

IMMANUEL LUTHERAN PRESCHOOL

Parent Handbook

(updated February 2018)



Immanuel Lutheran Preschool

110 Hoener Avenue
Waterloo, Illinois 62298
618.939.6480

WELCOME TO IMMANUEL LUTHERAN PRESCHOOL!

Immanuel Lutheran Preschool is a non-profit Preschool sponsored by Immanuel Lutheran Church in Waterloo, IL. The Administrative Pastor of Immanuel Lutheran Church along with an elected Board of Christian Education will be responsible for the overseeing of Immanuel Lutheran Preschool. The Board of Christian Education and the Pastor are legally responsible to DCFS for maintaining the standards set forth in Part 407. The Pastor has signature authority for the Board.

The Board shall delegate this responsibility and authority to the Preschool Director for the day-to-day compliance with licensing standards. The director shall also have the ability to meet with licensing personnel. The Preschool Director reports monthly to the Board.

The Preschool Director attends to all the day-to-day running of the Preschool with duties outlined in his/her job description, including the responsibility of complying with the standards.

In the absence of the Director, a qualified alternate director will be designated to fulfill the duties of the Director.

Lines of communication for parents begin with the child's teacher, director, then the Board and/or the Pastor.

PHILOSOPHY

The early developmental years of a child are critical as children undergo half of their growth in height, intelligence, and general learning ability prior to the age of six years.

Therefore, we at Immanuel Lutheran Preschool believe that young children need a sense of their own worth, unconditional love, and trust in and from their care-givers. Children need opportunities to exercise choices and self-help skills. They should be able to explore and investigate their environment, and to learn socialization skills prior to entering into the elementary school system. Accordingly,

interaction with adults will develop vocabulary and test ideas along with freedom for creative self-expression. These are parts of our preschool program.

It is our view that children are individuals who, at this age, learn best through play-oriented activities. Hence, it is our goal to plan experiences that give children motivation for learning, as well as teach children how to learn. These learning experiences should help each child move toward kindergarten readiness.

Most of all, young children need to experience God's love for them. Our preschool is a Christian preschool in which children learn simple Christian truths related to their experiences and level of development. Bible stories, songs, and prayers are used appropriately throughout the year. We learn about patience, kindness, goodness, joy, love, humility, faithfulness, peace, and self-control. The environment of Immanuel Lutheran Preschool conveys the love and care that God's people have for each individual as a special person.

TELEPHONE

The school office number is 618.939.6480. The school office will forward any necessary messages to the Preschool teacher. We will call you in case of an emergency. Immediately prior to or during class, please leave a message with Lisa Clamors, our secretary.

ADMISSION OF NEW STUDENTS

1. We are licensed to have up to 20 students, ages 3-5 years.
2. Enrollment shall be contingent upon completion of:
 - a. Enrollment form
 - b. Medical form – health check-up, immunizations, lead screening and TB skin test. These items are required by the state for licensing and are due by the first day of preschool.
 - c. In keeping with the Missing Children Records Act, we are now mandated to have a certified copy of each

child's birth certificate or equivalent documentation on file.

- d. Attendance at the Parent Orientation meeting, held during the latter part of August.
- e. Payment of fees and tuition.

- 3. New students wanting to enroll after the beginning day of preschool in September will be accepted on a trial basis only.

FEES AND TUITION

Immanuel Lutheran Preschool is self-supporting, and fees have been established to sustain it. **Payment is due the first session of each month.** Failure to pay fees will result in the dismissal of the child from preschool until payment is made.

The monthly fee for the **2-day a week session is \$100.00.** The fee for the **3-day a week session is \$120.00.** If more than one child is enrolled from the same family at the same time, there is a \$10.00 reduction in the total monthly tuition.

A non-refundable registration fee is charged for each child at the time of sign-up when your enrollment form should be completed and returned. This will ensure a place for your child in the class you prefer. **The non-refundable registration fee is \$50 for ALL classes.**

Any parent who experiences financial difficulty during the year is urged to contact the Director and discuss their problem in confidence. Special consideration can be made in order to keep your child in our program.

