

# Long Grove Country School



1

Welcome to the Long Grove Country School family. The following pages include the LGCS Parent Handbook to support a safe and enriching environment for everyone. We look forward to working with you as a team to ensure that your child has a wonderful School Year or Summer Camp experience.



## Weekly Schedules

LGCS will be open for programs Monday-Friday from 8:00am-4pm.

Time	Program Title
8:00am	AM Extended Care Opens
8:45am	Kindergarten & Polish Preschool Drop-Off
9am	Jr.K, Pre-K, Preschool, & Summer Camp Drop-Off
11:30am	Jr.K, Pre-K, Preschool & Summer Camp Half-Day Pick-Up
11:45am	Polish Preschool Half-Day Pick-Up
2pm	Jr.K, Pre-K, Preschool & Summer Camp Summer Full-Day Camp Pick-Up
2:45pm	Kindergarten & Polish Preschool Full-Day Pick-Up
2:15pm-4pm	PM Extended Care Pick-Up

# Long Grove Country School



## General Teaching Philosophy



Our goal is to make your child's first introduction to school an amazing adventure that will instill a love of learning and create a lifetime of fantastic memories for your child!

LGCS believes that an integrated outdoor education program can meld traditional classroom pedagogy with the benefits of being more connected with nature. Children learn to be stewards of our environment while experiencing many lifelong health benefits of enjoying an active lifestyle and building strong motor skills. An outdoor education program allows for a hands-on approach to learning. Children can engage their whole bodies as they explore, learn, and problem solve. Basic to complex science and math concepts are easily grasped and children grow their expressive language and artistry skills by explaining the world around them.

At Long Grove Country School, we believe in developing the whole child to help young minds sprout and grow. Our SPROUTS teaching philosophy is incorporated into every aspect of our day.

# Long Grove Country School



**Allergies:** All children with allergies are welcome at LGCS. Please submit your pediatrician's allergy action plan and work directly with your teacher and the administration on your child's allergy plan at school. This plan will include details on airborne and ingested allergies.

Parents of nut allergies, please be aware that there are walnut trees on the property. They have been here for years. Additionally, some animal feed contains nuts. If your child has a nut allergy, we will refrain from having him/her touch any animal feed. LGCS does allow birthday celebrations. You are welcome to send in a special treat that is kept at school for your child.

**Animals & Farm Setting:** Many families and children are attracted to the school because of its farm setting. Children are introduced to the animals and learn how to care for them but are never forced to interact with them and never left unsupervised with animals. The children may meet one of our vets when they come to the property which also serves as an educational experience for children. Some of the students like to bring food from home to feed the animals. The animals love apple slices, carrots, strawberries, watermelon, and romaine lettuce. LGCS also has a garden that includes some herbs that the animals love including basil (which the bunnies love) and mint. Usually, tomatoes are growing in our gardens but are not recommended for the animals. Grapes are also not recommended for the animals.

**Note:** LGCS is located on a 5 acre farm. There are always projects and renovations to enhance the children's experience at inside and outside at school. Parents are always welcome to give suggestions and participate in gardening at school or assist with beautifying the property.

**Birthday Treats:** Birthdays may still be celebrated at school. Simple "goodie bags" or pre-packaged treats may be sent into school for your child's birthday. Alternate ideas for birthday celebration include a special mystery reader or donating a book or plant to the school in your child's name. Please coordinate directly with your child's teacher. Allergy child parents are welcome to send in a special treat that is kept at school for your child. Note: All food treats must have an ingredient list submitted to the teacher or counselor to share with parents of children with allergies.

**Change of Clothes:** Please send your child to school with a change of clothes including socks and underwear. **Clothes should be labeled and in a labeled ziplock bag.** All clothes should be labeled including shoes and coats.

**Communication:** All communication should go through the Parent Portal on Procare. You are welcome to tell the staff member quickly at drop-off, but please repeat any verbal information in writing to make sure there are no gaps in communication. The staff member may not be able to update your child's teacher in a timely matter and we want to make sure we are doing our best to keep everyone appropriately updated. As a side note, please keep in mind we may have 50-100 parents giving us little details in the morning. As much as we try to remember it all, we don't want to have any information delayed in being relayed to your child's teacher.

