

**Living Lord Lutheran Church Preschool  
2011 - 2012  
Parent Handbook**

<b><u>Contents:</u></b>	<b><u>Page No.</u></b>
Preschool Board	2
Teaching Staff	3-4
Our Purpose	4
Our Philosophy	4
Curriculum Objectives	5
Parent Involvement & Activities	5-6
Classroom Procedures	6-7
Attendance	7-8
DCFS Emergency Pick Up Policy	8
Pesticide Policy	9
Student Information	9-10
Eligibility Policy	10
Class Hours	10
Tuition	10
L.L.L.C. Preschool Registration Guidelines	11-12
Parent Registration Procedures	12
Payment Plan & Returned Check Policy	12-13
2011- 2012 School Calendar	14-15

**Living Lord Lutheran Church Preschool**  
**1044 Congress Drive**  
**Bartlett, IL 60103-5757**  
**(630) 830-7158**  
**livinglordlutheran.org**

Living Lord Lutheran Church Preschool is a state licensed preschool operating Monday through Friday, from 8:30 a.m. to 3:30 p.m. The preschool serves children 3 to 5 years of age.

Christian based with Prayers  
State Licensed  
Qualified Staff  
Modern Facilities  
Walking Trips  
Field Trips  
Special Visitors  
(weekly by Pastoral Staff and  
Community when themes permit)

Learning Experiences  
Nutritious Snacks  
Monthly Newsletters  
Monthly Calendar of Themes  
Weekly Peek at Our Week  
Fingerplays/Songs/Stories  
Fenced in Playground  
CPR Trained Staff

**2011-2012 Board Members**

Melissa Dunne  
Lauren McDonald  
Amy McSwane  
Martha Vanourek  
Kathy Barthelt

President  
Vice-President  
Treasurer  
Secretary  
Fundraiser/Social  
Fundraiser/Social  
Internal Marketing

**Living Lord Lutheran Staff**

Pastor Sue Allen  
Pastor Jennifer Fisher  
Susan Rankin

Senior Pastor  
Associate Pastor  
Parish Coordinator

All Preschool Board and staff members may be reached at 830-7158. If it is necessary to contact a teacher, please call between the hours of 8:30 - 9:00 a.m. or 3:00 - 3:30 p.m. If you have an **emergency** you can **press "0"** and the phone will ring directly in the preschool room.

## **Preschool Teaching Staff**

### **Nancy Collins-Director/Teacher (630) 830-7158**

Welcome to Living Lord Lutheran Preschool. My name is Nancy Collins and I am the Director of this exciting preschool program. My goal is for you and your child to have the best preschool experience possible. I plan to achieve this goal by continuing to emphasize our warm, loving Christian atmosphere. I will make sure all DCFS requirements are met by everyone involved with the preschool. In addition, I will be teaching in the morning and PreK programs. I look forward to watching the program grow in the coming years.

I received my BS degree in Child Development/Family Life from Western Illinois University. For the past 20+ years I have worked with children of all ages. I have taught and directed preschool and worked with District U-46 in the Parents As Teachers program.

My family and I lived in Bartlett for 18 years and moved to South Elgin 3 years ago. I have two children. My son Kevin is a recent graduate of Augustana and my daughter Kara is a junior and Western IL Univ. We have been members of Living Lord for several years. I have taught Sunday School and also served on the Preschool Board for three years.

### **Cheryl Rachford - M/W/F Teacher**

My name is Cheryl Rachford. I teach in the 3 & 4 year old programs. I have a Bachelors degree in Home Economics from Northern Illinois University. I am excited to be teaching my eighth year at Living Lord as both my sons attended Living Lord Preschool. During their combined four years here, I came to really appreciate the program, the teaching staff, and the loving, caring environment.

I have lived in Bartlett since 1992 with my husband Bob and our two sons Bobbie, 21 and Connor, 16. Bobbie is a junior at Illinois Wesleyan and Connor is a junior at Bartlett High School. I am very active in the community including team mom, and other child oriented volunteer positions.

I look forward to meeting you and your child, and contributing to their happiness and development.

### **Tracy Wetherton - Assistant Teacher PreK**

My name is Tracy Wetherton. I have lived in Bartlett and been a member of Living Lord for almost 25 years since my husband Dave and I were married here in the church. We have four children, Robby, Blake, Grant and Michael, who were all students of the preschool. I have a Bachelor's degree in Business, but I "retired" to stay home with my children 19 years ago. I am excited to enter the field of education to be an assistant teacher at this wonderful preschool.

