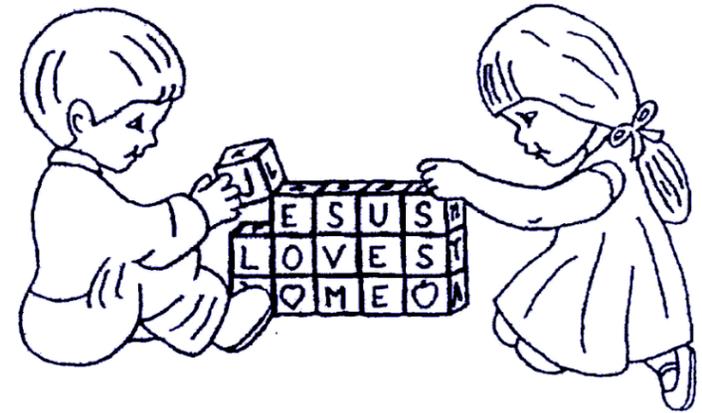


Mt. Calvary Lutheran Preschool



Mt. Calvary Lutheran Preschool

1372 W. Fremont St.
Galesburg, IL 61401
309-342-7083

E-mail: mclcpreschool@grics.net
Website: www.mclcgalesburg.org

2019-2020 Parent Handbook

Great is the Lord and most worthy of praise.
Psalm 145:3

Updated 8-22-2019



Table of Contents

I. Licensure.....	3
II. Philosophy.....	3
III. Objectives.....	4
IV. Worship.....	5
V. Admission Policies.....	5
VI. Classes Offered.....	7
VII. Schedule.....	8
VIII. Curriculum.....	10
IX. Discipline.....	10
X. Health Regulations.....	12
XI. Physical Needs.....	14
XII. Parents.....	16
XIII. Governing.....	18
XIV. Staff	18

I. Licensure

Enrichment Teacher/Aide:

Melanie Sommerer
 B.S. in Education
 11 years teaching experience
 Sunday School & VBS at Mt. Calvary

Teacher Aides:

Cheryl Heady
 Elementary Teacher Aide Experience
 4th year at Mt. Calvary

Kayla Bird
 B.A. in Business Administration
 1st year at Mt. Calvary
 Substitute Teaching, VBS at Mt. Calvary

Secretary:

Leah Koch ☺

“CHILDREN LEARN BEST WITH LOVE”

Please sign the back of your child’s biographical data form to document that you have received and read this parent handbook.

The 2019-2020 staff includes:

Pastor Steven Sommerer-Master of Divinity

Director/5-day Teacher:

Jeanie Whittle
Master's Degree in Elementary Education
Director Qualified
13 years teaching experience
9th year at Mt. Calvary
309-351-0226

Assistant to the Director:

Lisa Corps
B.A. Degree in Child Development
Director Qualified
6 years teaching experience
19 years as teacher's aide

3-day (morning) and 2-day Teacher:

Cassandra Hunt
62 hrs. College credit (Teacher qualified)
7 years teaching experience
5 years as teacher's aide
309-351-9419

3-day (afternoon) Teacher:

Jena Cramer
B.A. in Elementary Education
Teacher Qualified
4 years teaching experience
Children's Ministry at church
309-297-0631

Mt. Calvary Lutheran Preschool is a licensed center, with the Illinois State Department of Child and Family Services. We have provided a Christian, developmentally appropriate education for three-and four-year-old children in the Galesburg area since 1977.

II. Philosophy

We believe that God as a gracious Heavenly Father has given your child and every human being a marvelous potential for a creative and successful life.

We believe that Jesus Christ has provided full and free forgiveness for your child and every other human being through His death and resurrection making life worth living now and forever.

We believe that the Holy Spirit graciously desires that your child and every other human being grow in knowledge and love for God's creation and for God's Son, Jesus Christ.

We believe that we owe our God the very best that is in us, thus we are dedicated to the very highest quality.

We believe the very best learning happens in the context of Christian love and respect. Love for God, parents, teachers, country, self and others is essential to the best education.

We believe in education. Growing in knowledge, skill and habit involves a total approach to the total child. Educational growth happens best when it is planned in all areas:

**Spiritual Growth - Intellectual Growth -Emotional
Growth Social Growth - Physical Growth
All God's Children Grow Together**

III. Objectives

Spiritual Growth

1. Each student will grow to know and love Jesus Christ more personally.
2. Each student will grow in his/her ability and desire to use God's Word.
3. Each student will grow in his/her appreciation for and commitment to the church.

Intellectual Growth

1. Each student will be challenged to think clearly, critically, creatively and independently as God's child.
2. Each student will be motivated to develop a continuing desire for knowledge that can be used to live productively in God's world.

