



Immanuel Lutheran
CHURCH AND SCHOOL

Immanuel Lutheran School Preschool Handbook 2017-2018

Theme verse for 2017-2018: “Jesus Christ is the same yesterday and today and forever.” Hebrews 13:8

MISSION STATEMENT

The mission of Immanuel Lutheran Church and School is to draw people closer to the person of Jesus Christ and assure them of His gifts, namely, the abundance of life on earth and the endless life in heaven.

Immanuel Lutheran Preschool
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Phone (847)428-1010 Fax (847)836-6217
immanuel-ed.org

Dear Preschool Parents,

Welcome to the 2017-18 school year at Immanuel Lutheran School. We are excited to partner with you this year in your child's preschool education!

The preschool years are such exciting years, full of big milestones of development as well as daily routines and incremental progress. It is a joy and an honor to teach young children and to work so closely with their families.

Your child's teacher will work closely with your child throughout the year and will keep you informed about what happens in the classroom. Please read the emails and handouts that we send to stay up to date. If you have questions or concerns, please let the teacher know. Because can be difficult to talk at drop off or pick up time, we encourage you to call or email the teacher.

In this handbook, you will find a great deal of specific information about our preschool and its expectations and policies, all designed to make our preschool the best environment for learning. Please take a look at the information to familiarize yourself with our school. Because we are a part of Immanuel Lutheran School, some additional information can be found in our school handbook. Please let me know if you have specific questions about any of our policies or practices.

Thank you for choosing our school. We look forward to working with your child this year and pray that God will bless our efforts!

Blessings,
Julia Heinz
Early Childhood Education Director
Immanuel Lutheran School
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HANDBOOK 2017-18
IMMANUEL LUTHERAN PREKINDERGARTEN
East Dundee, Illinois

Welcome to Immanuel Lutheran Prekindergarten! A very small, yet very important member of your family is about to discover the exciting life of a preschooler. New experiences will be tried, challenges met and growth attained. We ask God for a very rewarding and blessed year with your child.

This handbook was organized so you have a better understanding of what Prekindergarten is all about. If you have questions, please feel free to ask. The phone number of Immanuel Lutheran School is: (847) 428-1010.

PURPOSE OF PREKINDERGARTEN:

The purpose of Prekindergarten is to prepare your child for kindergarten. The program should arouse curiosity, challenge abilities, and encourage self-expression. We recognize how important these early years are to a child, and the program is planned to make him/her feel secure and to help him/her grow physically, socially, emotionally, spiritually and in a friendly, consistent environment.

ADMISSION POLICY:

Immanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

- A child must be three years of age on or before September 1 of the year that he/she is enrolling in the PK3 program.
- A child must be four years of age on or before September 1 of the year that he/she is enrolling in the PK4 program.
- All children are expected to be toilet trained. When continuous accidents occur, parents will be notified. Children who need to rely on commercial pull-up diapers are not considered toilet trained.
- The preschool staff and principal reserve the right to dismiss a child who is not physically, emotionally, or academically ready for Immanuel's preschool program. This dismissal will be determined through classroom observation, parent consultations and age appropriate assessments. Upon request, recommendations for preschool placement will be given.

REGISTRATION PROCEDURES:

Our registration procedures will allow Immanuel church and school families to register first. Community registration for all other families will be at a later date.

When a family has a child enrolled in PK3 and in PK4 at the same time, consideration will be given so that these children may attend sessions during the same time period. This also applies to families having a child in Immanuel's kindergarten.

PROPOSED ORDER OF ENROLLMENT:

Pupils in Prekindergarten will be accepted according to the following guidelines:

Immanuel Priority Registration:

- Children of professional staff of Immanuel Church & School
- Children whose parents are active members of Immanuel Lutheran Church
- Children of current (PK-8) school families

- Children whose parents are members of Immanuel Lutheran Church
- Children of parents enrolled in the Adult Information Class (AIM) with the intent of becoming members of Immanuel Lutheran Church
- Children enrolled in Immanuel's FFF Class

Immanuel Priority registration forms received after the opening date of community registration will be included in community registration. Immanuel registration forms received after the mailing of preschool placement letters will be placed on the waiting list.

Community Registration:

- Children of all other families that wish to enroll

Waiting List

- When sessions are full, prospective students are placed on a waiting list sequenced in the same priority/community order. Immanuel Lutheran School reserves the right to make changes in this acceptance policy and class placement for the betterment of each child and Immanuel Lutheran School.

TUITION AND FEES:

Instructional Materials	PK3 & PK4	\$200.00
PTL Fee:	PK3 & PK4	\$ 40.00

Instructional Materials Fee: This fee covers the cost of all art and craft supplies, manipulatives, special events, teaching supplies, toys, etc.