### **Our Purpose**

Living Lord Lutheran Church seeks to minister the needs of the community by offering 3 year old, 4 year old and PreK preschool programs. Living Lord Lutheran Church Preschool does not intend to compete with any other preschool program. We wish to meet the church's and community's needs for a Christian preschool program alternative.

### **Our Philosophy**

Every child is special at Living Lord Lutheran Church Preschool! We will provide fine and gross motor skills, social and emotional development, and basic learning experiences. Trained staff members will provide a fun learning environment in a warm, caring, loving Christian atmosphere.

The classroom is planned to encourage curiosity, exploration, and problem-solving in an atmosphere of warmth, affection, and respect for the individual child. Teachers plan curriculum around weekly and monthly themes. Children are involved in language arts, social studies, math, science, creative art, music, movement, and dramatic play. The four year old program encourages kindergarten readiness. All interrelated aspects of the child's growth and development are considered - intellectual, spiritual, social, emotional, physical, and creativity. Activities, experiences, and teacher-child interaction are constantly being measured and evaluated in terms of these objectives.

### **Curriculum Objectives**

To provide an atmosphere which encourages within each child:

1. An understanding of Jesus and his love
2. Development of a positive self-concept
3. Respect for their individuality and rights of others
4. Positive ways of interacting with peers and adults
5. Acceptance and expression of both positive and negative feelings
6. Growth of independence and self-sufficiency
7. Growth of creative thinking and problem-solving
8. Cognitive growth and development
9. Small and large muscle development
10. 4 year old Kindergarten readiness

### **Parent Involvement and Activities**

Parents are strongly urged to become a part of their children's world through participation in their school activities. At Living Lord Lutheran Church Preschool, parents are a very important part of our program.

**Family Programs:** Special family program will include - Dad's Night/Ice Cream Social (Sept.), Mom's Day (Nov.), Christmas program (Dec.), Graduation Day (May, M/W/F classes), and End-of-the-Year Picnic (May).

**Field Trips:** Parents will sign a general permission slip for walking and field trips and will have an opportunity to participate in planned field trips.

**Snacks:** A nutritious snack will be served each day. Snacks will be listed on the snack/sign-up calendar and will be posted for your child's class. Please provide the snack listed in portions appropriate for a preschool snack, not a meal. All snacks must be pre-packaged and unopened or prepared in the preschool kitchen. No homemade snacks are permitted (DuPage Health Department Standard). Drinks are posted on snack calendar. If it specifies milk, it **must be 2% milk**; if it specifies juice, it **must be 100% fruit juice**. Parents are invited to stay on their child's snack day and enjoy the day helping out in the room and interacting with the children.

If your child misses his day due to absence, our schedule does not allow us to have make up snack days. However, we still need to have a class snack. We keep a supply of juice and pretzels for emergencies. When your child returns, we ask you to please replenish our reserve. .

**Birthdays:** Birthdays will be celebrated at school. If your child wishes to bring a special take-home treat, they will be distributed in each child's

cubby. Please provide one for each child. If you are planning a party for your child outside of school, please mail invitations if the whole class is not included. This will alleviate any hurt feelings.

**Parent Volunteers:** We welcome and encourage parents to participate through out the school year. Parents assist us with many special classroom presentations (dentist, nurse, firefighter, mom, etc...), party plans, and other creative ideas for activities to enhance the learning experience for our children.

**Parent Conferences:** Parents may meet and discuss their child's performance **at any time** throughout the school year. Please arrange a time with the teacher in advance. General information for three year olds and kindergarten readiness information for four year olds will be sent home. Three & four year old conferences will be held in February. Progress reports will be sent home by your child's conference date (refer to the school calendar on pages 14 and 15).

**Preschool News:** Parents will be informed of preschool activities with a monthly calendar and newsletter from the teacher. Parents will receive a monthly "Scoop" letter from the Preschool Director. The 2011-2012 preschool calendar is included on pages 14 and 15 of your parent handbook.

**Orientation Program:** An orientation program is held each fall before classes begin where teachers will discuss the preschool program and the first day of preschool for the children. Teachers will meet with parents at a scheduled time (refer to the school calendar on pages 14 and 15).

