



Jesus said,
 “Let the little children come to me.”

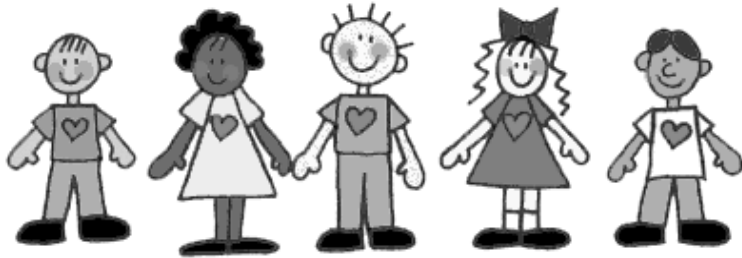


They are completely loved, nurtured,
 forgiven and redeemed!

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ADMISSIONS

Immanuel admits students regardless of race, color, sex, religion, national or ethnic origin. Every attempt will be made to accommodate the special needs of any children on an individual basis.



MISSION STATEMENT

The Immanuel Lutheran Preschool has been established to help fulfill Christ's Commission to go and make disciples of all nations. At Immanuel Preschool we assist the children to grow in their knowledge and faith in Jesus as their Savior and Friend. The 'heart of education' is the "education of the heart," and that is our primary reason for existence. At the same time we assist the children in their mental, emotional and physical development, all the while encouraging and promoting a strong family unit at home.

PHILOSOPHY

- ♦ At Immanuel Preschool your child is nurtured in a Christian, family-like atmosphere and hears daily how s/he is a special and unique child of God.
- ♦ The education of a child is a partnership between home and school. Parents are recognized as the child's primary teachers and supported in that role.
- ♦ Your child's needs and interests are considered through carefully designed individual and group activities.
- ♦ Children are encouraged to make choices that interest them while learning through discovery and play.
- ♦ Children learn when they are happy and Immanuel Preschool creates a joyful atmosphere in the caring and loving development of the whole child.



Your child is in good hands at
Immanuel Lutheran Preschool!

CURRICULUM OBJECTIVES

- ◆ To acquaint your child with Jesus and His love for them;
- ◆ To help develop a positive and healthy self-concept in your child as feelings of success and security grow;
- ◆ To help your child establish himself "away from home;"
- ◆ To help your child to get along with others;
- ◆ To broaden your child's growth experiences; spiritually, socially, emotionally, physically, and mentally;
- ◆ To sharpen your child's senses;
- ◆ To help your child to enjoy experiences that develop imagination and creative expression in music, art, and literature;
- ◆ To help your child to listen and follow directions;
- ◆ To form a close home/school relationship;
- ◆ To provide a positive attitude for later, more formal education.



Curriculum Content

Early childhood education at Immanuel can be easily divided into five broad categories. Various themes through the year will incorporate these five areas and include an introduction to the alphabet. These areas are:

1. Spiritual/Social Living

This includes:

- ◆ relationship building
- ◆ Interrelationships
- ◆ small group play
- ◆ one-on-one between children
- ◆ attitudes and relationships to the Lord and to others
- ◆ moral development
- ◆ Values

This is carried out through themes that use:

- ◆ Bible Stories
- ◆ Home and family
- ◆ Friendships
- ◆ Sharing
- ◆ Growth
- ◆ Taking Turns
- ◆ Positive Self Concept
- ◆ Feeling and Emotions
- ◆ "Using your words"

Jesus Time



Religion - Our school exists to help foster a Christian view of life. We know that each child is a child of God, and therefore we help and encourage each child to grow and be nurtured in God's Word. Christian worship and educational activities appropriate to the child's maturity level are a regular part of our school's program.

2. Communication Arts

This includes:

- ◆ the ways we communicate
- ◆ development of listening and speaking
- ◆ beginning of reading and writing

This is carried out through themes that use:

- ◆ Discussion
- ◆ Listening
- ◆ Sharing information
- ◆ Role Playing
- ◆ Story Telling
- ◆ Mimicking
- ◆ “Reading” Words
- ◆ Using Puppets
- ◆ Big Books



We encourage parents to help children recognize their own name. **We teach only the first letter of the name is capitalized.**

Children observe the written word in various ways through big books, wipe-off boards, and fingerplays and songs written out. This helps the children begin to understand and make sense of letters and sounds.

4 year old classes enjoy bringing something each Wednesday which begins with the letter sound of the week.

