

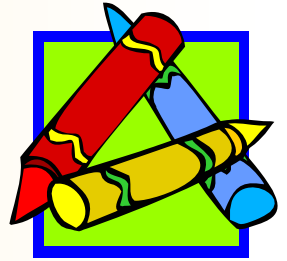
TLC PRESCHOOL AND BEFORE & AFTERSCHOOL PROGRAM

11008 N. CHURCH STREET HUNTLEY, ILLINOIS 60142

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[HTTP://TLC.TRINITYHUNTLEY.ORG](http://TLC.TRINITYHUNTLEY.ORG)



TLC PRESCHOOL PARENT HANDBOOK

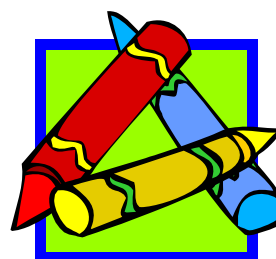
Dear Parent and/or Guardian,

Welcome to TLC Preschool! We are glad that you have chosen our program. We look forward to sharing the joy of learning and growing with your child! We ask that you read this handbook carefully. It contains important information concerning the policies and procedures of our school. If you have any questions concerning any of this information, please do not hesitate to call the preschool office at (847) 669-5781 x: 2. As parents, you are the most important teachers in your child's life. We look forward to a wonderful year working with you and sharing in your child's physical, emotional, intellectual, social and spiritual growth. Thank you for giving us the opportunity to give your child some Tender Loving Care!

TLC Programs Board
and Staff

TLC PRESCHOOL

11008 N. Church Street
Huntley, IL 60142
847-669-5781 x:2



PARENT HANDBOOK

TLC Programs Director - Linda Kranz

Our school was established in 1993 and is sponsored by the Trinity Lutheran Church of Huntley. It is governed by the Board of Directors as a non-profit, non-sectarian, non-discriminatory Christian Preschool. We are licensed by the Illinois Department of Children and Family Services.

PHILOSOPHY: The TLC Program extends an atmosphere of unconditional love to your child as he/she begins their first learning experience outside of the home. Our goal is to provide a child-centered, informal environment that promotes all aspects of healthy growth and development. We also hope to give them a basic understanding of the love that God has for all of his creation. We believe that each child is a special gift from God, each having their own unique gifts and talents. We believe children need to feel safe, cared for, and nurtured to help them become eager learners. We support the family unit and encourage a positive self-image to help build the confidence needed to meet life's new challenges.

STATEMENT OF STUDENT RACIAL NONDISCRIMINATION POLICY: TLC Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin.

ADMISSION AND ENROLLMENT POLICY: We welcome all children who can benefit from our program without risking the health or safety of him/herself or other children. Should the demand for enrollment exceed our capacity, enrollment will be taken in the following order: Members of Trinity Lutheran Church, families of children currently enrolled; families of children enrolled in previous years; others - based on a first come, first served order. Registration will begin in January for the following fall.

ALL CHILDREN MUST BE TOILET TRAINED. NO "PULL-UPS" ALLOWED. (DCFS REQUIREMENT)

CURRICULUM: Our trained staff provides an environment that encourages children to explore, experiment and discover their own creative potential, while learning responsible decision-making and age appropriate academics. Our teachers prepare a wide variety of activities for children that are included in a theme-based curriculum aligned with The Illinois Department of Education's Early Learning Standards. A child is free to explore and discover their own individual pace under the supervision of a lead and assistant teacher.

Learning will take place through a majority of time spent in free choice activities, group activities, and teacher directed activities.

TLC focuses on fine and gross motor, problem solving, pre-math and pre-literacy skills. Our preschool program fosters a life-long love of learning by making learning fun. Our flexible and stimulating environment is designed to meet each child where they are developmentally, and our curriculum is designed to help each child in the following areas:

1. **Socially** by providing experiences in which each child interacts and learns to respect their friends and teachers;
2. **Emotionally** by helping each child recognize and express feelings in acceptable ways;
3. **Physically** by providing opportunities for children to develop large and small muscle coordination;
4. **Intellectually** by providing creative, hands-on learning opportunities to spark curiosity and develop cognitive and problem solving skills;
5. **Spiritually** by learning about God's love.

