



**I M M A N U E L L U T H E R A N**  
**P R E S C H O O L**

**5211 Carpenter Street  
Downers Grove, IL 60515  
Ph. (630) 324-6797**

**Parent Handbook  
2024 - 2025**



Immanuel Lutheran Preschool  
5211 Carpenter St.  
Downers Grove, IL 60515

Dear ILP Families,

We welcome you to Immanuel Lutheran Preschool! As we begin a new school year, we are very excited to share with you the special blessing of watching your child grow. We look forward to getting to know your family and working closely with your child this year.

We believe that young children learn through play, exploration, and experimentation with their surroundings. Our loving and dedicated staff will provide a nurturing environment where your child will be actively engaged in developmentally appropriate experiences that foster your child's growth. Children in our care are raised with Christian values that build positive self-worth and relationships with friends.

We consider our work a blessing and have your child's best interest in our hearts. Our partnership with you is important to us, so we welcome your comments, questions, and concerns at any time.

In Christ,

Immanuel Lutheran Preschool Staff

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## **Admissions**

Immanuel Lutheran Preschool admits students of any race, color, or national or 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, or national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. 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 Lutheran 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 Lutheran Preschool, your child is nurtured in a Christian, family-like atmosphere and hears daily how she/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 Lutheran Preschool creates a joyful atmosphere in the caring and loving development of the whole child.

## **A Child Learns When...**

- ✓ He/she has a great variety of experiences--stimulation and contact with people and objects. These experiences have meaning to him and are suitable to his age.
- ✓ He/she has opportunities to satisfy his curiosity and learn through discovery.
- ✓ He/she works and plays in a pleasant place where he has more chances for success, than failure.
- ✓ He/she has opportunities for free play to practice what they learn.

## **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/herself "away from school"
- To help your child get along with others
- To broaden your child's growth experiences (social, emotional, cognitive, physical, communicative, adaptive, and spiritually)
- To sharpen your child's senses
- To help your child enjoy experiences that develop imagination and creative expression in music, art, and literature
- To help your child listen and follow directions
- To form a close home/school relationship

## **Curriculum**

A thematic approach is used to develop the curriculum at Immanuel Lutheran Preschool. Our commitment is to nurture children's spiritual growth and their love of learning. Dedicated staff and educated teachers provide a warm, Christian environment, while our developmentally appropriate curriculum helps prepare children for the next step in their education.

Subject areas and skills are integrated into the themes selected based on age, interest, and number of days attending the program. For example: colors, shapes, numbers, etc., are integrated into the themes in a meaningful way for young children.

In addition, we use One in Christ Jesus Time curriculum. Faith development is at the core of our curriculum and is integrated into every aspect of teaching. Our units are divided into broad categories that reflect how young children learn:

### **Social – Spiritual Development**

- Learning about God and His love for us
- Becoming familiar with Bible stories and songs
- Participation in Jesus times and chapel worship
- Praying before snacks and meals & self-initiated prayers
- Developing positive relationships with peers, adults, and the community
- Developing an appreciation for similarities and differences
- Developing a positive self-esteem
- Developing self-control and ability to function with a group
- Helping others and learning to compromise
- Making decisions and showing initiative
- Engaging in various levels of play

### **Communication Arts**

- Listening to others and sharing information during group discussion
- Developing speaking, listening, and writing skills
- Developing the ability to question and problem solve
- Growth and learning through participation in songs and fingerplays
- Developing an appreciation of a variety of children's literature
- Participating in role-playing, pretending, and puppetry
- Writing and dictating stories, lists, labels throughout classroom centers
- Use of technology to further knowledge and develop skills
- Informal letter recognition
- Informal symbol – sound association

### **Expressive Arts**

- Utilizing a variety of media for self-expression:
  - paint, chalk, markers, crayons, oil pastels, playdough, kinetic sand, paper
- Developing an appreciation for rhythm, instruments, melodies, dance
- Utilizing media for the communication of ideas and feelings
- Dramatizing fictional and nonfiction events
- Use of building materials for expression