Parent Teacher League Fee: This fee covers classroom parties and PTL fees.

These fees are non-refundable.

Tuition:

PK3 (Two Day)	\$1550/year	\$155/month
PK4 (Three Day)	\$1950/year	\$195/month
PK4 (Five Day)	\$2350/year	\$235/month

The tuition and fees will be due and payable on or before the first day of each month. Tuition payments (above) are broken down into ten payments (August through May). You may also pay for more than one month at a time or for the entire year. **The tuition fee may be mailed** (Attention school office), **given directly to the preschool teacher, or dropped off at the school office. Make checks payable to Immanuel Lutheran School.** In the event of a returned NSF check, your preschool tuition account will be assessed a \$35.00 processing fee. **Statements are sent home with preschool students monthly.**

Tuition will not be refunded when a child is absent due to illness, snow days, holidays, unforeseen church-related events, or if the family is on vacation. The tuition payment ensures your child's continued enrollment in the program.

ARREARS POLICY - PAYMENT POLICY:

Please note - Tuition payments are due in full on or before the 1st of each month. In the event that the first day of the month falls on a weekend, school closure day, or when your child does not normally attend, tuition is due on the first day when your child is in class. Tuition is late if received after the 15th of the month. A **\$10.00** fee will be assessed to all **"late payments."**

Statements are sent home monthly with your child. If payment is not received in full before 30 days, you will be asked to relinquish your child's enrollment. No fees will be reimbursed. If special circumstances arise, please contact your child's teacher, the Early Childhood Education Director, or the principal.

No child is considered enrolled for the following semester until all delinquent fees and/or tuition payments have been made in full. Also, no end-of-the-year report cards, yearbooks, or other special items will be released until all fees have been paid. If special circumstances arise, please see your child's teacher and the Early Childhood Education Director.

PREKINDERGARTEN 3 SESSIONS:

- Tuesday and Thursday from 8:30 am - 11:00 am
- Tuesday and Thursday from 12:30 pm - 3:00 pm
- Wednesday and Friday from 8:30 - 11:00 am
- Session availability may vary due to enrollment

PREKINDERGARTEN 4 SESSIONS:

- Monday, Tuesday and Thursday from 8:30 am – 11:00 am
- Monday, Tuesday and Thursday from 12:30 pm – 3:00 pm
- Monday, Wednesday and Friday from 8:30 am – 11:00 am
- Monday-Friday from 8:30-11:00 am
- Session availability may vary due to enrollment.

REQUIRED MATERIALS: Please put child's name on school bag and folder. Consumable supplies may be requested as needed.

PK3

- 1 large school bag
- 1 pocket folder
- 1 complete change of clothing in a gallon sized Ziplock marked with child's name
- 1 bottle of Elmer's glue
- 1 box of Kleenex
- 1 pkg. baby wipes
- 1 box of snack size Ziploc baggies (WF am)
- 1 box of colored pencils (TTHpm)
- 1 pkg. 500 napkins (TTH am)

*Please bring a complete change of clothing in a plastic bag with child's name clearly marked in a gallon sized ziplock bag. You may wish to swap warm weather clothing for cold weather clothing in late fall.

PK4

- 1 large school bag
- 1 pocket folder (poly vinyl please)
- 2 bottles of school glue
- 2 rolls of paper towels
- 1 box of Kleenex
- 1 pkg. brown paper lunch bags (MTTH am)
- 1 pkg. gallon sized zip top baggies (MWF am)

PK4 & More (5 day students)

(These items in addition to PK4 materials listed)

- 1 container of disinfectant wipes
- 1 5"x 8" plastic pencil box with snap lid
- 1 paint smock (to be kept at school (old t-shirt works well))
- 2 packages of stickers (smiley faces, stars, ocean, animals; please no characters)

THE FIRST DAY:

The first day of school is always easier for some children than others. Parents are encouraged to bring their children, greet the teacher, admire the room, speak words of encouragement, and leave the child in the teachers' care.

We hold shortened classes the first week of preschool to allow for a smoother transition.

ARRIVAL/DISMISSAL PROCEDURES:

PK doors will open at 8:25 am and 12:25 pm for drop off. Please be prompt. Please accompany your child, signing him/her in and assisting with coats and backpacks. Doors will be locked shortly after drop off. Doors open for pick up at 10:55 am and 2:55 pm. Please be prompt when picking up and remember to sign your child out. The buzzer for entry is for use by Extended Care parents or PK parents needing access during other times. PLEASE do not ask to be buzzed in for drop off and pick up, as this creates additional work for the EC workers and can cause a distraction to preschoolers when families enter earlier than drop off and pick up times. If your child is not picked up promptly, students will be taken to Extended Care. Parents will be billed for this time.

