

# IMMANUEL LUTHERAN PRESCHOOL

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## Parent Handbook

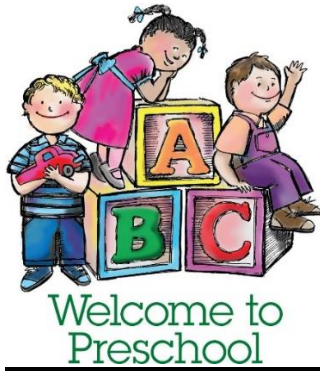
*(updated January 2021)*



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## 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. Through play and group time our preschoolers learn socialization skills prior to entering the elementary school system. Accordingly, interaction with adults help 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. 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 all.

## TELEPHONE

Office – Lisa Clamors – 618.939.6480  
Director – Linda Polansky – 618.980.3475 cell  
Email – [ilcwprek@gmail.com](mailto:ilcwprek@gmail.com)  
immanuelwaterloo.org

The school office will forward any necessary messages to the Preschool teacher. We will call you in case of an emergency.

## ADMISSION OF NEW STUDENTS

1. We are licensed to have up to 20 students, ages 3-6 years.
2. There is a director/teacher and a teacher's aide on site, working together to teach and care for our students at all times during school hours
3. Enrollment shall be contingent upon completion of:
  - a. **Enrollment form and Policy forms**
  - 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. **Birth Certificate** - In keeping with the Missing Children Records Act, we are mandated to have a certified copy of each child's birth certificate or equivalent documentation on file.
  - d. **Parent Orientation meeting** - held in August provides important information about the school year. All parents are strongly encouraged to attend this meeting.
  - e. **Registration Fee** – required before we can finalize and hold your child's spot on the preschool roster
  - f. **First Tuition Payment** – must be received prior to first day of school.
  - g. **Completed Temperature Log** – A completed 2-week temperature log is required on the first day of school.

All forms can be found on the church website (immanuelwaterloo.org) in the *Preschool* tab.

## SCHEDULES – FEES AND TUITION

**\$50.00 Non-Refundable Registration Fee:** Charged each school year per child. Enrollment forms and fee should be completed and turned in together to ensure preferred placement.

**School Hours:** 8:30 am – 12:00 pm Monday-Friday  
**Drop Off between:** 8:20 – 8:45 am  
**Pickup between:** 11:45 am – 12:00 pm

### **Schedule Options and Tuition:**

Your 3-6 year old may attend, 2, 3, 4 or 5 days a week. Please indicate which days of the week you would like your child to attend on the Preschool – Enrollment form (i.e. Mondays, Tuesdays, Fridays). Those days of the week will stay consistent throughout the school year.

- 2 Days a Week - \$115 monthly
- 3 Days a Week - \$150 monthly
- 4 Days a Week - \$175 monthly
- 5 Days a Week - \$200 monthly

**Tuition is due the first session of each month.** Failure to pay fees will result in the dismissal of the child from the preschool until payment is made.

**Nine monthly tuition payments** will be made for each school year. The first payment is due in the month of September. The last payment is due in the month of May will be half the normal monthly amount. No refund for tuition will be made.

Any parent **experiencing financial difficulty** during the school year is urged to **contact the Director** and discuss payment options in confidence. Special consideration may be made in order to keep the student in our program.

## **RULES AND REGULATIONS**

**Drop Off on the Playground**, weather permitting, between 8:20 am- 8:45 am

- Parents will drop off, one car at a time, in the parking lot next to the playground
- The director/teacher will take and log the child's temperature from the car
- A student with a temperature of 100.0° or more will not be allowed to leave the vehicle and be excluded from returning to school for 48 hours after the fever has ended
- Parents (wearing a mask) will sign their child in and out from the car – **PLEASE STAY IN YOUR VEHICLE**
- The teacher will do a health check with the student
- A student that has vomited, had diarrhea, chronic coughing, rash and/or other illness symptoms will not be allowed on school property
- The director/teacher will walk the student to the playground to be supervised by a teacher or teacher's aide

**Pick Up on the Playground**, weather permitting, between 11:45 am – 12:00 noon.

- Parents will pick up, one car at a time, in the parking lot next to the playground
- The teacher will gather the student and his/her belongings help the child into the car – **PLEASE STAY IN YOUR VEHICLE**
- The student will be released to the guardian after the sign out sheet has been signed

Students will not be allowed to leave the classroom or playground until the adult has signed out the child and the Welcome Person has released the child to the adult. The child will not be released if the adult is not listed on the Authorized Pickup List or if the child does not have a proper car seat or booster seat in the car.

Our preschool must have a record on file of individuals allowed to pick up your child. It may be necessary to check picture identification for verification.

