
NEW YEAR'S DAY	*THANKSGIVING DAY*
GOOD FRIDAY	*DAY AFTER THANKSGIVING*
MEMORIAL DAY	*CHRISTMAS EVE*
INDEPENDENCE DAY	*CHRISTMAS DAY*

If a holiday is on a weekend, the day observed will be selected at the school's discretion. The dates that the school will be closed will be posted in advance. Tuition is the same for weeks with holidays. If your child would normally have attended on the day of the week that we are closed for a holiday, then tuition is due for that day. Requests to switch days during weeks with holidays will be granted on a first come first served basis as openings are available.

ILLNESS

Please, for the health of your child and others, do NOT send your child to school when they are ill.

Much of our program is outside in good weather, so a child that is not well enough to be outside should not attend. Parents will be called by the school nurse or staff and asked to pick up their children who become ill. Children with an illness that requires care from a doctor (e.g., strep throat, influenza, pink eye, scarlet fever, rashes, chicken pox, etc.) may not return to school without a note from their physician. Children with illnesses that do not require a doctor's care (e.g., stomach flu, common cold, coughs, etc.) need to stay home until they have been symptom-free for **24**

hours following a fever of **100.4°F or higher**, vomiting, or diarrhea.

When your child is absent due to illness, please email us at **schedule@qrcp.org**. You will get a message on your school app if your child was exposed to an illness at school. Tuition will still be charged for school days missed due to illness.

INJURY

If a child receives a minor injury while at school, first aid will be administered by the school nurse or staff and parents will get a message on the school app or a phone call. Parents are responsible to pay for all dentist/doctor expenses incurred due to an injury/ emergency involving their child.

It is extremely important to keep the school updated on all of the parent's phone numbers in the event of an emergency. Our staff has been trained in CPR and First Aid.

INSURANCE

Although we are extremely safety conscious and provide regular maintenance on the building, playground and equipment, accidents may happen. Most accidents are the result of children being children: running, jumping, playing etc… When such accidents occur and require medical attention, please contact your health insurance provider for reimbursement of the medical costs.

LICENSURE

Quentin Road Christian Preschool is a license exempt facility. This means that we are not licensed by IDCFS, but must still meet minimum requirements set by Illinois

in order to operate as a child care provider. These requirements include serving children who shall have attained the age of 3 years, being operated by a church or religious institution as described in Section 501(c)(3) of the federal Internal Revenue Code, receiving no governmental aid, operating as a component of a religious, nonprofit elementary school, operating primarily to provide religious education, and meeting appropriate state or local health and fire safety standards.

MEDICATION/MEDICAL FORMS

If your child has an allergy or is recovering from an illness (and no longer contagious) and still requires medication, it may be given at school if:

- Medicine is in the original container and is dropped off at the school office. The container must have the child's name on it.
- We have a medicine authorization form filled out by the doctor and signed by the parent. The following forms are available on our website:

    * School Medication Authorization Form
    * Illinois Food Allergy Emergency Action Plan
    * Asthma Assessment and Action Plan
    * Diabetes Management Plan
    * Seizure Assessment and Care Plan
    * Non-Food Allergy Assessment

Important Health Requirements for Your Child's Start

We care deeply about keeping your child—and every child in our program—healthy and safe! To join us, please submit one of these records **at least two weeks before your child's first day**:

- A completed **State of Illinois Certificate of Child Health Examination** (the standard health form filled

out and signed by your child's doctor or authorized provider), OR

- A **Certificate of Religious Exemption** (if you have religious objections to any part of the required health examination), properly signed by both you and the health care provider who would perform the exam.

Your child **cannot start** without one of these on file—it's a state requirement to protect everyone.

Extra note for children entering kindergarten: In addition to the health exam (or exemption), Illinois also requires a vision exam and a dental exam. These must be completed and submitted at least two weeks before your child's first day.

NAP

Preschool children will be encouraged to rest quietly on their cot during this time. You will need to purchase a cot sheet that the school will wash weekly. Three year old classes and young four year old classes will nap from 1:00pm-3:00pm. Pre-k classes will nap from 1:00pm–2:00pm during the school year and not at all during the summer.

Feel free to send a small blanket (it needs to fit in between stacked cots)for your child that you can take home weekly to be washed. No pillows, please.

