



LOC Preschool Parent Handbook

LIGHT OF CHRIST PRESCHOOL

LIGHT OF CHRIST LUTHERAN CHURCH
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WELCOME

Dear Parent/Guardian:

On behalf of Light of Christ Lutheran Church, I would like to take this opportunity to welcome you to Light of Christ Preschool.

We are very proud to be able to offer you and your child a quality program, with a qualified and dedicated staff in a warm, friendly atmosphere.

This parent handbook has been designed as an aid for you. You will find it contains helpful information that will enable you to become familiar with our program. We appreciate your taking the time to read through it.

As Director, I am available to all parents. If you have any questions or concerns, please feel free to talk with me.

We thank you for your trust, and look forward to a long and happy association.

Sincerely,

Michele Niehoff, Director
Light of Christ Preschool

↓ CUT OFF BOTTOM PORTION AND RETURN TO DIRECTOR ↓

I have read the Parent Handbook and understand the contents, and I further agree to pay my tuition by the 1st of each month..

Signature

Print Name

Date

INTRODUCTION

The Light of Christ Preschool extends a warm welcome to all parents and to their children who will be entering our school. It is our hope that their early education experience will be a happy and helpful one.

This handbook has been prepared to assist you in the understanding of our program. Please read through this handbook today and then refer to its pages whenever you have questions. Our staff is also available to answer your questions.

CONCEPT

The stated purpose of the Light of Christ Preschool is to nurture children in Christian growth believing that every child should have the opportunity to become a whole person as intended by God. Light of Christ Preschool is established as an early childhood learning center for preschool children, under the guidance of dedicated and committed Christian teachers, to assist parents in this responsibility.

OBJECTIVES

1. To expand the preschool child's perception of self, of God, of other people, and of the environment in which God has placed us.

Self:

Opportunities will be provided for the development of a positive self-image through intellectual growth, emotional maturity, and large and small muscle development.

An atmosphere for religious training and experience will be developed daily to reinforce that given in the home and in Sunday School.

Others:

The setting will provide for the opportunity to grow socially through interaction with other children.

Environment:

Each child will be encouraged to be open and "alive" to the total environment.

2. To help parents understand more about growth and development of preschool children through observation and parent teacher conferences.

PHILOSOPHY

Our Preschool program is based on the belief that children learn by exploration, primarily in the early years (ages birth - 6), through experiences with their environment, and that play is vital to cognitive functioning as well as physical, social and emotional development.

PURPOSE

We are dedicated to providing an early childhood program aimed at each individual child in the various areas of development. We believe that each child is a unique creation of God with the child's own gifts and abilities. We strive to stimulate each child toward the child's potential in the areas of spiritual, emotional, social, physical, and intellectual development. We encourage and promote learning in these areas of development with hands-on, real life learning experiences. We strive to reach each child and parent with support, encouragement, and education in this process of the developing of the child.

GOAL

The goal of the program is to create a warm, accepting environment, which supports the development of the whole child. This is accomplished by providing opportunities for the child to be with other children, fostering a development of wholesome social relationships. Appropriate experiences are provided that contribute to the developmental needs of the child, as well as building important foundations for future academic skills. The preschool program provides an open setting that gives children an enthusiasm for learning about themselves and the world around them.

LICENSING

Light of Christ Preschool is fully licensed by the Illinois Department of Children and Family Services. Our staff, program and facilities meets all of their requirements. The State license is displayed on the parent board on the main level for public examination.

