

**Messiah Lutheran Preschool
& Kindergarten**
With Before and After School Care



**2022-2023
Parent Handbook**

25225 W. Ivanhoe Road
Wauconda, IL 60084

School Office: 847-526-7479

Monday - Friday
6:30 - 6:00

Email: mlpk@MLPK.org

Fax: 847-526-7590

Website: www.MLPK.org

School Administrative Staff:

Erica Jawnyj, Director

Stacy Folz, Office Manager

Lucy Valencia, Office Support

Stacie Carr, Events and Fundraising Coordinator

Dear Families,

Welcome to Messiah Lutheran Preschool & Kindergarten!

We are happy to have your child in our program. We ask that you carefully read this handbook as it contains important information concerning the policies and practices of our school. If you have questions concerning any of this information, please feel free to call the school office at **847-526-7479**. You may contact us or any staff member by email. The main school email is on the front cover of the handbook, individual class email addresses can be found in the School Staff listing and my contact email is listed below.

We are looking forward to a wonderful relationship this year as we work together to teach our children to love learning, love God and love one another.

Blessings,

Erica Jawnyj, Director

ejawnyj@mlpk.org

Content Listing by Topic

Admission and Enrollment	7
Class Lists	
Registration	
Attendance	13
Illness or Vacation	
Arrival	
Dismissal	
Visitors	
Birth Certificate Requirement	8
Board of Education	4
Clothing	17
Outdoor Safety	
Classroom Activities	6
Communication	14
Parent Conferences	
Developmental Screenings	13
Curriculum Goals	5
Discipline and Guidance	16
Emergency Information	9
Financial Assistance	8
Health Requirements	10
Allergies	
Illness and Dismissal	
Contagious Diseases	
Immunization Records	

Messiah Lutheran Church	3
Pastoral Staff	
Contact Information	
Mission Statement	4
Parent Involvement	20
Field Trips	
Birthdays	
Pastoral Staff	3
Personal Belongings	17
Philosophy	5
School Staff	3
Safety	18
Parking Lot	
Pesticides	
School Closings	18
Snack Time	6
Tuition	7
Toilet Training	15
Withdrawal	8

School Staff 2022-2023

2's - Tues/Thurs & Wed/Fri

(AM 9-11)

lead-Amy Maliszewski, Callie Duffy

Room 3/4 amaliszewski@mlpk.org

Main 3's - Mon/Wed/Fri

(AM 8:45-11:15, PM 12:15-2:45)

lead-Cindy Hartmann, Janine Janocik

Room 5/6 chartmann@mlpk.org

Main 3's-Tues/Thurs

(AM 8:45-11:15)

lead-Lynda Janezic, Barb Lindquist

Room 5/6 ljanezic@mlpk.org

Main 4's - Tues/Wed/Thurs

(AM 8:45-11:15, PM 12:15-2:45)

lead-Kathy Rinaldi, Jennifer Radtke

Room 1/2 krinaldi@mlpk.org

PreKindergarten - Mon - Fri.

(AM 8:45-11:15)

lead-Megan Halm, Kathy Payette

Room 10 mhalm@mlpk.org

PreKindergarten - Mon, Tues, Wed, Thurs

(AM 8:45-11:15)

lead-Jennifer Burton, Suzanne

Speichinger

Room 11 jburton@mlpk.org

Kindergarten-Mon-Fri

(9:00-1:30 PM)

lead-Melissa Kiekow, Joanna Witt

Room 7/8 mkiekow@mlpk.org

Before and After Care Staff

beforeandaftercare@mlpk.org

Deana Rossi, Director

Amy Maliszewski, Asst. Director

Megan Halm, Coordinator

Jessica White

Alicia Dellert

Michele Fillipp

Samantha Tinsley

Kathy Payette

Callie Duffy

Patricia Scott

Shannon Wright

Brandy Perez

Angela Sennett

Kiana Zacharias

Laura Sprague

Music- Weekly

Sue Nierman

Messiah Lutheran Church -

Pastoral Staff

Pastor Dawn Roucka, Interim Pastor

Jessica Wallwin - Youth Director

Church Office: 847-526-7161

Email:info@messiah-wauconda.org

Board of Education

Messiah Lutheran Preschool & Kindergarten (including before and after school care programs) is governed by the Board of Education as a non-profit, non-sectarian, non-discriminatory Christian School that is licensed by the Illinois Department of Children and Family Services (DCFS) and is accredited by the National Association for the Education of Young Children (NAEYC). DCFS periodically inspects the school to ensure standards of health and safety for all children. Our license is renewed annually with the State of Illinois.

