

IMMANUEL LUTHERAN PRESCHOOL

Parent Handbook

(updated April 2023)



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 caregivers. 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.

VISION

At Immanuel Lutheran Preschool, the early childhood trained and educated staff is dedicated to work along-side our families and church to provide a safe, nurturing, fun-learning environment that promotes social, emotional, spiritual, physical, and cognitive development. We follow Christ's example as we love and respect our children and recognize their value and potential in our community and our world. We strive toward intentional teaching in a play-based learning environment that prepares students to thrive in kindergarten and develop a love of learning as we lay a foundation in Christ that will serve them now and into the future.

CONTACT INFORMATION

Office – Lisa Clamors – 618.939.6480
Director – Linda Polansky – 618.980.3475 cell
Email – ilcwprek@gmail.com
Website – <https://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 30 students daily, ages 3-6 years.
2. There is a director on site at all times during hours of operation.
3. Teacher to child ratio is 1:10.
4. 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 August 15.
 - 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 by August 15.
 - g. **Materials Fee** – must be received by August 15.

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

FEES, SCHEDULE, AND TUITION

Fees:

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

Bring completed forms and fees to church office or mail to: Immanuel Lutheran Preschool, 110 Hoener Ave., Waterloo, IL 62298.

\$50.00 Materials Fee: This fee is charged each school year per child. It is used to help the increasing cost of educational supplies. Please make this payment by August 15.

Schedule:

Monday – Friday excluding school holidays, snow days and summer break (we try to follow Waterloo School District calendar, with a few exceptions).

Before Care 6:00 am – 8:30 am
(Breakfast served between 7:30-8:00)

Preschool Classroom Time 8:30 am – 12:00 pm
(Snack provided)

After Care 12:00 pm – 6:00 pm
(Lunch provided between 12:30-1:00)
(Snack provided at 3:00)

Schedule Options: 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 Enrollment Form. Those days of the week will stay consistent throughout the school year.

We will do our best to accommodate your before and after care needs at preschool. Indicate the hours of day needed on the Enrollment Form or contact the preschool director or office coordinator to help develop your individual schedule. Schedules will need to stay consistent throughout the school year.

Tuition:

Preschool Only Option

8:30 am – 12:00 pm (Drop off between: 8:20-8:45 am) (Pick up between 11:45-12:00)

5 Days a Week	- 9 Payments of \$220
4 Days a Week	- 9 Payments of \$200
3 Days a Week	- 9 Payments of \$175
2 Days a Week	- 9 Payments of \$140

Payments are made monthly starting on August 15th and ending on April 15th. A 5% credit will be granted in tuition if paid in full by August 15th of the current school year.

Payment options include cash, check, or credit card. There will be a 3% fee added for all credit card payments.

Before and After Care with Preschool - Pricing Structure

	5 Days a Week	4 Days a Week	3 Days a Week	2 Days a Week
12 hours daily	\$205 a week	\$170 a week	\$135 a week	\$100 a week
11 hours daily	\$190 a week	\$155 a week	\$125 a week	\$90 a week
10 hours daily	\$170 a week	\$145 a week	\$115 a week	\$85 a week
9 hours daily	\$155 a week	\$130 a week	\$105 a week	\$75 a week
8 hours daily	\$135 a week	\$115 a week	\$95 a week	\$70 a week
7 hours daily	\$120 a week	\$100 a week	\$85 a week	\$60 a week
6 hours daily	\$100 a week	\$85 a week	\$70 a week	\$55 a week
5 hours daily	\$85 a week	\$75 a week	\$60 a week	\$50 a week
4 hours daily	\$65 a week	\$60 a week	\$50 a week	\$40 a week

Payments are made weekly, prior to the child's attendance.

Payment options include cash, check, or credit card. There will be a 3% fee added for all credit card payments.

Tuition Policy:

Failure to pay tuition and fees will result in dismissal of the child from the preschool until payment is made. No refund for tuition will be given.

Any parent/guardian experiencing financial difficulties during the school year are urged to contact the director and discuss payment options in confidence. Special consideration may be made to keep the student in our program.

RULES AND REGULATIONS

Drop Off:

Before Care: 6:00 – 8:00 am

In the gymnasium of church. Located in the alley next to the church, off Hoener Ave.

Preschool: 8:20 – 8:45 am

On Playground – weather permitting, located behind Education Building.

Inside the Education Building – when the weather does not permit use of playground.

- Bring child to teacher or teacher's aide.
- 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.
- Sign child in with signature and current time.

Pick Up:

Preschool: 11:45 am – 12:00 pm

On Playground – weather permitting, located behind Education Building.

Inside the Education Building – when the weather does not permit use of playground.

After Care: 12:30 – 1:30 pm

In the gymnasium of church. Located in the alley next to the church, off Hoener Ave.

1:45 – 3:30 pm

Inside the Education Building

3:30 – 6:00 pm

Either on the playground or inside of the Education Building

- Find the teacher.
- The teacher will only release the student to a caregiver on the authorized pick-up list, provided by the primary caregiver.
- The caregiver must have an appropriate car seat before the student can be released into his/her care.
- The student will be released to the caregiver after the sign out sheet has been signed along with the current time.
- Take home student's personal belongings.

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.

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 caregivers 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.