STAFFING

Classroom A 20 children

Teacher and Assistant
9:00 a.m. - 11:30 a.m. M, W, and F
9:00 a.m. - 11:30 a.m. T and Th

Classroom A 20 children

Teacher and Assistant
12:30 p.m. - 3:00 p.m. M, W, and F
12:30 p.m. - 3:00 p.m. T and Th

Classroom C 20 children

Teacher and Assistant 12:30 p.m. - 3:00
p.m. M - F

Classroom B 20 children

Teacher and Assistant
9:00 a.m. - 11:30 a.m. M, W, and F
9:00 a.m. - 11:30 a.m. T and Th

Classroom B 20 children

Teacher/Assistant
12:30 p.m. - 3:00 p.m. M, W, and F
12:30 p.m. - 3:00 p.m. T and Th

QUALIFICATIONS

1. All Preschool staff members must meet those requirements as stated in the State of Illinois Department of Children and Family Services Licensing Standards for Preschool Centers, and
2. Preschool staff members are to be members in good standing of a Lutheran congregation or of a confessional church whose teaching is compatible with those of Light of Christ Lutheran Church, and
3. Preschool staff members must be in full agreement with the basic concept of the Light of Christ Preschool as stated in the Light of Christ Preschool Bylaws. Such personnel must also be aware of the unique opportunities for affecting the lives of young children in the Light of Christ Preschool and willing to faithfully assume this responsibility, and
4. Possess knowledge of child development and behavior along with the ability to give children a feeling of security and comfort.

All personnel are experienced, and caring, and are qualified to conduct a program which is flexible enough to meet the growing needs of the children. They provide some structure in the program to help the children feel secure in a school setting.

PROGRAM

Our program is directed toward helping children develop habits of observation, questioning, listening and, most important, a positive self image.

It provides the ability for a child to become aware of his/her feelings and how to express those feelings. They learn there are choices to be made and that they are free to make them as long as they stay within the limits of consideration for other people and things.

1. Curriculum

Our curriculum is designed to be flexible so that we can provide experiences geared to the ability and readiness of each child. A stimulating learning environment is provided through creative play experiences for the enhancement of each child's emotional, social, cognitive, spiritual, and physical growth and development.

2. Goals

- a. To promote social/emotional growth, build self-confidence, and self worth. Provide a warm, accepting environment for the children to play in. Encourage a sense of wonder and self-motivation. Provide guidance towards releasing feelings in acceptable ways. Instill caring for and sensitivity toward others.
- b. To promote intellectual growth:
 - provide materials and equipment that are interesting and stimulating.
 - excite children about learning.
 - provide familiarity.
 - help children feel confident and trust their feelings about what they learn, hear, see, and do and be able to share those feelings with others.

- c. To promote spiritual growth:
 - provide an atmosphere of Christian love and concern.
 - provide discussion, song, and stories pertaining to Christian topics as they arise out of the child's natural interests.
 - encourage children to be thankful for what God has given us through prayer (i.e. snack-time prayer)
- d. To promote physical/motor development:
 - utilize senses in various ways.
 - offer opportunities for large, small, and fine motor activities.

3. Interest Areas

- a. BLOCKS/CONSTRUCTION CENTER is made up of unit blocks and cardboard blocks. Props are often added as the children's interests expand and can include: animals, people, planks, audio tapes, cars, trucks, etc. This center provides many opportunities for physical and social development, dramatic play, as well as knowledge gained in mathematics, science, and language.
- b. DRAMATIC PLAY CENTER is the child's way of reconstructing or re-enacting his/her previous experiences. The area is set up with dress-up and housekeeping materials.
- c. LANGUAGE/BOOK CENTER contains books, flannel board stories, puppets and record players. Paper and pencil is available for children to dictate stories, real or imagined. We also have group-time where stories are read, songs are sung, and discussions are encouraged. Pictures are hung around the room to stimulate conversation as well as enhance play.
- d. MATH/MANIPULATIVE CENTER includes materials which lay the foundation for later math concepts: classifying, counting, sorting, size and shape relationships, color, letter and number recognition, etc. This center enhances fine motor and eye-hand coordination.
- e. EXPRESSIVE ART comes directly from the child. It has very little direction from the teacher. It has been documented that children go through a developmental progression in their art work from the simple to the complex. Thus, scribbling is just as important as objects drawn that represent something. This is a vital stage for later art development and appreciation. The child will have opportunities to freely explore materials such as paper, crayons, markers, scissors, paste, glue, magazines, etc. The children are free to choose any materials and creatively put them together. A two-sided easel is also provided for painting.

