



The Brick Farmhouse School

# **Preschool Handbook**

**2025-2026**

**“Cultivating Our Future:  
Building a Love of Learning, Life, and Community”**

## **Our Mission:**

Our goal is to create a flexible, yet rigorous, individualized, and comprehensive educational environment that serves to form a love of learning, life, and community.

## **School Leadership:**

Education Director: Sarah Johnson

Elementary Teachers: Sarah Johnson, Julie Jordan, Jennifer Campbell,  
& Becky Miller

Elementary Assistants: Bryan Orban & Lisa Scheldt

Preschool Teacher: Ally Manus

Preschool Assistant: Taylor Logsdon

Founders: Daren and Rebecca Loy

## **TBFS Board of Directors:**

President/CEO: Daren Loy

Vice President: Bryan Orban

CFO/Treasurer: Katie Hartman

Secretary: Catherine Milner

Rebecca Loy

Sharon Behme

Steven Stone

Matthew Cunningham

## **Contact Information:**

Sarah Johnson, Education Director: 217-710-3417

Rebecca Loy, Founder and Board Member: 217-415-8898

School Website: [www.thebrickfarmhouseschool.com](http://www.thebrickfarmhouseschool.com)

School Email: [thebrickfarmhouseschool@yahoo.com](mailto:thebrickfarmhouseschool@yahoo.com)

School Phone: 618-595-0024

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.

### **Educational 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.

## Educational Philosophy

Our schoolhouse philosophy is not based on one specific instructional method. Our primary curriculum materials are adopted from 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 education committee has 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

To apply for the upcoming school year, please complete the online preschool application and submit the form to The Brick Farmhouse School by March 31, 2025. Applications will be reviewed promptly, and applicants will be notified of their status within four weeks of submission.

### Admission

If the application is accepted, the applicant will be invited to finish our enrollment process and finalize admission. A **nonrefundable \$50 application** fee must be submitted at the time of enrollment.

## **Class Size**

Class size will remain below a **ratio** of one teacher/teacher assistant to 10 students (not to exceed 20 students total) to maintain a productive learning environment. We have an open door policy so parents, grandparents, and/or guardians are welcome and encouraged to help out in the classroom when available.

## **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 1<sup>st</sup> of the current school year are eligible to enroll at The Brick Farmhouse School Preschool. Students need to be potty trained.

## **Students with Disabilities**

While we strive to support the diverse needs of all learners, our program is not currently equipped to provide the specialized services required for students with profound disabilities. Enrollment decisions for students with mild to moderate disabilities will be made on a case-by-case basis, in collaboration with parents or guardians. Please note: students with a history of severe behavior challenges may not be eligible for enrollment.

## **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 and Policy**

Parents will receive daily behavior updates through the ClassDojo App. Procedures for handling misconduct, restorative practices, and consequences for behavior infractions are outlined in detail in the Behavior Policy and Statement of Conduct. Parents and students must acknowledge they have read and agree to those policies and procedures.

### **Financial Obligations**

**School Supplies:** A supply list will be provided to every student. Families are expected to purchase the listed items before the start of the school year and replenish them as needed throughout the year.

**Tuition fee:** outlined in your packet

#### **Payment Options:**

The school offers the following options for tuition payments:

1. **Lump sum payment (1 payment):** The entire tuition is paid in full on or before August 1st.

2. **Monthly payments (10 payments):** Families may pay the tuition fee on a 10-month payment schedule. Tuition payments are due on or before the 1st of every month beginning in August through May for each academic year.

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 10<sup>th</sup> 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. Please note that this policy differs from the elementary withdrawal policy.

### **Fundraising**

TBFS depends on a successful annual TBFS Dinner Event to continue to be able to provide the ideal educational experience to our enrolled students. Enrolled preschool families are encouraged to sell the equivalent of 10 adult tickets to our annual Foundation Dinner. Families agree to actively participate in all school-wide fundraisers in order to keep tuition rates affordable .

### **Policies and Procedures**

#### **Attendance**

The 2025-2026 school year runs from September 2, 2025 to May 14, 2026. 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 through Class DOJO 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 and Inclement Weather**

In the event of severe weather, our school will follow the closure announcements of Southwestern CUSD #9. If they are closed due to hazardous road conditions, we will follow suit. However, TBFS may remain open if closures are due to cold temperatures only and road conditions are safe. School closures will be confirmed through ClassDojo. Should weather conditions worsen during the school day or the forecast appears concerning, we will monitor the situation closely and communicate any early dismissals or closures promptly via ClassDojo.