Any new child enrolled after school begins shall pay the total month charge if they are enrolled before the 15th of the month. If they are enrolled after the 15th of the month, the charges will be one-half the regular fee for that month.

If an account is delinquent for thirty days, the parents will be asked to meet with the Director to discuss alternative financing and/or the child's continued involvement in the preschool.

A two-week notification is needed for an extended leave of absence (family vacation, etc.). No refund of tuition will be made.

RULES AND REGULATIONS

1. There will be a **Mon.-Wed.-Fri. class which will meet from 8:30-11:30 a.m. and a Tues.-Thurs. class which will meet from 8:30-11:30 a.m.**
2. Each adult dropping off a student will be responsible for seeing that the child enters the preschool room safely, up the outside steps, through the door and into the classroom. Before entering the classroom ALL children are required to wash their hands in the restroom. **Outside doors open at 8:15 a.m. Classroom door opens at 8:30 a.m. You must sign in the child/children on the clipboard outside the classroom door.**
 - 2a. If special arrangements are needed for an earlier drop off time, please discuss, **in advance**, with the teacher. Arrangements will be made on an individual, as needed, basis.
3. At the end of the class time (11:30 a.m.) parents or an adult they designate will wait outside the classroom door until the children are released. Children will not be allowed to leave their classroom until they are met by their parents or an adult designated by the parents. The children will be individually dismissed to their parents to avoid confusion. **You must sign your child out and record the time of pick-up.**
4. Our preschool must have a record on file of individuals who are allowed to pick up your child. It may be necessary to check picture identification for verification.

5. The preschool calendar will be handed out at the Parent Orientation meeting in August. Days off for national holidays and snow days will coincide with the Waterloo Public Schools. Classes will begin approximately the week before Labor Day and will end in mid-May.
6. Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by our preschool, or whose presence is detrimental to the group, shall be discharged from our program. In all instances, when this decision is made for the best interest of the child, the child's and parent's needs shall be considered by planning with the parent(s) to meet the child's needs when he or she leave our preschool, including referrals to other agencies or facilities.
7. **Discipline Policy:** Simple rules are explained to the class with periodic reminders. Any child who misbehaves will be reminded in simple language about the rule he/she is not following. If the child needs to be reminded again that day, a warning will be given that he/she will need to sit in a chair the next time, for Time Out. Time Out for the child is usually from 3-5 minutes, which comes with the third warning. The teacher will explain clearly why the child needs to have time out. If a child continues misbehaving or is a continual disruption to the everyday classroom experience or is threatening in any way to the other children or teachers, the parents will be called in for a conference. Suggestions will be made as to how to improve this behavior. If improvement is not forthcoming, the child will be dismissed from the program of Immanuel Lutheran Preschool.
8. At the Parent Orientation meeting held during the month of August, the discipline policy for Immanuel Lutheran Preschool will be reviewed. At that time parents will be asked to sign a verification slip indicating that they have read the discipline policy. The verification slip will need to be kept in the child's file.

9. **Policy on Late Pick Up:** The following consequences shall apply to all parents who are late picking up children from Immanuel Lutheran Preschool. Any parent who is **later than 10 minutes** picking up his/her child shall be assessed a **late fee of \$10.00**. For every 10 minutes after that it will be an additional \$10.00. Upon dismissal time of preschool if no adult has come for the child every attempt will be made to contact the parent in the following order: home phone, cell phone, work phone of other parent, emergency contact listed on enrollment form. **Please make sure these phone numbers are up to date. It is your responsibility to inform us of any changes.** If after ½ hour has passed and no one has arrived to pick up the child, the local police will be contacted and the child will be remanded over to police protection. Please make babysitters aware of this policy.

10. At the Parent Orientation meeting held during August, the policy on late pick up for Immanuel Lutheran Preschool will be reviewed. At that time parents will be asked to sign a verification slip indicating that they have read the policy on late pick up. The verification slip will need to be kept in the child's file.