Occasionally things will be made such as a Christmas ornament or a Mother's/Father's Day surprise. During these opportunities, children are encouraged but not forced to participate.
- f. SENSORY ART is open-ended and continuous in nature. No end product is involved. These materials include water, playdough, and sand. They are relaxing activities that are pleasing to the senses.
- g. WRITING CENTER is part of Expressive Art area wherein choices of writing tools are available as well as choice of paper. By utilizing these tools, children become more at ease and ready to pursue pencil and paper tasks.
- h. THE SCIENCE CENTER is an area for exploration. Plants, bugs, rocks, etc. will be added as the children express an interest and/or bring real objects from their environment. Magnifying lenses, scales, magnets, etc. will be added from time to time. Of course science is all around us. We only need to discover it through observation.

4. Responsibility

The Light of Christ Preschool is responsible for the instructional program. It delegates the responsibility for developing and implementing this program to the Director.

ADMISSION POLICIES

No person, on the basis of race, color, national origin, or sex will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this center. It is required that parents desiring to enroll their children be in agreement with the basic principles of the Light of Christ Preschool and with the Board's policies of school operation. However, it does reserve the right to discharge any student if:

1. The staff and director agree that a specific child is disruptive to the total educational environment.
2. The staff and director agree that a specific child's needs could be met in some type of special education program. In such cases, the parents, teacher, director, and special education representative would meet to discuss the optional schools and programs available to the child.
3. A child has toilet problems to an extent that it greatly interferes with teaching and learning time.
4. A parent demonstrates an unwillingness to comply with the fee collection, medical policies, or any other policies set up by the Light of Christ Preschool Board.

Eligibility

Children who enter the 4 year old classes must be 4 years old by September 1 or the school year.

Children who are eligible for the 3 year old class must be 3 years old by September 1 of the school year.

Enrollment Documents

- a. Application for Admission
- b. Release and Pick up Form
- c. Parental Agreement Form
- d. Examination and immunizations up to date by a medical doctor (forms available at the Directors office).

These documents are to be maintained by the Director in each child's individual file, in the Preschool Office.

ENROLLMENT PROCEDURE

Registration for Enrollment

Registration for the following school year will begin at the beginning of March. Priority shall be given to children already enrolled in the program and to congregation members and then to previous families. After these considerations, enrollment shall be considered as registration forms are received.

Registration forms may be secured from the Director. Registration forms shall be available to congregation members and returning families on or about March 1. Upon completion, the registration form is to be returned to the Director with the designated enrollment fee.

SCHEDULE

1. School Year Calendar

Our program will operate from September to May.

2. School Day

The morning classes will be conducted from 9:00A.M. to 11:30 A.M. and the afternoon classes will be conducted from 12:30 P.M. to 3:00 P.M. Should circumstances indicate a need of additional sessions, the board may consider such action for the benefit of the congregation.

FINANCIAL ARRANGEMENTS

Light of Christ Preschool should be available to all children in this congregation in the age group served regardless of family financial status. If a child is unable to attend because of financial reasons and the parent(s) so states, the board will solicit sponsorship of a scholarship fund and act through the Director as an intermediary between contributors of that fund and the family desiring assistance. Other existing families should contact the Director to seek assistance.

Tuition

The tuition charge shall be set by the board in comparison to the charges of other schools in the area so that we do not compete unfairly on the basis of this tuition charge. The fee shall be stated in a monthly figure to be paid each month regardless of the number of sessions in the month. Tuition for the following month is payable by the 1st of the month. If a child is enrolled after the 15th of the month, the tuition is one-half the monthly fee. For children being enrolled before the 15th of the month, tuition for that month will be the full monthly fee.