Emotional Growth

1. Each student will grow to appreciate his/her own individual and significant place in family, church and society.
2. Each student will grow to feel loved and secure as a child of God.
3. Each student will grow to appreciate his/her own personhood.

Social Growth

1. Each student will grow to understand the rights and privileges of responsible citizens.
2. Each student will grow in understanding our history and culture as well as history and culture of God's word.
3. Each student will grow to respect other persons as fellow children of God.

Physical Growth

1. Each student will grow to develop skills and practices that are valuable to him/her and to society.
2. Each student will grow to develop habits of safe and healthful living as a joyful child of God.

field trips. For those trips located in town, drop off and pick up will be at the location of the field trip. For those located out-of-town, parents will be needed to help carpool. Parents who volunteer to drive must show a valid Driver's license and proof of current insurance. All children will need their own car seats. Parents will need to sign a permission slip prior to each field trip. Children are encouraged to wear their blue Preschool T-shirt that will be given to them at orientation to help easily identify them as part of our group.

Change of Address

Parents are asked to please notify the school office of any change of address or other pertinent information as the need arises.

Release of Information

All forms regarding your child are considered confidential. Parents must sign a "Release of Information" form to allow Mt. Calvary Lutheran Preschool to send any form(s) to another agency or institution.

Visitor Policy

Please notify your child's teacher in advance if you plan to visit the pre-school. Please check in with the church secretary prior to visiting the classroom.

XIII. Governing

Mt. Calvary Lutheran Preschool is an educational tool of Mt. Calvary Lutheran Church. Policies and procedures are set or approved by the Church Board of Education. Contact the church office if you have an issue to be considered by the board.

XIV. Staff

Mt. Calvary Lutheran Preschool is staffed by committed, practicing Christians. The teachers all meet or surpass the DCFS licensing requirements. The staff:child ratio will be no greater than 1:10 or 2:15 in each classroom.

what is going on in the classroom.

PTO Meetings

Parent/teacher meetings will be organized by interested individuals and may be scheduled several times during the year. These are meant to act as a forum for discussion about the school and about your child's growth and development. Topics for discussion for future meetings may be chosen by the parents. The organization of parents has been informal and cooperative.

Programs & Parent Participation Days

The children will present two short programs for their parents and friends during the year. The Christmas Program will be presented on the last day of school before Christmas break, and "Closing Program" will be held on the last day of school. Morning programs will begin at 9:00a.m. and afternoon programs will begin at 12:00p.m. Several parent-participation days will also be held throughout the year; parents and other friends or relatives are encouraged to attend. These dates will be published in the monthly newsletter.

Conferences

Scheduled parent conferences will be arranged in the fall for all students and in the spring for those students going to Kindergarten the following year. However, any time the need arises, either parent or teacher is free to schedule an informal conference.

Volunteering

Parents are urged to volunteer their services for special help with field trips, holiday parties, special classroom projects, and more. Please contact your child's teacher if you wish to help. For the safety of the children and for DCFS compliance, anyone who volunteers will not be left alone with children.

Field Trips

Throughout the year, the preschoolers will go on several

IV. Worship

Our program is Christian-based. We strive to help all our students realize that God the Father loves and cares for them, that Jesus is their special friend and Savior and that the Holy Spirit is working within their hearts. We pray several times throughout each day, and we have a special "Jesus" time during closing where we focus on learning more about God. Our 3-day A.M. and 5-day classes will have Chapel with Pastor each Wednesday morning.

One of the most basic elements of our Christian faith is worship - private and public. Students will be taught by word and example about worship to enrich their private devotions and help them more fully participate in public worship. We encourage you to join us at Mt. Calvary for worship.

Mt. Calvary Lutheran Church's Worship Schedule:

Sundays

8:45 am	Sunday School & Adult Bible Class
10:00 am	Sunday Worship

V. Admission Policies

Mt. Calvary Lutheran School functions primarily to provide a quality Christian Education for the children of members of Mt. Calvary Lutheran Church and others who desire a high quality, Christian education.

Mt. Calvary Lutheran Preschool admits students of any race, color, sex, national or ethnic origin and does not discriminate on that basis in its administration of educational policies, admissions policies and other school administered programs.