## Wellness

- Learning about and practicing healthy eating habits through cooking activities and snack/meal times
- Learning to take the initiative to take care of ourselves through hygiene and safety
- Developing fine motor skills (e.g. cutting) and manipulating small materials
- Developing an appreciation for the human body as a science
- Working with large muscle groups & developing upper and lower body skills
- Engaging in vigorous indoor and outdoor play

## Discovery

- Developing concepts of critical thinking, risk-taking, and problem-solving
- Discovering math concepts through investigation and use of manipulatives
- Hypothesizing, predicting, and testing scientific concepts
- Cutting, mixing, and measuring for food preparation
- Representing knowledge about the world through the use of tools for wood-working
- Demonstrating knowledge through dramatic and block play
- Learning about the world through hands-on sensory experiences

Each day activities for **Spiritual and Social Growth, Communication** activities (listening, speaking, reading and writing), **Expressive Arts** (art, music, drama), **Wellness** (snacks, health, safety, large and small motor activities), **Discovery** (science, math and social studies), will be provided.

## School Year Activities

Throughout the school year, Immanuel Lutheran Preschool hosts and attends several events. For the dates, please go to [www.ilpdg.org](http://www.ilpdg.org)

- Orientation Night
- Open House
- Family Literacy Night
- Pumpkin Farm
- Christmas Program
- Christmas Parties
- In-house Field Trips
- Parent Teacher Conferences
- Valentine's Day Parties
- Dad's Night
- Grandparents/Special Someone Day
- Train Ride/Picnic to Western Springs
- End of Year Fours/Transitional Kindergarten Program
- All School Picnic

## POLICIES AND PROCEDURES

### The First Few Weeks

The first few weeks in any new environment can cause anxiety for your child. The director and teachers are sensitive to these feelings. Our staff is trained to be alert and aware of your child's reactions to this new environment and will make every effort to help your child adjust as easily as possible.

*There are some things you can do as a parent to help ease the adjustment period:*

Take time to get to know the teachers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to school.

Talk with your child positively about the school and the things he/she will be doing there. If you anticipate a problem in separation, discuss this with the staff and decide on a procedure to follow in advance.

We suggest that after the necessary signing-in and exchange of greetings, you say to your child, "Good-bye. I will pick you up later. I know you will have a good day," and then leave. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out", because it's better that your child be well informed and has the opportunity to say good-bye to you.

During the first weeks you may feel some apprehension after leaving your child. This is a perfectly natural response. We know how very important your child's well-being is to you. The director and staff are eager to keep you informed. A re-adjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

### Enrollment and Termination of Enrollment Procedure

Registration for the following year begins in January for current families. Forms are due back as soon as possible as enrollment is a first come, first serve basis. Community enrollment begins the week following current family enrollment. Forms can be found on our website ([www.ilpdg.org](http://www.ilpdg.org)). The following items must be on file and filled out completely in order to be registered at the preschool:

- Registration Form
- Registration Fee (\$150)
- Release Form

In July, you will receive a letter confirming the class your child is registered for as well as information regarding the parent orientation meeting in late August. The remainder of the enrollment forms will be given to you at this meeting and should be returned by the first day of school.

All registration forms are subject to evaluation to the specific needs of each child and the ability of Immanuel Lutheran Preschool to accommodate those needs through its program, staff, and facilities. Depending on the child's specific needs that may be out of our realm of expertise, our program may not be a fit for everyone.

Enrollment may be terminated for the following reasons, with or without notice from the program:

1. Failure of the child to adjust to the daily schedule and procedures of the program causing an abnormal amount of stress, hardship, or anxiety on the child, staff members and/or other enrollees of the Center.
2. Failure to meet the payment schedule according to the handbook.
3. Failure by the parents or guardians to abide by the policies and procedures of Immanuel Lutheran Preschool

When the school decides to terminate enrollment or transition a student out of our program, a meeting between the parents, teacher and director will be scheduled prior and a list of other centers in our immediate area offering childcare will be provided.

### **Release of Enrollment Procedure**

Our policy requires that all withdrawals, whether before the school year begins or during the year, must be made in writing with at least a two week notice and shall be effective when such notice is delivered to the director. Tuition is due for that two-week period. If a child should withdraw from the program without a two-week notice, tuition will be charged continuously until a letter of termination, in writing, is received. You will be responsible for the two weeks of tuition whether the child is in attendance or not. We ask that you provide us with as much advance notice as possible. Please include the reason for withdrawing. If a student leaves for any reason or enters after the school year has begun the tuition fees are prorated on a weekly basis.