**Open House:** An open house will be held for newly enrolled children to meet their teachers and view the classroom before their first day of preschool (refer to the school calendar on pages 14 and 15).

### **Classroom Procedures**

**Religious Observance:** Bible stories will be presented by L.L.L.C. pastoral staff and preschool teachers on a weekly basis. Grace will be said before snack each day. A strong emphasis on Christian holidays is part of Living Lord Lutheran Church Preschool. Our Christian commitment provides fun learning in a warm, caring, and loving atmosphere.

**Daily Activities:** Daily activities will consist of opening circle time, learning centers, structural play, snacks and stories, lesson for the day (coordinating stories, fingerplays, songs, etc...), movement time, outdoor play (weather permitting), and closing time.

**Discipline:** Affection with control will be the basis of discipline at Living Lord Lutheran Church Preschool. Each child will be treated as an important individual. Children will be encouraged to take part in all activities. The teacher will verbally provide fair and clear rules for the children. Discipline will be enforced with stress on the appropriate behavior. If misbehavior continues the child will be given quiet time (one to three minutes) in the classroom apart from the group. Parents will be notified if the inappropriate behavior continues.

Incident reports shall be completed for any intentional aggressive physical behavior displayed by a student toward another student or teacher. A copy of such reports will be given to the parent upon arrival to pick up the student and a copy will be retained in a file at the preschool. Severe behaviors may require a phone call to the parent prior to pick up of the student.

**Examples of behaviors requiring an incident report include (but are not limited to):** Hitting Biting Kicking Pushing

**The student will be required to miss one day of preschool when the following occurs: More than 1 incident report accumulated per day; or 3 incident reports accumulated per week.**

**Outdoor and Indoor Play:** Play is the basis of the preschool program. **Play is the work of young children.** Vigorous outdoor play builds a strong body for your child. Winter play will be designated by the teacher and will be relayed to parents in the monthly newsletter. Playing with blocks, paints, and play dough develops creativity. Role-playing prepares your child for adult roles. Stories and music open new areas of exploration. Please dress your child in comfortable clothes appropriate for crafts and play.

**Computer Use:** Based on the developmental learning philosophy, our program does not involve computer use. We feel computer work by preschool children in the classroom is not conducive to social/emotional development.

## **Attendance**

**Arrival and Departure:** Students may enter the classroom when the doors are opened by the teachers at 9:00 a.m. and 12:30 p.m. Please walk in with your child. Dismissal is at 11:30 a.m. and 3:00 p.m. At dismissal, the classroom will be prepared for the next session; centers are closed. No child will be released to anyone other than his/her own parent or designated carpool driver without written/verbal consent. A designated carpool driver form can be found in your registration packet. All children must be signed in/out daily (DCFS licensing rule). If for any reason a teacher believes it is not in your child's best interest to be transported with the driver present, a request may be made to call another driver. To keep everyone safe in the parking lot, please use designated spaces only and never leave children unattended in the car or parking lot. During preschool hours all exterior and interior doors to the preschool will be locked. If you need to enter the preschool after 9:15 a.m. or 12:45 p.m., you must ring the doorbell at the double doors and a staff member will let you in.

### **DCFS Emergency Contact Pick Up Policy**

Steps to be taken for late pick up:

1. A \$5.00 late fee will be charged at 11:40am/3:10pm and an additional \$1.00 will be accrued every minute after.
2. At 11:40am/3:10pm the director will attempt to contact parents followed by each emergency contact.
3. At 12:00pm/3:30pm if no contact has been made, the Bartlett police will be requested for assistance and a call to the Child Abuse Hotline will be placed.

It is important that your emergency contact numbers on file with Living Lord Preschool be up-to-date. If changes occur, you must contact us immediately. The staff of Living Lord Preschool acknowledges that it is our responsibility for the child's protection and well-being until the parent or outside authorities arrive. The staff will not hold the child responsible for the situation and discussion of the issue will only be with the parent or guardian and never with the child.

**Calendar:** Living Lord Lutheran Church Preschool follows the Elgin U-46 school year calendar. All Elgin U-46 snow days will be observed. Listen to AM radio stations WRMN (1410) or WGN (720) for closing announcements.

