

Shining Lights Preschool



Parent Handbook
2011-2012

Shining Lights Preschool
Christ Lutheran Church
311 N. Hershey Rd.
Normal, IL 61761
(309) 452-5609

Preschool Board Members:

Chairperson	Andrea Couillard	452-8217
Vice-chairperson	Jennifer Dameron	532-1509
Treasurer	Lisa Scheltens	862-3257
Secretary	Kelli Brown	827-9990
Devotion Leader	Liz Mehn	310-1900

Preschool Staff:

Director	Joan Birdsong	661-2734
3's Teacher	Lisa Wegner	664-7369
4's Teacher	Denise James	452-0683
3's Assistant	Teri Schueler	963-4713
4's Assistant	Karie Wright	275-7185

Preschool Website:

www.shininglightspreschool.com

Preschool E-mail:

ashiningstart@frontier.com

Enrollment Guidelines

Age qualifications for enrollment are based on birthdays on or before September 1st. Class sizes are limited. Prior to enrollment at Shining Lights Preschool, students are required to be toilet trained. Wearing a pull-up or plastic pants is NOT considered toilet trained. Due to health, safety and legal concerns, please teach your child to be independent in their bathroom needs. Bathroom accidents do happen, but if wet or dirty pants occur more than two times a month we will ask you to keep your child home until they are accident free. Additional occurrences will be handled on an individual basis by the Director and Preschool Board. This is necessary for the school to remain within the Department of Children and Family Services guidelines. Shining Lights Preschool admits students of any race, color, national or ethnic origin.

Enrollment Procedures

Our class enrollment opens first to children who are presently enrolled in Shining Lights Preschool, siblings of those children who have previously attended Shining Lights Preschool, and members of Christ Lutheran Church. Enrollment is open to the general public approximately one week later. Enrollment forms or additional information may be obtained by contacting Joan Birdsong at 452-5609 X 3, sending an email to ashiningstart@frontier.com or visiting our website at www.shininglightspreschool.com.

Tuition Information

A registration fee of \$85 will be required at the time of registration. REGISTRATION FEES ARE NOT REFUNDABLE. During the school year, tuition will be refunded on a pro-rated basis, if a two weeks notice is given in writing. When a child is absent and the parent wishes the slot for the child to be saved, until the child's return, full payment for time missed is required.

Tuition for the entire school year is \$990.00. Tuition may be paid in one lump sum to Shining Lights Preschool or 9 installments of \$110.00 may be paid. Please make checks payable to Shining Lights Preschool. If you choose to pay by installments, *payments are always due by the first Tuesday of the month.* **A LATE FEE OF \$10.00 will be charged after the second Tuesday of each month.** Failure to follow the tuition schedule, as set by Shining Lights Preschool Board, will result in the request for the withdrawal of the child. There will be no reduced tuition.

If any checks are returned to us due to non-sufficient funds, you will have 10 calendar days to make a cash payment for the tuition plus a returned check fee of \$10.00 or whatever fees we incur from the bank.

Tuition Payment Schedule if paying by installments

1 st installment is due	August 25 th
2 nd installment is due	October 4 th
3 rd installment is due	November 1 st
4 th installment is due	December 6 th
5 th installment is due	January 4 th (Wednesday after break)
6 th installment is due	February 7 th
7 th installment is due	March 6 th
8 th installment is due	April 3 rd
9 th installment is due	May 1 st

Health Requirements

Before school begins in the fall, your child must have a medical examination. This examination is valid for two years, *but must be dated less than six months prior to the enrollment of your child*. For example if the first day of school is September 1st, the medical examination must be dated after March 1st.

The medical report shall indicate that the child has received the immunizations required by the Illinois Department of Public Health, including poliomyelitis, measles, rubella, mumps, diphtheria, pertussis, tetanus, haemophilus influenzae B, hepatitis B, and varicella (chicken pox) or provide proof of immunity according to the requirements in 77Ill Am. Code 690.50 of the Department of Public Health Rules.

On the medical report, the TB test and lead screening test sections of the form must be filled in and dated by the physician's office. Parents need to complete the health history section on the medical report.