NON-DISCRIMINATION POLICY

As a religious entity, the Quentin Road Christian Schools are legally permitted to make enrollment decisions based upon religious criteria, including doctrinal and lifestyle issues. Quentin Road Christian Schools do not discriminate in enrollment on the basis of race, color, sex (as determined at birth and not subject to

change), national origin, age, disability, or any other characteristic protected by law.

OPEN DOOR POLICY

Parents are welcome to visit or call the school at any time. Consult with the Director or teacher should any questions or concerns arise. Our staff will informally communicate with parents daily, but if you feel a need for a parent/teacher conference, you may set that up with your child's teacher at any time. Classroom parties and special events are great opportunities for parental involvement.

PARENTAL CODE OF CONDUCT

The school has a duty of care to protect all staff and for this reason any aggressive or abusive behavior will not be tolerated. Communications whether verbal, in writing, or online with other members of the school community, whether staff, other parents or students, should show respect, courtesy and consideration; not harass or bully another person; not use inappropriate language; and not be confrontational.

PARENT AND VISITOR INTERACTION GUIDELINES

- For the safety and comfort of all children, parents, guardians, and visitors should not initiate physical contact (including hugging, kissing, or holding) with children who are not their own.
- Adults should avoid interacting with other children unless directed by staff.
- If a child seeks comfort or assistance, please notify a staff member so appropriate care can be provided.

- All adults on site are expected to model and respect appropriate personal boundaries.

PARKING LOT

Please do not leave your car running unattended in the parking lot. Please observe the posted speed limit.

PHILOSOPHY

The childcare ministry of the Quentin Road Baptist Church was established to provide a warm and loving atmosphere for the children in our community. Recognizing the importance of balanced growth, we attempt to provide a place where children feel free to develop socially, emotionally, physically, cognitively and spiritually at their own speed. Children should be shown that their rights extend only as far as the next person's rights begin.

It is our belief that a child is a special gift and a serious responsibility given to us from God. They should be loved, praised, nurtured, listened to, and disciplined in a secure, loving environment in which they can develop a hunger for learning in a Christian atmosphere.

The Quentin Road Christian Preschool is a ministry of the Quentin Road Baptist Church and the doctrines/ practices of the Quentin Road Baptist Church will be taught at the Quentin Road Christian schools. The children will hear Bible stories and have a prayer at snack time and mealtime. We will also invite them to participate in the Kids Choir at church for various events like the Christmas Pageant and Easter.

PHOTOS/VIDEOS

Photographs and/or videos will be taken by the staff and shared with parents through the school app. This is a great way for you to share in your child's day. We may also use these photos/videos for television or social media for publicity of Quentin Road Christian Preschool programs without compensation to parents or children. Some examples of this might be the Christmas Pageant or Easter Kids Choir.

POTTY TRAINING

If your child is not potty trained, please send enough pull-ups (with Velcro sides) or diapers for each day. We will change them at least every two hours to guarantee that they are clean and dry. There is an extra charge for kids who are not potty trained. For parents who are actively working with their child on potty training at home, we are happy to assist at school. We will take your child to the bathroom at each bathroom break (about every two hours) or anytime they request to use the bathroom. When they are accident free for 2 weeks, including nap time, and independent at the bathroom, the potty training fee will be removed.

SCHEDULE CHANGES/WITHDRAWALS

In case of a schedule change, vacation request, reduction of days, or withdrawal, we require written notice at least four weeks prior. For withdrawals, if this notice is not given, four week's additional tuition will be due. Schedule change forms are available at qrcp.org or you can email us at schedule@qrcp.org. If you want to add or extend days, we don't require advance notice and are happy to check availability in the classroom for that day.

SECURITY MEASURES

Keeping our children safe is our highest priority. We continually review and strengthen our safety measures to ensure a secure environment for all students and staff. Below are the ways we plan to maintain safety and preparedness in the event of an emergency.

Visitor and Access Control

- ***Visitor Registry:*** Raptor VisitorSafe—When someone that we don't recognize comes to our facility, we will kindly ask them to stop by the front desk and show a valid photo ID. The system will quickly scan the ID and securely check it against safety databases used by schools nationwide, including custody and restricted-visitor information. If there is ever a concern, our staff is immediately notified. All visitors will be issued a name badge to wear while they are onsite.
- ***Identification Badges:*** All school staff will prominently display ID badges while on campus.
- ***Controlled Access:*** All exterior doors remain locked 24/7, allowing entry only with a programmable key fob or key. Please do not allow anyone you do not know to enter the building with you.
- ***Classroom Door Security:*** All classroom doors are equipped with locking mechanisms that remain locked throughout the day, except during busy drop-off and pick-up times. Each classroom, bathroom, and designated safe space has a deadbolt lock and solid wood door coverings for use during lockdowns.