### **Student Drop-off**

Both the preschool and elementary doors will be unlocked by 7:50am each day. Elementary students can be dropped off at the front of the building and enter through the main front doors where they will be greeted by a staff member or volunteer. Preschool students need to be walked downstairs to the preschool room. The preschool door is located on the north side of the building.

### **Student Pick-up**

Each family must fill out the authorized pick-up portion of the information packet. Preschool ends at 11am. Preschool parents, guardians, or authorized pick-ups must park and retrieve the preschool students from the preschool classroom or school yard at the time of dismissal.

### **Communication**

Our school utilizes ClassDojo for all of our communication needs. Parents are asked to set up a free ClassDojo account to receive school



updates and announcements, send and receive messages to school staff, and monitor student behavior and progress.

### **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 modesty 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 may be applied to students for outdoor play during our summer and spring months if requested and supplied.

### **Weather Policy**

Students will be playing outside in all weather conditions that are deemed safe. We will stay inside if there is precipitation falling (rain, snow, sleet), the temperature (or windchill) is less than 35 or greater than 90

degrees, or snow or ice covering the playground. Please make sure your child has the necessary seasonal items: rain/mud boots and cold- weather gear (warm pants, coats, gloves, hats). We encourage students to dress in layers to remain comfortable inside, outside, and during changes in weather. Students are welcome to store seasonal items at school, as well as a change of clothes in the event of accidents or spills during the school day.

### **Academic Calendar**

The academic calendar is included in your welcome packet. You may also view the school calendar posted on the website. Please review the calendar and note the instructional days, holiday breaks, and field trips. We will hold special school events and holiday parties to be announced throughout the school year.

### **Daily Snack**

Students should bring a snack and spill-proof water bottle to school every day. Food should be ready to eat and require no preparation, and the student should be able to finish their snack within 20 minutes. 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 a birthday treat on your child's special day! Summer birthdays may be celebrated on a prearranged day during the school year; half birthdays are a great time for those!

### **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.

## **Allergies and Medical Safety**

Known allergies, action plans, or medical needs must be disclosed through the registration packet. This includes but is not limited to food, medications, environmental factors, and animals. While the school cannot guarantee an allergen-free space, every effort will be made to remain sensitive and responsive to students' allergy-related needs. Chronic illnesses and medical action plans (i.e. asthma) should be discussed with the Education Director personally. Students must come to school equipped with necessary medications, such as rescue inhalers, epipens, etc. Teachers will be informed of any medical concerns and will follow appropriate procedures to ensure students' health and safety. It is the responsibility of the parent and the child's medical provider, not the school, to ensure that students' medical needs are met and that appropriate plans for management are made with school administration.

## **Medical Emergencies**

In the event of an illness or accident requiring urgent medical attention, staff will immediately contact 911. Every reasonable effort will be made to notify the parent or guardian as soon as possible. If a parent or guardian cannot be reached, staff may authorize emergency care, including transportation to a nearby hospital, as deemed necessary.

## Emergency Contacts

As part of the registration packet, families are asked to provide up-to-date emergency contact information. These designated contacts will serve as a back up if the parents or guardians are unavailable during an illness, injury, or other emergency. It is the family's responsibility to promptly update the school with any changes to emergency contact details.

## Student Safety

The safety and well-being of all students, staff, and families are the school's highest priorities. Our school maintains a secure and supportive environment by implementing the following safety protocols:

**Secure Campus Access:** Exterior doors remain locked during school hours. Doors are locked by 8:15am everyday or directly after the arrival of all students. Students are not permitted to open the doors or exit the building without being accompanied by a parent, volunteer, or staff member.

**Student Supervision:** Students are supervised by qualified staff at all times inside and outside of the building. During outdoor play, students must stay within the field of vision and hearing of the supervising adults. Students should be counseled by parents to not engage in behavior that would constitute unnecessary risks. The school is not liable for accidents or injuries.

**Clearances:** All staff and volunteers will be required to have an updated background check before they will be permitted in the building. Background checks will need to be updated every three years. It is the responsibility of anyone present in the schoolhouse to ensure administration is aware of any changes to an individual's criminal record.

**Emergency Preparedness:** Staff are trained in emergency procedures including fire drills, lockdown protocols, and first aid. Fire and tornado drills will be held at least two times per school year.

### **Forms, Policies & Procedures**

Parents/Guardians must agree to school policies and procedures and sign & turn in all permission slips, liability forms, Code of Conduct, Behavior Policy, etc. by the date specified or risk paused enrollment until the required forms are signed and returned to the school. Thank you for your cooperation!



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I have read, understand, and agree to abide by the policies and procedures outlined in the 2025–2026 TBFS Preschool handbook.

Parent/Guardian’s Name:

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Parent/Guardian Signature:

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Students Enrolled:

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