2026-2027 Preschool Parent Handbook

Byron Forest Preserve







Contact:

Crystal Frisk

815-234-8535 ext 205

www.byronforestpreserve.com

crystalfrisk@byronforestpreserve.com

Byron Forest Preserve District Preschool

Dear Parents:

Welcome to the Byron Forest Preserve Preschool Program! Thank you for choosing us to provide the best preschool experience for your child. We are dedicated to providing a nurturing classroom environment that encourages your child to grow while preparing for kindergarten.

We value creativity, inquisitiveness, and discovery. Our free play stations allow children to choose activities that interest them, including reading, drawing, and toys that encourage creativity and imagination. This beneficial time provides positive social interactions, encourage fair play, and allows children to discover and share interests. We also like to spend time outdoors both at the playground built just for our classroom and exploring the woods and prairie. We often have Forest Preserve Education Staff lead special programs on topics such as astronomy, ecology, and geology. We think this broad range of experiences, indoors and out, is a valuable part of any child's development.

It's a point of pride that our students have had great success transitioning to Kindergarten. We believe that it is vital not just to teach, but to foster a desire to learn. Our classroom activities are designed to be engaging and diverse, and include stories, songs, plays, and crafts. We also emphasize important classroom skills such as taking turns, asking questions, and telling stories. We would love for you to visit and take a look at our star boards, student of the week display, and artwork; it would help emphasize our most important belief: every student is important!

To help you follow your child's progress, Mrs. Crystal will conduct assessments at the beginning, middle, and end of the school year. You will receive a report at the end of the school year. The Monday / Wednesday / Friday session will be invited to attend a parent-teacher conference in January. Of course, you are welcome to request a meeting at any time.

We look forward to getting to know your family!

Crystal Frisk

Mrs. Crystal Frisk
Preschool Teacher

Tara Linhart

Mrs. Tara Linhart
Assistant

You may also meet our education staff in the classroom:
Janet Dahlberg, Heather Ward, Rachel Goley, and Alyssa Cardenas.

Table of Contents

4 Class Days and Times
4 Fees and Payments
4 School Calendar

5 Enrollment Procedures
5 Communication
5 Staff Contact Information

6 Emergency Communication
6 District Calendar
6 Drop Off and Pick Up Procedures
6 Late Pick Up

7 What to Bring
7 Daily Schedule
7 Snacks and Parties

8 Health Policies
8 Field Trips

9 Discipline
9 Non-Discrimination Policy

10 Education Staff Directory

11 Preschool Contract and Policy Agreement Form

Class Days and Times:
Preschool
3-4 Years Old (first year of preschool; child must be potty-trained)
Tuesday and Thursday
Morning: 8:30 am-11:00 am OR
Afternoon: 12:30 pm- 3:00 pm

Pre-Kindergarten
4-5 Years Old (will be attending kindergarten; child must be 4 by September 1st)
Monday, Wednesday, and Friday
Morning: 8:30 am-11:00 am OR
Afternoon: 12:30 pm- 3:00 pm

Fees and Payments:

T/TH: $1,1305 per school year

M/W/F: $1,575 per school year

Tuition cost is calculated over nine months. You may pay the balance in full at the beginning of school; for your convenience, we offer monthly payments at no extra charge. These nine equal payments are due the first class of each month (T/TH $145; M/W/F $175). We also offer credit card auto pay as a courtesy (Visa, Mastercard, Discover) or you may pay in person, by mail, or over the phone.

Payments must be made at the Jarrett Center; preschool staff are not equipped to take your payment.

We will charge a $20 late fee if payment is not received by the start of the second scheduled class meeting of the month.

We cannot give refunds or discounts for missed classes due to illness or vacation, acceptance to another preschool program, weather, or unexpected events.

School Calendar:

Meet the Teachers Open House: Tuesday, August 25th, 2026
5:30-6:15 Tu/Th students
6:15-7:00 for M/W/F students
First day of class:

Mon/Wed/Fri	August 31st, 2026
Tue/Thu	September 1st, 2026

Last Day of class:

Mon/Wed/Fri	May 12th, 2027
Tue/Thu	May 13th, 2027

Enrollment Procedure:

Current students and their siblings are offered priority registration in early February for the following school year. Byron residents may register next, and open enrollment begins the last week of February.

We require one month's tuition as a deposit, which will then be applied as your tuition payment for May.

