

Shepherd's Flock Preschool

1180 W. First Street
Braidwood, IL 60408
815-458-9445
www.shepherdofpeace.com

Parent Handbook

PURPOSE/MISSION STATEMENT

The mission of Shepherd's Flock Preschool is to proclaim to young children and their families the love of Jesus. In order to develop and nurture the whole child, a caring, Christian, and loving environment will be provided. Opportunities for creative play, learning activities, Bible stories, music, art, snack, and worship will be implemented into the curriculum which is designed to be child-centered, age-appropriate, and most importantly, Christ-centered.

PHILOSOPHY

Shepherd's Flock Preschool has been established to provide a loving, Christian, and caring environment where young children and their families can first of all see and hear the love of Jesus on a daily basis. The Bible teaches us in Proverbs 22:6, "Train a child in the way he should go, and when he is old, he will not depart from it." And in Psalm 111:10 we read "The fear of the Lord is the beginning of wisdom'." Thus, in the words of St. Paul, we strive to help children grow in the grace and knowledge of Jesus Christ." Because each child is unique and has been blessed with different talents and abilities by God Himself, our goal is to provide the children with a variety of experiences that will help develop their spiritual, emotional, social, physical, and cognitive growth.

God gives parents the responsibility to teach and guide their children throughout life. And here at Shepherd's Flock Preschool we seek to aid parents in that task by providing a safe environment where children can learn and play along side with each other. Shepherd's Flock will assist parents in helping teach and encourage their children as they learn about Jesus Christ, self-esteem, cooperation, kindness, respect, and other life skills necessary for the development of responsible citizens.

We believe that children acquire knowledge about the world they live in through a variety of activities and experiences. Because not all children learn at the same time or learn the same concepts, the preschool provides a balance between play and structured activities, group and individual settings, and quiet and active experiences. Art, music, movement, play, reading, math, science, numbers and letters, Jesus Time, Chapel and snack are the means by which we provide these opportunities.

ADMISSION POLICY

Shepherd's Flock Preschool is open to all children, regardless of race, color, religion, sex, handicap, national origin, or ancestry provided their needs can be fulfilled by the pre-school. No child, family, or applicant for enrollment shall be discriminated against in regards to admission, privilege of enrollment or discharge condition.

To be eligible for the 3 year old program, a child **must** be 3 years old on or before September 1st of the current year. To be eligible for the 4 year old program, a child must be 4 years old on or before September 1st of the current year. All children must be toilet-trained in order to be eligible for either program. Children in the 3 year old program will not be allowed to advance into the 4 year old program during the school year

ENROLLMENT

- Children who are members of Shepherd of Peace Lutheran Church, or are already enrolled in Shepherd's Flock Preschool will be given the first opportunity for enrollment.
- Enrollment for the community will be based upon a first come, first served basis by the director according to the date of enrollment.
- A \$75.00 non-refundable registration fee is due upon registration along with the registration form for enrollment. Families with more than one child will pay a \$100.00 non-refundable registration fee. Payment of this fee guarantees placement into either a three or four year old class.
- The enrollment for registration form must be completed and accompany the registration fee before a spot on the class list is guaranteed.

DAYS AND HOURS OF OPERATION

Shepherd's Flock Preschool operates from the first Tuesday after Labor Day until the third week in May.

The **three year old program** options include...

Monday and Wednesday Mornings **8:30 a.m.-11:30 a.m.**

Tuesday and Thursday Mornings **8:30 a.m.-11:30 a.m.**

If enrollment deems necessary, the preschool has the capacity to operate afternoon sessions for three year olds. If this need arises, the afternoon classes would be as such...

Monday and Wednesday Afternoons **12:15 p.m.- 3:15 p.m.**

OR

Tuesday and Thursday Afternoons **12:15 p.m. - 3:15 p.m.**

The following classes are available for **four year olds...**

Monday, Wednesday, Friday Mornings **8:30 a.m.-11:30 a.m.**

Tuesday, Thursday, Friday Mornings **8:30 a.m. -11:30 a.m.**

If enrollment deems necessary, it is possible that a Tuesday, Thursday, Friday or Monday, Wednesday Friday, afternoon class can be added. This class would meet from 12:15 p.m.-3:15 p.m.