### **Entrance Requirements**

**Young 3s Class** – This class is designed for children who will be 2.5 years old by September 1, 2024. \*Children do not need to be potty trained for this class.

**Preschool 3s** – Children must be 3 years old by September 1, 2024.

**Preschool 4s** – Children must be 4 years old by September 1, 2024.

**Transitional Kindergarten** – Children need to be 5 years old by December 31, 2024.

Your child should have a physical completed by the doctor with all immunizations listed (except Parent/Tot class). **Physicals are required by DCFS and to be within 6 months of the start of preschool.** Your doctor should provide the form, or you can find one on our website. A physical examination form is good for two years.

- ✓ IDPH minimum immunizations requirements along with TB 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.
- ✓ Vision and Hearing screening will be done during the school year (usually in the Spring)
- ✓ Dental exam is not required but is recommended
- ✓ DCFS requires us to keep a copy of a child's birth certificate on file



## 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 registration form and release form in order to reserve a place in the class. The registration fee **is not** applied toward tuition and will be applied to the child's Brightwheel account.

Tuition is based on a yearly amount broken down into 9 installments. All payment plans begin August 1. You will receive the necessary forms to complete the Brightwheel enrollment at the orientation in August. Tuition may also be paid in full or several months at a time. Failure to pay tuition by the 10<sup>th</sup> of the month will result in a late fee of \$10.

An Activity Fee is charged at the beginning of the year. The fee includes:

- Family Literacy Night
- Dad's Night for child and an adult
- In-house field trip
- Train Trip Tickets for one adult and one child
- Vision and Hearing Test
- Grandparent's/Special Someone
- Preschool Fours and Transitional Kindergarten end of year t-shirts

## Health Policy

If your child appears ill during school hours, we will remove the child from the class and the parents/guardian will be called immediately for pick-up. If a child is sick before the start of the school day, he/she should not be sent to school. In a school situation, germs spread quickly to fellow students and staff. An elevation of temperature is a positive indicator of the beginning of a cold or possibly some contagious disease. **Please keep your child home if he/she is sick or shows any signs of illness including:**

- COVID-19 symptoms
- Fevers of 100.4 or higher (children must be fever free without medication for 24 hours before returning to school)
- Diarrhea or vomiting within the past 72 hours
- A cold or virus
- A sore throat, ear, stomach, or muscle aches
- Any known communicable disease including Pink Eye (Conjunctivitis), "Strep", Hand, Foot and Mouth Disease, measles, etc. Children are not allowed to attend school when they show signs of a communicable disease. Parents are required to notify the director if their child has been exposed to any communicable disease or if they have been diagnosed as having one, or incubation dates can be verified, and parents can be notified of possible exposure. State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through an email. Children who are absent due to a communicable disease (those that need to be reported to the Health Department) may not return to school without a signed statement from the child's physician indicating that the child is no longer contagious or infectious.

**In accordance with this policy, children who leave school because of fever, diarrhea or vomiting should not attend school the next day.**

In certain cases, a physician's note may be requested before your child can return. If your child is well enough to be in school, he/she is also considered well enough to participate in all school activities including outdoor play.

In case of an 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/guardian and the child's physician. If necessary, the child will be transported to the nearest hospital.

### **Medication Policy**

Note: Medication will not be administered to any child enrolled at Immanuel Lutheran Preschool if not prescribed or recommended by a licensed health care provider (physician, dentist, or nurse practitioner). Per DCFS, all medications must be stored in a locked cabinet inaccessible to children and have proper administration documentation on file.

#### **Over the Counter Medicine:**

1. If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
2. If medicine needs to be administered more than twice a day, then a Medication Authorization form must be filled out by a parent or legal guardian. Once this form is filled out, the teacher administering the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.
3. If the medication needs to be administered for more than one day, then the teacher administering the medicine will fill out a Long-Term Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
4. If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a Medication Administration form.