Surveillance and On-Site Security

- ***Closed-Circuit Television (CCTV):*** More than 120 surveillance cameras monitor activity both inside and outside the school. Parents may observe their child from the school office on security monitors.

- ***Campus Security Patrols:*** A private security company patrols the campus and monitors activity throughout the day.
- ***Bullet-Resistant Film:*** Bullet-resistant safety film has been installed on all glass entrances to provide an added layer of protection.
- ***Concrete bollards*** at entrances are crash rated

Emergency Training and Preparedness

- ***Staff Training:*** Our staff participates in emergency preparedness training twice each year and follows the "I Love You Guys" protocol.
    - Emergency training drills include the following protocols:
    - **Hold**: In your room or area. Clear the halls.
    - **Secure**: Get inside. Lock outside doors.
    - **Lockdown**: Locks, lights, out of sight.
    - **Evacuate**: To the announced location.
    - **Shelter**: Using the announced hazard and strategy.
- ***Student Practice:*** Children in 1st grade and older participate in lockdown drills. Preschoolers practice the "Quiet Game" throughout the year.
- ***Staff Institute Days:*** Include active shooter and other emergency scenario training.

Collaboration with Law Enforcement and Safety Experts

- ***Law Enforcement Partnerships:*** We meet regularly with the Lake County Sheriff's Office, the Lake County Director of Homeland Security, and the Lake Zurich Fire Department to review our safety protocols. The Sheriff's Office observes our lockdown drills and provides feedback. The Fire Department observes our fire drills and provides feedback.

- ***District Consultation:*** We coordinate with the Director of Safety and Security for Lake Zurich District 95 to align our procedures with the best district-wide practices.

Crisis Communication and Parent Notification

- ***Communication Tools:*** Every classroom is equipped with a telephone, an iPad, and a walkie-talkie. The school also uses an overhead paging system for immediate alerts.
- ***Parent Notifications:*** In the event of an emergency, parents will receive alerts via the school app. Please notify the office immediately of any changes to your address, email, telephone number, or emergency contact information so you can receive timely notifications.
- ***Evacuation Procedures:*** In the unlikely event of a campus evacuation, we have prearranged agreements with local schools and private facilities. Pickup locations and procedures would be communicated through the above channels.
- ***Community Awareness:*** School safety is everyone's responsibility. Please report any unsafe conditions or concerns to the school office. Together, we can maintain a strong and effective safety network for our students and staff.

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Confirm door is closed/locked
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"



Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"



Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Confirm door is closed and locked
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to **avoid** or defend

EVACUATE

"To a Location"



Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems

SHELTER

"State Hazard and Safety Strategy"



Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies **Adults and staff** are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems

SEPARATION ANXIETY

It is normal to be nervous as you send your little one off to school, but remember that you are giving them a gift by teaching them independence. Starting school is one of the most exciting times, but drop-off can be hectic and sometimes teary. It may not help your child for you to say things like, "I'll miss you" and might even make them feel more anxious if you prolong your goodbye. Stay positive and let them know that you are going to do some "mommy/daddy" work while they stay here and play, and that you will be back later. You can also watch them from the monitors in the school office, and we will call you if we need you. Your child is in loving, caring hands!

STAFF

Our staff is the cornerstone of our program. We carefully select staff through the church who are knowledgeable, trained in the "Accelerated Christian Education" curriculum, experienced in group settings with young children, sensitive, caring and consistent. We do not require our staff to have a degree in early childhood education. Our turn-over rate is extremely low. We do require a federal background check on all employees. We also require them to receive training in CPR, First Aid, child abuse (both physical and sexual), and classroom management.

SUNSCREEN

Please apply sunscreen as needed to your child before dropping them off. If needed, we will reapply it in the afternoon.

TERMINATION OF CARE

The school reserves the right to terminate care for failure to pay invoices as they are due, failure to complete required forms, failure to follow the parental code of conduct and when a custody dispute becomes an inconvenience to the school.