DAILY ACTIVITIES: The morning classes will take place from 9:00 am to 11:30 am and our afternoon classes will take place from 12:30 am - 3:00 pm. A typical day will include the following activities...

Free Play Time: Children are encouraged to explore various centers such as the art table, paint easel, block area, manipulative table, housekeeping center, library corner, puppet theatre, listening center, and more. During this time children are free to choose their own activities with the teacher's guidance and supervision.

Circle Time: The children are exposed to a variety of activities such as calendar, story time, "Guess and Share" (a show and tell time), singing, creative movement, graphing the children's ideas, and much more.

Quiet Time: Children are encouraged to look at books, or listen to music or storybooks at the listening center.

Outdoor Time: Children play outdoors as the weather permits. Outdoor time is a regular part of our program, and includes playground time, outdoor games, and more. In severe weather, active indoor games and large muscle activities are available.

Clean Up Time: Children and teachers work together in cooperation to put away all materials and equipment at the end of an activity before moving on to the next one.

Snack Time: Each day prior to our snack we say or sing a prayer. The school provides 100% fruit juice, 2% milk and a nutritious snack to each child. WE ARE A NUT-FREE PRESCHOOL (due to allergies). **Please be sure to note any allergies on your child's health form.** We will supply fun allergy free birthday treats for their special days! Please do not send snacks to school.

RELIGIOUS INSTRUCTION: TLC is a Christian school and the children will have activities, read stories, and sing songs about God and Jesus. Christian love and caring is the basis for our program throughout the year. The children will celebrate Christian holidays. The four year olds will go to the church sanctuary weekly to learn about Jesus' love through stories, object lessons and skits. We share Bible stories and activities with a non-denominational approach.

STAFF: All staff members are DCFS qualified for their positions. The staff is required by the State to fulfill 15 hours of continuing education each year. An assistant teacher is available to aide teachers.

STATEMENT OF CONFIDENTIALITY: Personnel shall respect the confidential nature of the child and personnel records. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless the parent/guardian of the child has granted written permission for disclosure. Authorized DCFS shall have access to the center's records and reports. All persons with access to records and reports shall respect their confidential nature.

ARRIVAL & DISMISSAL: Classrooms are ready at 9:00am or 12:30pm. It is important that your child **arrive on time**. Late arrivals disrupt the class and children miss important interaction time. Too early an arrival does not give the teachers a chance to get the room ready. Thanks for your understanding! Parking lots can be a source of danger. Your child must be walked to the classroom by the person transporting him/her. **Children need to be signed out by that person every day.** This is a DCFS regulation. Your prompt arrival at dismissal time is required. Please call the school if there is an unexpected delay. **CHRONIC** late pickups will result in a payment of \$5.00 for every 15 minutes. Our teachers need to have time to prepare for their next class, or to go home to their own families on time! We love our teachers, and we need to take care of them, too. Children wait on the circle time carpet until dismissal time, and are called to the door one at a time as they are signed out. Children will not be released to anyone other than a parent unless other arrangements have been made in advance and their name has been included on a release form. Please notify us if there is a change in this list. ID will be requested if the person is not known to us.

GUIDANCE & DISCIPLINE POLICY: Our philosophy is to work to avoid situations where discipline is needed by providing the type of environment and activities that encourage children to work together and to become self-directed. All children will make mistakes, and we believe that "mistaken behaviors" are part of learning! Our intent is to mold or change mistaken behavior using the following techniques:

1. TLC Staff modeling loving Christian behavior;
2. Developing with the students rules that set clear limits for their behavior;
3. Redirecting to other activities if a child becomes frustrated or demonstrates difficulty in managing him/herself;
4. Reinforcing positive behavior;
5. Encouraging students to develop solutions to their mistaken behaviors;
6. Helping the student to understand the consequences of their behavior.