#### **Prescription Medicine:**

1. If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
2. If medicine needs to be administered more than twice a day, then a doctor's note with written instructions on how the medicine is to be administered and how long is REQUIRED; a Medication Authorization form must also be filled out by a parent or legal guardian. Once we receive the prescription medicine with the doctor's note and the Medication Authorization form is filled out, the teacher administering the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.
3. If the medicine needs to be administered for more than one day, the teacher administering the medicine will fill out a Long-Term Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
4. If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a Medication Administration form.

## Child Guidance and Discipline Policy

The Illinois Department of Children and Family services (DCFS) require that all licensed schools have a written guidance and discipline policy. Staff members and parents/guardians are required to read the policy and sign a document stating that they have done so. This document will be distributed at the parent orientation then returned the first day of school with parent signature.

We realize that young children are learning to internalize the components of acceptable social behavior. The preschool setting is the natural arena in which they may safely practice these skills under the guidance of Early Childhood professionals who understand that these tasks take time to achieve. Our goal is to provide a nurturing environment in which the children may practice, learn, and succeed in the developmental tasks of childhood. The goals of setting limits (discipline) are to help the children gain self-control, assume responsibility for their own acts, become aware of the rights of others, and to protect the safety of the group and individuals.

Discipline in our classrooms is the implementation of actions by the staff to guide and encourage respectful, cooperative, and safe behavior. Modeling behavior, using books and stories to demonstrate situations, involving children in the creation of understandable guidelines and rules for the classroom, and helping children to be aware of and understand consequences of certain behaviors are examples of discipline used in our classrooms. Staff members will help individual children develop self-control and assume responsibility for their actions. Discipline will be proportionate and logically related to a child's action, developmentally appropriate, designed for different ages, and responsive to the learning styles and needs of individual children. The staff will help the child become aware of the relationship between the action and its consequences. Limits and consequences will be made clear and understandable to the child before and as part of any disciplinary action, and those limits and consequences will be consistently enforced. Discipline may include redirection into another activity, loss of privilege or activity in the area where misbehavior occurs, and firm, positive statements about acceptable and unacceptable behavior. When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff members who interact with the child will be aware of the plan and cooperate in its implementation. All staff members will have read and signed a copy of this Behavior Guidance Policy at the time of employment.

**If Challenging Behaviors Emerge:** If the child is still struggling after collaborating with the child's caregiver and pediatrician (if required) and implementing classroom strategies to support the child with the consent of the caregiver, the child will be referred to the local public school. A referral letter will be sent to the Early Childhood Special Education department of the local school district where the child's family resides to request further developmental assessments. Our staff will work with the local school district's personnel and family of the child to set up observation dates, if requested. We will work with the school district staff to coordinate and incorporate any services and interventions needed.

**Transitioning a Child:** Our overall goal is to keep a child successfully in our program. Prior to transitioning a child to other services, our staff will implement all possible classroom strategies to support the child. Then, if we have exhausted all available resources and have come to the decision that keeping the child in the program is not in the best interest of the child or the child's peers, our staff will work with the family to transition the child out of the program. (A successful transition is when a child has moved into another program that better fits them and their family's needs.)

Our staff will work with the family to find a more appropriate setting by making referrals to other programs and if possible, will work with the new provider to help plan a smooth transition. The quality of the planned transition is based on the understanding that we have done everything we can to assist the family. We will also have a discussion with the family about a potential transition prior to implementation of a Transition Plan.

## **Biting**

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Some children are not verbal and may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around other children, and bite as a response.

When a child does bite, the following procedures will occur:

- The child receiving the bite will be comforted and the bite area cleaned to prevent infection and an accident report will be filled out.
- The biting child will be redirected to appropriate activities. His or her parents will be notified, and the accident report placed in the child's file.
- The teacher will carefully assess the classroom environment to minimize frustration for the child and the child will be closely supervised. The identity of the child will be kept confidential.

Most children soon stop biting after these actions have been taken. For those children who continue to bite, it may become necessary to remove them from the program, either for a short period of time or permanently.

## **Arrival and Pickup Procedure**

To ensure a smooth transition for the school year, below are some requests we make of all our parents to facilitate your child's adjustment to preschool. Together, we can help your child grow and develop to reach his or her full potential.