Tuition is to be paid monthly, September through May, and is due the first of each. No bill will be sent. No credit will be given for vacations. Checks will be receipted only on request. Any check returned from the bank requires a \$10.00 charge.

Monthly Fees

3 DAYS PER WEEK \$175.00

2 DAYS PER WEEK \$125.00

5 DAYS PER WEEK \$230.00

No tuition will be refunded for days when the Preschool is closed for holidays or other reasons the committee and/or the Director deems necessary or for any days a child is absent for any reason. Check your handbook for school holidays.

A non-refundable processing fee of \$50.00 is to accompany each application to the school. Notification of withdrawal from the Center should be made in writing 30 days prior to withdrawal, or monthly tuition will apply.

TUITION LATE FEES

Past Due Accounts

Tuition is due by the 1st of each month. Due to the additional bookkeeping involved, there will be a \$5.00 late fee when payment is not made by the 5th. *If special circumstances arise and tuition is unable to be paid on time*, it is the family's responsibility to call the Director before the 1st of the month. Special circumstances will be carefully considered. In addition, tuition can be paid quarterly, annually or monthly. *When more than one child is in the program*, the additional tuition is 10% less. Tuition can be paid in advance, therefore, being on vacation is not considered a special circumstance. Only in extreme cases, when satisfactory arrangements between the preschool board and the family cannot be worked out, will a child be dismissed.

METHOD OF PAYMENT

A child's tuition is to be paid by either check or money order.

PAYMENT

Payment is due the first of each month. Our staff is here every day, therefore, there are no refunds for absences.

WITHDRAWAL PROCEDURES

Arrangements to withdraw a child before the 15th of a month must be made before the tuition is paid for the month in which the child is being withdrawn. Tuition for this child will then be charged in a per-session rate to be determined by the board.

Thirty (30) days prior to withdrawing from preschool, a statement of withdrawal is required, signed by the parent.

SCHOOL CLOSING

The Preschool follows School District 300's schedule for school closing due to extreme weather or other emergencies. You may listen for school closing on the following stations. Snow days are not made up, unless they are deemed excessive by the Board.

WRMN- Elgin	1410 AM
WJKL-Elgin	94.3 FM
WABT-Dundee	103.9 FM
VVAIT-Crystal Lake	850 AM and 105.5 FM
WGN-Chicago	720AM

HEALTH

The basic philosophy regarding health matters is that the children should be in preschool as much as possible so that learning and development can progress. On the other hand, if the child is unable to function or is suffering from a communicable disease (ie. chicken pox, scarlet fever, strep throat, etc.), the child should NOT be allowed to attend class.

If a fever is detected, parents are asked to keep the child at home. If the teacher determines they are not functioning well enough to be at school, the parent will be called and asked to pick up their child from school.

After an illness, the basic rule of thumb would be to make sure the child has not experienced a fever for at least 24 hours.

When there are symptoms of illness, or other indications that a child is not well enough for group activities, please keep your child at home. The school has no provisions for the care of children who are ill.

If your child becomes ill at school, they will be isolated and you will be called so you can pick them up as soon as possible. If a parent cannot be reached, the names from the child's release authorization form will be called.

Children should not attend school if any of the following symptoms are present:

Fever over 99.9 degrees
Nausea
Vomiting
Diarrhea
Undiagnosed rashes
Red or running noses and eye
Swollen glands
Head Lice
Pink Eye
Sore Throat

A child will not be admitted to school or will be sent home if any of the above conditions exist. The child should be symptom free for 24 hours before returning to school. DCFS requires ALL children, staff, and volunteers to wash hands before entering classrooms.

Head Lice

Schools do experience cases of head lice. We, at Light of Christ Preschool, do follow stringent procedures once a case is discovered.

