



# LGCS Parent Handbook



## Long Grove Country School

Welcome to the Long Grove Country School family. We are very excited to start another school year. Our goal is to work with you as a team to provide the best education for your child. Please feel free to email your child's teacher at any time with questions.

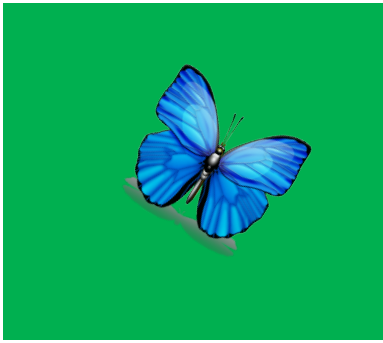
The LGCS Team

### Programs

- Preschool
- Jr. Kindergarten
- Jr./Sr. Kindergarten
- Lunch & Fun
- Before & After-Care: 7am-6pm (Preschool, Jr./Sr. K, & Elementary)
- Preschool/Jr. K Enrichment
- Elementary Enrichment
- Toddler: Music & Movement
- Polish Preschool -Enrichment
- Summer Camp
- Birthday Parties
- Scouting Events

### Program Schedules

<u>Time</u>	<u>Program Title</u>
7am-8:45am:	AM Extended Care: 7am-8:45am
8:45/9am-11:30am/11:45am:	Preschool /Jr./Sr. Kindergarten/ Polish Preschool Programs
11:30am-12:30pm/12:45pm:	Lunch & Fun
12:30pm-2:00pm/2:15pm:	Enrichment Homeschooling Programs
2:30pm-4pm or 2:30pm-6pm:	PM Extended Care: 2:30pm-6pm Elementary Programs
4pm-5pm	Elementary Clubs



## General Information

**Calendar & School Supply Lists:** LGCS School Calendar and School Supply Lists are online.

**Blue Bags:** The school totes have been a tradition at the school for many years. It is preferred that the Preschoolers (Ms. Lauren's Class) use the blue LGCS tote. We have large binders that go back and forth from school weekly. They do not fit in most backpacks. The Jr. and Jr./Sr. Kindergarteners have a choice as to which bag they would like to use. Each child is given 1 bag during their first year at school. Additional bags may be purchased at \$15 per tote.

**Class Parties:** Each student may have 1 guest come during the week to join the class from 10:15am-11:15. Weather permitting, we try to go outside. Your child is welcome to have additional guests join them outside. We know that it is hard to find childcare during the day. Please speak with your child's teacher if you need to bring a sibling.

**Communication:** Teachers will be sending Weekly Updates to their classes. We try to update the website and Facebook with pictures and current events. Emails are the easiest for us to respond to quickly. Please remember there are several students that we are getting in and out of the cars. While we try our best, we ask that you email any important information to us even if you have told us at the car.

**Drop-Off and Pick-Up:** Cars will pull around the circle in the driveway. A teacher will get your child in and out of the car for all programs except Extended Care. To keep the flow of traffic moving, please pull your car up to buckle your child in their carseat. Anyone picking up a child must be authorized by a parent in writing before we can release a child. Driver's Licenses must be shown as proof of ID. LGCS staff will learn most of the cars within the first month of school.

**Extended Care:** LGCS offers AM and PM Extended Care from 7am-6pm. Extended Care students are picked-up and dropped-off at the Preschool door.

**Events:** Most events are open to the public. Friends, family and neighbors are welcome. Our Fall Festival and Spring Fair are fundraisers for the school. Volunteers are greatly appreciated. Our Spring Show is limited to LGCS Families. The students will sing and perform for their families. The Snowball Party is in December. Children usually dress in holiday attire and sing some songs for their families. Frosty the Snowman usually visits. The children and siblings have an opportunity to participate in a book exchange.

**Illness:** Please call the school or email your child's teacher if your child will be out sick. Please let us know if your child has a contagious illness such as strep throat so we can notify your child's class. Our policy is that a child should be fever free for 24 hours before they may return to school.

**Holidays & Institute Days:** LGCS follows District 96 for holidays and Institute Days. We do offer LGCS Clubhouse Camps for Institute Days and some holidays. These camps are for children ages Preschool-5<sup>th</sup> Grade. Please contact us for more details.

**Lunch:** Students who stay for Lunch & Fun bring their own lunch. It is suggested that you put an ice pack in the lunch box of perishable foods. Please send plastic or reusable utensils if your child needs a fork or spoon.

**Outdoor Play:** We try to go outside as much as possible. Please send your child dressed appropriately or with layers. We do not have extra staff to stay inside with children while the others are outside. Many families will leave a pair of rainboots or snowboots at school for outdoor play. Gym shoes are recommended instead of sandals for playing outside during warmer weather. Parents should apply sunscreen and/or bug spray to students before they come to school.

**Room Parent:** Room Parent Volunteers are welcome. The main responsibilities of Room Parents will coordinate our class parties (Halloween, Valentine's Day, and Teacher Appreciation Week).

**School Closings:** Very rarely, LGCS will close due to dangerous weather. LGCS will follow the public schools for closing. Please check your email. An email will be sent out by 6:30am if school is closed. If District 96 is closed, LGCS will be closed too.

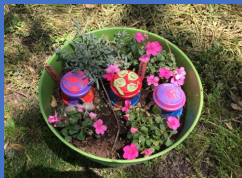
**Snacks:** Each teacher will send out a snack schedule for their class. Student families rotate bringing snack throughout the year. This should be enough to feed the class for one week. We are also asking that each family send in 2 rolls of paper towels with their snack. Below are some suggestions and the snack schedule. We have approximately 18-20 students in our class each day of the week. Please bring your assigned snack and 2 rolls of paper towels on the first day of the week that your child attends school. z

- **Dry Snack:** Please send in a bulk dry snack (i.e. pretzels, crackers, goldfish, etc).
- **Fruit Snack:** Please send washed fruit or veggies that is easy to distribute to the children during the week (i.e. grapes, apple slices, clementine oranges, etc).
- **Water Bottle:** Please send your child to school each day with a labeled water bottled filled with fresh water.
- **Allergy:** As a safety precaution, if your child has a food allergy or is on a special diet, please send a snack each day for your child.

**Tuition:** Tuition may be paid monthly, semesterly, or annually. The first payment is due on August 15th. Monthly payments are due on the 15th of the month. The 9th and final payment is due on April 15th. LGCS will be using Sandbox Software for Tuition Management and communication.

- Note: There will be a \$20 late fee per month for all late payments.

**Volunteers:** Volunteers are welcome. Please see the Sign Up Sheet at Orientation or look online for a link to Signup Genius.



## Welcome to the LGCS Family!

We are looking forward to a wonderful school year!