Current Board Members:

Jessica Magiera- President

Cristi Barry- Vice President

Jake Niggemann-Treasurer

Lisa Nellessen

Leah Berger

David Barkemeyer

Mike DaValle

Katharine Robertson

Liz Sellers-Church Council Liaison

Mission Statement

Messiah Lutheran Preschool & Kindergarten exists to welcome all children into a loving community of faith and learning. We believe children learn best through play and discovery. We provide experiences to enrich and enhance each child's social, emotional, cognitive, physical and spiritual growth so that each child can become a confident and successful, lifelong learner.

Philosophy

The philosophy behind our curriculum is that young children learn best by having fun while learning. Learning requires "active" thinking, experimenting and exploring. Through play, children explore and learn about the world. Our program is "intentionally Christ-centered" in that each child is viewed as a unique child of God. Parents are the primary and most important providers of care and nurturing during

the child's first years of life. Here at Messiah Lutheran, teachers are partners with you for your child's education. We strive to incorporate each families values, beliefs, home language and culture into consideration when planning. Our program is designed to provide experiences and environments that enrich and enhance each child's social, emotional, cognitive, physical and spiritual growth.

We follow the NAEYC developmentally appropriate practices for early childhood education.

Curriculum Goals

Social/Emotional - to successfully make the transition from home to school; to participate in a learning community while developing a sense of belonging, curiosity, and discovery that become life-long learning tools; to develop relationships with other children and adults; to develop responsibility, independence, self-control and a positive attitude toward life and learning.

Cognitive - to assist children in becoming confident and successful learners by guiding them in developing problem solving skills, logical thinking, observation, inquiry, and communication abilities.

Physical - to provide a variety of experiences designed to promote development of large and small muscle abilities.

Spiritual - to celebrate God's love as we encourage children to love God, love one another and love themselves.

Classroom Activities

A typical day at our school will include many of the following activities:

Circle Time/Whole Group Activities - Times during the day when the whole group is gathered for introduction to planned activities that may include sharing a story, singing, rhyming, creative movement, poetry and finger plays, and group discussions.

Learning Centers/Small Group Activities - Learning centers are set up throughout the classrooms to encourage exploration and skill development carried out independently or supported by a teacher working with a small group of children at a time. These centers may include dramatic play, construction, problem solving, fine motor development, artistic expression, creative projects, scientific inquiries, social science activities, math skill development, sensory exploration, computer skills, literacy development including reading and writing skills, music, and multi-cultural experiences.

The children share responsibility for cleaning up and caring for materials and toys used in the centers.

Free Choice Activities - During a large portion of the day, children are encouraged to select the learning center where they choose to play. Teachers facilitate the play encouraging the children to develop their language and communication skills as well as their social interaction abilities while participating in the center activities.

Outdoor and Large Muscle Activities - The outdoor environment is an extension of the classroom. Children will play outside or engage in large muscle activities every day. These activities will include outdoor play as often as possible, so help in sending children to school each day with appropriate outerwear, labeled with the child's name, is greatly appreciated.

Snack Time - This is a time for children and teachers to share, talk and relax while they enjoy a light snack and refuel their bodies. A blessing is said before eating. The children share responsibility for set up and clean up. Nutrition is an important part of our program throughout the year. Snack time is a learning experience. Healthy snacks and water, 100% fruit juice or milk are provided by the school and through our snack sign-up opportunity. Guidelines will be provided and must include **no nut products**. All snacks must be sealed or prepared in a Health Department licensed facility, restaurant, bakery or grocery. Messiah Lutheran takes steps to ensure food safety by checking expiration dates, sealed containers, ingredient content, and other applicable food safety standards.