The infected child's parents are called and asked to pick up the child immediately. Each child in the classroom is checked and a notice is sent to the parents indicating that a case of head lice has been reported and that extra care be given to their youngster. We do not allow the affected child to return to school until ALL evidence of the condition is gone. Some doctors and health officials have said that students can return after one treatment, however, this is not always true.

The Preschool maintains the following policy for head lice:

1. Parents must notify the Preschool if their child contracts head lice. Please call 847-658-0955.
2. Children must be treated with a prescribed medication according to specified directions.
3. Children must be COMPLETELY free of lice and nits, alive/dead, before they return to preschool.

The Preschool will take the following precautions when a case of head lice is found:

1. The center will be thoroughly disinfected by the maintenance staff.
2. The preschool staff will vacuum the area rug every day and wipe down surfaces with a vinegar solution.
3. All dolls and dress-up clothes, etc. will be bagged in plastic for three weeks.

We trust that we can protect your children and home from this infestation and appreciate your understanding and cooperation.

Contagious Disease

If your child contracts any contagious condition, please notify the school immediately. We will then notify parents so that they may watch for symptoms in their own children.

First-Aid

The children are under constant trained supervision, while in the Preschool building and grounds, and so far as possible, dangerous situations are foreseen and prevented. The school is equipped to deal with minor accidents, having a first-aid box in each classroom.

Absentee Policy

All absences should be called into the school office between 8:15 and 9:00 on the morning of the absence by the parent or child care provider. Children who will be missing school due to a vacation should send in a letter stating the vacation dates before they leave on their vacation. A doctor's note should be sent in with a child who has been treated for a contagious disease,

An unexcused absence of more than four weeks will result in the termination of their enrollment. Re-enrollment will require a new registration fee, if space is even available. Parents will be informed of this action in writing prior to the termination.

Emergency Care

In order to be prepared for any type of emergency care situations, we will need all of the following information on the child's information/application:

1. Home address and phone number.
2. Mother's work address, phone number and hours worked.
3. Father's work address, phone number and hours worked.
4. Doctor's address and phone number.
5. The address and phone number of two people to whom the parent or guardian gives authority to handle emergency care decisions concerning the child and/or who may pick up the child.
6. Parents are responsible for Primary Accident Insurance coverage and the Light of Christ Pre-school Insurer assumes secondary coverage.

The parents would naturally be called and sought out first in any emergency situation. All of this information is vital to the proper handling of emergency situations by the staff. Please report any changes as soon as possible to the school, in writing.

Upsets in Routine

Sometimes variations in a child's behavior are for reasons other than physical. It is a good idea to tell the teacher in person, by a note or phone call, if anything unexpected happens at home. For instance... illness at home, unexpected visitors, death of a pet or loved one, a new sibling, etc. The teacher will keep the parent or guardian updated on any unusual situations or behaviors of the child at school.

Request for the Administration of Medicine

Medications cannot be administered at school without a Doctor's written order and written request from the Parent or Guardian. If possible, we request that medication be scheduled so as to not be given at school.

TO PARENTS OR GUARDIANS;

It is the belief of the Board of Light of Christ Preschool that medication should be administered by the home. However, under certain conditions, it is in the best educational and health interests of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a doctor and parental request must be on file in the director's office. To insure compliance with the rules for administering medication at school, the medicine is to be brought to school by the parent or other responsible adult in a container properly labeled with directions and the doctor's name. The parents of the student must assume responsibility for informing the school of any change in the child's health or change in medication. The school retains the discretion to reject requests for administration of medicine. Light of Christ Lutheran Church or their employees will not be responsible for any errors in administering these medications.

Should your child require any medication during school hours, we request you sign a "Parental Request for Giving Medicine at School" form,

ARRIVAL AND PICK-UP

Releasing Students

Children shall be released from school premises only to a parent or to another parent-designated individual.

The preschool asks that parents accompany the children into the building and all the way to the classroom doorway. Please escort the child in the parking lot by the hand since many other people will be coming and going.