SECURITY:

For security reasons, the outside doors will be locked until 8:25 a.m. The doors will again be locked at approximately 8:50 a.m. During lunch, doors will be locked until 12:25 p.m. During the afternoon sessions, the doors will be locked at 12:50 p.m. If you need to enter at other times, please use the buzzer in the entry. The Extended Care staff will identify you and open the door.

HEALTH:

It is important for your child to feel well to be able to learn well. If your child indicates true symptoms of stomach distress, has a temperature, headache, frequent cough, sneezing, or excessive runny nose, he/she should remain at home until you observe that he/she feels well enough to attend school, or has been **fever free for a full 24 hours**.

When children have one or more of these symptoms, it is difficult for teachers to teach and children to learn. Even though a child is taking medication for relief, it does not mean that he/she feels well enough to be able to participate in class studies and activities. If the teacher or aide observes your child is not feeling well, you will be called to pick up your child.

Children's health problems may include sore throats, pink eye, intestinal problems, skin infections (rashes), etc. If one or more of these health problems are present, please keep your child home until all signs and symptoms of the diseases have completely disappeared or the child has been released from the attending physician.

ILLNESSES THAT EXCLUDE YOUR CHILD FROM SCHOOL ARE:

1. Fever - over 99 degrees
2. Nausea, stomach ache and/or diarrhea
3. Rashes - unless the Doctor has diagnosed it not contagious
4. Red teary eyes (suspected pink eye) - remain home until clear or diagnosed and treated by your Doctor
5. Undiagnosed swollen glands
6. Cold – cough/runny nose
7. Chicken pox
8. Food borne illness
9. Measles

10. Strep throat
11. Meningitis
12. Head Lice

All of the above conditions need to be reported to the school office as soon as possible.

The Kane County Health Department has reminded us that **children with any infection** should not be in school for **at least 24 hours** after treatment has begun. They must feel better and **not have had a fever for 24 hours**.

Children with pink eye are to be excluded from school **until infection is gone (eyes are no longer pink)**. Any child having an injury (open wound) to knees, arms, etc. should have it securely covered until completely healed to prevent a more serious infection.

Good personal hygiene habits are important for prevention as well as controlling the spread of the germs. Practicing good health habits (such as proper rest, play, exercise, proper nutrition, etc.) will keep children healthy and limit the spread of disease.

A registered nurse serves our school on a part-time basis. All students must be compliant with the State of Illinois Physical Examination and Immunization requirements prior to the first day of attendance. Students who do not meet these requirements will not be allowed to attend school until these requirements have been met.

ALLERGY ACTION PLAN:

The Allergy Action Plan Forms are sent out before school begins. The Allergy Action Forms folder will be kept in each classroom of the school. All forms must be turned into the school office before the first day of school.

EPINEPHRINE AUTO-INJECTOR:

Pupils who are at risk of anaphylaxis are permitted to keep an epinephrine auto-injector at school. Both the parent and/or guardian of the student and the student's physician, must provide the school with written authorization, including the prescribed dose and special circumstances for use. The provided pen must be in an original box with pharmacy instructions.

ASTHMA MEDICATION:

Children with asthma may carry with them prescription asthma medication that is self-administered, provided the asthma self-administration release forms are properly signed and returned to the school office. These forms will be available at registration and also in the school office.

CHILD'S CLOTHING:

It is suggested that the child's clothing:

- can be buttoned or zipped by the child, especially when attending to bathroom needs
- is plainly marked for easy recognition by child and teacher, especially coats and back packs

Children of Immanuel Preschool are required to dress and groom in a manner that is neat, clean and reflects good Christian judgment. It seems to be true that classroom performance is related to personal appearance.

More specifically:

- Clothing or accessories containing offensive pictures, sayings, or patches are not permitted.
- Hoods, hats and sunglasses are not to be worn in the school building.

- For the safety of the child, please do not wear flip flops or shoes with no backs.

OUTDOOR PLAY:

Our PK students will play outdoors weather permitting. Please send weather appropriate clothing and outerwear daily, clearly labeled with your child's name. We will assist with zippers or snaps when needed, but please practice getting coats, hats, boots on independently at home. Siblings are welcome to use our playground as well, when classes are not using it. Please use caution in the parking lot at all times, as children may be entering or exiting the playground.

