

Introduction:

Hello families! Lutheran Preschool and Daycare is pleased to have you and your children in our care. This is a non-profit organization that cares for children age 3 to age 12. We offer full and/or part time care to the families in our community. All Illinois Early Learning Standards are followed as well as the creative curriculum that we use for everyday activities.

Lutheran Preschool and Daycare has been serving the community and surrounding counties since 1974. We are located in the First Lutheran Church of Monmouth, and provide a minimal amount of religious instruction.

In this handbook you will find information such as policies regarding parties, nap time, payments, attendance, hours, and closings due to weather.

Thank you, Lutheran Staff



DIRECTOR: BOBBI NEES

TEACHERS:

PRESCHOOL TEACHER - TOSHA TERWILLIGER

TERRY TAYLOR - SCHOOL AGE TEACHER

RHETT WILLETT - SCHOOL AGE ASSISTANT

SANDI HARMON - SUBSTITUTE

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Policies

❖❖ *Open-Door Policy:*

Lutheran has an open-door policy. Parents are encouraged to participate when they can in whatever they can. Parents are always welcome. We welcome parents into the classroom whenever they would like. You can have lunch with us or take your child for lunch and bring them back. In either case, please let us know by 9am on that day so we can make the correct amount of food.

❖❖ *Sick/Absent Policy:*

If your child is sick or will be absent please call so we can plan meals and activities accordingly. There is also a 24 hour wait period for sickness. The child needs to be well for 24 hours without fever-reducing medication such as Tylenol before they can return to school. Please make sure current phone numbers are listed on the emergency card for quick and easy contact in the event of illness or emergency.

❖❖ *Medicine Chart:*

A parent's/guardian's signature is a must in order to administer any type of medication. All medicines must be in the original container. Your child's name must be on the container. Markers can be used to write his/her name on an over-the-counter medication. We have a medicine chart that requires your signature, the name of the medication, the quantity, and the time that the medication is to be given. If the medicine is needed for a lengthy or indefinite amount of time, a note can be written with all of the above information plus the inclusive dates.

❖❖ *Sign-in/Sign-out:*

All children must be signed in and signed out every day. Please do not sign in or out as "mom" or "dad". It is best to use your name, or at the very least, your initials. Please be sure that a teacher is aware of your child's arrival and departure. On the emergency card list the people who are authorized to pick up your child. Again, please be sure this information is kept current. Your child will only be released to those people you have authorized. Authorization for pick up must be in written form only. For example, phone calls are not acceptable.

❖❖ Communication:

We have a Facebook page, Lutheran Preschool & Day Care Center. Please like and follow us to keep up to date. We try to communicate daily face-to-face with our parents. Parents should always check their child's cubby daily. We send home notes regarding upcoming events, closures, policies, etc. Signs will be posted in highly visible areas. If there is anything we need to know such as you have signed in medication or your child will be leaving early please let us know so that we can write it on the parent memo board.

❖❖ Weather:

Weather permitting, the children will play outside every day. Please dress your child accordingly. In the winter, if the wind chill factor is over 30 degrees, the children will play outside. Please send boots, mittens, hats, etc. In the summer unless there is a heat advisory, the children will play outside. Please remember that flip flops and sandals are dangerous on our playground. Tennis shoes are best. Please have your child wear play clothes. They will get dirty. We are rarely closed due to inclement weather. If it is necessary to close, it will be posted on our facebook page. If we know in advance, signs will be posted and notes will be sent home. Text messaging will also be used.

❖❖ Birthday/Parties:

Treats are welcome, but they must arrive in unopened packages from the store or bakery. We cannot have anything homemade. For holiday parties, there is usually a sign-up sheet. All party help is appreciated.

❖❖ Admission Policies:

Lutheran is licensed for children ages 3-12 years old. All children must be completely toilet trained. To enroll, each child needs to have a physical, which should include current immunizations, lead screening, TB test, health care summary, and the name of the doctor. Preschool physicals are good for two years or until the child starts kindergarten. A certified birth certificate is also needed. An emergency card and authorization card will be kept on file at all times so please make sure it is updated regularly. Parents receive an enrollment packet that contains a multitude of information such as fees, payment policies, personal days, discipline policy, etc.

◆◆ *Cubbies:*

It is very important that you check your child's cubby every day. Important papers are in cubbies daily. This is also where your children place items that they have made and want to bring home to show you. Preschoolers should keep a change of clothes in their cubby.

