

**Immanuel Lutheran Preschool
Parent Handbook
2020-2021**



Jesus said: “Let the little children come to me...for it is to such as these that the kingdom of heaven belongs.”

**An Introduction to
Immanuel Lutheran Preschool**

The Immanuel Lutheran Preschool is a ministry of Immanuel Lutheran Church in Earlville, Illinois. It is a ministry through which God’s love in Jesus Christ is shared as preschool-age children learn some of the basic “life skills”, develop social relationships, and grow in the Christian faith. Our preschool is a place where young children can grow in a fun, stimulating, and loving Christian environment.

We offer preschool classes for three, four, and five year olds not yet enrolled in the public school system.

The purpose of preschool is as follows:

1. To offer an enriched environment where young children will learn as they play.
2. To stimulate language patterns to develop to each child’s needs and potential.
3. To provide materials and experiences suitable to the individual needs of the child.

We sincerely hope that parents and staff will work closely together so that each child will receive the best attention suitable to his or her needs. We hope the information on the following pages will help you to become familiar with our preschool. We welcome your comments and urge you to contact us at any time you should have questions.

Program Objectives

We offer a variety of activities during our class sessions. Included in our program are finger plays, stories, songs, crafts, rhythms, and large and small muscle skills. Alternating quiet and active periods of time is a prime objective when scheduling class time.

1. Social Skills

Learn to:

- Follow directions
- Listen to the teacher and other children
- Take turns
- Play with others individually and in a group
- Help other children
- Make friends
- Become more independent
- Participate in group discussions and games
- Have a positive self-concept
- Have an awareness of self as an individual
- Use good manners – please, thank you and excuse me

2. Small Muscle Skills

Learn to:

- Cut on a line with scissors
- Use paste, crayons, paints – constructively and creatively
- Develop hand-eye coordination
- Lace yarn through punched holes
- Work puzzles

3. Large Muscle Skills

Learn to:

- Use rhythm instruments
- Participate in rhythm activities – marching, hopping, jumping, skipping, galloping, etc.
- Roll and catch a ball
- Bounce and catch a ball
- Walk in a line

4. Language Skills

Learn to:

- Recognize name in print
- Know body parts
- Speak clearly in front of peers
- Repeat finger plays
- Develop creative thinking
- Re-tell stories following sequence of events
- Summarize a story plot
- Read action into a picture
- Act out stories with puppets and felt pieces
- Participate in role-playing
- Expand vocabulary
- Use correct sentence structure
- Be aware of senses and emotions
- Be aware of community – nature, seasons

5. Pre-reading Skills

- Learn to: Recognize 5 basic shapes: square, circle, triangle, oval & rectangle
- Recognize colors: red, yellow, blue, green, purple, orange, black, brown, white, gray
- Recognize numerals (1 to 30)
- Count numerals (1 to 100)
- Supply opposites
- Supply rhyming words
- Recognize letters
- Match objects – both abstract and concrete
- Develop auditory discrimination
- Discriminate between same and differences

6. Worship

Immanuel Lutheran Preschool is a preschool which nourishes the beginning of Christian faith, developed by connecting God with the joy and discovery of each preschoolers' everyday life experience. We will have a Children's Chapel with our Pastor once a month in the church sanctuary (with a Basic Bible Story and song).

7. Evaluations

Individual evaluations will be conducted at the beginning,

middle and end of the school year to best help your child receive the most from this program. We sincerely hope the child receives the best attention suitable for his or her needs. The evaluations will be in all areas of early education/ Pre-K guidelines as they are listed in the Program Objectives section of this handbook.

Parent/Teacher Conferences will be held upon parent request in February.

L.E.A.S.E. (LaSalle/Putnam County Educational Alliance for Special Education) will also be screening the students in areas of hearing, vision, speech and readiness at the beginning of the school year.

No School Announcements

When school will not be open due to bad weather conditions, announcements will be made on the Mendota radio station WGLC (1090 AM & 100.1 FM). Our preschool classes will be canceled when the Earlville Community School is closed because of inclement weather. When Earlville Community School has an early out, preschool may also be let out early as well. There are no refunds for early outs and cancelled weather days.

Telephone

The number at Immanuel Lutheran Preschool is (815)246-7069 and the number of the church's office is (815)246-9642. The preschool does have an answering machine. You may leave a message at any time as we will be checking all messages every morning and through the school day. When calling the church office you may leave a message but we may not get that message immediately as there is not always someone in the office.