A. All applications are accepted on a first come, first serve basis.

- B. No application is considered for approval until registration fee is paid. (If student is not accepted the fee will be returned in full.)
- C. All applications are subject to approval of the Board of Education.
- D. Continued enrollment can be assured only if parents and child exhibit their cooperation in the total program.
- E. Tuition and Fee payments: A non-refundable registration fee of \$40.00 must be paid at the time of registration to hold a child's spot and before the student begins classes. Tuition is due the first school day of each month and is considered delinquent if not paid within ten calendar days. After the 10-day grace period, reminder notices will be sent home with the student. If the account is not current by the 1st of the next month, the student will no longer be allowed to attend classes, which may result in the loss of the child's spot in the classroom.
- F. Birth Certificate—As required by law, parents must bring in a certified copy of their child's birth certificate within 30 days of enrollment. A copy will be taken and the original will be returned to the parents. Failure to submit the birth certificate will result in the Pre-School notifying the Illinois State Police or local law enforcement agency as required by law.
- G. In compliance with State of Illinois regulations, physical examinations are required of all students prior to entrance into Preschool. School Health Examination Record forms are available in the school office and on our website under the Preschool admissions tab. These forms are to be completed by your physician and must be returned to the office by the first day of school.
Please be sure your child's physician lists vaccinations and addresses the lead and TB sections of the form. If the physical form is not submitted or remains incomplete within 30 days of enrollment, your child will not be allowed to attend school until the form is in compliance. Physical forms are valid for 2 years, but must be dated less than 6 months prior to enrollment.
- H. Disenrollment
 1. Mt. Calvary aims to provide a positive, enriching pre-

rich breakfast. Protein is not only important for building the body, but it also “stays” with your child longer than foods which are rich in carbohydrates. Your child will be able to concentrate better and will not get hungry long before lunchtime.

Snacks/Lunch

A mid-morning snack time is an important part of each day's schedule. Juice and water are provided by the pre-school. Each child is requested to provide a snack for a specified day on a rotating basis. These snack assignments will be listed on the monthly calendar. Your child will also be the “special helper” for the day he/she is assigned to bring snack. Each classroom has a maximum of 15 children and 2 staff. We encourage nutritious snacks whenever possible. Some suggestions are: cheese, crackers, raisins, pretzels, fresh fruits, baby carrots, muffins, animal crackers, fruit snacks, graham crackers. Due to licensing regulations designed to ensure your child's safety, all snacks must be in original, sealed packages from the store. On your child's day to celebrate his/her birthday, he or she may bring cupcakes, cookies, etc. for snack, but these must also be purchased from a store or bakery.

XII. Parents

Orientation

At least one week prior to the beginning of school parents will receive a letter about the date and time of an orientation meeting. Children should also attend. This meeting will last about 45 min.—1 hour and will allow parents and children to meet each other and receive necessary paperwork and information.

Communications

Monthly Newsletters will be sent home with the children as well as posted on our website to notify parents of special events and information about curriculum and classroom activities. Reminder notices are often posted on our door as well as by our sign-out sheet. Teachers will also send e-mails or notes home periodically to keep parents abreast of

specified by the pesticide label, whichever is greater. Any parent wishing to receive written notification before a pesticide application shall notify staff and sign the pest control notification registry. All parents signing the registry will be notified of all pest control applications at least 2, but not more than 30 days, before the actual pesticide application.

Mandated Reporters

The staff of Mt. Calvary Lutheran Preschool is mandated by law to report any suspected physical or sexual abuse. Teachers may ask parents/guardians about a cut or bruise on a child. If a child relates that he/she or a family member has been threatened, staff members are required by law to report it.

XI. Physical Needs

Dress Code

Children should be comfortably dressed in simple, washable, easy to manage clothing for outdoors, painting, pasting, and other “messy” play. Shoes worn need to be safe and comfortable for running in the gym and on the playground. Flip flops are discouraged. Encourage their independence in dressing themselves and taking care of their toilet needs by choosing easy to manage clothing. All removable clothing should be labeled or marked with the child’s name. Boots and mittens have a special affinity for the “lost and found”.

Personal Items

Children are discouraged from bringing toys from home except on Show and Share days.

Sleeping Habits

Children need to be well rested to do their best. Help your child establish a good routine by insisting he/she goes to bed at a scheduled time to insure sufficient sleep.

Breakfast

Make sure your child has a good breakfast beginning the first day of school. Encourage your child to eat a protein-

school environment to all its students. A decision to dismiss a child is rare and will come only after all options to meet the child’s needs have been explored. The Director and Board of Education will assess each dismissal not only with regard to the individual child’s needs but also with the needs of **all** the children served.

2. Parents or guardians who exhibit behavior that is disruptive to the learning environment, is degrading to another child, parent/guardian, or teacher, or does not promote a positive Christian environment for all, will be asked to find alternate care for their child. Mt. Calvary reserves the right to refuse continued enrollment at their sole discretion.