ACCIDENT POLICY:

At times, your child may become ill or have an accident and eliminate in their clothes. At this time, we need to comfort the child and to be sure the child is clean. This may necessitate our partially undressing your child and cleaning private areas. This will be done in the privacy of a bathroom and with a teacher or aide.

We ask for your trust regarding this issue, but respect your needs and rights as well. If it is your desire to have your child clean him/her self and change clothes privately, let us know. We will comply with your wishes. PK3 parents, please sign and return the Bathroom Form. **This needs to be on file by the first day of preschool.** For PK4 students, the parent or emergency person will be contacted for any illness or accident requiring a change of clothes.

EMERGENCY SCHOOL CLOSINGS:

Emergency – Early Release Information: Immanuel Lutheran School uses a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service may also be used from time to time to communicate general announcements or reminders. This service is provided by School Reach, a company specializing in school to parent communications. Immanuel Lutheran School will continue to report school closings due to snow or weather on the radio and TV using the Emergency Closing Center.

NUTRITION POLICY:

Immanuel Lutheran School believes in promoting proper nutrition and educating our students about the importance of good nutrition and exercise. As a result, we would like to stress the importance of serving only healthy (nut free) snacks at school.

SNACKS:

We will serve a small snack each day. Due to the severity of allergic reactions to some foods, we will require all snacks and drinks brought to school be chosen from the list below. **Please check the labels before sending in a snack. Products cannot contain nuts, nor be manufactured in a facility that processes nuts.** Fruit or fruit sauces may be sent, providing they are in sealed packages such as individual applesauce cups, raisin packets or sliced apples sealed in a bag, to avoid any potential contact with nut products at home. Your child's teacher will let you know when to send snacks.

Snacks:

Annie's – Bunnies or Grahams
 Honey Maid – Cinnamon or Honey Grahams
 Ritz Crackers (plain only)
 Sunshine Cheez-Its
 Triscuits (plain only)
 Wheat Thins
 Pepperidge Farm Goldfish (whole grain)

Drinks: (Bottles, please. No juice boxes.)

Water
 100% Fruit juices such as
 Apple
 Grape
 Orange
 Or 100% juice blends

Keebler Grahams
Pirate's Booty Snacks
Rold Gold Pretzels
Sensible Portions Garden Veggie Straws and Chips
Unsweetened fruit/fruit sauce in individual, factory sealed packs

BIRTHDAYS:

Each class celebrates birthdays (or half-birthdays for those born in the summer) in a variety of ways including singing or special traditions. You are welcome to send in **non-edible** birthday treats, similar to a small party goodie bag.

ROOM PARENTS:

Anyone interested may be a room mom or dad. Working with the teacher, room parents organize celebrations, and other special projects. Our annual celebrations and special projects include: Christmas, Valentine's Day, Easter and Preschool Program. If you are interested in being room parents, please return the appropriate form at registration.

CARE/PRAYER CAPTAINS:

Immanuel Lutheran School has parents who serve as Care and Prayer Captains in each classroom PK-8. The Class Care Captain initiates care for families who are either celebrating or dealing with difficulties. Various opportunities include arranging for meals when someone is in the hospital, bringing flowers, comforting children, picking up groceries, celebrating birthdays, and coordinating care with other parents. The Care Captain is the team leader, and every parental member of the class is encouraged to be a caregiver.

The Prayer Captain offers prayers for those in need. They pray for help, healing, burdens to be lifted, yokes to be broken, and sorrows to ease. They check with the teachers often to learn who in the class is in need of prayer. The Prayer Captain is the team leader. Every parental member of the class is encouraged to be a prayer warrior.

NEWSLETTERS:

A preschool newsletter is sent home with each child on a regular basis. This can be either by e-mail or paper copy. The newsletter contains activities and special events of the month, plus upcoming events. This will help keep you informed as to what is happening in your child's classroom.

In addition to the preschool newsletter, your child will receive Immanuel's PK-8 school newsletter on a weekly basis. School newsletters will be emailed weekly.

PARENT/TEACHER CONFERENCES:

Each year there are scheduled conferences with the teacher during the school year. PK3 and PK4 conferences are held in January. At this time, progress reports are given out so that you will better understand your child's growth and accomplishments during the school year. Special conferences can be requested at any time during the school year either by the teacher or the parents. In March, teachers will offer optional conferences to interested families.

PARENT TEACHER LEAGUE (PTL):

The purpose of the Immanuel Lutheran Parent Teacher League is to draw parents and teachers together for the betterment of our children and our school.