You must complete all paperwork at the time of registration:

- Registration Form
- Participant Information Form/Emergency Contacts
- Any applicable medical forms (in the case of allergies, inhalers, etc.)
- Signed Preschool Program Contract

In accordance with Illinois Department of Public Health guidelines, parents **must** submit immunization records and physical exam results before the first day of attendance. We prefer the State of Illinois Certificate of Child Health Examination Form supplied by the Illinois Department of Human Services. Your health care provider most likely already uses this form.

New students will be accepted, if space allows and with permission of the teacher, until the December holiday break.

Communication:

We use a special program and app called ClassDojo--an easy way to connect directly and instantly with your child's teacher. Please look for calendars, notes, and announcements here. It is also a great way to keep track of your child's accomplishments, rewards, and areas that need a little extra work. Photos are posted regularly to the Dojo class story and to your child's Dojo portfolio.

Information about how to install and use ClassDojo will be handed out at the start of the school year.

Sometimes we will send notes home in your child's backpack, along with their finished crafts and artwork. Please be sure to check their folder regularly.

You may download the parent handbook and other forms from our website: www.byronforestpreserve.com\preschool.

Contact Information

For questions about the preschool program, contact:

Crystal Frisk
Preschool Teacher
815-234-8535 ext. 205
crystalfrisk@byronforestpreserve.com

Please direct questions related to fees and payment policies to:

Janet Dahlberg
Superintendent of Education
815-234-8535 ext. 232
janet@byronforestpreserve.com

Emergency Communication:
Please ensure that we have your current cell phone number, as well as those of any person listed as an emergency contact or authorized for pick-up.

For school closings due to inclement weather or other events, please refer to the ClassDojo communications. We follow the weather-related decisions of the Byron School District, so you may also consult news media outlets to determine if we have a snow or cold weather day.

District Calendar:
As a general rule, we follow the calendar for the Byron School District. However, we may occasionally have different full or half days off. When Byron has an SIP (School Improvement Day) we will try to schedule our own as close as possible, but not necessarily on the same day. These will be spaced out so that each class has one SIP per year.

We may add up to five days to the end of the school year to make up for weather-related or other closings.

Drop Off and Pick Up Procedures:
At the start of class, please walk your child to the classroom door and be sure that one of our staff is aware you've arrived. The classroom door will remain closed until the start of class, so if you are early, please wait in the lobby until the teachers are ready.

Please be sure that your list of those authorized for pick-up is current and accurate. We will only release children to authorized persons; anyone unfamiliar may be asked to provide photo ID. You may submit, in writing, additions to your authorized list as necessary throughout the school year.

Late Pick-Up:
If you are running late, please notify the preschool teachers of when you expect to arrive. You may call 815-234-8535 ext. 205 or send a message through Dojo.

You will incur an overtime charge of $20 per ten minutes you are late to pick up your child. After three late pick-ups of ten minutes or more, the charge will be raised to $30 per incident. Charges will be added to the next month's tuition.

After fifteen minutes, if we have not heard from or cannot reach a parent, we will begin to call others on the authorized list to arrange pick-up.

Byron Forest Preserve District policy states that if a child is left for an hour or more and we cannot reach parents, emergency contacts, or those authorized for pick up, that we must call Byron Police and Child Protective Services.

What to Bring:
Please dress your child for play! This includes comfortable, easily washed clothing and sturdy shoes. Children will be on the floor as well as up and moving throughout the class time. We may also decide to head outside to the playground or to take a short nature walk. If a few children are not dressed for outdoor play, the class might have to miss out! To that end, we encourage bringing weather-appropriate outdoor clothing each day.

We DO NOT provide bug spray or sunscreen. In warmer weather, please be sure to apply this to your child before class, if necessary.

We ask that you pack a complete set of extra clothing (including socks and underwear) in your child's backpack in case of a spill or accident. Be sure to label all clothing with your child's name.

Please do not allow your child to bring toys to school. We have a wide array of toys available during free time.

Daily Schedule:
Play is very important at this age, as it facilitates social development, independence, confidence, communication skills, and motor skills. Our classroom is designed to invite creative play and collaboration, and children are given different arrival activities at the start of each class.

Each day we will have a large group meeting where we will say the pledge, read the calendar, discuss the weather, and discover our classroom jobs and weekly focuses. Our weekly focus consists of a number, letter, letter sound, shape, and color. We will also learn fun poems, songs, and stories. Next, we will have a restroom and snack break. Then we will begin our small group work where we focus on our academics. To conclude our day we have some time for large motor play and will wind down our day together as a large group to smooth the transition from school to home.