3. Expressive Arts

This includes:

- ◆ foundation for art, music, movement, drama
- ◆ creative expression of feelings and ideas
- ◆ active participation of the child
- ◆ use of creative materials and activities

This is carried out through themes that use:

- ◆ Painting
- ◆ Dramatizing
- ◆ Drawing
- ◆ Musical Games
- ◆ Rhythm Instruments
- ◆ Songs
- ◆ Dancing
- ◆ Collage Work
- ◆ Movement



4. Wellness

This includes:

- ◆ foundations for health, safety, nutrition, fitness
- ◆ promotion of positive attitudes toward a healthy lifestyle
- ◆ development of responsibility and autonomy
- ◆ large muscle movement and activities

This is carried out through themes that use:

- | | |
|----------------------|------------|
| ◆ Walking | ◆ Jumping |
| ◆ Dancing | ◆ Climbing |
| ◆ Drawing | ◆ Rolling |
| ◆ All Gym Activities | ◆ Bending |
| ◆ Hopping | ◆ Running |

5. Discovery About the World

This includes:

- ◆ discovery about the world around them
- ◆ foundations for science, social studies, math
- ◆ organization of ideas and objects into categories and classes
- ◆ manipulation and observation of real materials and phenomena

This is carried out through themes that use:

- ◆ Science Experiments
- ◆ Hands on Activities
- ◆ Sequencing
- ◆ Sorting
- ◆ Graphing
- ◆ Counting
- ◆ Weighing
- ◆ Quantity
- ◆ Water/Rice Play

Sink or Float?



Activities from each curriculum area are included in your child's schedule several times a week.

**We focus on the total development
of the child. . .
spiritually, socially, intellectually,
emotionally, and physically.**

ACTIVITIES DURING THE SCHOOL YEAR

- ◆ Orientation Night
- ◆ Open House
- ◆ Family Night
- ◆ Pumpkin Farm
- ◆ Harvest Day
- ◆ Christmas Program
- ◆ Christmas Party
- ◆ Special At-School Programs—

Open House



Reptileman or the "Dot Show"

- ◆ Parent-Teacher Conferences
- ◆ Valentine's Day Party
- ◆ Dad's Night Out
- ◆ Operation Life Saver (Train Safety)
- ◆ Train Ride to Western Springs
- ◆ Graduation Program
- ◆ All School Picnic

Our Facility

- ◆ Bright cheerful classrooms
- ◆ Large area for gross motor skill activities
- ◆ Located near the heart of downtown
Downers Grove
- ◆ Fischel Park playground on the same block

General Preschool Information Policies

ENROLLMENT PROCEDURE

The first thing we suggest is checking out the website and preschool blog.

Registration for the following year begins in January.

The following items must be on file to complete the first step in registering your child. The following forms must be filled in completely to be accepted at the preschool.

- ◆ Application / Tuition Agreement Form
- ◆ Release Form
- ◆ Registration Fee

In July, you will receive a letter reminding you of the Parent Orientation meeting in late August. The remainder of the enrollment forms will be given to you at this meeting.

Please complete and return the forms by the first day of school. These forms include:

1. School Emergency Form /Medical Release
2. Personal History
3. Verification of Receipt (Illinois Department of Children and Family Services Brochure)
4. Pick-Up Permission Slip
5. Discipline Procedure Form

ENTRANCE REQUIREMENTS

Children must be three years old by September 1st of the current school year to enroll in three-year-old classes. Children must be four years old by September 1st to be enrolled in the four-year-old class. We hope all children are ready and able to use a toilet before coming to preschool.

Your child should have a physical completed by the doctor with all immunizations listed. **Physicals are required by DCFS to be within 6 months of the start of preschool.** Your doctor may have the form or you may ask for one at preschool, **A physical examination form is good for two years.**

1. A Chicken Pox Vaccination, along with the Tuberculin Testing and Lead Testing is also required by DCFS. If your pediatrician does not feel it is necessary at this time, he/she needs to make documentation of that on the physical form, also stating the suggested year he/she feels it should be done.
2. Vision and Hearing will be tested at preschool in the Spring.
3. A trip to the Dentist is not required, but is recommended by this age.
4. **DCFS requires us to see an original birth certificate. A copy will then be made for our files.**

TUITION AND ACTIVITY FEE

Tuition for the school year is separate from the registration fee. The registration fee is nonrefundable and must be submitted with the Application Form and Tuition Agreement to reserve a place in the class for your child.

Tuition is based on the yearly amount broken into 9 installments. The first payment is due by August 1st. Tuition may also be paid in full or several months at a time. Tuition is due the first of the month. Failure to pay tuition by the 10th of the month will result in a late fee of \$10.