As parents of a child attending Immanuel Lutheran School, you are automatically a member of the Parent Teacher League. Parent Teacher League meetings will also give you the opportunity to meet parents of children in other classes on a more informal basis. Please check the schedule of events found on the school calendar for specific PTL programs. The weekly school newsletter will also keep you informed of events sponsored by the PTL.

CHILD DEVELOPMENT:

To gain a greater understanding of the educational program provided for your three or four year old, one must first be aware of the development processes the child is going through at that age. They are as follows:

I. Religious Processes:

1. Using the names God and Jesus interchangeably
2. Recognizing that God loves everyone; He is our best Friend
3. Defining the Bible as God's Book, His Word
4. Viewing prayer as "talking with God"
5. Beginning sense of sin, forgiveness, protection, acceptance, love and trust
6. Learning worship etiquette
7. Expressing a simple, deep faith in Jesus as Savior
8. Visualizing God the Father in the physical sense as a parent figure; Jesus as brother, friend, teacher
9. Believing Jesus died and rose again, and we will be with Him in heaven

II. Emotional Processes:

1. Beginning conscience development, moralistic judgments
2. Distinguishing facts from fiction
3. Assuming pride in self and personal accomplishments
4. Beginning recognition between right and wrong
5. Learning appropriate ways to respond to others' feelings
6. Learning to cope with negative feelings
7. Learning appropriate ways to express feelings
8. Recognizing the feelings of sadness, anger, fear, etc.

III. Physical Processes:

1. Developing large and small muscle coordination
2. Caring for own physical needs - eating, dressing, toileting
3. Identifying and learning through the senses
4. Recognizing and accepting change and growth in self and others
5. Accepting and recognizing uniqueness of self and others in size, gender, race, characteristics, abilities and gifts

IV. Cognitive Processes:

1. Conceptualizing and generalizing: perceives analogies
2. Beginning to have sense of time: day, night, getting up, eating lunch, etc
3. Beginning deductive reasoning or learning
4. Beginning spatial concepts: in, on, above, etc
5. Increasing attention span
6. Beginning organizational skills: classifying, analyzing, synthesizing
7. Mastering communication skills: following directions, listening, conveying information
8. Ordering and quantifying

V. Social Processes:

1. Beginning gender awareness roles

2. Recognizing how one's behavior affects others
3. Outgrowing dependence: is able to assert self
4. Avoiding conflicts: accepting compromise solutions
5. Learning to take turns
6. Assuming responsibility for care of self and possessions
7. Respecting others' belongings, space, area
8. Making overtures to join a group or other person
9. Sharing individual and group materials cooperatively
10. Taking turns both talking and listening
11. Showing respect for another's point of view

PRESCHOOL ELEMENTS

Specifically, our preschool program will contain the following items to further develop the processes previously listed.

1. **Jesus Time:** By means of a Bible story, we share what Jesus means to us. We use pictures, books, etc., to "see" the story and then we "act out" the story by role-playing, singing, finger plays, etc.
2. **Playtime:** Time to explore our school room independently, use any materials available, and interact with classmates in creative play.
3. **Calendar/Sharing Time:** Time is spent "reading" the calendar (month, day, year, season, and special events) and taking a few minutes to tell each other what is on our mind today.
4. **Alphabet/Letter/Number/Shape/Color:** We will be learning the alphabet, letters, numbers, shapes, and colors through repetition and identifying during classroom time.
5. **Exercise Time:** A time to use our muscles in various motor skills (walking, hopping, jumping, skipping, galloping, etc.) manipulative skills (with balls, ropes, other objects, etc.) and in such activities as games (circle, team and relays).
6. **Snack Time:** A nutritious snack gives us extra energy for the activities still ahead.
7. **Music Time:** We will sing, use rhythm instruments, listen to music, or use creative movement to music.
8. **Learning Centers Time:** Time to do specific activities in each area of our schoolroom (art, science, math, manipulatives, puzzles).
9. **Circle Time and Readiness Activities Time:** This is a special time to learn about holidays, our senses, community helpers, safety, spatial concepts, transportation vehicles, magnets, etc. These units incorporate auditory (listening) and visual (seeing) discrimination activities.
10. **Story Time:** It is through sharing the world of books that a child learns about who he/she is, what is in his/her world - real and fictional, and a true sense of the "joy" of reading.
11. **Show and Tell Time:** This is a time where the children are encouraged to bring a special item from home that can be shown to their classmates. This is a great experience for children in verbal communication and in building self-confidence. Parents are encouraged to talk with their child about what he/she is bringing so that this verbal communication can be meaningful to all.

In addition to the above daily activities, the class will, at various times, have **Party Time** (for special holidays), educational assemblies, and special guests to provide variety to our curriculum.