Please use the phone only when absolutely necessary during class hours, so the teachers can devote their full attention to the children.

Bringing Things From Home

We ask that you label your child's outerwear. We cannot be responsible for any lost articles or articles damaged during the course of activities. Experience has taught us that there are a few items which must be left at home. These include toy guns, toy knives, gum, candy, and security objects such as blankets and teddies. Leave these items home!

Preschool Newsletter

A newsletter and calendar from the preschool will be sent home monthly with your child. Please read carefully the items in this newsletter so that you will be informed of upcoming needs and events and so that you can talk about preschool activities and happenings with your child.

Parents are encouraged to visit the classroom and/or call the teacher or director with questions or concerns. Staff names and phone numbers are listed on the last page of this handbook.

Show-n-Share

Your child will have a turn to take home the *Show-n-Share* bag. Have your child bring it back the next school day with **one** item. They will give 3 or 4 clues about this item and the rest of the class will take a turn guessing what the item is. Again, have your child pick out only one item. Please make sure that they are aware of this so no feelings are hurt. This is a great growing experience.

Birthdays

Birthdays are very special to children and we like to celebrate them. The teacher will schedule your child's snack day close to his or her birthday. Each child receives a birthday crown and we all sing for the special birthday boy or girl.

Children's Clothing

1. Please have your child wear "play clothes" as we do a lot of "messy" work. Wear clothes that are appropriate for the weather.
2. If your child wears snow boots to school, please send along an extra pair of shoes for your child to wear during class to help maintain cleanliness of the classroom as well as comfort for your child.
3. No sandals or Crocs should be worn. (sneakers preferred).
4. Please send a change of clothing for your child. (Pants, underwear and socks). Please send in a Ziploc bag with child's name on it.

Arrival and Dismissal

All children attending Immanuel's Preschool are to be brought into the classroom by a responsible adult, who must not leave until the child has been received by the teacher and signed their name and the child's name on the teacher's desk at the classroom door. **PLEASE** park in the parking lot when bringing your child and picking them up. **DO NOT PARK ON THE STREET** (for safety reasons). In the same manner when picking up your child enter the classroom and sign your name and the child's name you will be picking up. For the safety of your child, he or she will not be released until this guideline is followed. Your child will be released only to those whom you have authorized. Their names must be listed on the registration form in the release section. We will not release children to other children or siblings. It must be an adult. If at any time you want to add names or take names off the release list, just notify staff and this will be taken care of. Please share this routine with whoever is bringing or picking up your child so it will be a little less confusing for everyone.

In the situation of a **funeral** service going on in the church, preschool dismissal will be at the southeast exit (behind the building at the northeast corner of the parking lot).

Snacks

Juice will be provided for the children at snack time every day. We send home a snack calendar every month and it is also posted on the Parent board. Parents will be asked to provide the snack. You will be notified each time your child is to bring a snack. Your assistance and cooperation in providing healthy, nutritious foods for classroom snacks is appreciated. Snack foods should contribute to the good health of your child. Some suggestions are: fresh fruits, cheese, popcorn, raisins or other dried fruit, raw vegetables, crackers, natural potato chips and homemade cookies or store bought cookies.

When sending snacks, please send the **same snack** (not even different flavors) for each child. Some children are allergic to nuts, so please do not send snacks that contain nuts or with peanut oil additives.

Accident and Illnesses

Do not send your child to school. Your child will be sent home

with you upon arrival at school if he or she shows signs of fever, sore throat, nausea, or sickness the night before – which may indicate a contagious condition. Children on antibiotics must be on them for a full 24 hours before they are considered well enough to return to preschool. Should your child become ill during his or her hours at school, the teacher will call you and make arrangements for you to pick up your child immediately. If you are not at home, the teacher will follow your instructions and call those numbers listed in case of emergency on the admission form. Please keep the school informed of any changes. If your child has been sick - please wait 24 hours before sending them to school. If your child was sick the night before - or through the night, please wait 24 hours before sending your child to school as they need their rest. There is also the risk of exposing the other children.

Medication

Please contact the teacher if your child must take a prescription medicine during school hours. We have a Medical Release Form for you to fill out. Please do not send cough drops to school with your child

If your child has any allergies to foods, bites, stings or medication, please keep us informed.

Room Parents and Holiday Parties

We will have a Halloween, Christmas and Valentine party. These parties are planned by the room parents. A room parent will plan games, a snack with drink, and a take-home treat. We discourage projects. We need at least two room parents per class but no more than four. A room parent will contact you at some time to help with a party, if you can. During the first weeks of school a sign-up sheet will be posted on the parent information bulletin board in the hallway for volunteers for room parents. You may have the option to sign up for just one holiday party or all three, whatever you prefer.