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 4th 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. 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.

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.

Medication Policy: Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in school or childcare setting.

Only the director may administer medications. In order for the director to administer medications to a child, the parent/guardian must first provide written authorization on the consent page of the registration form. In addition, a Medication Release Form must be completed and signed for each medication to be administered.

Prescription medications and over-the-counter medications shall be clearly labeled with the child's first and last name. The name of the medication and the directions for use and storage must be clearly labeled. All prescription medications shall have the full pharmacy label.

All medications, along with the Medication Release Form must be handed to the student's teacher or the director. No medication shall be left in a child's backpack. A teacher will contact the director to

take possession of the medication for proper storage, distribution, documentation, and safety.

The preschool director shall maintain a record of the dates, times administered, including dosages, prescription number and name of medication and name of child. All medications shall be in a locked cabinet or container that is inaccessible to children and away from where food is prepared or stored. All medications will be stored at the proper temperature.

Medications shall not be used beyond the date of expiration. When a child no longer needs to receive the medication, the unused portion or empty bottle will be returned to the parent.

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. Important information may 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. We want you to take advantage of this opportunity to know more about your child's progress and development. Conferences will be offered on Zoom or In-Person for your convenience. Progress reports will be sent home periodically to share what we are working on with your child. We will be happy to discuss these progress reports in-person per your request.
8. It is not recommended for parent(s) or guardian(s) to visit the facility during the hours their child(ren) is/are in our care. These visits often cause stress on your child when he/she sees you come and go. If a visit is necessary, we ask that you quietly knock on the classroom door and wait for the teacher to welcome you into the 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. 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 locker. Other arrangements should be discussed and approved by the teacher. Rest and Relaxation time is an exception. See page 15.

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.
14. No electronics at preschool or Before and After Care.

MEALS AND SNACKS

The preschool will provide breakfast for students enrolled in our Before Care Program and present between 7:30-8:00 am. If your child comes after 8:00, breakfast will not be an option.

One healthy snack will be provided sometime during preschool hours each school day. Preschool hours are 8:30 am – 12:00 pm.

Lunch will be provided for students enrolled in our After Care Program and present between 12:30-1:00 pm.

One healthy snack will be provided for students enrolled in our After Care Program and present at 3:00 pm. Students leaving before 3:00 pm will not receive a snack.

Milk will always be an option for breakfast, morning snack, lunch, and afternoon snack. Water will be accessible for all students throughout the school and childcare day.

A ServSafe certified manager will be on the premises at all times. The manager will be certified in allergen safety. All staff are certified food handlers.

The birthday or half-birthday of each student will be celebrated during the year. You are welcome to bring a special prepackaged or bakery-made treat for our preschool snack on your child's scheduled birthday celebration. 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 menu on a monthly basis.

REST AND RELAXATION

After Care students will have a rest and relaxation time between 2:00-3:00 pm. Cots and sheets will be provided. Students may bring a pillow and a blanket that will go home at the end of each week.

Students may nap, but they are not required to do so. They are welcome to sit on their cots and look at books, read, color, or do puzzles. This is a quiet time so others can sleep. No electronics are allowed at school.

Students may bring a cuddle buddy, doll, toy, book, small craft, or activity book from home for rest and relaxation time.

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. Medical Consent Form
- F. Verification that you received "Message to Parents" booklet (given at Parent Orientation meeting)

- G. Parent signature on Discipline Policy & Late Pick-Up Policy (given at Parent Orientation meeting)
- H. 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 24 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 isolated away from the other students and directly cared for by a trained staff member.
 - i. The trained staff member will be a substitute teacher that works in the office, the teacher's aide, or the director.
 - ii. Staff will determine if a child should be sent home.
 - iii. If sent home, the child caregiver will be required to pick up his/her child on a timely basis. The caregiver should enter the building and sign out the child. Once signed out, the child will be released to the caregiver.

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

- A. 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.
- B. 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.
- C. 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.
- D. 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.

5. **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 or director 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.

6. **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.

CURRICULUM EXPLANATION

INTENTIONAL TEACHING – teachers deliberately set clear learning goals, create activities that match student skills and interest to draw students toward learning experiences in a fun explorative fashion. Purposeful adjustments are made through assessment and spontaneous teachable moments to master each learning goal and increase student development and skill level.

Centers are designed to promote critical thinking, problem solving and social skills. We strive to help our students to be kindergarten ready. Centers change and rotate to help challenge and encourage our preschool students.

PLAY-BASED LEARNING –

Teachers support and encourage student-initiated play that creates interactions with others. Objects and situations are provided to offer learning experiences that help students stretch their understanding of the world around them. Play-based learning promotes healthy development and self-confidence as students solve problems and discover new ideas through play.

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.



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.

KINDERGARTEN READY – Socially, spiritually, and academically we want our students to be equipped and ready to thrive 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 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.

CURRICULUM & BENCHMARKS – We use Fireflies Curriculum through Funshine Express. It is aligned with Illinois Early Learning and Development Standards and Benchmarks for our lesson development. See <https://www.funshineexpress.com> and https://isbe.net/Documents/early_learning_standards.pdf.

CENTERED AROUND JESUS - Our 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 and God who loves us unconditionally. 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

Office Hours:

Monday - Friday

8:00 am – 4:30 pm