# Long Grove Country School



**Extended Care:** All Extended-Care students will be dropped-off early and picked-up late in the usually from Pre-K room or on the big playground. For safety, please walk your child over and check him/her in with the supervisor. This is the same process for dismissal. Children will not be release past the playground without an escort. Extended-Care children are combined into one group at the end of the day. LGCS might rotate extended-care supervision to allow for breaks, cleaning and planning. Summer Camp children will be dropped off and picked-up at the playground. Children scheduled for AM Extended-Care may come anytime between 8am-9am. Children scheduled for PM Extended-Care may be picked-up any time between 2pm-4pm.

**Illness:** LGCS Staff will be monitoring the children's health during the day. LGCS is required to send children home if they have ANY visible signs of illness. **Please have someone available to pickup your child if your child has a fever of 100.4 degrees or higher during the day.**

**Wellness:** Please send a message through Procare if your child will be out sick. Notify us if your child has a contagious illness so we can notify your child's class. **CDC policy is that a child should be fever free, diarrhea free, and vomit free for 24 hours without medicine before they may return to school.**

**Hygiene & Hand Washing:** Students should be self-sufficient when washing hands. Hands are washed when they enter school either upon arrival or after being outside, anytime they touch their nose or mouth, before and after snacks and lunch, and of course after they go to the bathroom.

**Late Payment Fees Penalties:** While our sole focus is on your children, LGCS is still a business. Payments are expected on-time. You will be notified of the fees before being charged. Consistent late payment is grounds for dismissal from LGCS. Monthly payers may choose to have their payments processed automatically to avoid any late fees. Monthly payments will be due the 1<sup>st</sup> of the month. Procare will automatically process any payments that have not been submitted by the 1<sup>st</sup> of the month to the credit card or bank account. There is a processing fee for credit and debit card payments.

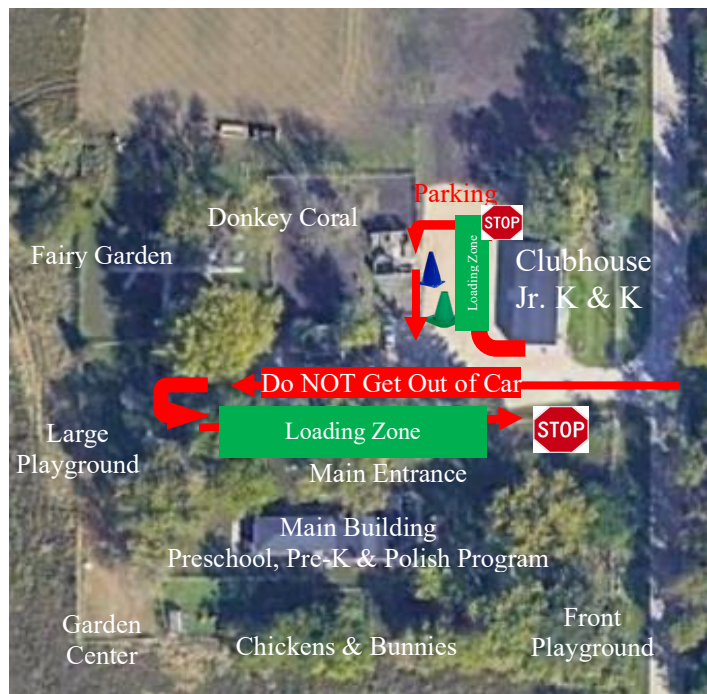
**Late Pick-Up Fee:** We understand that there are emergencies. Late fees will be charged if your child is continuously late being picked-up. Fortunately, this is an issue we have rarely had to deal with but must address this upfront with families. Late fees are \$20 for every 10 minutes late for pick-up.

**\*\*\*Loading Zone - Drop-Off and Pick-Up: PLEASE TAKE A MINUTE TO REVIEW THESE AND REVIEW WITH ANYONE PICKING-UP OR DROPPING-OFF YOUR CHILD**

# Long Grove Country School



## **Loading Zone - Drop-Off and Pick-Up:** School Year



Safety is our priority. Please drive slowly in the parking lot at all times even if you are late. Children should only enter and exit the cars in the loading zone. Wait patiently in the lines. If you see a parent getting ready to pull away and leave, wait just a few seconds and pull forward when they move forward before unloading your child for drop-off your child.