Messiah Lutheran School is a nut-free zone. No nut products, oils or treats shall be brought to school. Please be sure to alert your child's teacher in writing to any allergies. Allergy forms and action plans are available in the main school office. Efforts will be made to ensure the safety of all children in the classroom in regards to allergens.

Music - Music is introduced through a weekly program. A variety of fun and interactive methods are used including games, movement, instruments, different musical styles, puppets, videos, singing and dancing.

Spiritual Component - Once a month, children spend time with a pastor or minister of the church to enjoy a Bible lesson presented with songs, skits, puppets and other fun activities. Our program is designed to provide the children with a well-rounded experience in a Christian atmosphere. Christian love and caring is the basis for our program throughout the year and throughout each day. Daily devotional messages, prayers before meals and snacks and Bible stories are integral parts of our programming.

Admission and Enrollment

Admission - No child shall be denied enrollment on the basis of race, color, religious belief or nationality. We do reserve the right to determine if a child's special needs

can be met by our program faculty and facilities. All children must be able to participate in and benefit from our program without risking the health or safety of him/herself or other children.

Registration- Enrollment for our Preschool and Kindergarten classes will take place in early November for current students to receive priority placement in classes. The general public is invited to enroll on a first come basis, after in-house priority registration is complete. **If you have an outstanding tuition balance, you will not be allowed to register for the following school year.** We will be happy to accept your registration once you have paid your current balance.

Tuition

Tuition payments are due the first of each month. An invoice will be sent home at the end of each month. Please return your tuition payment no later than the 1st of each month. Make checks or money orders payable to Messiah Lutheran Preschool on or before the due dates. Automatic bill payment may also be set up. Please stop by the office to obtain the necessary form.

There will be a tuition payment box at the main office of the school reception area and in the lower level care program. If using cash, please do not deposit it in the box. Please hand cash to a staff member in the office who will issue you a receipt.

We are a non-profit school. We rely on tuition to fund our operating budget. We expect all families to pay their tuition in a timely manner.

If you have an outstanding balance as of the 10th of the month, you will receive a written notice that your account is past due. If your balance is still outstanding as of the last day of the month, *we reserve the right to suspend your child from attending class until your balance is paid.* Bank charges for non-sufficient funds will be charged to your school account.

Any questions about payments should be referred to the Director or the Office Manager. No deductions or refunds can be made for absences or family vacations during the school year.

Financial Assistance

Partial assistance may be available on a per semester basis through our scholarship fund or through state assistance programs. Financial aid grants are made on a non-discriminatory, confidential basis and are reviewed by the Board of Education members. Assistance is based on financial need as determined by the Federal Income Eligibility Guidelines for reduced price meals. Please contact the Director or office manager for more information or to offer a helping hand to others in need.

Withdrawal

Messiah Lutheran requires a two week written notice before withdrawal. Tuition payment will be charged during this notification period. Any withdrawals mid-month will forfeit that month's tuition. Failure to do so will result in the loss of any prepaid deposit. **The registration fee is non-refundable.**

Birth Certificate Requirement

The Illinois Department of Children and Family Services requires families to provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child within 30 days of first time enrollment. We will make a duplicate and return the original immediately. We are required by law to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity within the 30 day time frame.

Emergency Information

In an emergency, if you cannot contact the school office at 847-526-7479, you may call the church office at 847-526-7161. Please use this number only in urgent or emergency situations.

Accidents - If a child is injured and needs immediate medical care, we will administer any necessary first aid and then attempt to reach you and/or your doctor or the Wauconda Paramedics. Our staff is trained in First Aid and CPR, and our first step is always to give whatever emergency treatment we can until you and/or the doctor is contacted. A written accident report outlining the cause of injury, as well as first aid administered will be sent home on the day of any minor and/or major accidents.

Head Injuries- Parents will always be notified via a phone call in the case of a head injury. Students will be monitored closely prior to returning to class. If a child exhibits any sign of a concussion- vomiting, pupils dilated, loss of consciousness etc., an ambulance will be called to assess the child and provide medical assistance.