Although we would love to be able to serve the needs of every child, there are times when the staff may determine that a child is not adjusting well to the school for various reasons (ex. biting, physical aggression towards classmates/staff/themselves, running away from the group, swearing or using inappropriate or disrespectful language, damaging school property, disruption in the classroom, lack of self-control, or special needs requiring a greater staff/student ratio, etc…). After reasonable discussion, childcare may be terminated and tuition charges will cease.

TRANSPORTATION

Transportation is currently provided to and from Spencer Loomis, May Whitney, Isaac Fox, Sara Adams, Middle School North, St. Francis (if you live in the Middle School North boundary) and Seth Paine. (May Whitney, St. Francis & Middle School North buses require AM and PM bus stops to be the same).

We also provide transportation to off-site field trips. Children must have a field trip permission slip signed by a parent or guardian for each field trip.

Our drivers will follow all pertinent state laws.

WAITING LISTS

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

WAIVER

Please read these terms carefully. When you register your child for any of our programs, you will be asked if you have read and agree to our Handbook of Policies which includes this waiver. You will be waiving and releasing all claims for injuries your child might sustain arising out of the ministries or programs of Quentin Road Baptist Church, Christian School, and Preschool ("Church/School"), Dayspring Bible College & Seminary, and InGrace Ministries, Inc.

This Authorization, Waiver, Release and indemnification of all claims is executed by the undersigned in consideration of Quentin Road Baptist Church, Quentin Road Christian School and Preschool, Dayspring Bible College & Seminary, and InGrace Ministries, Inc. allowing my child to participate in the hereinafter described activities, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged.

A. Authorization

I authorize my child to participate in all activities provided by Quentin Road Baptist Church and ministries which include but are not limited to: swimming, horseback riding, basketball, baseball, other sports, school-provided transportation, and all other related activities to the programs and ministries at the Church/School ("Activities").

B. Waiver, Release and Indemnification

Acknowledgement of Risks of Injury. As a participant in this Church/School, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any and all injuries, and all damages or loss which my child, or my family may sustain as a result of my child's participation in the Activities.

Waiver of Claim for Injury. I agree to waive and relinquish all claims I may have against the Quentin Road Baptist Church, Christian School and Preschool, Dayspring Bible College & Seminary, and InGrace Ministries, Inc. and all their employees, volunteers, and agents as a result of my child's participation in the Activities.

Release from Liability. I do hereby fully release and discharge the Quentin Road Baptist Church, Christian School and Preschool, Dayspring Bible College & Seminary, and InGrace Ministries, Inc., its employees, volunteers, and agents from any and all claims from injuries, including death, damages or loss which may accrue to my child on account of my child's participation in Activities.

Indemnity and Defense. I further agree to indemnify and hold harmless and defend the Quentin Road Baptist Church, Christian School and Preschool, Dayspring Bible College & Seminary, and InGrace Ministries, Inc. and its employees, volunteers, and agents from any and all claims resulting from injuries, including death, damages and losses sustained by my child and arising out of, connected with, or in any way associated with the Activities.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE AUTHORIZATION, WAIVER, RELEASE AND INDEMNIFICATION AND INTEND TO BE LEGALLY BOUND BY SAME.

Typical Daily Fall Preschool Schedule



7:00–7:55	Breakfast
8:00–8:45	Free Play
8:45–9:00	Clean-up and restroom time
9:00–11:30	Academic Class Time Concepts Introduction to new letter & animal Pledge of Allegiance to American Flag Music Calendar Activities Reading Readiness Skills Character building story Puppet show Fine Motor Skills/Gross Motor Skills Games Social/Communication Skills Playground time Train ride on the Quentin Road Express Inflatables Baking projects Gym time/Playland Math/Science/Social Skills Computer Lab Crafts Worksheets Snack (varies) Bible story and Song
11:15–11:30	Restroom and hand washing
11:30–12:00	Lunch
12:00–12:30	Free Play/Playground/Gym/Inflatables
12:30–12:45	Restroom
12:45–1:00	Storytime

continued➥

1:00–3:00	Nap — Children will be encouraged to rest quietly on their cot during this time. You will need to purchase a cot sheet that the school will wash weekly. Pre-K classes only nap from 1:00–2:00 during the school year and not at all during the summer. (No pillows, please.)
3:00–3:15	Restroom and hand washing
3:15–3:45	Snack
3:45–6:00	Free Play Gym time/Playland Playground Train ride on the Quentin Road Express Inflatables Computer Lab Craft Sing-a-long