At the Main Entrance, we will make the children wait at the red line until all cars have stopped. This is for safety and a great opportunity for a teachable moment to look both ways and wait for the cars to stop.

**NOTE:** There are multiple pick-up and drop-off times. Some families pay to come early. You may see them get out of the car to walk their child up. Staffing is based on children on the

schedule and other teachers are prepping for the day. **If you are scheduled for a 8:45am or 9am start, please wait in your car until that time.**

**\*\*\*Please pull up to the cones with enough room for 4-5 cars if you arrive anytime between 8:40am-9:15am.** At pick-up, stay in your car and continue to pull up until your child is at the **red line**. This is because some children take longer to get to the red pick-up point and we would like to keep the line moving up as quickly as possible. **Please communicate this process to anyone picking up your child.** New families, please do not hesitate to ask for clarification. We are happy to direct you to the proper flow of traffic.

**Clubhouse Note:** LGCS has implemented color coded cones to help parents see where they will go for their child. **Jr. Kindergarten is blue** ▲. **Kindergarten is green** ▲. If your class's cone is in the middle of the parking lot closer to the clubhouse, please turn to the right when you enter the parking lot to drop your child off at the middle clubhouse door. This is usually for rainy or cold weather.

**Cars will pull around the circle in the driveway to the Loading Zone Sign even if you are late to make room if someone else is running late too.** A LGCS staff member will meet your child at the red line to direct them to their class.

**Guardian** will get the student in and out of the the car for all programs and buckle them in the car. To keep the flow of traffic moving, please pull your car up or drive to the parking lot to buckle your child



# Long Grove Country School



In their carseat. If you need to get out of the car to speak with someone or if your child is not ready to get out of the car, please pull over to the parking lot until ready to get in line

Staff will escort the children to/from their class for the busiest drop-off and pick-up times 8:45am-9:15am drop-off, 11:30am-11:45pm pick-up, 2pm pick-up and 2:45pm pick-up. Guardians dropping-off late or picking-up early should pull all the way up to the cones or park in the parking lot and walk up to the classroom.

**Notes: Anyone picking up a child must be authorized by a parent in writing before we can release a child.** Individuals authorized for pick-up must be listed in Procure. Driver's Licenses must be shown as proof of ID. LGCS staff will learn most of the cars and guardians quickly

**Additional Drop-off/Pick-Up Notes:** Many parents want to walk their children up to the classroom or playground. This is understandable, but discouraged. Here is some insights as to why we prefer the families follow the drop-off process from their cars at the loading zones. Please contact your teacher via Procure if there are any questions. A phone call or a conference can be scheduled if needed. This gives the teachers an opportunity to schedule accordingly to ensure that they can give you their attention and that the children are appropriately supervised.

**1. Independence & Self-Sufficient:** If you ask a Kindergarten teacher what the number one skill that makes a child's transition easier, they will tell you independence and being able to follow directions. Children learn to independently put on and take off their shoes, coat, and winter gear. Any practice with this at home is greatly appreciated. Another way that we help the children do this is by allowing them to independently walk up to their classrooms or to the playground at drop-off. They are able to follow 2-3 step directions independently and in a safe environment. This makes is so much easier when they transfer to a bus and have to find their class in a public school.

### **3 Step Direction**

1. Walk up the sidewalk or cone. 2. Put your bag down. 3. Walk to the playground.

- 2. Parking Lot Safety:** There are a lot of cars coming and going during drop-off and pick-up. It is much safer to have the children exit their cars at the loading zones than walking across a parking lot of moving cars especially in the winter even they are with a parent.
- 3. Supervision Safety:** The teachers love seeing and talking to the families. However, their first priority is safety. Each time a parent walks to the playground, it takes a teachers attention off of the children. This puts the teacher in a difficult situation of trying balance being respectful and respond to the parents and supervise their students.