The closings can also be found on the U-46 website: [www.u-46.org](http://www.u-46.org). The weather conditions for the afternoon session will be evaluated and posted on the preschool voice mail by 11:30 a.m. Cancellation calls will be made to parents ONLY when preschool cancels and the U-46 School District is in session. Days missed due to inclement weather will not be made up. If more than 3 days of preschool are canceled during a calendar year when U-46 is in session, the days will be made up at the end of the year.

**Sickness and Injuries:** If your child has been ill (diarrhea, vomiting, fever for the past 24 hours, sore throat, earache, bad cough, or a very runny nose) during the night, or in the morning before school, please do not bring your child to school that day! Absence or illness of your child should be reported by calling 830-7158. Please leave a message on the preschool voice mail. If your child becomes injured, ill, or has a temperature of one hundred degrees or more at school, the parent will be called to make arrangements for further care of your child. Once your child has been fever free for a minimum of 24 hours they may return to class. If your child is injured at school and requires more than simple first aid, the parents will be notified immediately. Emergency medical treatment will be obtained according to the medical consent form signed by parents. Up-to-date emergency information will be required of all parents (including parents' locations, phone numbers, and friends or family to call if parents cannot be reached). Your emergency consent form can be found in your registration packet.

### **Pesticide Policy**

Living Lord Lutheran Church is under contract with Terminix. The company comes in during the third week of the month after preschool hours. The outside of the perimeter is sprayed. If at any time, additional services are required, parents will be notified prior to the service being completed.

### **Student Information**

**Personal Belongings:** Please clearly label personal belongings such as coats, boots, snow pants, sweaters, school bags, and show-and-tell items. Lost and found items will be in the preschool lost and found in the preschool office.

**Toys should be left at home.**

**Photographs:** Pictures, movies, and slides may be taken of the preschoolers for use in presentations and other reasonable promotions, advertising, and

educational type activities. Professional portraits are also taken during fall semester

**Confidentiality of Records:** Information on file concerning your child is kept confidential. If for some reason a request for this information is made, it will not be released without written consent from the parents.

### **Eligibility Policy**

Living Lord Lutheran Church Preschool is for three and four year old children. All children must be potty trained before the start of school. Children must reach the age of three or four by September 1st to participate in the appropriate preschool program. We follow the age policy established by U-46 School District and State Mandate. Exceptions will be made on an individual basis.

Living Lord Lutheran Church Preschool makes no discrimination in admission or determination of enrollment on the basis of race, sex, color, origin, or creed.

Living Lord Lutheran Church Preschool reserves the right to dismiss from the group any children, who after a reasonable trial period (two weeks) demonstrates the inability to participate in or benefit from the school, or whose presence is detrimental to the group.

### **Class Hours & Tuition**

Living Lord Lutheran Church Preschool will follow a two-and-one half hour class time schedule consisting of:

<b>A.M. Classes:</b>	<b>9:00 - 11:30 a.m.</b>
<b>P.M. Classes:</b>	<b>12:30 - 3:00 p.m.</b>

Tuition for the 2011 - 2012 school year will be as follows:

<b>Fall Semester:</b>	<b>2-day program - \$407.00</b>
	<b>3-day program - \$598.00</b>
	<b>Prek program - \$848.00</b>
<b>Winter/Spring Semester:</b>	<b>2-day program - \$572.00</b>
	<b>3-day program - \$766.50</b>
	<b>Prek program - \$1152.00</b>

### **Living Lord Lutheran Church Preschool Registration Guidelines:**

1. Notice shall be given to the congregation of Living Lord Lutheran Church and to the general public prior to registration for the fall term.

2. All students must be registered prior to the first day of class unless a class is not filled to capacity.
3. Enrollment into Living Lord Lutheran Church Preschool will conform to the following class requirements:
  - a) Monday/Wednesday/Friday a.m. and p.m. are designated for four year olds.
  - b) Tuesday/Thursday a.m. and p.m. are designated for three year olds.
1. Priority for students enrolling fall session will be:
 

First	Returning T/TH students of active L.L.L.C. members
Second	Returning T/TH students of non-members
Third	Returning M/W/F students of members/non-members
Fourth	New students of active L.L.L.C. members
Fifth	New students of preschool siblings
Sixth	New students of non-members
2. Parents will be notified within twenty-four hours of their child's placement. Every effort will be made to honor first preferences. We place returning students in the corresponding a.m./p.m. session the next year. There are no guarantees for session placement.
3. When classes reach capacity, a waiting list will be established. Parents of children on this list shall be informed that there is no guarantee their child will be enrolled. A sincere effort will be made to contact them should a vacancy arise.
4. Registration for winter/spring term shall be handled in a manner determined by the preschool director and approved by the preschool board.