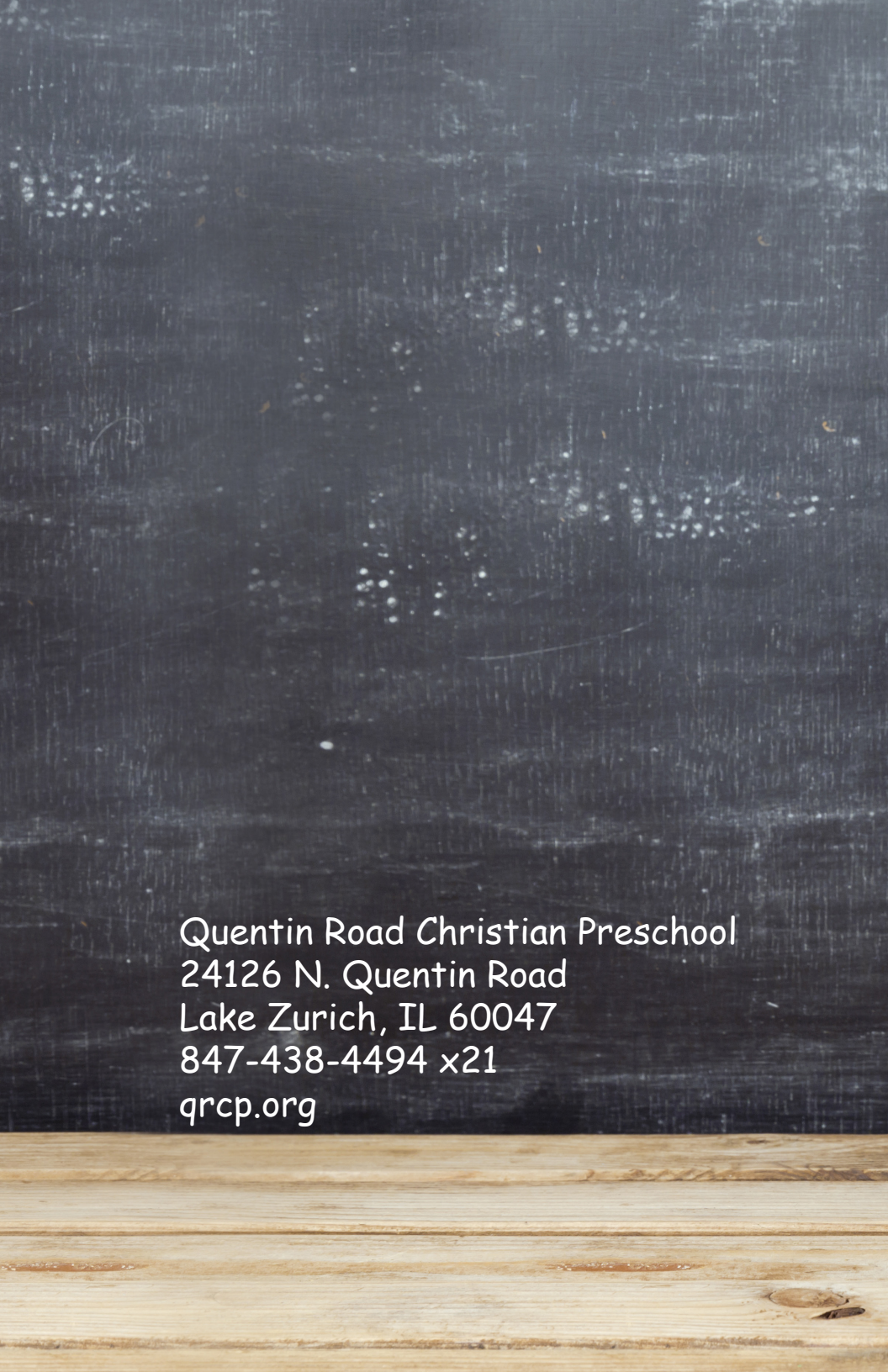
This is only a general schedule.

We will change daily activities as the need arises.

Quentin Road Christian Preschool

NOTE: Quentin Road Christian Preschool reserves the right to change any of these written policies without notice should the need arise.

revised June 2026


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