**Discipline Policy:** Simple rules are explained to the class with periodic reminders. Any child who does not follow a rule will be approached and asked if the choice made was a good choice or a bad choice. Through communication and simple language, students are coached to make good choices and to say “sorry” for bad choices. We believe in forgiveness and a chance to try again to do the right thing in all situations. This is a learning process that is used throughout the school year.

A child may need several reminders throughout the day. If the child has been reminded 3 times for the same occurrence in the same day, he/she will receive an oral warning stating a 4<sup>th</sup> time will result in a time out. Time out for a child is 3-5 minutes while the child is sitting quietly. The teacher will clearly explain why the child needs to have time out. The child will sit in a chair, in the classroom, away from other students. After the time out, the occurrence will be processed with the child in hopes for better choices and changed behavior.

If a child continues to misbehave, be disruptive or at any time cause or threaten to cause harm to another person, classroom property or to himself/herself, the parents will be called for a conference. Suggestions will be made by parents and the teacher on how to improve this behavior. If improvement is not forthcoming, the child will be dismissed from the program at Immanuel Lutheran Preschool.

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.



**Discharge Possibilities:** 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.

**Calendar:** The preschool calendar will be mailed to you prior to the Parent Orientation meeting in August. The calendar is also located on the church website – [immanuelwaterloo.org](http://immanuelwaterloo.org). Days off for national holidays and snow days usually coincide with the Waterloo Public Schools. Classes will begin approximately the week before Labor Day and will end in mid-May.

**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.

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.

**Weapons Policy:** 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 for Show and Tell. 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. 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.

**Equal Rights:** 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.

**Potty Habits:** All students should be **potty-trained** upon entering Immanuel Lutheran Preschool. We understand that accidents do and will occur, therefore we ask you to provide a complete change of clothes in a gallon zip lock bag for your child.

**Gum:** Please do not let your child come to school chewing gum.

**Safe Environment:** 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. We play outside most days. Students must dress appropriately for the weather. Please bring students to school with coat, hat, mittens, rain boots, or snow boots when appropriate.
4. 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 or if they choose to have school virtually due to the weather.
5. A few field trips may 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. All students are required to sit in car seats, therefore most field trips will be within walking distance.
6. An “Information Center” will be on our church website, under the Preschool Tab. You may click on the Information Center tab to view special notes. Please check this tab periodically for updated information. Information may also be posted on the playground sign outside for



viewing during drop-off and pick-up times. Updates will also be provided by text message, email and/or newsletter. Please check your student's backpack daily for new information.

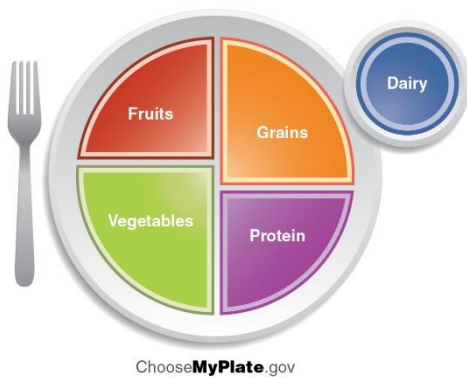
7. Our program schedules Parent/Teacher conferences twice a year, one in the fall and one in the spring. We want you to take advantage of these opportunities to know more about your child's progress and development. Conferences will be held on Zoom for your convenience.
8. It is not recommended, during this pandemic, for parent(s) or guardian(s) to visit the facility, during the hours their child(ren) is/are in our care. If a visit is necessary, we will take the temperature of any person entering the building. Entry will not be permitted is a temperature is 100.0° or more. Masks will be required. We ask that you try not to touch any unnecessary items in the hallway or classroom.
9. In case the preschool director is unavailable for any given day, preschool will be cancelled if a director-qualified substitute is not obtained.
10. No medication will be administered to any child by preschool staff during the time the child is in class.
11. 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.
12. Immanuel Lutheran Church shall carry liability insurance coverage for the preschool.
13. 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 locker. Other

arrangements should be discussed and approved by the teacher.

14. 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 preschool will furnish one snack each school day. Each snack will include healthy choices from two food groups. Milk will always be a daily option. Water will be accessible for all students throughout the school day.



The birthday or half-birthday of each student will be celebrated during the year. A special birthday treat, or half-birthday treat, will be scheduled and provided by the preschool for each student. These treats may be cupcakes or cookies for these special occasions.

Please inform the school of any food allergies before the beginning of the school year or as soon as you are aware of the allergy. The preschool will take steps to avoid these foods and/or ingredients. Double check each menu to help us protect your child from an allergic reaction.

Families will be provided with a snack menu on a monthly basis.

## 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**).

Immunizations are required. A copy of all immunizations from your physician is needed by the first day of school.