Insect Stings- Parents will always be notified in the case of an insect sting. Students will be closely monitored by the office staff for a minimum of 5 minutes for signs of allergic reaction prior to returning to class. If signs of an allergic reaction are present, an ambulance will be called to assess the child and provide medical assistance.

Emergency Contacts - UP-TO-DATE emergency information is required for all children. This should include phone numbers where parents can be reached during

school hours, phone numbers for your doctor and at least two emergency contacts. Emergency contacts should be people who live or work IN THE AREA who can be called if we are unable to reach you. Please keep your cell phone turned on during class time if this is your contact number. Children will only be released to parents or individuals listed as emergency contacts.

Medication Administration Policy

Students requiring medication here at school must have a doctor's note accompanying medication. Doctor's note must indicate the reason for medication, exact dosage and administration instructions. Medication must be sent to school in a sealed, unopened bottle. Parents are required to fill out a medication permission form found in the main school office. If medication is required on an ongoing basis, a medication log will be filled out by teaching and/or office staff indicating times that medication was given.

Health Requirements

Enrollment - In order to keep a healthy community, a medical report indicating that the child has been appropriately immunized must be on file for each child. A tuberculin skin test is to be included in the initial exam unless waived by a physician. The medical report is valid for two years for children. Children aged one to six years must have either a lead risk assessment or a lead screening or have it waived by a physician. **After two attempts to secure a complete medical form go unaddressed, the child will be suspended from attendance until the medical report is received. All tuition fees will be assessed during the suspension period.**

Religious and/or Health Vaccination Exemptions- If your child is not vaccinated, or only partially vaccinated, a letter must be on file stating the reasons for the exemption. Please note that students that are partially, or not vaccinated, may be excluded from school in the case of a highly contagious and/or communicable disease for the safety of themselves and others. We do follow advisement from the Lake County Health Department in such cases. No tuition reimbursement or discounts will be given during the medical exclusion.

Allergies - Please be sure the teachers have been notified of any known allergies, especially food allergies. Each child must have a completed allergy form and action plan on file. This information should be written on the child's class information sheet and discussed with your child's teacher. For each child with food allergies, or special health care needs, please provide the teacher with an individual care plan from your child's health care provider. Requests to dispense medicine are available for children in our programs; the appropriate forms must be completed in advance. We do accept

Epi-Pens for allergic reaction emergencies; however a separate form and instructions from a physician are required. Please check with the office for details.

Contagious Diseases - In order to protect the health of all the children and prevent the spread of contagious disease in the classroom, it is required that all cases of communicable disease be reported to the school office as soon as diagnosed. DO NOT return the child to school until permission has been granted by the physician. Notice will be sent to the class and sometimes the entire school to inform parents of the date of exposure, signs of illness to watch for and precautions. The child's name is not used to protect confidentiality.

A child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required by the Illinois Department of Public Health's *General Procedures for the Control of Communicable Diseases* (77 Ill. Adm. Code 690) shall be excluded from the center.

Illness and Dismissal - The school reserves the right to send home any child who shows signs of fever, illness or disease. If you have any doubt about your child's ability to participate in all school activities, including outdoor play, please keep him/her home. **We cannot keep a child indoors if the class is going outside.**

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child.

- 1) Children with diarrhea and those with a rash combined with fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher) shall not be admitted to the day care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
- 2) Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the day care center is required:
 - A) Illness that prevents the child from participating comfortably in program activities;
 - B) Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;

- C) Fever with behavior change or symptoms of illness;
- D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- E) Diarrhea within the past 24 hours;
- F) Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
- G) Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- H) Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;
- I) Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J) Impetigo, until 24 hours after treatment has been initiated;
- K) Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L) Head lice, until the child is nit free;
- M) Scabies, until the morning after the first treatment;
- N) Chicken pox (varicella), until at least 6 days after onset of rash;
- O) Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- P) Mumps, until 9 days after onset of parotid gland swelling;
- Q) Measles, until 4 days after disappearance of the rash; or
- R) Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department

of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690).