Operating expenses require that the parents maintain tuition payments. No refunds or tuition allowances are made for vacation days, sick days, or school closing, including emergency closings.

Financial Aid—Several types of scholarships for preschool are available. Applications are due at the time of registration. If a family experiences financial need during the school year, they can meet with the director to see if aid is available. All applications are reviewed by the Board of Education. Scholarships are equally available to members and non members alike.

An Activity Fee is charged at the beginning of the year.

This includes:

1. Family Night for your family
2. Harvest Day for your child
3. Dad's Night Out for child and grownup
4. ***One child and one adult*** for our special at "home" program
5. ***One child and one adult train ticket*** to Western Springs
6. Vision and Hearing Test done in the Spring
7. Two bus rentals for field trips
8. Graduates receive a large t-shirts labeled with the year they graduated preschool and the year they will graduate from high school.

A one-month written notice is required if your child will be dropping from the program for any reason. You will be responsible for the entire month's tuition whether the child is in attendance or not.

Checks are to be made out to Immanuel Lutheran Preschool.

HEALTH POLICY

If your child appears ill during the class session, we will separate the child from the class and call you immediately to come and pick up your child. Please keep your child home if s/he shows any sign of illness including:

- ⇒ **a fever within the past 24 hours**
- ⇒ **diarrhea or vomiting within the last 24 hours**
- ⇒ **a cold or virus**
- ⇒ **a sore throat, ear, stomach or muscle aches**
- ⇒ **a rash**
- ⇒ **any known communicable diseases**
- ⇒ **head lice**
- ⇒ **eye discharge or pink eye.**

Please notify the school if your child will not be attending for illness or any other reason. Thank you.



We help the children realize the importance of not spreading germs. Here is a child very proud of her "germ catcher!"

If your child has a communicable disease, please notify the school so we can inform the other parents and the Health Department as required.

If your child is well enough to be in school, s/he is also considered well enough to participate in all school activities including outdoor play.

Please do not send medication to school.

In case of any injury, the classroom teacher will administer basic first aid. The teacher will complete an accident report for your review.

If the injury is more serious, we will try to contact the parents and the child's physician. If necessary, the child will be transported to the nearest hospital.

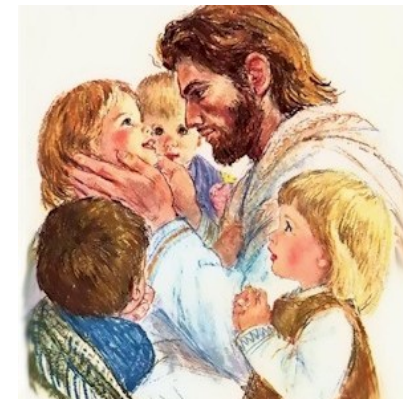
DISCIPLINE POLICY

The Bible teaches us that God disciplines us out of love. An atmosphere of unconditional love is maintained even when the teachers need to discipline a child.

Discipline measures shall be designed and administered in such a way to help the individual child develop his own self-controls and to assume full responsibility for his own acts. Simple and understandable rules that set the limits of behavior required for the protection of the group and individuals within the group shall be established and followed. Personal discipline shall be relevant to the particular child and problem involved.

If a child's behavior becomes disruptive, the teacher will remove the child from the stimulation of the group., using a "time-out chair." After a few minutes the teacher will discuss with the child what happened and why the child was asked to leave the group. Before the child is allowed to go back to the group, feelings, emotions, and forgiveness are shared with the child or children involved, along with helping the child to see other ways the situation could have been handled.

Through the example of God's love and forgiveness, children can learn to forgive each other and themselves, learn from their mistakes, and begin to make better choices in the future.



ARRIVAL AND PICK UP

Please walk your child or your car pool children to the room each day. This not only is a comfort to your child, but also a safety precaution. Please also remind them to always walk quietly down the long hall.

If anyone other than a parent is picking up the child,
WRITTEN PERMISSION IS NEEDED!

When class is over, the children will be brought to the parent pick-up area at the front of the building. Procedure for pick-up will be explained at Parent Orientation. Please be on time picking up your child.



Always a grand reunion after class!

So many hugs and so many new and fun things to talk about!

SCHOOL BAGS

Each child needs a canvas school bag. We have bags for sale in the school office. The bags have the school name and a place for you to add your child's name. Each bag can be decorated with fabric paint to individualize it and to make identification easy for your child.