School holidays will follow the Reed Custer School District calendar with the exception of scheduled teacher in-service and parent/teacher conference days. Shepherd's Flock Preschool will still be in session on these days. However, there will be no school for scheduled workshop or conference days that will apply to the staff. These days will be posted in advance and be put on the preschool calendar. Days missed due to scheduled holidays will not be made up or refunded. We will also follow the emergency closing procedures of the school district should inclement weather or an emergency situation arise.

RELIGIOUS TRAINING

At Shepherd's Flock Preschool, we believe that the forgiveness of sins in Jesus Christ is the foundation of our lives. The Holy Bible is the center of our belief and we hold that it is the true, inspired, and inerrant Word of God. Our beliefs and teachings are in accordance with the word of God as confessed by the Evangelical Lutheran Church . We welcome children from various religious backgrounds. Because we are a Christian preschool, religious activities will be emphasized as part of our daily curriculum. Our goal is to create an environment that is Christ-centered. Specifically, we will include the following:

- Integrating Bible songs, stories, and prayers into daily themes/activities
- Celebrating Church related holidays such as Christmas and Easter
- Demonstrating and modeling God's love and forgiveness with others
- Learning about prayer and attending Chapel services each week
- Participating in "Jesus Time" daily
- Encouraging families to participate when the preschoolers are invited to sing in worship services at Shepherd of Peace during the year

STAFF

Pastor Ulmer
Janine Anderson
Joy Williams
Laura Franks
Tanya Appleton
Dave Hall
Noreen Brandle

Pastor of Shepherd of Peace
Director/4 yr. old teacher
3 yr. old teacher
3 and 4 yr. old aide
4 yr. old aide
Chairman, Board of Education
Church/School Secretary

DAILY CURRICULUM

The three (first year of preschool) and four (second year of preschool) year old programs are alike in many aspects. Children are given the opportunity to explore the world around them in a variety of activities and learning situations. Children learn through interactive play which is a central part of each program. Individual as well as group settings are also utilized in daily routines. Each program is designed to incorporate these basic activities:

- Table/Carpet time (puzzles, quiet games, books, manipulatives)
- Circle time (opening prayer, calendar/weather, pledge of allegiance, overview of what will take place during the course of the day)
- Free choice of play (3's classes)
- Learning centers (4's classes)
- Jesus Time
- Bathroom break/snack
- Gross Motor time (gym/outside recess)
- Music/Movement
- Learning activities (science, math, letter/number concepts, etc)
- Closing time (story, songs, review of the day)

The 3 year old program is an introduction to the world of "school." Teaching children to get along with others and sharing is a concept that is taught throughout the year. Children will spend a great deal of time learning through play and will have the opportunity for many one-on-one projects with the teacher or aide. Numbers, colors, and shapes are central themes during the year. Jesus time introduces children to the fact that they have a Savior who loves and cares about them. The three year old program is designed with transitions which are described as a "sit-move, sit-move" concept.

The 4 year old program takes what the three year old program has taught and expands upon those concepts. The goal of the 4 year old program is to prepare the children for Kindergarten through learning centers. Many approaches are offered as a means to introduce the children to concepts such as number/letter recognition, writing numbers/letters, and developing social, intellectual, physical, emotional, and creative skills necessary for Kindergarten.

The curriculum for both programs tries to involve developmentally appropriate materials for young children that will be exciting and fun, as well as educational. We realize that children of these ages learn mainly through concrete experiences and their senses of touching, tasting, hearing, smelling, and seeing. Therefore, our weekly themes and units will implement materials and activities that will interest the children, build upon their knowledge, and enhance fun and learning. In all we do, our goal is to provide a child-centered, age-appropriate, and most importantly, Christ-centered curriculum.

NON-DISCRIMINATION POLICY

Shepherd's Flock Preschool does not discriminate on the basis of race, gender, color, creed, disability, national, or ethnic origin in the administration of its policies.

