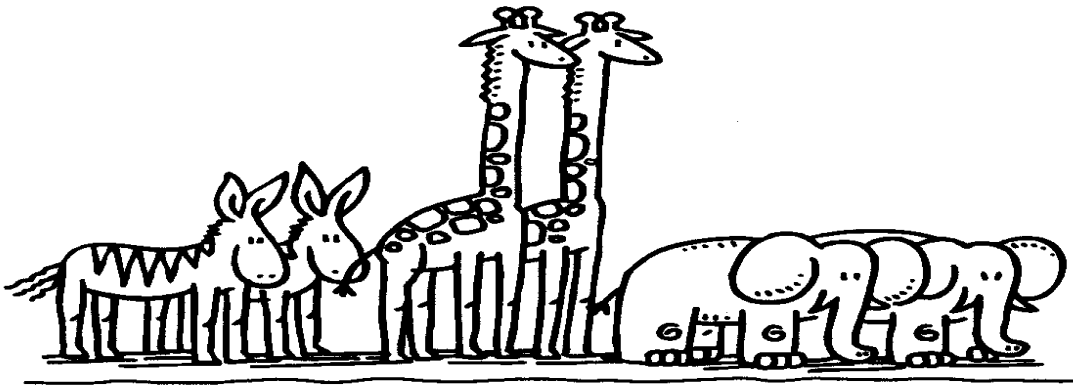


First Presbyterian Church Preschool

Family Handbook

2016 ♡ 2017



700 North Sheridan Road

Lake Forest, Illinois 60045

847.295.1214

WWW.FIRSTCHURCHLF.ORG/PRESCHOOL

Director: Ruth Luke



THE FIRST PRESBYTERIAN CHURCH PRESCHOOL Handbook

TABLE OF CONTENTS

Our Mission	2
Curriculum Focus.....	2
Philosophy	2
Library.....	3
Fine Arts.....	3
Field Trips	3
The Satellite Room	4
Arrival and Dismissal	4-5
Emergency Closing	5
Car Pools.....	6
Backpacks	6
Security System	6
Snack Guidelines.....	7
Calling the School	8
Absences and Late Arrivals.....	8
Illness.....	8
Personal Hygiene.....	8
Discipline Policy	8
Removal from Preschool Program	9
Observation / Participation	9
Parent Communication	10
Gift and Contribution Policy	10
Support the Preschool.....	10
Enrollment for 2017-2018.....	10
Financial Aid	10
Preschool History	11
Preschool Parent Board.....	12
Preschool Staff 2016-2017	13
Tuition Schedule 2016-2017.....	14
Calendar 2016-2017	15-16

OUR MISSION

The mission of the First Presbyterian Church Preschool is to provide a nurturing Christian setting for your children during their initial school experience. The Preschool will serve the children of the First Presbyterian Church of Lake Forest and also provide an outreach to the children of families within the community. To fulfill the mission, the Preschool will focus on:

- Developmentally appropriate classroom environment that exemplifies Christian values and behavior.
- Christian outreach to the community-at-large offering open enrollment, financial aid, parent education, service projects, informational newsletters and a NAEYC-accredited program.

CURRICULUM FOCUS

Our unique child-centered, thematic curriculum addresses all aspects of a preschooler's development.

By utilizing a core of 3-4 conceptually stimulating themes across age levels throughout the year, our teachers actively encourage the development of social, emotional, cognitive, physical and spiritual awareness by:

- Nurturing independence, competence, confidence and trust
- Sparking personal creativity
- Promoting social and emotional growth
- Stimulating conceptual thinking, cooperative problem solving and intellectual risk taking
- Instilling the love of learning
- Participating in weekly Faith Building
- Providing monthly Art Appreciation for Adventure, Expedition and Odyssey
- Engaging in weekly interactive music classes

Our goal is to address each child's needs and life experiences through a curriculum based on developmental principles and Christian values.

PHILOSOPHY

The First Presbyterian Church Preschool engages children in their own growth and learning by presenting age-appropriate materials and social opportunities in classrooms with low student/teacher ratios. While considering each child's individual needs and interests, the Preschool consistently provides a rich project-based learning environment inviting exploration, discovery and social interaction facilitated by nurturing, high qualified teachers.