◆◆ *Accidents:*

Please be sure to keep the emergency card current so that someone can be reached in case of a medical emergency. Every effort is made to prevent accidents. All staff members are CPR and First Aid certified. Should an accident or injury occur, the staff would act immediately to administer emergency procedures and rectify deficiencies in the program. Parents are contacted first. If the parents or the alternate emergency numbers cannot be reached, we will call the family physician and/or call the emergency unit for treatment and/or transportation to a hospital. Accidents that require any type of first aid are reported on an injury report. This is for everyone's safety. We ask that a parent or guardian sign the accident reports, so that the licensing representative knows that a parent or guardian is aware of the accident and how it was handled.

◆◆ *Personal Days, Holidays, and Attendance Policies:*

Each child is permitted one personal day per month, beginning with the first full month after enrollment. Unused personal days can accumulate up to a maximum of 10. Personal days cannot be used in advance. For example, if a child is absent in October, he cannot use the November personal day. The personal days will need to accumulate in order to use more than one absence per month. The child must be absent in order to use a personal day.

Lutheran is closed the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day. Lutheran is also closed on New Year's Eve and Christmas Eve if they fall on a weekday. The center closes the week before and the week of July 4th. YOU DO NOT HAVE TO PAY FOR THE DAYS THAT WE ARE CLOSED.

◆◆ *Fees and Payment Policy:*

A copy of our fees are included in the enrollment packet. Lutheran has an advance payment policy. Payment should be made on the first day of care each week. The registration fee, late fees, etc. are all explained in the enrollment packet.

◆◆ *Meals:*

Three meals a day are served: am snack, lunch, and a pm snack. Am snack is served at 10:00 every morning. This allows your child to eat when they feel hungry and also learn self-help skills. This is the same in the afternoon with pm snack. It goes from 3:00 to 3:45 every afternoon and the children are able to help themselves to a snack. Lunch is served at 12:00 every day. School-age snack is served at 3:30 or immediately after school.

◆◆ *Allergies:*

Please be sure all Lutheran staff is aware of any allergies that your child has so that necessary precautions can be taken.

◆◆ *Field Trips:*

We walk to the library once a week. Other occasional outings are usually within walking distance. We will get a bus if field trips are not within walking distance. A permission slip for field trips is included in the enrollment packet.

◆◆ *Guidance and Discipline:*

In the enrollment packet is a copy of the Behavior Policy that every parent signs and returns. Conscious discipline is used. The children learn how to cope with their emotions and handle conflicts appropriately. It is less about punishment and more about teaching useful communication skills.

◆◆ *Little things to know:*

Upon arrival, please have your child wash his or her hands.

Keep all toys and electronics at home.

Please label all coats, hats, boots, and extra clothing.

On Monday's please remember a blanket for nap time (pillow, and nap buddies are optional). All blankets will be sent home to be washed on Friday. Again, please remember to label blankets and animals.

Please note that flip flops and sandals without straps are dangerous on our playground. Tennis shoes are best.

Every classroom has a disaster map and monthly fire drills are held to ensure that all children know what to do in case of an emergency.

Like our Facebook page for updates on events and activities.

RESOURCES

Helpful Websites

Lutheran Preschool and Daycare Center Page -
www.flcmonmouth.org/day-care

Facebook page -
<http://www.facebook.com/Lutheran-Preschool-and-DayCare-Center-248780829495>

Warren County Library - www.wcplibrary.org

Regional Office of Education #33 - <http://roe33.net>

DHS - Illinois Department of Human Services - WWW.dhs.state.il.us/page.aspx

Jamieson Community Center - www.jamiesoncommunitycenter.org

Community Child Care Resource and Referral - www.childcareillinois.org

Monmouth-Roseville School District #238 - www.Mr238.org

United School District #304 - www.u304.org

ICS - <http://www.immaculate-conception.net/>

Pricing effective January 1, 2021

Registration: \$5.00

Entry Key Card Deposit: \$3.00 per key, refundable when the key is returned.

Full Time (5 or more hours per day): \$35.00

Part Time (less than 5 hours per day): \$20.00

School-Age:

Before and/or after school is \$20.00 per day

Late Fee:

We open at 7:30 a.m. and close at 5:30 p.m. Our late fee is \$10.00 for every 15 minutes after 5:30.

Advance Payment:

We have an advance payment policy. **Payment should be made on the first day of care each week**