However, some children may require a greater amount of staff, time, or expertise than we can realistically provide. If the preschool is unable to meet the needs of an individual child, or if a child is a danger to him/herself or others, the preschool will assist in finding suggestions, other centers or resources.

FEES AND VACATION POLICIES

REGISTRATION FEE

A ***non-refundable*** registration fee will be \$75.00/child or \$100.00/family with more than one child enrolled. This fee is due upon enrollment of your child. Your child cannot be guaranteed a placement unless this fee is first paid.

TUITION

Tuition may be paid in full or in (9) monthly installments. Payment for the first month of school (for September) will be due before or on the day of the Open House which is scheduled for the end of August. The following tuition payments are due by the 20th of each preceding month. For example, October's tuition payment will be due before or on September 20th. All checks should be made payable to **SHEPHERD OF PEACE LUTHERAN CHURCH** since the preschool's account is part of the church.

Checks are preferred, but if it is necessary to pay in cash, the exact amount is appreciated.

The tuition fees are as follows...

3 yr. old preschool class - \$105.00/month or \$945.00/year

4 yr. old preschool class - \$125.00/month or \$1125.00/year

Tuition for families who have more than one child enrolled in our program will be \$175.00 per month.

LATE AND NON-PAYMENT OF TUITION

A (10) day grace period will be allowed. If payment for tuition is late, a \$10.00 late fee will be assessed for each month that the tuition is outstanding. If after one month, tuition has not been paid, parents may be asked to withdraw their child from the program if an understanding with the director is not met. If proper arrangements have not been made with the director, the child will not be allowed to re-enter the program until all late fees and a new registration fee has been paid. The child will then be placed back into the appropriate class or on a waiting list.

REFUNDS

Refunds and credits will not be given for absenteeism, weather closings, holidays, sicknesses, vacations, or school holidays. Because the tuition is based upon the number of total academic days for the school year, it is divided into (9) equal payments. No adjustments, refunds, or credit can be given for these days.

PAYMENT

In each classroom, there is a basket on the wall labeled for tuition payment. You may place your check/envelope directly into the basket. Please mark envelopes with your child's name on them.

RETURNED CHECKS

A charge of \$25.00 will be made for all checks returned by a bank. If a check is returned for NON-SUFFICIENT FUNDS, the preschool will no longer be able to accept your check. After that, only cash will be accepted for payment.

DISCHARGE/WITHDRAWAL FROM PROGRAM

PARENT-INITIATED WITHDRAWAL

Withdrawal of enrollment may be initiated by the parents after giving (2) full weeks written notice prior to the withdrawal. If a (2) week notice is not received, any prepaid fees (excluding the registration fee) will not be returned.

MUTUALLY-INITIATED WITHDRAWAL

If the parents and staff mutually agree that the child's placement is inappropriate, a (2) week written notice will be agreed upon and any prepaid fees (excluding the registration fee) will be returned.

CONFIDENTIALITY OF INFORMATION

Shepherd's Flock Preschool is committed to maintaining the privacy of children and their families. Information regarding your child and family will remain confidential and will not be released, except in the evidence that there is abuse or neglect. The staff shall not discuss or disclose any personal information without the written consent of the parents and the approval of the Director. Parents may request to review any records or medical logs pertaining to their child(ren). Please notify the director if there are any changes in addresses, phone numbers, marital status, employment, or medical conditions.

CHILD ABUSE/NEGLECT REPORTING

Shepherd's Flock Preschool is required by law to immediately report any known or suspected evidence of child abuse or neglect to the Illinois Department of Child and Family Services.

ABSENCES

Parents are asked to please contact the office if your child will be absent from class due to illness, vacation, or any other reason. This will enable the staff to be notified of any absences. You are asked to call prior to class time if possible.

FORMS REQUIRED

The following forms are required to be on file before your child can attend the first day of class...

*Registration form which includes address, phone number, and emergency information

*A copy of your child's birth certificate

*All children must have a physical by the first day of class. Immunizations must be up-to-date and on file. A **TB** and lead screening is also required, unless your child's physician deems it unnecessary. These forms must be on file in the preschool office.