11. Immanuel Lutheran Preschool under the direction of the Board of Christian Education at Immanuel Lutheran Church has adopted a **No Guns/No Weapons Policy** to be implemented for several reasons. Most schools in the United States have by now instituted a Zero Tolerance Policy regarding the discussion of guns, bombs, killing, etc. We have always banned violent items (such as pretend guns and swords) from being brought to school, even in the Show and Tell Bag. We ask that you as parents respect and help to enforce this policy for the well being of all the children in attendance. We try to teach our children at Immanuel Lutheran to use their words to solve problems and express their feelings. It is inappropriate for children the ages of our preschoolers to be discussing guns and killing – it desensitizes them to the reality and finality of death. We do not want our children to be pushed around, intimidated and

told they will be killed. Swords and gun play promote aggressive behavior and fighting. We do not allow aggressive behavior as too often it will lead to injury and fighting between the children. Superhero play is also discouraged at Immanuel Lutheran Preschool as we try to foster imaginative play and creativity that is nonviolent so that all children can interact and play together in a safe environment.

12. Immanuel Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at our school.
13. All students should be **potty-trained** upon entering Immanuel Lutheran Preschool. We understand that accidents do and will occur, therefore we keep a few extra pants and underwear on hand for such emergencies.
14. Please do not let your child come to school chewing gum.
15. No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

GENERAL INFORMATION

1. A parent orientation meeting is scheduled in August to acquaint you to our preschool program. It is imperative that you attend as important information is given out at that time.
2. Dress your child for active play in simple, washable, practical play clothes with convenient fasteners to encourage self-help.
3. Snow days for school closing will be announced on TV channels 2, 4, 5 or 30. We will be closed when Waterloo Community School District #5 is closed.

4. A few field trips will be taken during the year. A permission form will be provided for you to sign, and will be kept on file in the preschool room. This form will be good for all field trips. Three and four year olds are required to sit in car seats, therefore most field trips will be within walking distance.
5. The bulletin board outside the classroom door will be your “information center” where special notes and the day’s schedule will be posted. Please check it when bringing or picking up your child. A newsletter will be sent home periodically to notify you of important information. We want positive communication between school and home to keep you involved and informed.
6. Our program schedules Parent/Teacher conferences twice a year, in the fall and the spring. We want you to take advantage of these opportunities to know more about your child. We offer free babysitting for your child/children during all scheduled conference times. Also, look for a monthly newsletter to be sent home with your child.
7. The parent(s) or guardian shall be permitted to visit the facility, without prior notice during the hours their child(ren) is/are in care.
8. In case the preschool director is unavailable for any given day, preschool will be cancelled if an appropriate substitute is not obtained.
9. No medication will be administered to any child by preschool staff during the time the child is in class.
10. In cases of parents with hearing impairments the preschool will utilize the Illinois Relay Center – 1-800-526-0857 VOICE and 1-800-526-0844 TTY.
11. Immanuel Lutheran Church shall carry liability insurance coverage for the preschool.
12. All children are asked to please leave personal belongings at home as much as possible. However, when items are

brought from home, they should be labeled with the child's name and kept in the child's backpack or cubbyhole. Other arrangements should be discussed and approved by the teacher.

13. All information regarding the children, their families and staff members shall be kept confidential. The release of any confidential information shall require a signed release of information consent.

FOODS AND SNACKS

The school furnishes milk, cups, napkins, and ingredients for most cooking-in-class days.

Milk shall be served daily as a part of the snack provided.

Each child will be asked to bring a snack for the rest of the class about once a month during the school year. These are not to be expensive, but nutritional and convenient to serve.

ALL snacks and treats provided for the preschoolers must be prepackaged (boxed items, individual servings, etc.) or bakery bought, fresh fruits and vegetables are also acceptable. This new rule is based on new state licensing laws.