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

- A. Health form (signed & dated by the physician)
- B. List of Immunizations
- C. Emergency form
- D. Permission/Information form (re: field trip and pick up)
- E. Verification that you received "Message to Parents" booklet (given at Parent Orientation meeting)
- F. Parent signature on Discipline Policy & Late Pick-Up Policy (given at Parent Orientation meeting)
- G. Official copy of the child's birth certificate (not a hospital copy)



2. In keeping with state licensing laws, ALL children **MUST** wash their hands **before** entering the classroom. We will also have the children cleanse their hands before and after eating and after coming in from the playground. Hands will be washed whenever possible contamination occurs at the discretion of the teacher or teacher's aide.

### 3. **Exclusion Policy**

- A. A student with a temperature of 100.0° or more will not be allowed on school property.
- B. A student that has vomited, had diarrhea, chronic coughing, rash and/or other illness symptoms will not be allowed on school property.
- C. The student must be free of the above stated symptoms for a minimum of 48 hours before allowed on school property.
- D. If a student has any of the above symptoms or other illness symptoms, while at school, he/she will be taken out of the classroom, isolated in the room across the hallway and observed by a trained staff member.
  - i. The trained staff member will be a substitute teacher that works in the office or the teacher's aide.
  - ii. Staff will determine if a child should be sent home.
  - iii. If sent home, the childcare giver will be required to pick up his/her child on a timely basis
  - iv. The staff person caring for the child, will walk the child, out to the guardian's vehicle and be released to the guardian my signing out the child.
  - v. Students will need a signed statement from their local health department stating the date the child has been released from quarantine and allowed to return to the classroom.

4. **Communicable Disease Notification/Communication Plan**

- A. Staff will keep a log indicating all areas of daily contact in and out of the classroom.
- B. Legal guardians will be required to immediately notify the director if a family member or any other person that they and/or their children have been in contact with has symptoms and/or tested positive to COVID-19 or any other communicable disease.
- C. If a student, teacher, or family member has been diagnosed with COVID-19 or any other communicable disease, parents will be immediately notified by phone, text or email from the director. The name of the family or individual will not be identified.
- D. Families and staff will receive a Communication Disease Notification in writing in the event staff or a student tests positive for COVID-19 or any other communicable disease if exposure happens while students are in attendance at Immanuel Lutheran Preschool.
- E. The director will notify the Monroe County Health Department and DCFS of any known cases of COVID-19 or potential contact and risks to COVID-19 or any other communicable disease by phone or email.
  - i. All written follow up will be sent to DCFS.

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.



## **DAILY CLASS SCHEDULE**

8:20-9:00	Drop Off on Playground and Free Play
9:00-9:30	Writing, Art and Bible Story
9:30-10:10	Circle Time and Snack
10:10-10:30	Music and Motion
10:30-11:30	Small Group Learning
11:30-12:00	Closing and Free Play
11:45-12:00	Pick Up on Playground

## **CURRICULUM EXPLANATION**

A balanced program is what we plan for our curriculum and room organization. The classroom is divided into various sections, which will give your child a variety of experiences. Our centers are based on student interest. They are designed to promote critical thinking, problem solving and social skills. Centers change and rotate to help challenge and encourage our preschool students.

Preschool is a time for play. We believe it is the most appropriate way to help our young people grow and develop to the best of their abilities. This is the time we learn to share, take turns, follow simple rules, and show kindness and empathy toward others.

At Immanuel we strongly encourage guessing and estimating through open-ended questions, child-led activities and teacher observations to let our children make their own discoveries. Students feel safe to make guesses and to try new things. Teachers are close by and ready to participate with the children to offer a fun, safe, and secure learning environment. Our students develop their critical thinking and problem-solving skills through our active playtime.



Socially, spiritually, and academically we want our students to be equipped and ready to excel in kindergarten and the world around them. We commit to helping each child become ready for kindergarten. Each child is unique and so our strategies vary to meet those individual needs. The common thread is that we gently guide each child in a loving, Christian, manner to give his/her best effort.

We learn our ABCs and 1,2,3s as we prepare for kindergarten. Academic instruction and playtime are centered around what a child will need to know when entering kindergarten and beyond. We want each and every child to feel confident and ready for when it is time to move to “big school.” With small group and individual learning times we cater to a child’s individual skills and abilities.

### Centered Around Jesus

The children learn about God as Creator, Father and Protector. They also learn about Jesus as a loving, caring,



sharing person and the Son of God through simple Bible stories, story books, puppet shows, role play and object lessons. During the school year, our actions and reactions are based, on the fact, that each child is a gift from 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.

As our children grow in faith and their understanding of Jesus’ love expands, they find ways to share that love with those around them. Through acts of kindness, love, and compassion, with a servant’s heart, they learn to express the joy of being a Christian to others.

**CONTACT US:**

618.939.6480

immanuelwaterloo@gmail.com

[www.immanuelwaterloo.org/preschool](http://www.immanuelwaterloo.org/preschool)

**Office Hours:**

Monday - Friday

8:30 am – 4:30 pm