Arrival:

We require you to bring your child into the center and into the classroom. No child should be left at the door or in the waiting area.

If you arrive early to school, please do not enter the classroom. Wait with your child in the designated area.

Pick-up:

You must come into the center to pick your child up at the end of the preschool class. This can become a hectic time as children see their parents and want to tell them about their day. We would like to insure your child's well-being and safety during these last few minutes. Each preschooler must be signed out on the class clipboards which are available in the Large Motor Room in top of the cubbies.

One adult will sit on the rug with the children and remain there until the last child has been picked up. The other adult will greet parents and answer questions, etc.

The Preschool Staff would like you to notify them when someone besides yourself will be picking up your child.

Please provide written authorization when you drop off your child at school if someone else is picking up your child. We ask that you give this information in written form to the teacher - include the person's name and telephone number.

Please have the person picking up your child identify themselves to the teacher or assistant with drivers license or other photo ID.

If, at any time, it appears that the adult picking up your child is under the influence of alcohol or drugs, we reserve the right to call someone on the emergency pickup or a taxi cab and to be reimbursed for our cost of same.

A person picking up a child must be at least 16 years old.

OVERTIME CHARGES

There will be an overtime charge for the children not picked up at their regular preschool time. The Preschool has set the following charge and guidelines for late pick-ups.

\$1.00/minute after 10 minutes. Fees are on a per child basis (car pool children will each be charged).

Late charge fees are due upon receipt of the form or by the next class period. If you do not pay at the start of the following class period, we cannot accept your child.

If pick-ups are frequently late, other steps will be initiated, up to disenrollment, depending upon individual circumstances. These charges may be waived due to extenuating circumstances.

If a child is not picked up within 10 minutes of the end of the session and no phone call has been received, the parent will be contacted. If the parent is unavailable, we will contact the first person on the Emergency Release Form and continue through additional names there until one is available. If none are available, after 30 minutes, the child will go to the preschool office and the local police will be contacted.

ITEMS TO BRING THE FIRST WEEK

Your child will need the following:

1. A tote bag as large as a grocery bag, (plastic or cloth)
2. A change of clothes, with the child's name on them.

DISCIPLINE PHILOSOPHY

Behavior and Guidance

The staff will not permit children to hurt themselves, to hurt another person, or to destroy property. A teacher will intervene with a time out procedure if necessary. These limits are set so that a child will not continue to develop unacceptable behavior. The Preschool reserves the right to dismiss from the group any child whose presence is detrimental to the group. The staff is available at your convenience to confer with you regarding your child's behavior.

In order to insure a pleasant environment which protects your child and their classmates, we have adopted the following policy concerning consistent *disruptive behavior.

1. The Parent/Guardian will be informed of the specific behavior. If this behavior continues, the teacher will tell the Parent/Guardian a second time.
2. If the behavior problem continues, your child will be asked to remain home for one class. (No refund will be given).
3. If the behavior continues, your child will be asked to discontinue going to class. A refund will be left to the decision of the Preschool Director and the Preschool Board.

*Disruptive behavior is any behavior that causes, or could lead to personal injury of your child or other children. Example: hitting, kicking, biting, throwing things, defying or running away, or any behavior that disrupts the normal classroom climate.

Disruptive behavior could also be a child that is reluctant to be left by a parent and cries for long periods of time. In this case, the staff may feel that this child is not ready for a preschool experience.

Disruptive behavior in the broad sense is any behavior that takes one of the adults in the classroom away from the rest of the group for long periods of time. The other adult must now care for all of the other children. This is not a good situation for the children and is one we wish to avoid in our programs.

Discipline

When behaviors are consistently disruptive to both learning and teaching time and/or cause potential physical harm to others, the parent or guardian will be called to be a part of the discipline process. This discussion will occur in order to work together in curbing the disruptive behaviors and making the situation a more positive learning environment.