### **Drop-off**

Grove Street doors will open at 8:20 am and you will be able to enter the building at that time (4s & Transitional Kindergarten). For 3s, the doors will open at 8:50am. Per DCFS, whoever is dropping off will need to sign the child in and out at that time. We encourage everyone to arrive on time. This will ensure the children aren't missing important beginning of the day routines that help them transition from home to school. These routines also relieve the anxiety of not knowing what to expect when they get to school.

### **Pick-up**

As with arrival, pick-up time is very important. Your child will be looking forward to seeing you at the end of class time and will often worry when you are late. Note: our pick-up times vary. The 3s class will exit out Grove Street doors at 11:30 am. The assigned pick-up person waits outside the doors for the class to exit the building. The 4s and Traditional Kindergarten class will exit Carpenter Street doors (11:30 am or 1:00 pm) using the vehicle pick-up line.

### Authorization to Pick-up Child

Parents/guardians are the authorized persons to pick up children. Each family can provide names of alternate people authorized to pick up. This information must be recorded in the director's office in our Emergency Contacts file. If an alternate will be picking up, the parent/guardian dropping off must notify the teacher or director of this change in writing. If this alternate person is unknown to the staff, they will be asked to provide a photo ID.

### Permission to Publish

As part of your child's educational experience at ILP, their photo might be published in conjunction with a school activity or craft event, brochures, newsletters, local newspaper, or web site, etc. In your orientation packet there is a form for each parent to sign that will allow us permission to publish. If you wish for us not to take your child's picture, please indicate on that form.

### What To Wear To Preschool

Your child's comfort as well as bathroom considerations should be kept in mind when dressing your child for preschool. Simple washable clothing that is free of complicated fasteners and is suitable for outdoor play would be most appropriate. Please do not send your child in clothing that hampers his/her being self-sufficient at bathroom time. Be sure your child's clothing is suitable for the weather. ***Also, please keep a second set of seasonally appropriate clothing in a large Ziploc bag (labeled with your child's name) in your child's backpack.***

Sturdy shoes that stay on your child's feet should also be worn. Gym shoes are the best, but other shoes with non-slip soles are also good choices. Because we do not want your child hurt while at preschool, **we ask that no flip-flops, crocs or heels be worn.** We'll be going outside every day, unless it is raining. If your child wears snow boots to school, please make sure to send a pair of gym shoes along for indoor use.

If your child's clothing is soiled during the course of the day, our guidelines follow the Health Department recommendation to bag the item(s) individually and send them home to be laundered by the parent/guardian. Any clothing soiled with bodily fluid will not be rinsed so as to decrease cross contamination and keep children and staff from exposure. Please be responsible for replacing extra **clothes that are worn home, for cleaning out your child's box periodically.**

### Communication

Please be sure to check your child's backpack each day for notes, event information, and monthly helper calendar, especially at the beginning of each month. If you do not receive a monthly calendar, please talk with your teacher.

Our teachers will be happy to discuss any concerns you might have. Since teachers have limited time for conversation at arrival and dismissal times, we ask that you limit conferences to prearranged times. Also, teachers will be happy to return emails or phone calls if you have an issue you would like to discuss with them. Please email your child's teacher with concerns. Your child's teacher will get back to you within 24 hours of receiving your email.

### **Child's Number & Class Color**

Each child is given a special number at the beginning of the year. Children are alphabetically listed by their first name on the class enrollment list and given a corresponding number. In addition, each class is color coded.

- Orange Class – Young 3s
- Red Class – 3s (MWF)
- Green Class – 3s (T/Th)
- Purple Class – 4s (M-Th)
- Blue Class – 4s & Transitional Kindergarten

### **Snacks**

As the saying goes.....breakfast is the most important meal of the day. Please be sure your child has eaten a nutritious breakfast before coming to school, so they have energy to make it through until snack time. A full belly keeps a child alert, happy, and ready to learn.

Snacks are kindly provided every morning by our snack helpers on a rotating basis for each class. Your child's teacher will provide a schedule at the Open House. **WE ARE A NUT FREE SCHOOL.**

Staff members will be sitting with your child at snack to help and guide them during this time. Children and teachers use this time to interact, socialize, and model table manners.