DRESS CODE

Our dress code for preschool is simple. Children should wear comfortable play clothes, which they can manage completely by themselves in the bathroom. This means also something they can handle quickly and independently. **Children should wear pull on elastic pants without buttons, hooks, snaps, or belts!** Washroom breaks can take enough time without adding extra time due to clothing problems. **Remember . . . we paint and do many messy things at school!** Save the extra special clothes for other occasions.

Girls should not wear dresses very often. Girls do not have the freedom or comfort to run and play if they are in a dress.

Gym shoes are the best shoes for the children to wear while they are in school. This means **girls and boys!** Avoid Flip-Flops and Crocs because they make running difficult. If you have a particular question about clothing or shoes, please feel free to ask. If you need to dress your child in snow boots, please make sure to send a pair of gym shoes along for indoor use.

PARENTS' BOARD

Please check the parents' board each day. Important information may be there for you. This is where you sign up for volunteering in the classroom. Please check for empty spaces on the Parent Help calendar.





CHILD'S NUMBER

Each child is given a special number. The children are alphabetically listed by their first name on the class enrollment list and given their corresponding number. Each class also is coded with a color.

3's-Monday, Tuesday, Wednesday, AM Class - GREEN

3's-Thursday, Friday - AM Class - RED

4's-Tuesday - Thursday AM Class - PURPLE

4's Tuesday – Thursday PM Class -YELLOW

Please help your child to recognize his/her name and number. This is an important part of our daily routine and attendance taking. You will see how routine and easy this becomes in time.

Everyday please check the parent board and the classroom table for artwork and handouts when you arrive with your child. Important information may be there for you.

ITEMS FROM HOME

Children are not encouraged to bring anything from home, unless requested. Toys and items that are brought from home are easily misplaced at school and panic arises when it is time to go home. Preschool cannot assume liability/responsibility for personal belongings.

SINGING IN CHURCH

We sing in church a few times each year. It is real joy to hear and see our little ones show their love for Jesus in this way. We hope that your child, along with the rest of your family can be with us on these special occasions. Worship with us anytime. You are always welcome. Children 3 years and older may attend Sunday School.

IMMANUEL WORSHIP & SUNDAY SCHOOL
Saturday worship: 5:30 p.m.
Sunday worship times are as follows:
7:45 a.m. - Traditional worship
<i>9:00 a.m. - SUNDAY SCHOOL & BIBLE STUDY</i>
10:00 a.m. - Contemporary worship
10:10 am—Sanctuary Service—Off site
11:30 a.m. - Traditional Worship



CONFIDENTIALITY OF INFORMATION

All personal information parents share with the staff will be treated as confidential. No information will be released to other persons/agencies without the written consent of the parent/guardian.

The staff never discusses a child's behavior in front of the child or makes comparisons between children. Only positive comments about a child's progress should be expressed in front of the child. Any other type of discussion will be held without the child present.

SNACKS

Children take turns bringing the snacks each week. This works out to several weeks during each school year. A schedule will be provided. If you are unable to provide the snack during your assigned week, please switch with another family or make arrangements for someone else to bring the snack. If your child has a short week due to school vacation or illness, please bring something for the shelf. We will use that snack if someone forgets theirs or is absent.

Birthdays are celebrated as close to the child's birthday week as possible. Summer birthdays are scheduled at the half/birthday or in May.

A nutritional snack is preferred. Please check the **SNACK CALENDAR** you receive and **mark your child's week.**

Snack time at school is a good time to expose children to a variety of foods. It is a pleasant, social time of sharing and eating. Children cannot eat enough at meal times to satisfy all their nutritional needs, so a mid-day snack helps to supplement their diet.

Snacks should be kept small so the child's appetite will not be effected for the next meal. Here are a few suggestions for snacks.



SNACK SUGGESTIONS

Apple juice	Jell-O with fruit
Apples	Melon
Applesauce	Muffins
Bananas	Milk
Banana Bread	Oatmeal cookies
Carrots	Orange Juice
Canned Fruit (rinsed)	Popcorn
Cauliflower pieces	Pretzels
Celery Sticks	Pizza
Cereal (Non-sugary)	Pudding
Cheese	Prunes
Crackers w/ cheese	Raisins
Fruit cocktail (rinsed)	Strawberries
Graham crackers—	String Cheese
Teddy grahams	
Granola Bars	Tangerine Segments
Grapes (seedless)	Vegetable Soup
Grape juice	Yogurt

More snack information:

1. On your child's snack day, you will also need to bring, **juice or milk**. **Please no juice boxes. These containers should be packaged in the original containers from the store.** Napkins and cups will be provided. **Do not** send any **Kool-Aid or carbonated beverage.**
2. When it is your child's turn to celebrate their birthday at school, **NEVER, NEVER, NEVER bring cupcakes or a birthday cake**. Please no frozen treats on a stick unless we are able to eat outside.
3. Do not send cookies unless made with natural food products such as raisins, nuts, or fruits and grains.
4. Send small plastic spoons if they are needed.