VI. Classes Offered

2-day Class: The 2-day/week class is for children ages 3-5 years old as of September 1st who are toilet trained or have special permission from the Director. Class meets from 9:00-11:30 am on Tuesdays and Thursdays . Tuition for this class is \$810.00/year or 9 payments of \$90.00/month.

3-day Class: The 3-day/week class is open to children ages 3-5 years old as of September 1st who are toilet trained or have special permission from the Director. The morning class meets from 9:00-11:30 am every Monday, Wednesday, and Friday and the afternoon class meets from 12:00pm - 2:30pm every Monday, Wednesday and Friday. Tuition for this class is \$1080.00/year or 9 payments of \$120.00 /month.

5-day Class: The 5-day/week class is open to children ages 4-5 years old as of September 1st who are planning to enter Kindergarten the following year. Class meets from 9:00 –11:30 am every Monday thru Friday. Tuition for this class is \$1,575.00/year or 9 payments of \$175.00/month.

Scholarships

A limited number of partial tuition scholarships are available. Applications are available in the church office or on our website under the Preschool Admissions tab. Scholarship applications are due by September 10th and do not apply towards the registration fee or the 1st month's tuition payment. The Board of Education reviews all applications and awards tuition assistance each year on the basis of need and the availability of funds. The amount granted will be divided equally between the remaining months and subtracted from each month's tuition. All applications will be held in strict confidence.

Multiple Child Discount

For families with more than one child attending preschool during the same year, a 15% discount off the total bill is offered.

VII. Schedule

The usual daily schedule is printed below; however, it may vary due to special trips, visitors or activities.

Mrs. Whittle's Classroom

9:00-9:20	Opening/Jesus Time
9:20-9:25	Bathroom
9:25-10:25	Free play/Art/Story
10:25-10:35	Music
10:35-10:50	Snack
10:50-11:10	Gross Motor
11:10-11:30	Story/Closing Prayer/Dismissal

Mrs. Hunt's Classroom

9:00-9:15	Opening/Bathroom
9:15-9:30	Gross Motor
9:30-9:45	Bathroom/ Music
9:45-10:00	Snack
10:00-10:15	Story
10:15-11:15	Free play/Art
11:15-11:30	Jesus Time/Closing Prayer/Dismissal

medicine, please endeavor to dispense it before or after school hours. Cough drops are discouraged for 3-5 year olds when they are involved in normal classroom activities.

Insurance

Mount Calvary Lutheran Preschool carries liability insurance for its own protection. We do not offer medical/accident coverage for non-school functions.

Hand Washing

Children's and staff hands shall be washed routinely and frequently with soap and water. Hand sanitizers or diaper wipes are not acceptable substitutes for soap and running water. Hand washing shall occur at least at the following times:

1. Upon arrival at center;
2. Before and after each meal or snack;
3. After using the bathroom or helping a child use the bathroom;
4. After wiping or blowing his or her nose or a child's nose;
5. After touching or handling items soiled with body fluids or wastes (e.g. blood, drool, urine, stool, or vomit);
6. Before and after cooking or other food experience;
7. After outdoor play time;
8. Before and after using the water table; and
9. After touching or handling pets or animals.

Pest Control

Mt. Calvary Lutheran Preschool, in cooperation with a local pest control company, strives to use a variety of non-chemical methods in its pest management plan to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides. Pesticides will only be used in non-classroom areas of the building when children are not present. These areas will be sprayed on a monthly basis. Commercial chemicals used will be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health. Application of pesticides will only occur after the children have left the building for the day and will not be returning for a minimum of 2 hours, or as

The general classroom expectations are:

1. No one may hurt anyone, harm another's project or do anything that might hurt him/herself.
2. Everyone should use "inside" voices and avoid yelling and screaming. Inappropriate language is unacceptable.
3. If a child has an issue with another child, he/she will be encouraged to use his/her words to resolve the issue. Teachers may assist with appropriate communication if necessary.
4. Everyone should use "walking" feet in the classrooms and hallways.
5. No monster games or guns are allowed.
6. Everyone must assist in putting toys and equipment away unless otherwise directed by the person in charge.
7. Children should ask a teacher when they need to use the bathroom.
8. Everyone should treat all toys, book and equipment with proper respect.

X. Health Regulations

Illness

We ask that you not send your child to school if he/she is ill. It is unfair to the other children and to the teachers to be unnecessarily exposed to illness. If your child has an illness which is communicable (i.e. vomiting, diarrhea, or fever of 100°F or higher, etc.) he/she should remain at home until symptom-free for 24 hrs. Any time your child is absent, please call the church office and let us know. Any child who becomes ill during class will be isolated from the other children until their parents can pick them up. Children who may be injured will be taken to OSF St. Mary Medical Center for emergency care unless otherwise specified by the parents. The parents will be notified as soon as possible using the numbers listed, in order, on our emergency contact form.