Weekly Menu Choices. (Please note the changes in the weekly menu choices as explained during the Parent Orientation meeting in August as well as the Menu Choices handout you will receive at the meeting.) Please **select at least one item** from the following list of choices for the day your child will be bringing snacks. Monday: dry cereal, Pop Tarts, Nutri grain bars, granola bars, popcorn; Tuesday: fresh fruits, fruit cups, applesauce cups, raisins, trail mix, veggies & dip; Wednesday: crackers (graham, animal, gold fish), Chex Mix, pretzels; Thursday: dry cereal, Pop Tarts, Nutri grain bars, granola bars, popcorn; Friday: fresh fruits, fruit cups, applesauce cups, raisins, trail mix, veggies & dip.

The birthday or half-birthday of each student will be celebrated during the year. **Please save cookies, cupcakes, etc. as special treats to be brought only on birthdays.** Please do not send extras such as balloons or small toys as part of the birthday treats. Feel free to send in party plates and napkins if you'd like. The regular class schedule will be followed on birthdays. The birthday

girl/boy will help with the snack and will receive a birthday star necklace and have their picture taken.

HEALTH POLICIES

1. Each child shall have a health form completely filled out including identification and emergency information, child's health history, and pre-admission physical examination (**signed and DATED** by the child's **physician and parent**).

The following forms must be turned in by the first day of class.

- A. Health form (signed & dated by the physician)
 - B. Emergency form
 - C. Permission/Information form (re: field trip and pick up)
 - D. Verification that you received "Message to Parents" booklet (given at Parent Orientation meeting)
 - E. Parent signature on Discipline Policy & Late Pick-Up Policy (given at Parent Orientation meeting)
 - F. Official copy of the child's birth certificate (not a hospital copy)
2. In keeping with state licensing laws, ALL children MUST now use the bathroom and wash his/her hands before entering the classroom. Please inform grandparents, babysitters and friends if they will be bringing your child to preschool. Thank you in advance for your help in this regard. We will also be having the children cleanse their hands before eating and after coming in from the playground.
 3. **Basic responsibility for the child's health inspection rests with the parents.**
 - A. Keep your child home if within the preceding 24 hours he/she has been unusually irritable, had a marked loss of

appetite, vomited, has loose bowels, a sore throat, runny nose, rash, fever, or cough.

- B. The teacher may question you about any suspicious symptoms, and if your child should become ill during the school session, the teacher has the authority to isolate or send him/her home. Teachers may also request that you have your child's hearing, sight, or speech tested.
- C. To prevent group exposure to contagious disease, parents are to notify the teacher when a child has had any exposure to contagious disease outside the school, such as chicken pox or measles, influenza, etc.



4. Emergency Procedure:

- A. In the event of a serious accident, the teacher shall call the family and the family's doctor as listed on the emergency information form.
- B. Until child is removed from the school for treatment or EMS arrives; the teacher will be in charge and will make all decisions regarding the care of the child.
- C. If someone cannot be reached and emergency medical treatment is needed, your child will be transported to Red Bud Regional's Emergency Room (Red Bud, Illinois) by Monroe County Ambulance service. It is understood that the parents of the child will accept responsibility for any expense resulting from an emergency call.
- D. The teacher shall complete an accident report for any accident.
- E. The School First Aid Kit shall include a copy of the Red Cross First Aid Book and the following basic items: Band-Aids, sterile bandages, adhesive tapes, scissors,

antiseptic, soap, magnifying glass with needles and tweezers for removing splinters.

5. Pesticide Policy – A summary of the general guidelines for managing and preventing pest infestations at Immanuel Lutheran Preschool shall include the following items: trash shall be removed from the building on a daily basis; restrooms shall be inspected and cleaned on a daily basis; all floors shall be cleaned daily, weekly, and annually; storage areas shall be inspected on a monthly basis; teachers, janitors and maintenance personnel shall work together to ensure regular cleanliness is maintained; and annual pesticide applications shall be performed over the summer months when preschool is not in session.