Creative teaching set in a framework of play encourages individual participation using materials that enhance learning and stimulate intellectual curiosity and growth.

We strive to provide a positive Christian early childhood experience that facilitates the development of happy, independent, confident children eager to embrace life's adventures and challenges.

FAITHBUILDING

Each week the Adventure, Expedition and Odyssey classes meet in the sanctuary to share Bible stories, songs and prayer. The children are introduced to broad Christian concepts while developing a personal relationship to God and Jesus through praise, prayer and worship. Faithbuilding is exumenical in Christian focus and attempts to nurture each child's awareness of his/her existence as a beloved spiritual being created by God. Explorers and Discovery children have their weekly Faithbuilding in the classroom.

LIBRARY

In our effort to nurture early literacy, we have Library Day in all classrooms except Explorers and Discovery. Library begins mid-October. The children may check out a book from our school library each week to take home. The books are due back the following week and can be returned on or before check out day. If the book is not returned, children cannot check out another book until the first is returned. Parents will be billed at the end of the year for all lost books. To avoid loss or damage, it is suggested that you have a safe place to keep your child's library book at home while it is checked out. **IF YOU DO NOT WISH TO HAVE YOUR CHILD PARTICIPATE IN THE LIBRARY PROGRAM, PLEASE INFORM THE DIRECTOR.** Gifts of library books to celebrate a child's birthday or other special occasion are always welcome!

FINE ARTS

In an effort to introduce young children to the fine arts, opportunities are provide to increase appreciation and enjoyment in this creative enrichment area. Beginning in mid-October, weekly music and movement classes start. The children explore rhythm, tempo, timbre and tone while actively participating in group singing, dancing and games. In addition, daily classroom music and movement activities extend each child's musical awareness and involvement. Music classes are led by Ami Crawford. She has an extensive academic background in music education for young children.

Adventure, Expedition and Odyssey student participate in an outstanding art appreciation/visual literacy curriculum led by Lindy Rubin. Children meet monthly with Lindy to explore masterpiece art through slides and music, sharing their insights and responses to various pieces. The annual parent/child trip to the Art Institute for Expedition and Odyssey is scheduled for the last Tuesday in May.

In March all Preschool children participate in the annual Saturday morning Art Fair in which each child displays two pieces of original art work for the enjoyment of parents, siblings and friends. Class projects are featured in a sculpture gallery from which Preschool families may adopt pieces after the conclusion of the Art Fair. It is our goal to present engaging first experiences in the fine arts opening doors to a lifetime of awareness and enjoyment.

FIELD TRIPS

Adventure, Expedition and Odyssey may take field trips throughout the year. Transportation will be by school bus. These trips are entirely supervised by teachers. Parent volunteers are not needed. Since one of the goals of a field trip is to encourage each child's independence and self-reliance this is accomplished most effectively in this manner. Due to state seat belt laws, Explorer and Discovery students are limited to walking field trips near the Preschool.

THE SATELLITE ROOM

The Odyssey class will all be using the Satellite room adjacent to the Director's office. Every day 1/4 of the class is assigned to the Satellite room while the rest of their class remains in the main classroom. One teacher teaches the same lesson four consecutive days to four different groups of children. This provides an excellent opportunity for children to work in a small group with a teacher presenting activities and concepts difficult to teach in a larger group. The emphasis on science, math and language arts lends itself readily to this small group experience.

The groups in Satellite change weekly, so children have the opportunity to interact in a small setting with various combinations of classmates over time. Teachers rotate into Satellite on a weekly basis.

Satellite children are with the entire class on the playground, but once inside they come inside, they are in the Satellite room exclusively. It is highly important for children to arrive on time because of the Satellite rotation schedule. Every child looks forward to a weekly turn in Satellite, but when a child arrives late, another child may already have been pulled from the main classroom to meet the daily required number. This is also difficult for those children who may be asked to leave the larger classroom for Satellite once they have started their activities there. **Please be on time so teachers can maintain the rotational schedule for Satellite.**

Satellite activities are remarkable! The student---teacher ratio brings out the best in each child as they experience learning in this very special circumstance. If you have any questions or concerns, please contact me at rluke@firstchurchlf.org. Thank you!