Discipline Philosophy

Discipline is creating inner controls for the child. At the Light of Christ Preschool it will always be verbal. The teacher will talk to the child and perhaps isolate him/her from the other children by means of a thinking-timeout chair.

We will teach the child about safety, care of property, good health habits, and consideration for others. We will allow the child to make as many decisions as possible within the necessary limits. Rules will be explained in a cheerful, sympathetic manner to make them understandable and acceptable. The staff will always try to be consistent, firm and fair.

Rules will always be enforced in a positive, impersonal way. The Preschool Staff will always try to understand the reasons for a child behaving in a disruptive manner and they will do their best to change behavior in a positive, growing way.

Child Abuse/Neglect

We believe that every child has the right to be free of the threat of or actual physical, emotional or spiritual harm. Light of Christ Preschool is committed to protecting every child and student entrusted to our care and nurture. It is our legal and moral obligation to report suspected child abuse and/or neglect. In the event that a teacher, staff member, Board member, or Pastor of Light of Christ Church is made aware of possible abuse or neglect, a call will be made to the DCFS abuse hotline. The call is usually made anonymously to protect the person who is reporting the abuse. Once a report has been made to DCFS, it is up to them to pursue it.

TOILET TRAINING

All children in the preschool must be toilet trained. If accidents occur repeatedly, the parent may be asked to take the child out of the class and try again at a later date. Plastic/training pants or pull-ups are not allowed in Preschool.

PARENT/STAFF COMMUNICATION

Reporting to Parents

Informal conferences between parents and staff are encouraged whenever possible. Fall progress sheets are handed out at the end of October. Formal conferences will be scheduled once a year and as the need arises.

Notification of Student's Release

If, in the opinion of the staff, a child is not ready for the group experience or if his/her needs are not best met in a group setting, a confidential conference will be called with the parent(s). Believing that a child should not remain in school unless he/she derives some benefit from the experience, the request for removal of the child may be made at this conference. We deem a six week trial period appropriate.

Parent—Teacher Conferences

Preschool parent/teacher conferences are scheduled once per year in the late winter. You will be notified in advance of the specific dates and procedures to follow.

Please do not call the Preschool Staff at home. All messages can be left at the Preschool Office. The telephone number is 847-658-0955.

Grievances

If a parent has a concern, that parent should talk with the teacher. If the parent does not feel the problem has been resolved, speak with the Director. If the problem still exists, contact the Board chairperson.

How Can I Help My Child?

During the course of the school year, teachers in every class are evaluating the children. Our staff are professional, trained in how children learn. Most have many years of experience and are aware of what each age group should know. They also realize how much is expected of young children entering the elementary schools.

We will be sending home "mini" evaluations throughout the school year. They will be on specific skills and information we feel the children should know. You should take this opportunity to help your child with whatever skill they need. For example, 4 and 5 year olds may be writing their own names. This takes precedent over the alphabet letters. When you consider that our 4 year olds are here only 7 1/2 hours a week and our 3 year olds are here only 5 hours a week - you will realize that parents are their children's most important teachers. Please try to work with your young child but keep it fun for both of you.

PRESCHOOL TREATS

To keep costs down, preschool parents are asked to bring a treat a set number of times depending upon how often the class meets. Class size is usually 20, plus 2 staff. Please be generous.

When it is the child's day to bring snacks, please bring enough for each child in your child's class. Per DCFS guidelines, these snacks must be store bought, individually packaged, and nutritious. We need one 64 oz. jug of juice and the snack please. Below is a list of some snack suggestions. Please stay away from high sugar or chocolate foods and please do not send treats with nuts, as they are difficult for preschoolers to chew well.

Individual servings of: yogurt, pudding, applesauce, fruit cups, cheese and crackers, squirt cheese in cans with crackers, fruit granola bars, fruit muffins, dried fruit mix and other dried fruit packs, crackers, and graham crackers. Fresh fruit and/or fresh vegetables with or without dip are encouraged if individually packaged. We are a nut free school so please avoid all items containing any nuts, peanut butter, almond extract etc.