*Authorization form for pick-up and drop-off form must be completed

*Release forms for tuition, snack, photography, and emergency care

*Child information form

*Parent Information and Questionnaire

All forms must be completed and be on file in the preschool office before your child is allowed to begin school. It is helpful if these forms are turned in before or on the night of the Open House which is scheduled for the end of August.

The director will notify parents as updates are needed. Failure to complete these forms may lead to withdrawal from the program.

ARRIVAL AND DEPARTURE

Children should arrive **no earlier than five minutes before class.** This allows the teacher and other staff members to sufficiently prepare the classroom and materials needed for the school day. We ask that you pick up your child promptly at the end of class. Children can become worried when class is over and they are left waiting. Should an emergency arrive, please call the office.

Parents are asked to use the east entrance (around the back of the building) when picking up or dropping off children. We ask that you bring your child directly into the classroom and sign in on the daily log sheet. This will enable us to record attendance accurately. Your child will also need to be picked up directly from the classroom at the end of the day. This allows for safety precautions and also enables you to "share" your child's preschool experience with them. The children do share a cubby with children from the other classes, so it is essential that you pick up all notes, papers, and artwork from the cubby on a daily basis.

AUTHORIZATION TO PICK UP A CHILD

Children will only be released to the parent(s), guardians, or other authorized adults as designated by the parent or guardian on the authorization release forms. Any **authorized** person picking up your child that is unknown to the staff, will be asked to show a photo ID such as a driver's license. This helps us to ensure the safety of your child.

In some cases, it may be necessary for someone other than those persons listed on your authorization form, to pick up your child. If this should happen, please try to notify us in writing. In an emergency, please call the office and inform the teacher before dismissal. Again, we will require that these persons provide us with the proper photo identification. We also ask that you provide us with driver's license numbers on the authorization forms so that we can double-check identification. This is also a precaution to help ensure the safety of your child.

CHILD CUSTODY

Shepherd's Flock Preschool will comply with any court ordered child custody arrangements. However, we will need these arrangements in writing so we can keep these on file.

PICK-UP PERSON UNDER THE INFLUENCE

If a teacher suspects that the pick-up person appears to be under the influence of drugs or alcohol, an emergency contact person or other authorized person will be contacted to pick up the child. We will not allow the child to go with the person who may be under this type of influence.

LATE PICK-UP OF A CHILD

If a child is left waiting and no arrangements or phone calls have been made to the office after 20-25 minutes after class, we will call one of the emergency contact or authorized persons to pick up the child. Therefore, it is very important that you keep this information current for our files.

Parents or authorized persons who are consistently late in picking up their child will be assessed a fee. This fee will be determined by the Board of Education depending upon the number of times a child has been left waiting for extended periods of time.

FIRE/TORNADO AND OTHER EMERGENCY POLICIES

CHILD INFORMATION

Each classroom will have a folder/binder or file box with the emergency information for each child enrolled in the class. The emergency information will include: the child's full name, address, phone number, date of birth, medical condition, allergies, and any other personal information deemed necessary by the staff. It will also include the names of the parents, their work addresses and phone numbers, emergency contact's addresses and phone numbers, persons allowed to pick up the child, the name and address of the child's doctor and what hospital is preferred.

EMERGENCY EVACUATION

- Evacuation routes are posted by each classroom door and follow the recommendation of the fire inspector.
- * The local fire inspector checks fire extinguishers and the staff is trained on how to use them if needed.
- The Director or staff will test fire alarms and will conduct periodic fire and tornado drills throughout the year in accordance with Illinois State Laws.
- The Preschool will have a working phone on the premises with the emergency phone numbers clearly posted.
- Each classroom will have a flashlight, battery-operated radio, and a first-aid kit for emergency use. These items will be stored above the art sink in each classroom.

- In the event of a nuclear evacuation or threat, we will follow instructions as given to us by the local authorities. We will transport children into vehicles and drive to either Joliet Junior Community College or Kankakee Valley College as determined by the local authorities.