The DCFS physical form must be dated and signed by the examining physician, and the name, address, and telephone number of the physician should be included.

Confidentiality Release

Information pertaining to the admission, progress, health, or discharge of your child is confidential and limited to the preschool staff and Department of Children and Family Services representatives. In order to release any information on a child, the preschool must have written consent from the parents. This is for the protection of your child.

Visiting Our Facility

At Shining Lights Preschool we have an open door policy. We welcome parents of children who are currently enrolled in our program to come and visit anytime.

When prospective families would like to visit the preschool facility, it is best to contact the director to schedule a day and time to visit. A scheduled visit usually works best due to the possibility of schedule changes, special events at our school, or field trip days. The director will set up a time to meet you, give you a tour of our preschool, and give you the opportunity to meet the teachers and visit the classroom. We do welcome visitors, however, we limit the amount of time of the visit to minimize disrupting the regular classroom routine. Please feel free to bring the prospective child with you when you visit.

Arrival and Dismissal

Parents should accompany their child to his/her classroom and help them with their jackets, backpacks and hand-washing. **WE ASK THAT YOU DELIVER YOUR CHILD NO EARLIER THAN FIVE MINUTES BEFORE CLASS BEGINS** so that the teachers may complete preparations for each class session. When arriving with your child, please sign him/her in on the designated sign in sheet.

When picking up your child, you may choose to park in the parking lot, come inside and sign the designated sign-out sheet or you may use the drive up procedure. The 3's classes will be dismissed out the doors closest to the playground facing the circle drive. The 4's classes will be dismissed from the doors by the church office facing the circle drive.

If you choose to use the drive up procedure, a single line must be formed in the lane closest to the building. You must stay in your vehicle. The teacher will dismiss the children being picked up inside the building first, and then the teacher will bring your child and the sign-out sheet to your car. Please do not park in the circle drive or leave your car unattended. We need traffic to flow safely and smoothly.

Your child will be allowed to leave only with persons listed on the authorization form that you completed. If someone else will be picking up your child, a note authorizing this should be given to the teacher or director. This person will also be required to show a picture ID. It is important for a child to know who will pick her or him up each day. If your plans change, please call the office so that the teacher and child will be informed.

Children need to be picked up *promptly* at dismissal time. Teachers need to return to their classrooms to prepare for the next session or to attend meetings at school. If the teachers have waited at the door for more than 5 minutes, and your child has not been picked up, you will need to come to the classroom to pick up your child.

A \$10.00 fee will be assessed if you are 10 minutes late picking your child up from school. After the 10 minutes, \$1.00 per minute will be charged until the child is picked up. Failure to pay the late pick up fee can result in the removal of your child from the program.

Adverse Weather Days

On days of adverse weather conditions, we will follow the closings announced for Unit 5. If you hear Unit 5 is closed, then we will be closed. Shining Lights Preschool will contact WJBC (1230 AM) and NBC 25/HOI-19. You may also find the school closing information on these websites: www.wjbc.com and www.centralillinoisnewscenter.com. Shining Lights Preschool will also notify you by email if there is cancellation.

If Unit 5 starts morning classes late due to adverse weather conditions, our morning class for that day will be cancelled. If Unit 5 dismisses classes early due to adverse weather conditions, our afternoon class will be cancelled for that day.

Holiday/Vacation Schedule

We will follow the holiday and vacation schedule for Unit 5 Schools. Some exceptions may include parent teacher conferences. Any other exceptions will be noted on the yearly school calendar.

Schedule Exception:

*On days when Unit 5 is scheduled to start one hour late due to teacher meetings, *Shining Lights Preschool will start at the regular time.*

Hand-washing Procedures

Children are required by law to wash their hands at the following times:

1. Upon arrival at the center;
2. Before and after each meal or snack;
3. After using the restroom;
4. After handling pets or animals;
5. After wiping or blowing his/her nose;
6. After touching items soiled with body fluids or wastes;
7. Before and after cooking or other food experience;
8. After outdoor play time; and
9. Before and after using the water table.