In extreme situations, a "Sit & Watch" procedure is used to, where the teacher remains with the child in the classroom, gives him/her a manipulative, and helps the child find better choices for mistaken behaviors. Occasionally we will have to "close" a center to a child, until they are able to exhibit appropriate behavior in the center. If behaviors are consistently disruptive, or cause potential harm to others, the parent or guardian will be called to work together to make the situation a positive learning experience for the student.

DISENROLLMENT POLICY: TLC Preschool reserves the right to disenroll a student if...

- 1.) An account is 40 days past due and a financial meeting has not taken place with the director.
- 2.) A parent demonstrates an unwillingness to comply with any of the policies set forth by TLC.
- 3.) A child has toilet training issues.
- 4.) The staff agrees that a child's needs could be better met in some type of special education program.
- 5.) The staff agrees that a child's behavior is disruptive or dangerous to other students.

An exit plan would be made as required by DCFS.

WITHDRAWAL POLICY: If a child is to be withdrawn from the school, a two-week notice is requested. This helps to give us time to notify someone on the waiting list.

ATTENDANCE AND HEALTH:

Children should not attend school if any of the following symptoms are present.

- Fever over 99.9 degrees
- Nausea
- Vomiting
- Diarrhea
- Undiagnosed rashes
- Red or running nose and eyes
- Swollen glands
- Head lice
- Pink eye
- Sore throat

After an illness, the basic rule of thumb would be to make sure the child has not experienced a fever for at least 24 hours. When there are symptoms of illness, or other indications that a child is not well enough for group activities, please keep your child at home. The school has no provisions for the care of children who are ill. If your child becomes ill at school, they will be isolated and you will be called so you can pick them up as soon as possible. If a parent cannot be reached, the names from the child's release authorization form will be called.

Contagious Disease: If your child contracts any contagious condition, please notify the school immediately. We will then notify parents so that they may watch for symptoms in their own children.

Allergies: If your child has a serious allergy, please be sure to stop in to talk with the Director PRIOR to the first day of school to discuss your child's medical condition in detail.

This information should be included on the child's information card. Medication will be given only with a doctor's written request and instructions, and with the medication in the original pharmacy container labeled with the child's name.

EMERGENCY CONTACTS: Up to date information is required for all children. This should include phone numbers where parents can be reached during school hours, and phone numbers for your doctor and emergency contacts. If a child becomes ill at school, the parents or emergency contacts will be called to pick up the child. Emergency contacts would include at least one person in the area who can be called if you cannot be reached.

ACCIDENTS: If a child is injured and immediate medical care is needed, we will administer any necessary first aid and then attempt to reach the parent and/or the child's doctor for further instructions. However, if you cannot be reached we will contact the persons you listed on the emergency form. Members of the staff are trained in First Aid and CPR. In extreme emergency, the local ambulance will be called.

CONFERENCES: It is extremely difficult to "test" preschool children - it is much better to observe their behaviors in the classroom! We observe the children daily, and document behaviors if necessary. Any "testing" that is done is in play form, one on one with the teachers. We will alert you if we see any significant developmental delays. Your local school district is able to perform preschool screenings in developmental areas such as speech, fine motor, auditory processing and more. Please see us for more information if you are interested.

We have conferences during the year, during the same conference time as Huntley School District 158. There will be no regular classes during conference days, and we will offer childcare during conferences, so that you can talk freely with your child's teacher.

NEWSLETTER: A weekly newsletter will be posted online to keep you well informed about school events, outings, programs, projects and important dates to note on your calendar.

SCHOOL CLOSINGS: Our school will close whenever the Huntley School District 158 closes due to severe weather. You can also see if we are closed, by listening to 105.5 fm, calling the preschool office and/or checking our website.

FIELD TRIPS: Parents must provide their own transportation for our trips. Parents will be informed of any walking field trips (such as to the post office or to Ol' Timers Park) and are welcome to join us for those trips. We bring "field trips" to the school, too! We have had a doctor, a dentist, the fire department, the police department, a veterinarian, a pilot and other special visitors.