ACCIDENT OR INJURY

- In the case of a serious accident or injury to a child or staff member, a call will be made to 911.
- The person will be transported to the appropriate medical facility, and the parent/emergency contact person will be notified.
- The child or staff member's file will be taken along with the individual.

Written permission from the parents to call the physician or refer the child for medical care shall be on file in the office on the emergency release form.

* Minor injuries are washed with soap and water and are covered with a bandage. Parents will be notified of the injury upon departure from school.

* A record of the injury or accident will be kept in the child's permanent file/record and will also be written out in the accident log by the appropriate staff member.

HEALTH AND SAFETY POLICIES

Because your child is important to us, his/her health and safety is significant as well. Children who are ill should be kept at home. Since we do not have the proper facilities to care for sick children, any child who becomes ill at school will be separated from the rest of the group and will stay with another member of the staff while you are notified to pick him/her up.

PARENT NOTIFICATION

Parents will be notified when the following situations occur:

- Illness
- Fever of up to 100 degrees
- Minor injuries, depending upon the extent of the injury

Parents will be asked to pick up their child when the following situations occur:

- Illness requiring removal from the classroom
- Fever of 100 degrees or higher
- Two or more loose bowels in one hour
- Unknown or undiagnosed rash
- Head lice
- Child has vomited

FIRST AID

In the event a child is cut, bumped, or scraped, we will wash the wound with soap and water. We will also utilize adhesive bandages to cover the wound and comfort the child. If there is a bruise or bump, an ice pack will be used. We will record any serious accidents or injuries. Parents will also be notified by phone if this occurs.

Written emergency procedures are needed if your child is exempt from emergency intervention due to personal religious beliefs. We will make every effort to notify your child's physician if needed.

ILLNESS

Parents have the primary responsibility to assess their child's health before bringing them to preschool. However, should a child display symptoms of illness at preschool, parents will be informed of the situation. If a child needs to be removed from the classroom because of illness, parents will be notified to immediately pick up their child. It may become necessary to isolate the child from the rest of the children until the parents arrive.

FEVER

Parents will be notified of any fever up to 100 degrees. However if the fever reaches 101 degrees or higher during the course of the preschool day, the parent(s) will be called to pick up the child immediately. Before returning to preschool, a child must be free of any fever for 24 hours.

COLD

Children will suffer from colds and coughs throughout the year. We realize that the common cold will affect our classes. Please use your discretion if your child has excessive nasal drainage or a cough that is uncontrollable. We will promote staying healthy by washing hands after using the bathroom or completing projects, and using a Kleenex. Please have your child keep tissues with him/her in his/her pocket if a common cold is the case.

PARENTS SHOULD KEEP CHILDREN HOME IF...

- He/she has a fever or had one during the last 24 hours
- Has a cold and heavy nasal discharge
- Has a chronic or constant cough
- The child develops a communicable disease (i.e. chickenpox)
- The child is overtired. These children are more susceptible to illness.
- The child has a rash or sign of infection
- Has the case of the flu or diarrhea
- Has a case of head lice

COMMUNICABLE DISEASE

In the event your child develops a communicable disease and exposes other preschool children, a letter will be sent to each preschool family. The ill child will not be allowed to return to school until they are no longer contagious. It will be necessary for you to provide us with a written permission slip from your child's physician or county Health Department in order for your child to return to class. In the case of head lice, the child must have been treated with the proper procedures and must not have any nits or lice in their hair before they can return to class.

MEDICAL AND HEALTH FORMS NEEDED ON FILE

It is the responsibility of the parent(s) or guardian to keep all medical information current for our files. The following forms and information is required in order for your child to be enrolled as a student...

- An up-to-date medical exam (within 6 months of entering our program)
- TB test (within 6 months of entering our program)
- D.P.T. must have physician's signature and date
- Polio, measles, and mumps vaccines must be current
- HIB must be current
- Hepatitis B vaccine must have been started
- Lead screening is required for all children under 5 years of age. Otherwise, a waiver form is needed from the child's physician.
- Physical form must have physician's signature and date in 2 places
- Any allergies or medical conditions must be listed
- Medical History form and emergency release forms must be signed and on file

INSURANCE/LIABILITY POLICY

All enrolled children of Shepherd's Flock Preschool will be covered under the liability insurance policy of Shepherd of Peace Lutheran Church. Parents are still responsible for any medical expenses.