As we begin our themes and projects, you may wish to coordinate the snack with the week. Use your imagination.

Basic guidelines for snacks for your snack week...

On one day, the emphasis is **fruits or vegetables**.

On one of the other days, the emphasis is **dairy (yogurt)** and/or fruit

On the third day, the emphasis is **whole grain**.

If your child attends our 2 day a week preschool, take your pick of the above.

Milk or juice should also be brought. (see above)



CAR POOLS

You may wish to be a part of a car pool as the year continues, however, it is advisable to wait about a month before you start. Your child needs to be comfortable with the school setting before a new plan is added to his/her life.

SCHOOL PHOTOGRAPHS

Individual school portraits and a class picture are taken in the fall by a professional photographer.

FIELD TRIPS

Immanuel curriculum includes several field trips throughout the school year. Notification of the trip is sent home and you will be asked to sign a consent form. We encourage and expect parents to accompany us on our three major field trips. These include, the Pumpkin Farm, the DuPage Children's Museum, and also our roundtrip train ride to Western Springs for a picnic. Siblings are invited to come with their parent. If a parent is not able to attend, another parent will be asked to take care for the child during the fieldtrip. Our staff oversees the whole group and is ready to help in any way.

"DAD'S" NIGHT OUT

Daddy is invited to come and spend a special evening session with his preschooler one spring evening. If it is difficult for dad to come, a grandpa, uncle, or close friend may take his place. This fun evening involves playing together, making art, singing, reading a book, and of course, eating a snack!

HOME/SCHOOL COMMUNICATIONS

Daily and/or Weekly Communication - Notes will be sent home either at the end of the day or week with information containing activities and songs or poems we did that day/week and information about upcoming events at school.

Progress Reports - Parent and teacher Conferences are in February. If anything comes up before that, you will be informed. Likewise, let us know if you have any questions or concerns about your child of any matter throughout the year.

EMERGENCY EVACUATION PROCEDURES

1. All children will be gathered as quickly as possible at their classroom door and will be led outside. A class enrollment list is posted at the door and will be taken out with the children. We will not stop to dress children for the outdoors, as we must assume there is a real emergency anytime the alarm sounds.
2. Classrooms and bathrooms will be checked before leaving the building.
3. The classroom group will gather at the assigned place outside and attendance will be taken from the enrollment list.
4. The group will re-enter the building only after being instructed to do so.

CHILD ABUSE POLICY/ PROCEDURE

THE LAW DEFINES:

ABUSE: Refers to acts such as excessive beatings that lead to serious physical injury or excessive punishment;
AND/OR

NEGLECT: Refers to a lack of action such as failure to provide food, medical services, or emotional care.

Why does the early childhood center report suspected child abuse/neglect?

1. To protect the child.
2. To provide support to the parent/guardian.
3. The law requires that a teacher report suspected abuse/neglect.
4. It is not to punish the parent.

WHEN WE SUSPECT ABUSE/NEGLECT:

1. We will call the parent/guardian and inquire about our concern because there is usually a logical explanation. If patterns of bruises, scars, burns, etc., or neglect continue, a report to DCFS is made. The parent will be informed and be invited to work with us in making the report and getting services for the family.
2. The preschool is required by law to call DCFS, and report the suspected abuse/neglect with or without the support of the parents.
3. The preschool will contact the parent/guardian after the report is made to DCFS to offer support, referral, guidance, and/or answer any questions.

A PRESCHOOL DAY

Approximately there are. . . Sixty minutes of. . .	Arrival and Free Play Small group time Active work and play period with self selected activities and
Ten minutes of. . .	Clean up time
Twenty minutes of. . .	Jesus Time Finger Plays and Music Theme related group activities
Twenty minutes of. . .	Washroom Break
Ten minutes of. . .	Story Time
Fifteen minutes of. . .	Indoor/Outdoor Gross Motor
15 minutes of. . .	Review of the Day Tote bags and jackets In hand.



Ta-Da—We love preschool!
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