# Long Grove Country School



## **Loading Zone - Drop-Off and Pick-Up:** Summer Camp

**\*\*\*Please pull up to the orange cones with enough room for 6-8 cars.** At pick-up, stay in your car and continue to pull up until your child is at the **gate**. This is because some children take longer to get to the red pick-up point and we would like to keep the line moving up as quickly as possible. **Please communicate this process to anyone picking up your child.** New families, please do not hesitate to ask for clarification. We are happy to direct you to the proper flow of traffic.

**Cars will pull around the circle in the driveway to the Loading Zone Sign even if you are late to make room if someone else is running late too.** A LGCS staff member will meet your child at the red line to direct them to their group between 9am-9:15am. Opening Ceremony will start at 9:20am on the front lawn. Please pull all the way up and walk your child to their group if you are late.

**Guardian** will get the student in and out of the the car for all programs and buckle them in the car.

If you need to get out of the car to speak with someone or if your child is not ready to get out of the car, please pull over to the parking lot until ready to get in line. All notes should be put in writing in Procure.

Counselors will escort the children to/from their group for 9am-9:15am drop-off, 11:30am pick-up, and 2pm pick-up. Guardians dropping-off late or picking-up early should pull all the way up to the cones or park in the parking lot and walk up to the classroom

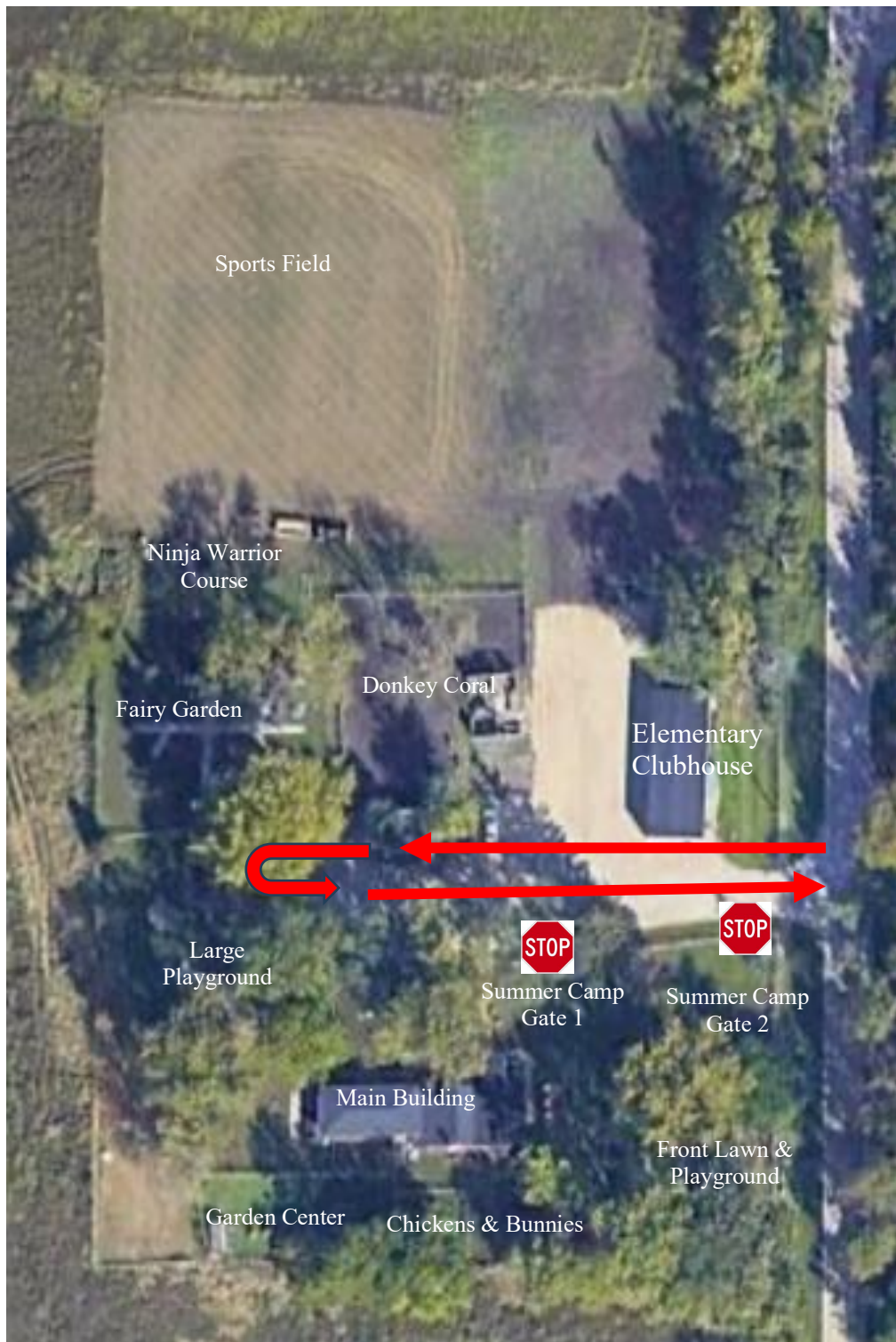
**Notes: Anyone picking up a child must be authorized by a parent in writing before we can release a child.** Driver's Licenses must be shown as proof of ID. LGCS staff will learn most of the cars and guardians quickly