### **Parent Registration Procedures**

Parents will request their first and second choices for the class day and time. Parents will be notified within twenty-four hours of their child's placement. Every effort will be made to honor first and second preferences.

**Church Member/Returning Student Enrollment:** Students registering by this method must be either children of **active** Living Lord Lutheran Church members (as defined by L.L.L.C. constitution) or a child enrolled in the previous fall or winter/spring term of Living Lord Lutheran Church Preschool.

**Sibling Enrollment:** Siblings of preschool children having attended Living Lord Lutheran Church Preschool from January 1, 2001 to present are eligible to register by this method.

**Open Enrollment:** Registration is open to the community. A lottery drawing is how Living Lord Lutheran Church Preschool places children registering by sibling or open enrollment. When your child is placed in a class, a \$75.00 non-refundable registration fee is due within twenty-four hours of class placement.

**Birth Certificate Policy:** DCFS requires that every newly enrolled child must have a copy of the original birth certificate in their file within 30 days of the enrollment date.

### **Payment Plan**

**Registration Fee:** Each registrant placed in a class will be assessed a once yearly, non-refundable preschool registration fee of \$25.00 for the first child; \$10.00 each additional child for **active church members** and \$75.00 for the first child; \$25 each additional child for **non-church members**.

**Fall Semester:** A deposit of one-half of the total tuition due must be made by noon on June 1, 2011 to finalize a child's position in a preschool class. The final tuition installment is due at orientation, September 1, 2011.

**Winter/Spring Semester:** A deposit of one-half of the total tuition due must be made for winter/spring registration by November 18. The final tuition payment is due January 31, 2012.

**Exceptions:** Must be put in writing and then approved by the preschool board of directors in advance of the actual due date. Any family may contact the Preschool Director for alternate payment options, if needed. A charge of \$10.00 may be assessed when payments are not received within two weeks past the required due dates.

**Any checks returned for NSF will be assessed a \$25 fee in addition to any other bank fees. After 1 incident, only cash or money order will be accepted.**

**Refund Policy:** Unfortunately, we cannot adjust tuition if a child is absent because our expenses continue whether the child is in school or not. Any

student who is removed from a preschool class after tuition has been paid up to the end of the first two weeks of a term (by September 23, 2011 or January 13, 2012) shall forfeit 25% of the tuition paid for that term. If any student is removed from a preschool class after the first two weeks of a term (after September 23, 2011 or January 13, 2012) shall forfeit 100% of the tuition paid for that term. If the withdrawal is deemed by the Preschool Director to be a special case, an individualized plan may be made upon approval of the preschool board.

## 2011 Calendar

June 1

September 1

September 2

September 7 & 8

October 7

October 10

November 11

November 18

November 21-25

December 16

## Fall Semester

First half tuition payment due

Reserves space in class

Orientation Day, Parents Only

T/TH AM & PM 9:30-10:30am

M/W/F AM & PM 10:45-11:45pm

Final tuition payment due

Open House for new students 10:00

No siblings please

Start of Full Days

U-46 School Improvement Day

(No Preschool)

Columbus Day (No Preschool)

Veteran's Day (No Preschool)

Winter/spring registration and first  
half of tuition due.

Thanksgiving Holiday

Christmas break begins at the end of  
class

## 2012 Calendar

January 3 & 4

January 16

January 31

February 17

February 20

March 23

April 2

April 6

May 11

May 14

May 16

May 17

June 1

## Winter/Spring Semester

Full day of classes resume

Martin Luther King's Birthday

Observance (No Preschool)

Final tuition payment due

Institute Day (No Preschool)

President's Day (No Preschool)

Spring Recess begins at class end

Classes resume

Spring Holiday-(No Preschool)

U46 School Improvement Day

(No Preschool)

Graduation Day M/W/F Classes

Last Day M/W/F & PreK - Picnic

Last Day T/TH - Picnic

First half of fall tuition due