CLOTHING: Children should come to school dressed in washable play clothes suitable for participating in all activities without fear of clothing being soiled or stained. CHILDREN SHOULD BE DRESSED IN CLOTHING THEY CAN MANAGE THEMSELVES IN ORDER TO USE THE BATHROOM. Daily activities include climbing, tumbling, and messy play with paint, play dough, markers, glue, etc... Dresses, skirts and jumpers are difficult to climb and play in. Dressy clothes are not suitable for school. Shoes should have soles which provide good traction for active play. For example - dress shoes and cowboy boots are not suitable because of their slippery soles. CHILDREN WEARING DRESS SHOES, SANDALS OR COWBOY BOOTS WILL NOT BE ALLOWED TO CLIMB ON THE PLAYGROUND EQUIPMENT.

Children should come prepared for outdoor play every day (unless it is raining, or the temperature is below 25 degrees, including wind chill. Please send boots, hats and mittens (not gloves!) and snow pants when it is appropriate.

SCHOOL BAGS: Please bring a mid-size school bag with your child's name clearly displayed on the outside (no wheeled bags please). Be sure to look inside your child's school bag daily for important notes, papers and art projects.

PERSONAL ITEMS: Students will have a special place to hang their coats in the hallway, and there is a "cubby" for each child in the classroom. We have a lot of "stuff" here at the preschool, and we request that children do not bring in toys or other special items from home - except for "guess & share" (see below). We are not responsible for personal items if they are lost or broken.

BIRTHDAYS: Birthdays are celebrated during snack time. We will supply fun allergy free birthday treats for their special days! Please do not send birthday treats or snacks to school. We ask that invitations to birthday parties NOT be passed out at school unless all of the children in the class are invited.

GUESS & SHARE BAG: This is our version of "Show & Tell"! When it is your child's turn, he/she will receive a cloth bag, and a paper to write 3 clues on. This is returned the next school day with a special item to show. PLEASE DO NOT SEND GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION!

LIBRARY: TLC has a lending library for the children. Parent volunteers help the children select the books they want to check out each week. If you are interested in being a library helper, please let your child's teacher know.

PARENTAL INVOLVEMENT: Parents are welcome and encouraged to volunteer for various projects. We invite parents to share any special talents, ethnic customs, hobbies, careers, or interests with the children. Special help with classroom activities and fundraisers is always welcome! DCFS requires that any volunteer that is present in the classroom more than once a month each month, must be fingerprinted and have a current TB test and medical form. When volunteering in the classroom, please understand that the children come first and the teacher may not be free to talk with you during your visit.

HOLIDAYS: We celebrate Christian Holidays! We put on Christmas Programs, celebrate Easter and learn to be thankful in November. While we recognize the children's delight in dressing up, we also recognize that Halloween can be a frightening holiday for many. Therefore, we do not celebrate Halloween. Instead, we have a "Noah's Ark" celebration for which children can dress up as their favorite animal.

FINANCIAL ARRANGEMENTS: Method of Payment - Tuition can be paid using our automatic tuition payment plan or by check. Those using our automatic tuition payment plan will have their tuition automatically withdrawn from their bank account on the 5th of each month. If you are not using our automatic payment plan, please put your check, made payable to **TLC**, in your tuition envelope and place it in the payment box provided in the school office or mail it to TLC, 11008 N. Church Street, Huntley, IL 60142.

Registration Fees - A non-refundable registration fee must accompany each application to the school before it is accepted.

Supply Fee - A supply fee is due prior to the first day of school. This fee covers snacks, art supplies, hearing and vision screening.

Late pick-up Fee - A CHRONIC late pickups will result in a payment of \$5.00 for every 15 minutes.

NSF Check Fee - Any check returned from the bank incurs a \$15 NSF check fee.

Monthly Tuition - Full monthly tuition payment is collected on the first school day of each month. There is a 10 day grace period. If, after the 10th day, full payment is not received, a \$10 late fee will be accessed. If full payment is not received after 40 days, the student is subject to disenrollment from the program. There are NO DISCOUNTS for illness, snow days, emergency closings, and/or vacations.