Medication

The staff of Mt. Calvary Preschool will NOT as a general practice dispense prescription or over the counter medications. If your child is in need of a dosage of

Mrs. Cramer's Classroom

11:50– 12:10	Arrival/Tub Time
12:10– 12:25	Welcome Circle/Bible Time
12:25– 12:40	Small Group
12:40– 1:00	Bathroom/Music
1:00– 1:15	Snack
1:15– 1:45	Free play
1:45– 2:15	Gross Motor
2:15– 2:30	Closing Circle & Prayer/Dismissal

Yearly Schedule

Mount Calvary Lutheran Preschool classes begin in August/September and run through May. We follow Galesburg Public School District #205 yearly calendar with some variance. A Mt. Calvary Preschool calendar is published yearly and handed out at registration. It is also available on our website. Cancellations due to weather will coincide with District #205's decisions. If District #205 has a delay, Mt. Calvary will begin at regular time of 9:00 a.m.

Transportation

Mount Calvary Lutheran Preschool does not provide transportation to and from school.

Drop-off/Pick-up Procedures

Parents are responsible for bringing their child to the classroom each day. We ask that children do not arrive before 8:50 am, but please be on time as we try to start class promptly at 9:00 am. For the afternoon session, please do not bring children before 11:50a.m.

For pick up, please come in the double glass front doors. For security reasons, doors are locked during school hours. A staff member will open it at 11:20a.m. for morning session dismissal and at 2:20p.m. for afternoon session dismissal. Please do not come earlier. We ask you to sign the sign-out sheet and notate the time of pick-up. Please wait in the entryway until a staff member comes to escort you to the classroom. Children will only be released to persons au-

thorized by parents on the emergency form or in a written note, signed by a parent. Anyone not known to the staff will be required to show a photo I.D. before the child will be released. If a child is not picked up within 15 minutes of the normal dismissal time, staff will begin calling those persons authorized to pick up the child, in the order they are listed on the Emergency form, until someone is reached who can pick up the child. During this time, the child will remain in the immediate care of the school's director. If no one answers within a full hour of dismissal time, the staff shall then contact the DCFS hotline. Staff will in no way hold the child responsible for the situation, and any discussion of the issue will be solely with the parent or guardian. If at any time contact information changes for anyone on the Emergency Form, the parents are responsible for notifying staff as soon as possible.

VIII. Curriculum

The curriculum for the 3-day and 5-day classes is based on weekly units that emphasize letters of the alphabet, numbers, and shapes. Stories, art projects, gross motor activities and free-play choices reinforce each unit theme. The 5-day Pre-Kindergarten class will have expanded phonics, writing, and math readiness activities. Science activities are part of the curriculum. Scheduling of the units may vary from year to year.

The curriculum for the 2-day class is also based on weekly units. Topics include seasons, Bible lessons, holidays, shapes, alphabet letters and numbers. Beginning in January the class spends a week on each of the ten major colors. The year is finished with units about plants, seeds, pets, farm and zoo animals.

IX. Guidance and Discipline

The necessity to discipline is usually avoided by keeping the children engaged in a wide variety of stimulating activities, providing plenty of love, praising good behavior and

ignoring the bad, accepting and reflecting the child's feelings, and in substituting one activity for another. However, some form of managing children's behavior is occasionally necessary.

Discipline should be positive; it should help the child to reach a point of self-control and a sense of harmony with school expectations. Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action. Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences. The use of emotional abuse including the use of sarcasm and/or humiliation should be avoided. Children will not be disciplined for toilet accidents.

When unacceptable behavior occurs, the child or children should be told about their actions and be helped to choose an alternative activity. If the unacceptable behavior continues, the classroom teacher will use the technique of "Sit and Watch" or "Time Out". When a child is having, or causing trouble, he/she will be asked to sit on the sidelines of play and watch the behavior of others. After a short time period of no more than 1 minute per year of age, he/she will be invited to rejoin the group, and will be reminded of appropriate behavior. If a child has recurring problems demonstrating appropriate behavior, the parent will be notified in person or via phone. If the problem persists, staff members will endeavor to work with the child and the parent to help the child develop good self-control. This may include an implementation of a home/school behavior modification plan. As a last result, and only in extreme cases where the safety and well-being of the child or other class members is threatened, teachers may recommend the Director request that the Board of Education meet to discuss dismissal. Mt. Calvary Lutheran Preschool may then request the parent to withdraw the child from the school.