COVID-19 Updates to Illness Policy:

If your child tests positive for COVID-19, they are required to complete a 5 day quarantine. Day 1 is the first day that symptoms began, or the date of your child's positive test. Your child can return to school on day 6 as long as they are no longer symptomatic, and are feeling well enough to participate in all activities, including outdoor play.

Please report any positive cases of Covid to the main office. If a positive case of COVID is reported, we will notify the families in the affected classroom for health monitoring purposes only. Class quarantines after exposure are not required.

Developmental Screenings

If you are concerned about your child's development, please inquire with your child's teacher and/or the Director. We work closely with the Mobile Therapy Center of Libertyville. A team of therapists from Mobile Therapy is available throughout the year to screen any child that a parent may have a concern about. This is optional, and parents that are interested in having their child screened must sign a permission slip. Developmental screenings will assess your child's social-emotional, cognitive, gross motor, fine motor and communication skills.

In addition to the screenings available from Mobile Therapy here at Messiah, there are a variety of other places that we can refer you to obtain a free developmental screening listed below.

YWCA: Free screenings are available by appointment, call 847-662-4247

SEDOL: (847) 548-8470

Wauconda District #118-Offers free screenings on children ages 3 through 5 in the district boundaries, (847) 526-7590 ext. 131/132

Barrington School District: Offers free screenings on children ages 3-5 in the district boundaries, (847) 842-3507

Lake Zurich School District: Offers free screenings on children ages 3-5 in the district boundaries, (847) 540-7060

Fremont School District: Offers free screenings on children ages 3-5 in the district boundaries, (847) 566-0169

Early Intervention Services: Offers assessments/screenings on children ages 0-3, (888)539-3033

Attendance

Illness or Vacation - If a child is not attending school or care, please notify the school office and/or the classroom teachers. No tuition deductions can be made for absences during the school year.

Arrival - All children must be brought into school, and signed in by an adult. If your child is not in one of our care programs, please note that classrooms are ready for the children at 8:45 a.m. (9:00 a.m. for the 2's) or 12:15 p.m. Classroom doors will be closed until this time. It is important that teachers have time for preparations so they can devote their full attention to the children when class begins. Prompt arrival for opening time is very important for your child. Families arriving for care programs will be provided a special code for entering the facility.

Dismissal - All children must be signed out and picked up at the doors by an adult. This adult must be listed in your child's file as an authorized pick up person. You may add people to this list at any time. Please stop in the office if changes are necessary. Children WILL NOT be released from the classroom to anyone other than a parent without WRITTEN permission. On occasion we may ask for a photo ID for any adult that may not be recognizable to us or your child. Emergency contact people, as well as carpool people, should be listed on the class information sheet. If anyone other than those designated must pick up your child, please give the teacher written notice.

Your prompt arrival at class dismissal time is appreciated. Any preschool or kindergarten children not picked up on time will be charged a late pick up fee of \$1.00 per minute beginning 5 minutes after class dismisses. (5 minute grace period.) Late pick-up dismissal will be at the main school office where the late fee may be paid. Any child in our care not picked up at the closure of the school building (6:00 p.m.) will be transported to the Wauconda Police Department when all attempts to locate a parent or guardian have failed. The late fee of \$1.00 per minute will be assessed beginning at 6:00 p.m.

Visitors - Anyone arriving while classes are in session will need to press the doorbell next to the locked security doors. Staff will check the security cameras and will allow entry when appropriate. It is our policy that other children such as siblings, cousins, etc. not attend school with your child. Insurance liability only allows enrolled children on the premises without parental attendance. Visitors must check in at the Main School Office to sign our Visitor's Log and receive a Visitor's Badge prior to entrance into the classroom. Admin staff will escort you to the classroom that you are scheduled to visit.

Communication

Establishing positive communication with all families is important to our staff. All communications will be sent via email unless paper copies are requested. The teachers will prepare monthly newsletters and calendars with important information about classroom activities and events. Daily reports will be sent to let families have an outline of the classroom activities each day. We encourage you to call the school or send an email with questions at any time. Speaking directly to the teacher is the best way to share information regarding a child's progress. The teachers will be happy to discuss your child's development with you throughout the school year. Please feel free to contact your child's teacher to arrange a time to talk as arrival and dismissal times are NOT a good time for this type of discussion.