ATTIRE

Please dress your child in clothing that is appropriate for the weather as well as for a variety of activities. Comfortable clothing is important. We will use smocks for messy art projects, but please consider dressing your child in clothes that do not require special laundering.

Buckles, belts, and overalls are cute, but please remember that children will need to wear clothes that require minimal help during bathroom breaks.

Please label all hats, gloves, coats, backpacks, etc. We also ask that you leave an extra set of clothes at school should an accident arise. Please put this change of clothes into a Ziploc baggie with your child's name and class labeled on the bag itself. We will store these under the bathroom sink in their classroom or in the bottom of their cubby if they do not share one with another child.

CHILD GUIDANCE/DISCIPLINE POLICIES

Children will be encouraged to promote a loving, Christ-like attitude in their daily routines. The preschool will provide an age-appropriate curriculum and environment that will encourage adults to be examples and role models for the students so that limits and rules become learned behavior. Interaction between adults and children will foster and promote growth, trust, friendship, and an attitude that is God-pleasing.

The preschool will make every effort to help each child develop a sense of self-esteem, self-discipline, and self-control. Positive and acceptable behavior will be recognized and rewarded in a variety of ways.

Shepherd's Flock will strive to avoid situations where child correction (discipline) is needed. However, we are all human beings, are sinful, and fall short of God's glory. We need to be corrected so that we can learn and grow from our mistakes. The attitude of the staff shall reflect the attitude of God..."Love the sinner, but do not accept the sin." Therefore, it may be necessary for a child to face the consequences of their actions. We will not allow any child to interfere with the learning or safety of others. Children will not be humiliated, spanked, hit, slapped, or denied snack at Shepherd's Flock. The following is a list of procedures that will be implemented when disciplinary actions must occur:

- The staff will try to redirect the child if the behavior is inappropriate. The child will be encouraged to find a different activity.
- A warning and explanation will be given to the child so that they know what they have done was inappropriate or caused a problem.
- Time-out will be used when a child continually demonstrates unacceptable behavior. The time-out period will be consistent with the age of the child. There may be times when separation from the rest of the group is needed. This will take place with a qualified staff member in the office under his/her supervision. This shall not occur for more than 10 minutes.
- If the following actions have not helped the child, then the parents will be contacted. It will be suggested that the teacher, Pastor and the parents conference together in order to communicate effectively.

PARENT INVOLVEMENT

We welcome parent involvement and realize that you are the most important influence in your child's life. For that reason, we want to acquaint ourselves with you also! Shepherd's Flock Preschool provides a number of opportunities for parents to interact with the teachers and children. Please feel free to communicate with your child's teacher on a daily basis as this allows us to try to meet the needs of the children in the preschool. We will make every effort to send letters home, make needed phone calls, and talk with you before and after class in order to up-date you on your child's progress and needs.

OPEN DOOR POLICY

We encourage you to visit our preschool classes and actually appreciate the extra hands to help with our activities. Please let the teacher know if you are planning to visit or call the office so that we can inform you of any special activities or field trips planned for that day.

PARENTS AS VOLUNTEERS/CLASSROOM HELPERS

Some parents may have the opportunity to volunteer their time as a classroom assistant. We appreciate parents who are able to help when needed. If you are interested in assisting, please call the office to set up a schedule of volunteers. Different classes have different activities planned throughout the year. Therefore it is important to check with your child's teacher if you are willing to assist on special days or for different activities. The school/church library will also need parents who are willing to come in to help check out books as well as put away the books and movies. Please contact the director if you are interested in assisting in this manner.

ROOM PARENTS/PARTY HELPERS

At the Open House in August, a sign-up sheet will be posted for classroom parties. Each class will need a Room Parent who will be responsible for planning and organizing the holiday parties throughout the year. That person will also need assistants who will help plan and organize the parties and special activities during the year.