A picture of the drop-off pick-up procedure is listed on the following page.

# Long Grove Country School



8





# Long Grove Country School



**Lunch & Snacks:** Students will bring their own lunch. It is suggested that you put an ice pack in your child's bag for perishable foods. Please send plastic or reusable utensils if your child needs a fork or spoon. If you would like your child to eat warm/hot food, please warm them up at home and send them to school/camp in an insulated thermos. Food will not be shared among children.

**Outdoor Play:** One of the unique aspects of Long Grove Country School is that all groups have a designated indoor and outdoor space. We believe that outdoor play is essential to a child's development. Students will go outside as much as possible when the weather is between 25 degrees – 95 degrees. LGCS will follow recommended guidelines for outdoor time above and below this temperature range. Please send your child dressed appropriately. The goal is always to start outside. Layers of clothing are recommended. It is usually a little windier at school due to the open field. We do not have extra staff to stay inside with children while the others are outside. Rain boots may be left at school. Gym shoes are recommended instead of sandals for playing outside during warmer weather. Children will only be allowed on the ninja warrior course with gym shoes. **Parents should apply sunscreen and/or bug spray to students before they come to school. Teachers and Counselors cannot apply sunscreen or bug spray.**

**Paper Towels:** LGCS goes through multiple rolls of paper towels daily with hand washing and cleaning. We are asking families to send in a multi-pack of paper towels monthly (preferably select a size).

**Parent Portal:** LGCS will be using Procare for our parent portal. This will include billing, child profile, weekly pictures and communication with families. Newsletters and attachments are created in Procare but delivered via email. Please check your spam. LGCS has a large group for students and campers. This occasionally causes us to get flagged as spam.

**Potty Trained:** All children/campers must be potty trained and self-sufficient using the bathroom including washing hands and pulling pants up and down. Staff will help guide the children through going to the bathroom on their own. However, LGCS will call parents to change their child if they have a "potty" accident and ask them to come change them.

# Long Grove Country School



10

**Registration Process:** Registration is available on a first come, first serve basis. All children must have a completed online the following forms: Registration Form, Parent Handbook Confirmation, Child Profile Details, and Health Emergency Treatment & Release. Immunization Records and Birth Certificate may be uploaded directly to the Documents section of Procure as an attachment by the parents before your child(ren) start school or summer camp.

- **Vaccines & Immunization**

Long Grove Country School requires all students to provide the state required immunizations for their child. This form should be available at your pediatrician's office and must be submitted before your child may start school or summer camp.

- **Kindergarten Documentation:**

- State Health Certificate (Pediatrician)
- Dental Exam
- State Required Kindergarten Eye Exam

- **Birth Certificate:** State of Illinois requires a certified copy of the all enrolled children's birth certificate to be copied by the school before attending school.

**Sessions & Groups:** Children and groups may be combined for depending on enrollment.

**Shoes & Socks:** Outdoor shoes are NOT permitted to be worn inside. Please send your child to school with socks or shoes that they are capable of getting on and off independently. In addition to being a life skill, this reduces close contact between staff and students as staff will have to bend down with their face closer to students to assist with shoes.

- **Indoor Shoes:** Students/Campers Children should also have indoor shoes. This is to keep their feet warm in the winter and for safety in the event we must exit the room quickly.  
Barefeet are not permitted.