Messiah Lutheran is committed to providing excellence in education and care for children. Parents and guardians have a right to seek clarification or question a decision made by the school. Goodwill on the part of all involved fosters mutual trust and understanding from which the resolution of conflict is best achieved and a healthy community spirit grows. Parents and guardians are urged to communicate with their child's teacher first, then if the issue isn't resolved to contact the Director of the School. Should all these efforts fail, parents or guardians may contact the School Board of Education. There is a Board of Education mailbox in the school office for written correspondence.

In establishing a climate of trust and respect in the school community, parents are urged to refrain from gossip and negative conversations regarding school matters. This type of conversation only escalates and corrodes the community spirit that is being built for the good of the children. Parents and guardians are expected to model mature behavior for their children. If there are any conflicts the appropriate response is to address the matter directly in a charitable and respectful manner.

Parent Conferences - Conferences will be held in the Fall and Spring for all preschool and kindergarten families to discuss goals for your child, as well as the procedures used for assessment of each child's developmental progress. This is an important time for you to discuss your child's development with his/her teacher. We hope you will make every effort to attend these conferences.

Toilet Training

Children enrolled in our 2's classroom need not be toilet trained. If your child is not yet potty-trained, diapers, wipes and a change of clothes must be supplied daily. Diapers and/or Pull-Ups will be changed for a bowel movement or uncomfortably wet diaper. All efforts will be made by the teaching staff to aid students in the transition to potty-training. Please communicate your child's toilet training needs to your classroom teacher.

All children enrolled in our 3's-Kindergarten classes must be able to use the bathroom and attend to themselves or be in toilet training transition status. If your child is still in the transition stage, please send extra clothes, diapers, and wipes in your child's backpack. In the event of a toilet mishap, a parent may be called to assist the child in privacy when necessary.

Beginning September 2022, **any student enrolled in our before and after care program only** that requires frequent, daily diaper changing, will be subject to a \$150 monthly charge. This charge will be based on the discretion of our before and after care director. This charge will be in place until the child is fully potty trained. Changing diapers requires two staff members present, and causes both staffing and supervision issues within our care classroom.

Discipline and Guidance

We recognize that all young children need guidance and support as they develop their self-regulation skills. Working through the big feelings of childhood is challenging, and we believe that assisting our children in developing their social-emotional skills is an essential part of any quality early childhood program. Our program explicitly teaches Christian Character trait building in our classrooms-Patience, Gentleness, Kindness, Joy, Peace, Love, Self-control, Faithfulness and Sharing-modeling and celebrating appropriate behavior.

The following techniques will be used when discipline and guidance is necessary:

- Modeling ways to share, cooperate and help one another.
- Guiding children by setting clear, consistent and fair limits for classroom behavior.
- Allowing children to share their feelings and work through their emotions in positive ways.
- Redirecting children to a more acceptable behavior or activity.

- Guiding children to resolve conflicts and modeling skills that help children solve their own problems. Recognizing the feelings of classmates, and taking ownership for mistakes is an important resolution step.
- Patiently reminding students of classroom rules and their rationale as needed.

Every child and situation will be treated individually, and our goal is to meet the needs of all of our students here at Messiah Lutheran Preschool and Kindergarten.

However, there may be circumstances where additional support is warranted. Repeated harmful behavior that poses a threat to the physical, emotional or educational well-being of classmates and/or staff will be addressed with the following steps:

1. The classroom teacher will make verbal contact with the parent(s) to discuss problematic behavior observed and discuss solutions to try both in the classroom and at home.
2. If behaviors persist, the teacher, parent(s) and Director will meet to create a behavior action plan; developing additional strategies to put in place to support the child.
3. If interventions are unsuccessful, the family will be required to work with a specialized support team to discuss alternative strategies that can be put in place here at school. The support team may be a pediatrician, therapy services, a school district special services team or Early Intervention, as provided by the state of Illinois. Any charges that may incur as a result are the responsibility of the family.
4. If behaviors continue to pose a risk to the safety and well-being of the students and staff with the specialized supports in place, the family will be required to seek a full developmental evaluation. The financial responsibility associated with an evaluation will be bestowed on the family. We may ask that a child refrains from attending school until the evaluation is complete, and we determine that we have the resources available to support the needs of the child.
5. If in the best interest of the child, the Director and MLPK Executive Board may dismiss a child from the program. If dismissal is warranted, the Director will work with the family to find an alternative placement that meets the needs of their child.