PARENT CONFERENCES

We do not feel that a parent/teacher conference is needed in the preschool classes unless there are specific concerns that need to be addressed. If you want a designated time to speak with the teacher, you may do so by contacting him/her.

PARENTS AS SPECIAL CAREER/HOBBY SPEAKERS

There may be times throughout the year when the class may be studying an area that is familiar to you. If you are interested in sharing a hobby or your knowledge of expertise in the area of your career, please talk to the teacher and indicate that on the parent questionnaire form located in the registration packet.

NEWSLETTERS/NOTES HOME

Periodic newsletters from the teacher and a monthly newsletter from the director will be sent home to give you information regarding special activities, days off, the theme for the week, and other information that will be vital to the preschool/church. Please be sure to check your child's cubby for this information. If you have access to the internet, the preschool also has a website and a facebook page that will contain information regarding the preschool.

FIELD TRIPS

Parents will be notified in advance of field trips. Because of safety laws and restraint belts, it has become our policy for parents to transport their children directly to the site of the planned field trip.

We require that parents make their own arrangements for transportation. Please talk to your child's teacher if transportation is an issue. A lot of parents are more than willing to transport your child to a field trip. In the event that you do not want your child to participate in a particular field trip, please let the teacher know of your intentions. Parents will be asked to keep their child home on that day.

SNACK POLICY

Snacks will be covered by the preschool. Part of your registration fee covers the cost of the daily snacks and beverages. We will try to promote good nutrition and will serve a variety of prepackaged snacks. 100% juice or milk will be served, with water as an alternative. We realize that not all children enjoy the same kinds of snacks; however, we will encourage them to at least try the snack being served that day.

Children with food allergies or snack restrictions will have a posted list in the kitchen as well as in the classroom. **Note: Please do not send in any items that contain peanuts or nuts, including peanut butter. We do have children who attend with these allergies and do not want to risk or compromise their health or safety.**

There may be times when you might like to bring in a special treat for your child's birthday or other occasion. If you would like to do this, we ask that you let the teacher know in advance. Snacks **cannot be home-made**. All snacks must be store-bought and pre-packaged. This is in accordance with the Will County Health Department. If you have questions about particular treats, please talk to the director or the teacher.

PLEASE NOTE: We advise against bringing in cupcakes or a cake for treats or parties as the children do not normally eat anything but the icing. It also helps us keep the snack area from being overly messy. Thanks for your cooperation in this matter.

Also, please refrain from sending snacks that contain nuts or peanut butter, as some children have severe allergies to these types of foods.

BIRTHDAYS

Birthdays are a special day for a young child. Recognizing their special day is important to the child, classmates, and teachers. After all, it is a day to thank God for the miracle of life. We will help your child celebrate his/her special day by singing Happy Birthday to him/her and making them the special helper on that day. For children with a summer birthday, we can celebrate his/her half birthday. Please let the teacher know when you are planning to bring in special treats for a birthday so we can plan accordingly.

PERSONAL BELONGINGS

Please refrain from sending any personal belongings or toys to school with your child. We cannot be responsible for lost or broken belongings and thus ask you to keep personal items at home for this reason. We will have special days for show and tell and will notify you when it is your child's turn to bring in a special item from home.

CHAPEL

Each week we will try to hold Chapel services with Pastor as a way to introduce children to Christian worship. A brief object lesson will be given to help reinforce the Bible story or church season being talked about. Religious songs will also be taught to the children during this time. This also allows the children to practice songs with the other classes for special programs or singing in church.

Each week, an offering will be collected. The money collected during the year will be given to a designated mission project to help people who are in need. This is a good opportunity for the children to learn that giving to others is important, valuable, and commanded by our Lord.

PRAYER REQUESTS

Prayer is the means by which we communicate with our Heavenly Father. We will pray in class during Jesus Time, before school begins, before snack time, and throughout the course of the day as well as in situations that need immediate attention. If you have a particular prayer request, please share it with the teacher or put it in writing. We can include prayer requests on Sunday mornings during church, or it can be brought to the attention of the prayer chain of Shepherd of Peace. If you want any information to remain confidential, we will see to it that your request is prayed for in a general manner.