### **Birthdays**

Birthdays are special events, and we encourage you to celebrate with your child's friends here at school. Please discuss your plans with our child's teacher beforehand.

### **Bringing Items from Home**

Unless specified by your child's teacher as a "Show and Share" day, toys should be left at home. Bringing personal toys creates problems among friends and could become accidentally damaged or lost. **Immanuel Lutheran Preschool cannot assume liability/responsibility for personal belongings.** Your child's teacher will inform you of when and how "Show and Share" will work in her classroom. We appreciate your support of this policy.

### **Parent Participation**

We welcome and encourage parent participation in our program in a variety of ways. We have family activities throughout the year. These events offer an opportunity to get to know other preschool families and to see your child in action with their school friends. You are invited to Family Literacy Night, the pumpkin farm, Christmas program, class parties (Christmas & Valentines), and other scheduled events. We also invite you to share your time, talents, hobbies or occupations throughout the year.

### **Singing In Church**

We sing in church a few times during the school year. It is a true joy to see and hear our little ones show their love for Jesus in this way. We hope that your child, along with the rest of your family can join us on these special occasions. Please check the school calendar for the dates we will be singing.

## **Confidentiality of Information**

All personal information parents/guardians 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 will not discuss a child's behavior in front of the child or make 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.

## **School Pictures**

Individual school portraits and a class picture are taken in the fall by a professional photographer. Parents will be notified when the assigned date becomes available.

## **Field Trips**

Immanuel Lutheran Preschool does schedule field trips throughout the school year. Notification of the trip is sent home and you will be asked to sign a consent form. We do ask that a parent/guardian accompany their child on our field trips. The field trips include: the Pumpkin Farm and our roundtrip train ride to Western Springs for a picnic. Siblings are invited to join us with a parent/guardian.

## **Parent Teacher Conferences**

We offer parent teacher conferences twice a year. Our first conference is held in the Fall. During this time, we discuss your child's social emotional growth in our program. In the Spring, your child's teacher will revisit their social emotional growth and discuss their academic growth too. Your child's teacher will notify you of the dates and times that are available. If those dates/times will not work for you, please notify the teacher so alternate arrangements can be made.

## **Emergency Evacuation Procedures**

- Drills are conducted once a month for fire and twice a year (seasonally) for tornado.
- In case of an emergency, children will be gathered as quickly as possible and led outside using the nearest exit. A class roster is posted at the door and will be taken out with the class. We do not stop to get coats, hats, etc. for the outdoors as we must assume there is real emergency anytime the alarm sounds. Once we have gathered in our safe spot, attendance will be taken using the roster. We will re-enter the building only after the "all clear" has been given.

## **Lead Water Testing**

As of January 17, 2017, the State of Illinois Department of Children and Family Services requires that all licensed child care facilities that serve children under 6 years of age housed in a building constructed on or before January 1, 2000, and have water consumed by the children for drinking purposes, have their water tested for lead levels by an IEPA-certified laboratory. Test results and mitigation plans for any faucets with lead levels of 2.01ppb or above will be posted next to the DCFS License on the parent board located by the Director's office. As of November 2018, all faucets tested resulted in < 2.00 ppb, therefore, no mitigation plan is needed. Copies will be provided to parents or guardians upon request. Retesting will follow guidelines set forth by DCFS.

## **Child Abuse Policy/Procedure**

As early childhood professionals, we are mandated reporters of suspected child abuse/neglect. Any suspected instances of child abuse or neglect will be reported to the proper authorities.

## **Reminders for a Successful Preschool Experience**

1. Make going to school a pleasurable experience.
2. Tell the teacher anything about your child that will help her understand your child better.
3. Be interested in what your child brings home from school.
4. Read all notices sent home from the teacher or director.
5. Have complete confidence in your child's teacher and let your child feel this strongly.
6. Never discuss the teacher, playmates, or the school negatively in the presence of your child.
7. Label everything.
8. Please let the office know ASAP if there are changes on the emergency form i.e. phone numbers, change of employment, etc.
9. Please be sure to call the office if your child will not be in school for more than one day.
10. Pray regularly for your child, their teacher, and our school.

**REMEMBER. . . Growth is continuous and UNEVEN. And no two children grow in the same way.**