Snacks and Parties:
Each child will have a day when they are responsible for providing snack; the schedule will be posted on the monthly calendar. Any allergy information will be also be noted for each class, though we have a few alternate snacks if a child cannot have what is brought that day.

Our scheduled celebrations through the year include Halloween, Winter Holidays, and Valentine's. Please let us know if you would like to help out! In September you will receive a party planner volunteer sheet; this will contain the dates and a party planner handbook.

Health Policies:
The health and safety of all of our students is important to us. Although we understand that attendance is important, we are not equipped to care for children when they are ill, and we need to be mindful of the good health of all of our students and staff. Please keep your child at home if he or she has:

•Covid-19, Influenza, or RSV
•A cold or sore throat
•Conjunctivitis (pink eye)
•A Skin rash
•A fever
•Head lice
•Vomiting or diarrhea

Your child should be free of symptoms for 24 hours before returning to class. In the case of highly contagious diseases such as Influenza, Covid-19, impetigo, measles, or chicken pox, we may ask for doctor certification that your child is in good health before he or she may return to class.

Should your child become ill during the day, we will contact parents immediately. Please ensure that your phone number and other contact information is kept up-to-date. If parents cannot be reached, we will call an emergency contact.

If your child becomes severely ill or injured, Byron Forest Preserve District policy is to call 911 and then contact parents. The Byron Fire Department has a response time of under five minutes, and their EMTs will examine students at no charge. Should emergency medical transport and care be necessary and a parent or emergency contact cannot be reached, a staff person will accompany your child to the nearest medical care facility.

Each of our staff members is Red Cross certified in Child CPR and First Aid.

Field Trips:
Our preschool students participate in a number of field excursions outside of the classroom. We use our trails and fields, visit the museum, and even walk to the observatory to see the telescope. Education staff present programs related to science and nature with an emphasis on hands-on activities and experiential learning.Off-site field trips will be communicated and advertised if and when they are scheduled.

Discipline:
Teaching good behavior is part of our curriculum. We understand that many children have not been in this type of environment before, and so concepts like sharing and taking turns might be new to them. We encourage and reward good behavior and gently correct negative behavior. Part of our Class DOJO is dedicated to awarding points for behaviors we like to see in the classroom, such as raising a hand to speak, or sitting quietly during story time. You can keep track of points and awards through the app or on your computer.

Excessively disruptive or aggressive behavior will result in time-outs and discussion with parents, and may require a behavior management plan. If disruptive or aggressive behavior continues without improvement, we reserve the right to dismiss a student from the program with no refunds. This policy is enforced so that our students have a safe and comfortable environment.

Non-Discrimination Policy:
The Byron Forest Preserve does not discriminate on the basis of race, color, national or ethnic origin, age, religion, gender, gender identity or expression, sexual orientation, veteran status, marital status, or any other characteristic protected under federal or state law.

Education Staff



Crystal Frisk
Preschool Teacher



Tara Linhart
Preschool Assistant



Janet Dahlberg
Superintendent of Education



Rachel Goley
Preschool Substitute



Heather Ward
Education Staff



Alyssa Cardenas
Education Assistant

Byron Forest Preserve Preschool Program Contract and Policy Acknowledgment Form

I hereby agree to and understand the following policies:

1. A non-refundable deposit of one month's tuition is due at registration in order to hold a place in the class. This payment will be applied toward May's tuition.

2. There are no refunds due to illness, withdrawal from the program, inclement weather, holidays, or events beyond the control of the Byron Forest Preserve. We reserve the right to adjust the calendar due to snow days, SIPs, and other calendar events.

3. A late fee of $20 will be applied if I have not paid the month's tuition by the start of the second class of the month.

4. I am responsible for keeping all contact, emergency contact, and pick-up authorizations up-to-date.

5. Additions to the list of persons authorized for pick-up must be submitted in writing.

6. I will incur an overtime charge of $20 for every ten minutes I am late picking up my child. After the third incident, this fee increases to $30 per ten minutes.

7. I will keep my child at home when he or she shows signs of illness as outlined in the "Health Policies" section of this document.

8. The Byron Forest Preserve reserves the right to dismiss students from the program with no refund due to excessive and continuing disruptive behavior as recommended by the teacher.

9. A physical exam and immunization records must be completed and turned in before the first day of class. These forms must be updated annually.

10. I understand how information, including school closings due to inclement weather, will be conveyed to me.

I have received a copy of the parent handbook and agree to abide by its rules and regulations:

_____

Printed Name

_____ _____

Signature Date

Please sign and return this page with your registration materials.