**School Closings:** LGCS will close due to dangerous weather or other "Act of God" situations. LGCS will follow the public school (District 96) for closing. Please check the parent portal. A Parent Portal Notification and an email will be sent out by 6:30am if school is closed. If District 96 is closed, LGCS will be closed too. LGCS will also follow all CDC guidelines for pandemic closings. LGCS is prepared for eLearning in the event school is closed for an extended period of time. Teachers will communicate with their class for eLearning lessons and activities.

**Snacks:** Students have a snack each morning and Extended Care children also have snack in the afternoon. Please send your child to school with a snack, filled water bottle, and lunch for children that stay for lunch.

**Summer Camp T-Shirts & Themes:** As our school/camp grows, managing multiple ages is easier if they are assigned a colored t-shirt. Themes, group colors, merchandise are listed on our webpage. There will be an opportunity to purchase an LGCS shirt and baseball hat if interested.

<https://lgcountryschool.com/summer-camp>

# Long Grove Country School



**Supplies:** School Supply Lists are posted on our website.

Please label anything from home including shoes and coats. LGCS has collected bins full of clothing, towels and shoes that were not labeled in the past.

- **Backpack:** All children should have a backpack to hold their gear for the day. Backpacks will be kept at your child's classroom or home "campsite" during summer camp.
- **Extra Clothes:** Children should have an extra change of clothes. All clothes, shoes, and towels should be labeled. All summer campers should bring a towel with them every day to sit on for snack and lunch.  
**Shoes:** Close-toed gym shoes are preferred on the playground. The children are required to wear socks inside. Please label shoes. Each year we have several campers with the same shoes. Flip flops or sandals are discouraged as they do not provide support for active play. For safety, only children wearing gym shoes will be allowed to climb on playground equipment and the ninja warrior course.
- **Lunches:** If your child is staying for lunch, please pack a cold lunch box or sack lunch of your child. Many families pack an ice/cold pack in their lunch to keep it cool and fresh.
- **Snacks & Water Bottle:** Please send your child to camp with a snack, lunch and at least 1 labeled, **full** water bottle for your child each day.
- **Paper Towels:** Each family is asked to send a bulk pack of multi-size paper towels. We are always washing our hands during the summer.
- **Garden Gloves (Optional):** Each group will be responsible for their own garden. You are welcome to send labeled garden gloves in their bags each day. Some children will love and use them and others may not. It is completely optional.
- **Rain Boots & Snow Pants:** As the weather gets colder, you are welcome to leave rainboots and snow pants at school. We will go outside as much as possible. Please label all clothes.
- **Towel (Summer Camp only):** Each child should have a towel with them everyday. They will use this to sit on outside and for drying off after water play.

**School Year Tuition Policy:** [Tuition is assessed annually. It is only tied to a specific month for payment purposes.](#)

Tuition may be paid annually, by semester, or monthly by cash, Venmo @Margie-Marzec, check, or credit card through the portal.

Payment option:

- 9 Monthly Payments
- Semester Payments
- Annual Payments

# Long Grove Country School



## <sup>12</sup>Tuition Policy (continued)

### General Policies

- **Insufficient Funds Fee:** There will be a \$25 service fee for all checks returned for insufficient funds.
- There are **no refunds** for Tuition Payments for any reason including vacation, sick days, and pandemic/national disasters. Credits will be issued for Extended Care payments if schools are required by order of the Governor for an extended period of time. Please note that LGCS does not want to have to close our doors to our students. However, a continued revenue stream is essential for any business to survive. Families that elect not to continue tuition payments understand that their spot may be given away to another family willing to pay tuition during any temporary remote learning.
- Regular tuition is due for weeks with holidays.
- Tuition may be prorated to the end of the current semester of attendance if a family moves or if a child withdraws from enrollment.

### School Year Tuition Discount Options **Any discounted payments and prepayments are non-refundable.**

- All discounted payment should be sent via Venmo or check to avoid processing fees on already discounted tuition.
- **Sibling Discount:** A 5% discount is given for each sibling for all programs.
- **Dec 1<sup>st</sup>:** There is a 15% discount for any tuition paid in-full by **May 1<sup>st</sup>**.
- **May 1<sup>st</sup> Payment:** There is a 10% discount for any tuition paid in-full by **May 1<sup>st</sup>**.
- **August 1<sup>st</sup> Payment:** There is a 5% discount for any tuition paid in-full by **August 1<sup>st</sup>**.