ARRIVAL AND DISMISSAL

CELL PHONES MAY NOT BE IN USE DURING DROP OFF AND PICK UP. This is a safety issue as both teachers and children need the driver's full attention at this time. Please inform all persons picking up your child of this procedure. *CHILDREN WILL NOT BE PLACED IN A CAR WHEN THE DRIVER IS ON A CELL PHONE.*

- All children and staff are required to wash their hands before entering the classroom, and bathrooms are located on each end of the hall for that purpose.
- All children must be accompanied by a responsible adult at arrival and dismissal. At dismissal, all children will be signed out by a staff member when they are picked up. No child will be released to any person not on our records without written permission.
- If your child is to be released to an adult not on the car pool or emergency form, a written note must be dated, signed and sent with the child to school. In an emergency, a phone message to the Director is acceptable.
- A car pool permission slip must be on file. Under no circumstances will a child be released to a non-adult sibling or unauthorized person.
- School begins promptly at 8:30 (Expedition) 9:00 or 12:15 for all other classes.
 - If your child's class begins INSIDE, classroom doors will remain closed until the beginning of the session. Children and parents are asked to wait in the hallway until the doors open.
 - If your child's class begins OUTSIDE, please wait for a teacher to unload from your vehicle. NEVER LEAVE A CHILD UNATTENDED ON THE PLAYGROUND – PLEASE INFORM ALL CAREGIVERS!
- School dismisses promptly at 11:30 or 3:15 (Odyssey only)
 - For INDOOR dismissal, please wait for the teachers to open the classroom door before entering, unless you need to pick up your child early.
 - For OUTDOOR dismissal, please wait for teacher to load your vehicle and pull ahead to fasten seat restraints.

Expedition (8:30) Adventure (9:00) and Odyssey (12:15) classes will start outside on the playground. These parents should drop their children off at the playground gate with a teacher beginning the first day of class.

Children must not exit vehicles until unloaded by a teacher. Handwashing will be supervised by the staff following outdoor time. Sign-out will be indoors at dismissal.

Explorer and Discovery children start the day indoors. Parents should supervise their children during hand washing and make certain they use the toilet, if necessary. **Explorer and Discovery** parents/caregivers are requested to help their children use the toilet upon arrival. Because these classes end their day on the playground, **Explorer and Discovery** parents are requested to drive up to the playground gate for pick up. Teachers will sign-out children as they are put into vehicles. These parents should pick up their children at the playground gate beginning the first day of class.

NOTE: Teachers are not permitted to secure children in car seats due to liability. Please pull ahead and park if it is necessary to assist your child.

When dropping off or picking up children on the playground, please enter only from Deerpath Road and continue north through the fire lane to Sheridan Road. Please do not attempt a U-turn left in the adjacent parking lot to exit onto Deerpath Road after picking up children. This is extremely dangerous!

INCLEMENT WEATHER PROCEDURE: During inclement weather when the children cannot play outdoors, drop off and pick up occurs at the Preschool side entrance. Children will be playing in Fellowship Hall those days, and it is a much shorter (and drier) trip to the cars for both children and staff. Please enter off Deerpath Road and proceed through the fire lane to the side entrance (second door north of the playground). Please pull far ahead to assist with car seats, so that other cars may continue to load while others needing to assist children may pull up behind you. If you are late, please park and accompany your child into Fellowship Hall.

When walking through the parking lot, children must be under control at all times.

Parents who are dropping off or picking up inside, please park in the Sheridan Road lot and enter through the Sheridan Road doors where an elevator is available. The side Preschool door by the fire lane is always locked but may be used for exiting. PLEASE DO NOT PLAN TO EXIT BY THE SIDE DOOR DURING AN INCLEMENT WEATHER DISMISSAL BECAUSE CHILDREN FROM THE OTHER CLASS ARE SEATED IN THE STAIRWELL WAITING FOR PICK UP.