IMMANUEL LUTHERAN PRESCHOOL SCHEDULE

8:30-9:15 a.m.	Arrival and Attendance, Choice Play
9:15-9:30 a.m.	Circle time and Bible Story
9:30-9:45 a.m.	Bathroom and snack
9:45-10:00 a.m.	Circle Time – Songs, Show & Tell, Days Activities
10:00-11:00 a.m.	Centers and Creative Activities
11:00-11:10 a.m.	Clean Up
11:10-11:20 a.m.	Story and Prepare to go home
11:20-11:30 a.m.	Recess and Dismissal

CLASSES AVAILABLE

Monday/Wednesday/Friday meeting 8:30 a.m. to 11:30 a.m. for 4 and 5 year olds entering Kindergarten the following school year.

Tuesday/Thursday meeting 8:30 a.m. to 11:30 a.m. for 3 and 4 year olds.

CURRICULUM EXPLANATION

A balanced program is what we plan for in our curriculum and room organization. Each class time is divided into various sections, which will give your child a variety of experiences.

Block Center

Blocks are excellent small and large muscle developers. By making buildings and pretending they are making everything from spaceships to houses, many avenues for adventure, excitement and intellectual growth are open to them. Beginning math is learned as the children place same size blocks together, create their own structures, and calculate how large they can build their creation.

Home-Living Center

Here we learn social skills in home living and pretending to be a family. Cooking, setting the table, dressing up, child-care, etc. stimulate role-playing and imaginations.

Dramatic Play Center

Periodically, our curriculum plan designates an area for specialized dramatic play such as a Post Office, Doctor's Office, Firehouse, Grocery Store, and Puppet Show.

Game and Puzzle Center

Various games, pegboards, puzzles, and other small muscle manipulatives are used. The children, as they play, are ever expanding and improving their skills and abilities.

Science/Math Experience Center

Animals, magnets, plants, magnifying glasses, and other curious things are used on this table for your child to handle and explore. We learn about measuring, weighing, and comparing various materials.

Library Center

Our library area is equipped with a bookrack and pillows for a quiet time to "read" books. Fostering a love of reading at an early age promotes a basis for enjoyment in learning. Fantasy as well as reality has a place in early childhood stories. We also encourage our parents to use the general library located in the school hallway.

Art Center

The art area is a small muscle developer. Cutting, gluing, painting, coloring, and other such skills are worked on in this area. The

projects are designed so that what your child brings home is your child's work. We offer a variety of mediums that can promote creativity in your child.

Group Time

The children are usually together at this time and either participate in an activity together, do readiness activities, or find out about one of the curriculum topics previously listed. Here the children learn sharing, taking turns, and listening skills. Show and Tell occurs at this time. Music, finger-plays, and stories are daily learning tools.

Snack Time

Learning good manners and being polite are fostered at our snack tables. The magic words of "Please" and "Thank you" are used often.

Outdoor Play or Large Muscle Activities

Large muscle development is emphasized when the children go outside. Our play equipment is safe and of good quality. If the weather does not permit outside play, we plan activities using an indoor climber/slide, balance beam, tunnel, and an obstacle course at various times, as well as participating in group games.

Jesus Time

The children learn about God as Creator, Father and Protector. They also learn about Jesus as a caring, sharing person and the Son of God through simple Bible stories, stories and object lessons. During the school year, all of our discipline and teacher instruction is based on the fact that each child is a gift of God. Therefore, all that we do, including helping the children learn to share, care, and forgive, is based on the fact that the ability to do these things is



exemplified in Christ. We emphasize Jesus as our friend. We learn about Jesus' birth, life, death and resurrection each year.

Extended Experiences

We have various walking trips and field trips throughout the year. Our curriculum also uses short films, cooking, special visitors, and demonstrations to round out a thorough learning experience. We welcome any parents, relatives or friends of the family who have something they would like to share with the class (for example: hobbies, collections, occupations, pets, etc.).



Contact Us:

618.939.6480

immanuelwaterloo@gmail.com

www.immanuelwaterloo.org/preschool

Office Hours:

Monday - Friday

8:30 a.m. – 4:30 p.m.