Please note, the MLPK Director or Executive Board of Education reserves the right to escalate the corrective action plan process if threatening or violent behavior puts students or staff in danger. We firmly believe that there is a place for every child to learn. While we hope this is the place for your child, our biggest desire is that all children have the chance to learn in the environment that works best for them.

Clothing

Children should come dressed in washable play clothes so they can participate in all activities without fear of clothing being soiled or stained. **All children should bring a complete change of clothing to school in their backpack.** Outside play, play at the water table, spills at snack time and bathroom accidents can all cause the need for a change of clothing. Shoes should have soles which provide good traction because daily activities involve climbing, pedaling, running and jumping. Crocs and sandals are not good choices for outdoor play at school. Children should be dressed in clothing that they can manage themselves in order to use the bathroom. They should come prepared for outdoor play every day so shorts or leggings under dresses are recommended to ensure modesty during all activities. All outerwear should be labeled with your child's name. This includes boots, mittens, scarves, etc. If you do not want to dress your child in all outer clothing for the ride to school, please put the clothes in a bag with your child's name clearly marked on the outside of the bag.

Outdoor Safety - Classes go outside every day, weather permitting. The minimum temperature must be at or near 20 degrees including the wind chill factor. Please dress your child appropriately; keeping in mind that they may go outside in the middle or toward the end of class time and the weather may have warmed up since arriving at school. *If sunscreen protection and/or bug repellent is desired, please be sure to put that on your child prior to class time. For children in our care program, a Sunscreen Permission Form must be completed so we may apply sunscreen to your child.*

Personal Belongings

Children are asked to leave ALL personal toys and other belongings at home. Leaving personal belongings at home avoids lost or broken items or problems with not wanting to share a special item. We maintain a Lost and Found box; however, the school cannot assume the responsibility for lost clothing or other personal belongings.

School Closings

In the event of a school closing due to severe weather, families will receive notification by telephone and/or email using our automated system. We do carefully follow the Wauconda School District #118 school closing information. If the District is closed, generally the Preschool will also be closed. Please be sure to check for messages on days when the weather may be a concern. It is important to keep your contact information current; please let us know of any changes as soon as possible. There will be no refunds or makeup days as a result of the school closing due to

inclement weather. Please listen to the messages carefully to know which programs may be closed.

Safety

Building Security - Security doors at the main school entrance and the main church entrance (used by before and after care families) are locked except for a short time during drop off and pick up times for preschool and kindergarten classes. All other building doors remain locked all day.

Once inside of our school, please DO NOT open the security doors for anyone. Access to our school may only be granted by a member of our Preschool staff. This allows us to fully monitor who is coming and leaving our building, and can prevent unwanted access to our school.

Between the hours of 8:00 a.m. and 3:00 p.m., visitors may press the bell by the security door for admittance. The main office uses surveillance cameras and an intercom to monitor visitor entry. Visitors must check in at the Main School Office after admittance to sign our Visitor's Log and obtain a Visitor's badge.

For admittance prior to 8:00 a.m. or after 3:00 p.m. (Building use for Before and After Care families), families and visitors will need to contact the office to obtain a special code for admittance. Our door code will be changed every 90 days for extra security. Please do not share the code with anyone other than the primary adults that pick-up and/or drop-off your child(ren) in our Before and After Care program.

Emergency Situations - All MLPK staff are trained in Emergency Crisis Response and the school has adopted a detailed plan as recommended by the Illinois State Board of Education for handling all types of emergency situations. In the event of an emergency, families would receive notification by phone and/or email regarding the nature of the emergency with instructions for how and when to reunite with their children.