PLEASE TRY TO BE PROMPT AT BOTH ARRIVAL AND DISMISSAL AS CHILDRE MAY FEEL UNCOMFORTABLE WHEN CLASS HAS ALREADY BEGUN OR WHEN PARENTS ARE LATE FOR PICK-UP.

EMERGENCY CLOSING

In the event of an emergency closing due to weather or other event, you will be contacted by blast email usually very early in the morning. When Lake Forest District #67 schools are closed due to weather, the Preschool is also closed.

CARPOOLS

A separate Car Pool Permission Form must be on file for each child participating in a car pool. The forms are valid only for the school year in which they are filed. These forms were distributed in the August letter to parents and are always available from the Director throughout the year. Changes/updates may be made at any time.

The Preschool legally cannot be involved in the organization of car pools. Please set them up at your convenience. For safety reasons, we ask that you limit the number of children to 3 or 4 (including your own infants or toddlers). All classes may begin carpooling at the start of school.

Please ensure that all children are securely and properly restrained in child safety seats.

CLOTHING

Many Preschool projects are messy involving, water, paint and physical activity. Please dress children in comfortable clothing that is durable, washable and allowed to get messy. We use smocks and washable paints, but accidents happen! Ease of removal for toileting is also important to encourage self-help, competence and confidence in each child. We want children to feel good about what they can do independently! Please avoid difficult zippers, buttons and snaps whenever possible. ***Soft-soled shoes with backs are required for safety reason. Flip-flops and open-back clogs are not permitted.***

All of the children play outdoors daily, unless it is raining or the temperature/wind chill falls below 20 degrees. Please be sure your child is appropriately dressed for the outside, remembering that we are close to Lake Michigan and its breezes. Manageable snow gear is a must for winter, with mittens or gloves often needed as early as October. (It's a great idea to tuck a pair in the backpack, just in case.) Boots, gloves and warm hats are necessary for outdoor play in winter and spring. PLEASE MARK ALL CLOTHING AND BOOTS AS MANY CHILDREN HAVE IDENTICAL ITEMS.

When shopping for winter outerwear, please choose items that can be put on and removed with a minimum of adult assistance.

BACKPACKS

Each student will receive a Preschool backpack at their Open House session which will be personalized at that time. Backpacks should be brought to Preschool each session. We ask that children not use other types of backpacks or totes. Our Preschool backpacks are large and easily filled. This helps teachers immensely. Thanks!

SECURITY SYSTEM

The Church has a state-of-the-art security system as well as entry area security cameras in operation whenever the children are present. Families will receive their security card at the Tuesday evening Parent Meeting on September 6. Additional cards and replacement cards are \$5 each. All cards must be returned at the end of the school year to be re-programmed. Punching holes in the cards deactivates them.

SNACK GUIDELINES

All families are scheduled to periodically provide snacks for their child's class a few times during the year. Snack reminders will be emailed to you by your room parents who manage the class master snack calendars. Snack dates will also be posted on the classroom hall calendars.

*We are unable to serve puddings, Jello, cookies, marshmallow treats, potato chips, tostadas, cupcakes, popsicles or ice cream. Portion size should be approximately the amount that would fit inside a small Ziplock snack bag. (Snacks needn't be in bag, this is just for estimation purposes). **Due to the high incidence of food allergies in young children, please avoid all snacks with chocolate, nuts or peanuts. We cannot serve candy items or send candy/cookies/cupcakes home with the children at any time.***

THANK YOU FOR PROVIDING SNACKS FOR YOUR CHILD'S CLASS!

LUNCHROOM AVAILABILITY: For those families with Explorer, Discovery, Adventure or Expedition children and an older child enrolled in Odyssey, there is little time for lunch. As a convenience, the Preschool reserves the Room 219 (next to the Millicent Kreischer Library where the children have music) on the second floor. Parents may bring a sack lunch for their children and are welcome to lunch there. Teachers are not present and parents are responsible for supervising their children during that time.

NOTE: For Explorer/Discovery children, parental presence in the classroom early in the year may exacerbate separation issues for the entire class, so parents are requested to keep this in mind.