Birthdays

If you wish, you may send a treat to celebrate your child's birthday at Preschool. A fruit muffin, bagel or crackers and cheese will meet nutritional standards set by the State. (Store bought only, per DCFS guidelines.) We are a nut free school so please avoid snacks containing nuts, peanut butter, etc. We cannot be responsible for passing out birthday party invitations at school. Please do NOT put invitations in the cubbies. A class list is provided at the beginning of the year.

SHOW AND TELL

Show and Tell is a valuable tool that we use to help the children to verbalize and to speak before small peer groups. Suggested objects are items from nature, objects from vacations, special toys. It is not necessary to bring something each time.

In each month's newsletter, the teachers will give a list of themes which will be covered in the class activities and lessons so that Show & Tell time can be coordinated with our weekly or monthly themes.

DRESS

Outdoor Play

Outdoor play and other types of large motor activity are important for the physical development of the child. Our classes will go outside daily. Please dress your child accordingly for these play and weather conditions. Also, it is felt that if a child is well enough to attend school, he/she is well enough to join the other children in the daily outside play activities.

What to Bring and What to Wear

Please dress your children in comfortable closed toe shoes and socks (no sandals, jellies, crocs, or water shoes) and washable clothes as we will be using playdough, paint, sand play, glue, glue, etc. on many days and some of the colors may not wash out. All jackets, coats, hats, boots, gloves, and umbrellas must be clearly marked with the child's name. Many children wear identical clothing and without a name in each garment, it is almost impossible for an assistant or teacher to identify to whom it belongs.

What to bring -

1. A school bag with child's name clearly marked on it. These bags will be used to carry home notes, papers and art projects each day.
2. No guns, knives, or any other kind of toy weapon will be allowed.
3. Show & Tell items: these items may be brought in on an assigned day.

Boots

If your child wears shoe boots during cold weather, please include a pair of shoes to change into when they come to preschool. Since our children play on the floors, we like to keep them as clean and dry as possible. Thank you for your cooperation.

PARENT OR SOMEONE SPECIAL DAY

In Fall, the preschool holds a Dad's Open House. At this time of year, the children identify the preschool as their own and enjoy sharing it with fathers, grandfathers, families and friends. The dates and times will be announced in the newsletter.

In Spring, the preschool holds a Mom's Open House. At this time of year, the children identify the preschool as their own and enjoy sharing it with mothers, grandmothers, families and friends. The dates and times will be announced in the newsletter.

HOME VISITS

Home visits will be made for all new children. The purpose of this visit is to meet the child in a place where the child feels most comfortable and secure, i.e. their home. In addition, it affords parents and new preschoolers the opportunity to ask questions and share information confidentially and on a one to one basis. The visit should last approximately 20 minutes.

Students returning in subsequent years will not receive a home visit. However, the child's teacher will telephone the parent(s) & child before school begins to extend a welcome to their class!

PARENT/CHILD OUTINGS

Parent/child outings are used to incorporate the 'field trip' experience into the curriculum on an occasional basis. These outings will be announced in the monthly newsletter and usually in an additional information slip.

Parent/child outings are an extension of the classroom and are intended for the preschooler and parent or caregiver only. In this regard, siblings are not to attend. Often there is a number limit and sometimes safety factors to be considered as well. Not to mention, it's a great way to spend special time with your preschooler. If you arrive with a sibling, you will be asked to leave.

MONTHLY NEWSLETTER

A monthly newsletter will be sent home with the children. In it you will find information about school events, parent/child outings, programs, projects and an updated calendar.



Light of Christ Lutheran Church

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We believe that every child should have the opportunity to become a whole person as intended by God. For this purpose, Light of Christ Lutheran Church has established an early childhood learning center for preschool children to assist parents in this responsibility.

"Feed my lambs..." John 12:15