If you have any concerns or spiritual matters that need attention, and you cannot reach your own clergy person, or do not have a church home, you may contact Pastor at the office (458-9445). He will be happy to assist you in these kinds of situations.

NEWS RELEASE/PHOTOS

The classroom teacher or director will often take pictures for class projects or scrapbooks for the parents. These photos will be used solely for these purposes.

However, there may be times when a newspaper features a story or photo of the preschool. If you do not wish for your child to be included, please denote that on the photography release form in the registration packet. Also, information about the preschool is included on the church website. If you do not want any pictures of your child to be included on the website, please denote that on the release form as well.

SHOW AND TELL

Children are welcome to share items from home on days specified by the teacher. If there is a particular item that relates to our weekly theme, please talk to the teacher or send a note of explanation. We will be more than happy to have you enrich our curriculum in this way. We will have designated days for show and tell. You will be notified in advance when it is your child's turn to bring in something special.

CAMPBELL'S SOUP LABELS

The preschool will collect Campbell's soup labels in order to earn points for free material and equipment for the program. We will send a list home with you so that you know what products and kinds of labels to save. We have special containers in the gym (sanctuary) or by the classrooms where you can turn in these labels.

SCRIP PROGRAM

The Scrip program is an on-going fundraiser through the church. The money earned from this fundraiser will help us purchase items needed in the building for church and preschool.

Scrip is an everyday gift certificate from stores or restaurants at which we shop/eat. The church buys these gift cards (certificates) at a discounted price and sells them for their face value. For example, a JC Penney gift card for \$25.00 is bought by the church for \$23.75. The church sells it for face value and now earns 5% or \$1.25 from that one gift card.

It is a convenient way to shop, purchase gifts for someone special, and support the church/preschool at the same time. More information and a listing of stores are available from the office. If you are interested in the Scrip program, please talk to the church secretary.

LIBRARY

The preschool is blessed to be able to have a library room with many books available for the children to check out. The children will be able to visit the "library" on a regular basis. Books should be returned on a timely basis to the baskets near the cubbies. Parents are also welcome to check out any books or movies.

HELPING HANDS TREE

The Helping Hands tree is located on the wall next to the bathrooms. This "tree" contains items on the preschool wish list which are not included in our annual budget. This is a possibility for you to help us purchase "extra items" that might be fun for the classrooms. This is an optional program and parents do not need to feel obligated to participate. Instructions for assisting with this project are included in the parent folder which is given at the Open House in August.

SCHOLASTIC BOOK ORDERS

Each month your child will receive flyers for book orders through the Scholastic Book Company. This is a great and inexpensive way for you to purchase quality books and educational items for your child. The preschool earns a point for each dollar that is spent. We are then able to "bank" our points for books, educational games/materials, and other items which will enhance our weekly units. Checks are made payable to Scholastic and the books are shipped directly to the preschool. Please do not send cash.

DONATION LIST

Often times, parents ask what kinds of items are needed for the preschool. Listed below are some items that we will frequently use and are always in need of for projects and activities. We will have a container in the gym or hallway where you can drop off any donations for the preschool if you would like to contribute.

- Paper towels
- Markers (washable)
or colored construction paper
- Glue sticks
- Tacky glue
- Play dough
- Wiggle Eyes
- Dry erase markers
- Colored noodles, rice
- Craft sticks
- Glue bottles
- Sidewalk chalk, bubbles
- Masking/scotch tape
- Anything for collages, art projects
- dolls in good condition/doll clothes
- Napkins - --- white
- Pom pons
- Old envelopes, junk mail
- Magazines for cutting
- Water paints
- Glitter, glitter glue
- Kleenex
- Cotton balls (assorted colors)
- Stickers (assorted, holiday)
- Tissue paper
- Small prizes for the treasure box
- Paper plates
- Crayons(Crayola)