Teachers and staff will enforce these hand-washing rules as best they can. We ask that you help with the first hand-washing when you bring your child to class, if possible. Please check on the sign in sheet that your child has washed his/her hands. The following technique for hand-washing shall be used:

1. Wet hands under warm running water.
2. Lather both hands well and scrub vigorously for at least 15 seconds.
3. Rinse hands thoroughly under warm running water.
4. Dry both hands with a new single-use towel or automatic dryer.
5. For hand-held faucets, turn off the water using a disposable towel instead of bare hands to avoid recontamination of clean hands.

Safety Drills

The Preschool director will conduct periodic tornado and fire drills in accordance with state standards.

Emergency Plans

In case of illness or injury, the following will occur:

1. If immediate medical attention is necessary, the teacher/assistant will notify the church office and appropriate calls/actions will be taken.
2. If a child has had a minor accident, staff will handle the situation, and parents (or those listed as emergency contacts) will be called to pick the child up from preschool.
3. If a child is ill, parent (or emergency contacts) will be called to pick the child up from preschool.

Illness

- Children who have a temperature of 100 or higher should be kept home. Your child may return to preschool when he/she has been fever free for 24 hours without fever reducing medication.
- Children who have two or more loose stools within 24 hours are to be kept home.
- Children who have vomited two or more times in the previous 24 hours are to be kept home.
- Children with an undiagnosed skin rash are to be kept home.
- If your child contracts a communicable disease (chicken pox, pink eye, etc...) please notify the teacher. This enables us to inform parents of possible illnesses.

Medication

The Preschool Board feels that, as a regular and normal practice, medicine should not be administered to a child at school when the student is involved in school activities. However, in order to provide for the critical health and well-being of students, and under exceptional circumstances, medicine will be administered during school hours by the director or self-administered by a student in accordance with prescription directions. Board policy does not allow any student to take medication without a form signed by the doctor and parent.

Parent-Teacher Conferences

A conference may be set up at any time, if the need arises. Progress reports will be sent home in the fall. Parent Teacher conferences will be held in February.

Personal Belongings

Shining Lights Preschool does not assume responsibility for your child's personal belongings. Toys, stuffed animals, etc. should not be brought to school. This excludes belongings brought in for sharing days.

Sharing/Show and Tell

We will have sharing on a regular basis. Please help your child pick an item that is special to him/her. Weapons and other violent toys are never permitted in preschool. Help your child practice telling about what they wish to share!

Field Trips

Field trips are a part of our educational program and will be taken periodically. Because of state laws in effect as of January, 2004, parents/guardians are asked to drop their child off and pick their child up at the field trip site. Parents may arrange car-pooling to and from the site with other parents if they choose. Notice of field trips will be given at least two weeks before the field trip takes place. The field trip fee for the entire school year is \$15.00. This fee is due by September 15th.

Snacks

The preschool will provide a commercially packaged snack each day or fresh fruit, and 100% juice will be served. A snack menu will be posted in the classroom at the beginning of each month to notify parents as to what will be served.

We would like to recognize each child on their birthday or half-birthday. If your child would like to bring in a snack for a special occasion (birthday or holiday), please notify the teacher ahead of time. Commercially prepared food may be brought in for special occasions, and it **must arrive unopened as packaged by the bakery or manufacturer, or it will not be accepted** (Department of Children and Family Services regulation). *

Food Allergy Awareness Policy

We strive to provide a safe environment at our preschool. When a child enrolled in our preschool has food allergies, parents need to inform the staff about the specifics of the allergy. We will take precautionary measures to help ensure the safety of the child. We will be selective when planning our snack menu. At times a parent may need to provide an alternative snack to serve to the child with specific allergies.

Graduation

At the end of the school year, there will be graduation ceremonies for the four/five year old classes. Graduation caps and gowns will be available for purchase later in the year.

Integrated Pest Management Notice

Shining Lights Preschool has an Integrated Pest Management Policy to implement procedures to control structural and landscape pests and to minimize the exposure of children, family members and staff to pesticides. The church is contracted with the Raney Pest Control Company. Raney sprays the bathrooms, chapel and music room every third Monday of the month. The preschool classes are not sprayed on a regular basis. The only time the preschool classrooms would be sprayed is when the director, church staff or pest control company would deem it necessary. Pesticides are not applied when children are present at the facility. In the unlikely event, pesticides would need to be applied in the preschool classrooms, you will be contacted as soon as possible.