DRINKS: The school provides chilled, filtered water.

FOODS: Please limit your snack to one of the following items:

- String cheese
- Cheese and crackers
- Go-gurt (yogurt in a tube)-Expedition/ Odyssey only
- Small containers of yogurt (need spoons)
- Mini-bagels with cream cheese
- Bread sticks
- Bananas, apples, oranges (teachers will slice)
- Unsweetened cereals with milk (need bowls and spoons)
- Grapes cut in half lengthwise (Adventure/Expedition/Odyssey only)
- Graham crackers
- Goldfish crackers
- Pretzels-not Snyders due to processing with nuts
- Variety crackers—Triscuit, Waverly, Ritz, etc.
- Soda crackers
- Popcorn (no sugar)-Expedition/Odyssey only

If your child has food allergies, please make arrangements with the Director to keep alternative snacks on hand at school.

BIRTHDAYS: Snack days are not assigned related to birthdays. On your child's birthday, a parent may wish to read a book of the child's choosing to the class. If your child has a summer birthday, or one that falls over a break, please talk to the teacher about a "special day" that you can schedule.

CALLING THE SCHOOL

Please feel free to contact the Director at any time should you have questions or concerns about your child or the program. The Director may be reached at 847/234-1214 between 8:30-3:30 on days when school is in session. Voicemail will receive calls if the Director is unavailable or on another line. Your call will be returned as soon as possible. In case of an emergency, please call the church office at 847/234-6250.

ABSENCES/LATE ARRIVAL

Please call the school at 847/295-1214 if your child will be absent or will be arriving more than 15 minutes late. Please write all planned absences on the classroom hall calendars, as we often wait to begin until all are present. All illnesses must be reported to the Director per the Department of Public Health.

ILLNESS

PLEASE KEEP A POTENTIALLY ILL CHILD AT HOME! In cases of vomiting, diarrhea or suspected fever it is our policy to contact the child's parents and request that they pick up the ill child immediately. Your child's wellbeing and comfort, as well as infection control for other students and staff are primary concerns at FPCPS.

If your child has experienced any of these symptoms the night or morning before school, please keep them at home. **Children should be free of fever and/or vomiting for 24 hours before returning to school.** Any contagious diseases other than common colds (strep, chicken pox) must be reported to the Director. A determination will then be made as to notifying the classrooms in compliance with Public Health regulations. Certain illnesses are reportable, by law, to the Health Department by the Director in a confidential manner.

PERSONAL HYGIENE

Please instruct your child in the proper manner for cleaning himself/herself after urination and defecation. In case of an emergency, there is a protocol in place to avoid emotional upset to the child.

DISCIPLINE POLICY

The purpose of all discipline at First Presbyterian Church Preschool is to assist children in developing self-control and responsibility for their behavior, and to protect the rights and safety of others. We are committed to helping children become an integral part of a group through teaching them to express feelings appropriately, to develop empathy for the needs of others and to independently and positively negotiate conflicts and differences.

Positive discipline that relates directly to behavior and which encourages the child's participation is used consistently. Problematic behavior is discussed openly with the child, and the teacher and child work cooperatively to generate acceptable solutions. Through this process, individual empowerment and negotiation skills are nurtured and modeled. The dignity and privacy of the child shall always be respected and maintained, with appropriate interventions occurring privately. Discipline will be the responsibility of teachers who have an ongoing relationship with the child. A termination of enrollment may result when repeated interventions fail. Corporal punishment, for any reason, is strictly forbidden as is verbal abuse and withholding food as punishment.

REMOVAL FROM PRESCHOOL PROGRAM

All parents are to receive a copy of the Discipline Policy as written in the Parent Handbook upon enrollment of their child. A receipt of such will be kept at the Preschool in each child's file.

In order to best help a child and his/her family, guidelines have been established for behavioral intervention purposes. When the mission and philosophy of the school have been breached it will become necessary to enforce these guidelines. Removal from the First Presbyterian Church Preschool is a serious matter and will only occur after all other developmentally appropriate attempts to correct the behavior(s) have been exhausted. No specific length of notice will be required or enforced.