Parking Lot Safety - All entrance/exits to the school shall be from the School entrance by the Director's office or the main Church entrance on the opposite side of the building. Remember, parking lots can be a danger to young children. We ask that you please keep in mind the following safety rules.

1. Enter and leave the parking lot with extreme caution. Be on the lookout for wandering children.
2. Always hold your child's hand when going to and coming from an automobile. **Do not let a child run ahead of you.**

3. Please be sure your children are seated safely in the car/car seat with the doors closed before conversing in the parking lot.
4. **Do not leave children unattended in parked cars.** We encourage you to team up with another parent to share responsibility for staying with children in cars and walking students to their classrooms.
5. Please do not leave valuables unattended in your vehicles.
6. Please do not leave vehicles idling in the parking area, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

Pesticide/Herbicide Safety - We work with pest control personnel to use a variety of non-chemical methods as well as pesticides, when needed, to control pest infestations to acceptable levels and to minimize the children's exposure to pesticides. Our experience has been that the non-chemical methods generally are effective and they are always our first choice for pest control when necessary. When pesticides and/or fertilizer (herbicide) treatments are used on school grounds, parents will receive written notification via an email and/or posting at the school entrances.

Parent Involvement

We plan many activities to allow families to be involved in the school. Special VIP (Very Important Person) Days are held when children invite a special adult to share time one on one with them at school. In addition, we invite parents to let us know if they have any special skills or talents that they would be willing to share. We seek volunteers to assist in special events such as book fairs, shopping, and fundraising activities. Families will be invited to make play dough, sign up to bring special snacks and join us on field trips.

Field Trips - With the exception of our Kindergarten class, all off site field trips will include a parent accompanying child. Field trips may include a visit to an area pumpkin farm and a trip to a children's theater production. Other trips may be planned by classroom teachers to enhance learning opportunities. Family members are always welcome on our off-site experiences of learning.

Birthdays - Birthdays are special and we do **celebrate** them at school. We ask you to check with the teacher **ahead of time**, before planning any birthday treats to ensure they meet our safety guidelines and do not cause allergy concerns in the classroom. We do have a freezer, microwave and refrigerator available. ****Please note-due to new DCFS requirements, we will be greatly limiting the sugary and salty foods served at our preschool. Please DO NOT send cupcakes and/or cookies for your child's birthday treat.** Please refer to the Special Snack Day Guidelines in your Back-to-School folder for ideas and suggestions. If cupcakes and/or cookies are sent

to school, we will bag them individually and send home with the children in attendance to enjoy at home. We will offer an alternative school snack when birthday treats are served as well.

BEFORE & AFTER SCHOOL CARE PROGRAMS

Philosophy: The MLPK Before and After School Care program follows all of the licensing and accreditation standards of the school and all of the previously mentioned policies. Children will be offered engaging play activities to help them grow and develop socially, emotionally, physically, cognitively and spiritually. The program is open from 6:30 a.m. until 6:00 p.m.

Convenience Care: As an additional service, when space is available, we offer an opportunity for children to extend their school day before and/or after class with our Convenience Care program. If you have short term commitments or scheduling conflicts, please contact the office to secure a spot for your child. Convenience Care is offered at an hourly rate of \$15 per child.

Meals/Snacks: Breakfast is served to all children arriving at the program prior to 7:30 a.m. Snacks are offered to children mid-morning and after buses arrive in the afternoon. Lunch is served between 11:30 and 12:30 to preschool and kindergarten children on site. Hot lunch is provided by Quality Catering for Kids. Menus are posted on our website. Food from home is not permitted unless a note from a medical provider is presented explaining medical necessity, allergy restrictions or religious beliefs.

Naps: All preschool children present more than 5 hours will be expected to participate in "Quiet Time" on individual cots. Children may bring a blanket and small pillow from home and one small soft toy if needed. They will be asked to stay quietly on the cot for approximately 30 minutes looking at books or engaged in other quiet, relaxing activities. Children who do fall asleep will be allowed to nap for no more than two hours.

School Age Children: Parents will need to sign a form authorizing MLPK to deliver and/or pick up school age children from District 118 bus transportation. The bus stop is at the north entrance of the building.