Discipline Policy

In the event of discipline problems, the staff of the Immanuel Lutheran Preschool shall remove the child from the group activity for a reasonable length of time and allow the child to calm down on a chair. We are of the philosophy that most discipline problems arise out of over-stimulation. A period of quiet time

generally results in a quick solution to the problem.

If discipline problems continue that may cause unsafe conditions for your child, other children or staff, the parents will be contacted to help the situation. We sincerely hope staff and parents will work together so each child will get the best attention suitable to his or her needs.

Tuition and Fees

Tuition is \$120.00 per monthly installments for a total of \$1,080 per year.

Non-refundable Registration fee: \$40.00

Tuition must be paid the first week of each month. Please put it in an envelope and write your child's name on the front and the purpose for which the money is being sent. A box for tuition payments is on the teacher's desk. Please make all checks payable to "Immanuel Lutheran Preschool." You are required to pay full tuition for the month regardless of the number of days he or she attends any given month.

Tuition fees are based on the number of school days in the year. The tuition payments are spread evenly through the year – equal payments each month. So when, for instance, your tuition payment for December (with fewer school days) is the same as a full month of classes, please know that the December payment is "making up" for lower payments in other months.

All tuition needs to be paid in full before the next month as outstanding tuition can accumulate and be hard to get paid. You will be notified if there is an outstanding balance. Please speak with the Director/Head Teacher if a different arrangement needs to be made.

If tuition has not been paid for two months (no attempt to make some type of payment) your child's enrollment in Immanuel Lutheran Preschool will be dropped. Your child will not be able to attend. You will be responsible for each month your child attends here as a student at Immanuel Lutheran Preschool. No refunds.

Parent Fundraisers

Immanuel Lutheran Church does not engage in any type of fundraisers through the school or its students. Although if parents conduct a fundraiser on their own (again not through the school) and present a gift to the preschool, that is welcomed!

Other Policies

A) Three year old children, if they were 3 by September 1, may

join the preschool at any time during the year. Four year old children, if they were 4 by September 1 and will be entering kindergarten the next year, may join the preschool at any point during the year.

- B) All children attending Immanuel's preschool must be toilet-trained. The rest rooms are open at all times for use. We also have a restroom break, when each child takes a turn using the rest room and washing hands.
- C) A child may be discharged from the preschool, after a consultation with the Director, Pastor, Preschool Board, and parent/guardian, if it seems to be in the best interest of the child or the school. Discharge will be handled in the best manner for the child.
 - 1. Parents contacted
 - 2. Parent meeting with Teacher
 - 3. Child may be removed from class
- D) In case a teacher is ill, we have the right to cancel class.

School Supplies for Both the 4 year old & 3 year old Classes

- ◆ 1 plastic paint smock (*shop early to find one*) - Walmart or Office Supply stores
- ◆ 1 notebook (*to leave in book bag for parent-teacher correspondence*)
- ◆ 4 rolls of paper towels
- ◆ 2 container of antibacterial hand wipes
- ◆ 1 box of tissues
- ◆ 1 canister of pre-sweetened powdered Koolaid
- ◆ Change of clothes (bottoms, underwear and socks) in a Ziploc bag with their name on it.
- ◆ A tote bag will be provided (*yes, each student receives a new one*)

Immanuel Lutheran Preschool Staff

Director/Head Teacher: Chelsea Hall - (815) 252-6422

Teacher Aid: Diane Lopez - (815) 883-4876

Church office: (815) 246-9642

Preschool: (815) 246-7069

Preschool Calendar 2020-2021

Monday, September 7: No School – Labor Day

Tuesday, September 8: First day of school for 3 year olds

Monday, October 12: No School - Columbus Day

November 25 – 27: No School – Thanksgiving Break

December 21 – January 5: No School – Winter Break

January 6: School Resumes

This calendar is subject to change.

Children Learn What They Live

If a child lives with criticism,
He learns to condemn.

If a child lives with hostility,
He learns to fight.

If a child lives with ridicule,
He learns to be shy.

If a child lives with shame,
He learns to feel guilty.

If a child lives with tolerance,
He learns to be patient.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with security,
He learns to have faith.

If a child lives with approval,
He learns to love himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

*The staff of Immanuel Lutheran Preschool want to thank you for
sharing your child.*