### Summer Camp Discount Options: **Any discounted payments and prepayments are non-refundable.**

- **September 30<sup>th</sup>:** 20% discount
- **December 1<sup>st</sup> Payment:** 15% discount
- **February 1<sup>st</sup> Payment:** There is a 10% discount for any tuition paid in-full by **Feb 1<sup>st</sup>**.
- **March 1<sup>st</sup> Payment:** There is a 5% discount for any tuition paid in-full by **March 1<sup>st</sup>**.
- **Sibling Discount:** A 5% discount is given for each sibling for all programs.
- **6+ Weeks Enrollment:** A 5% discount will be given for 6+ weeks enrollment in Summer Camp.
- Discounts may only be combined when paid in-full by Sept 30<sup>th</sup>, Dec. 1, Feb 1 or March 1. **Any discounted payments and prepayments are non-refundable unless the class is cancelled.**

Office

Fax

Web

20400 Old Hicks Road, Long Grove, IL 60047

847-438-4834

847-540-0606

[www.lgcountryschool.com](http://www.lgcountryschool.com)



# Long Grove Country School



## <sup>13</sup> **School Year Payments Plans:**

- **Annual Payment Plans:** Payment is due by August 1.
- **Monthly Payment Plans:** The monthly payment plan is due on the 1<sup>st</sup> day of the month starting on August 1<sup>st</sup>-April 1<sup>st</sup>. School is in session from Sept-May.
- **Semester Payment Plans:** The first payment is due on or before August 1. The second payment is due by January 1st.

## **Summer Payments Due Date:**

- **All Weeks:** Payment is due by May 1.

## **Wellness Policy & Guidelines**

LGCS has always viewed our students, staff and guardians as one big LGCS Family. Our goal is to work with you as a partnership to keep everyone safe and healthy.

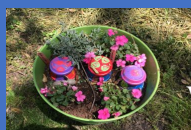
**General Wellness:** Please do not send your child to school sick. If you are hesitant as to whether or not to send them from illness, please keep them home. We don't even want to pass around a common cold. In general, not just at school, children will be exposed to more and new viruses including the common cold. Colds will happen. We have been very fortunate that parents have worked with us to keep everyone as safe as possible and would like to continue this partnership.

**Note:** Here is the link for instructions on completing/signing this document and other documents in Procure. You may complete this electronically or print this page and upload it to Documents in Procure. <https://help.procureconnect.com/en/articles/5595316-parents-how-to-complete-a-document-request>

Thank you in advance for your time and cooperation!

**I have read through the Parent Handbook for and agree to  
Long Grove Country School's procedures and policies.**

Guardian Name & Signature	Date



**Welcome to the LGCS Family!**  
We are looking forward to a wonderful adventure with your child!





# Long Grove Country School

## Parent Handbook

### Health Information & Emergency Treatment and Release

Please complete and upload this page to the Documents section of Procare.

As a parent and/or guardian, I authorize the treatment by a qualified and licensed medical doctor of the following minor in the event of a medical emergency which in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted after reasonable effort has been made to reach me and is in effect for the duration of the minors care by Long Grove Country School.

Name of child/minor: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name of child/minor: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mom's Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Dad's Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

### Specific allergies, chronic illnesses, other medical or education concerns:

---

---

---

**In the case of an emergency or illness, Long Grove Country School will contact the child's parents. If unable to contact the parents, the following people should be contacted:**

1. _____	Relationship to Child _____	Phone _____
2. _____	Relationship to Child _____	Phone _____
3. _____	Relationship to Child _____	Phone _____

Long Grove Country School has the permission from the parents to release the above minor(s) at any time to the people listed above without prior notice from the parent in the event of an emergency or illness.

This form is signed with the sole purpose of authorizing medical treatment under emergency circumstances in my absence. I assume all responsibilities for any fees incurred and agree to prompt reimbursement of expenses paid.

Policy Holder's

Name \_\_\_\_\_

Insurance Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date