The church is contracted with Tru Green for fertilizer and weed control. In the event the lawn would need to be sprayed, it would not be sprayed when children are present. You will be contacted when it is scheduled to be sprayed.

Discipline Policy

While the child is on the premises the teacher will handle any disciplinary problems in a firm, controlled, and loving manner. Discipline will be related

to the child's act, handled without bias or prolonged delay. We seek to assure the child is aware of the relationship between acts and consequences. A teacher's conduct will always be compatible with Christian principles and the regulations of the Department of Children and Family Services.

We feel that the following two rules cover a wide range of situations, and they are easy for children to understand.

Rules of Shining Lights Preschool:

1. Take care of everything in our school, including yourself, other children, toys, and furniture.
2. It is important to stop talking and be quiet when it is time to listen to the teacher or another student.

If a student is having a difficult time following one of these rules, then redirection will be the first strategy used by the teacher. Next, the following strategy will be used.

When children do not follow one of these rules, they will first be asked to comply. If they continue to break the rules, then they will be asked a second time to comply. Then, if a child continues to disregard the rules, he or she will be asked to "take time out" from the group for a short period of time. The teacher may use this as an opportunity to talk with the student and discuss better choices the child can make in the future.

If the behavior has not changed after a "time out" in the classroom, the teacher will send the child to the director's office to discuss making better choices.

Actions that are harmful to another person, such as hitting, kicking, etc., will receive an automatic time out.

These rules and consequences are to be consistently enforced and explained to the child before and as part of any disciplinary action. Rules and consequences will be reviewed throughout the year with the students.

The children will be given reasonable opportunity to resolve their own conflicts. Teachers are responsible for prompting children to think of other solutions to their conflicts. Here are some examples of ways that teachers may help redirect children without giving them the solution:

- -Ask questions such as: “What might have been a better way to do that?” or “How could you have done that differently?”
- -Give a child two good solutions to choose from, or give him/her choices of other activities they could be doing.
- -Praise the student for a behavior that you liked from him/her earlier, which gives him/her a chance to change their behavior to the positive again.

Teachers may use other positive redirections as well. It depends on the situation. Children should always know why they are being given warnings or time outs. Teachers should give praise and positive reinforcement for positive behavior as well.

Parents should be informed by the teacher regarding any discipline actions that involve their children. Parents will be contacted by the teacher for a conference when their child continues willful disobedience. At this time, the teacher and parents may develop a plan for responding to the child’s pattern of unacceptable behavior. All staff who affect the child shall be aware of the plan and cooperate with its implementation.

The following behaviors WILL NOT take place in the classroom:

- Corporal punishment (measures intended to induce physical pain or fear)
- Threatened or actual withdrawal of food, rest, or use of the bathroom
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child

Any child who, after attempts have been made to meet the child’s individual needs, demonstrates inability to benefit from the type of care offered by the facility (including discipline policy), or whose presence is detrimental to the group, shall be discharged from the program. In order for a child to be discharged, the teacher must consult with the director, then the parents, and all attempts possible must have been made to meet the child’s needs. A written statement shall be presented and kept on file as to why the child was discharged.

Student's Name _____

Please return this page to the Director after reading through the parent handbook. Thank you

Parent Notification of Discipline Policy

I have read and understand the discipline policy of Shining Lights Preschool as stated in the Parent Handbook. I hereby consent that Shining Lights Preschool enforce their standards of discipline on my child. Any questions regarding discipline will be directed towards the teacher.

Parent signature _____ Date _____

Parent signature _____ Date _____

(Please turn in signed copy to teacher to keep on record.)

Parent Handbook Received

I have received and read the parent handbook for Shining Lights Preschool. I understand that my child's best interests have been considered by the policies and information stated in the handbook. If I have any questions concerning the information in the parent handbook, then I will contact the director and/or the preschool board.

Parent signature _____ Date _____

Parent signature _____ Date _____