The following guidelines are for behavioral intervention and MAY result in removal from the First Presbyterian Church Preschool programs. This document is required by the Illinois Department of Children and Family Services (DCFS).

- At all times, the wellbeing of the child and groups are to be preserved.
- At NO TIME is it acceptable for a child to hurt in any way another child, him/herself or a staff member.
- At any time, parents may be asked to be available for a Parent-Teacher conference. This request may come from the parents as well.
- Teachers will note behaviors and carry out the Discipline Policy adopted by the Preschool.
- Teachers will work together to form a specific and individualized plan for the child. (May be flexible and altered when needed.)
- The parents are to be informed of both the behaviors that are inappropriate as well as the developmentally appropriate interventions the teachers have agreed to implement.
- Behaviors are to be documented along with interventions, parent communications, etc. and put into the child's file and will be kept confidential. (Files are maintained for 5 years after the last day of enrollment per DCFS.)
- The Director may become involved through classroom/child observations, teacher consult, and/or parent communication at any time.
- The Director is to make this document available to parents if behavior interventions go beyond implementing the stated Discipline Policy.
- Parents may be asked to participate in observations, evaluations or other referrals in order to maintain enrollment status.
- Evaluations, referrals and outside opinions may be sought following proper parental notification procedures.
- Parents may be asked to withdraw their child without further financial obligation if no significant progress has been made within a reasonable amount of time/attempts to correct the behavior(s). This is to be determined by the Director and teaching team.
- All possible effort will be made for appropriate placement into another program better suited for the child.

PLEASE NOTE: These are guidelines, not steps and their order will be determined on an individual basis.

OBSERVATION/PARTICIPATION

Parents are always welcome in the Preschool and we urge parents to share their talents, interests and skills with their child's class. Please talk with the teachers or Director about anything you may wish to share.

NOTE: For Explorers and Discovery children, parental presence in the classroom is not advised until January due to separation issues which easily affect the entire class.

PARENT COMMUNICATION

It is important that parents know what is occurring in the classroom and how their child is responding in that environment. To address this, a Weekly Classroom Curriculum Overview is emailed to parents, as is the monthly Newsletter. Parents may also visit the website at www.preschool.firstchurchlf.org.

- Special Friend/Father's Nights are held in late October and November for all classes.
- Special Friend/Mother's Days are held in April during school hours for each class.
- Parent Share Meetings are scheduled for all classes in October. Parents will be scheduled via email and there is NO SCHOOL on that day. Complimentary childcare is available.
- Parent Teacher Conferences are held the last Tuesday in January and first Wednesday in February. There is NO SCHOOL and complimentary childcare is available.
- Final Progress Reports will be mailed to parents after the close of school in May.

GIFT AND CONTRIBUTION POLICY

All financial gifts/donations to the Preschool are totally voluntary. We wish to communicate this policy to every family concerning holiday giving, fundraising and special events that occur throughout the year. **Participation is always the choice of the individual family.**

SUPPORT THE PRESCHOOL

Support opportunities are detailed on the "Support the Preschool" page of the Preschool website at www.preschool.firstchurchlf.org

ENROLLMENT 2017-18

Registration for 2017-2018 begins the first Monday in November. Online registration and payment (or you may also download registration forms) can be found on the Preschool website at preschool.firstchurchlf.org. Registration forms will be dated as they are received. **The middle of January is the deadline for all forms to be considered in the first lottery pool.** Applications received after that time will be considered on a space available basis.

If you would like to learn more about the Preschool, please attend our **Open House Session the second Tuesday in November or the first Thursday in January.** There will be a presentation led by the Director and Enrollment Manager followed by a tour of the Preschool while classes in session.

FINANCIAL AID

Funds for financial aid come from Preschool fundraising, benevolence funds of the church and special gifts made to the Preschool financial aid fund. As funds are limited, financial aid is granted to those most in need. The process is confidential.

PRESCHOOL HISTORY

1963 IMOGENE KAUTZ, DIRECTOR, HEAD TEACHER School founded as service to the community when public school junior kindergarten was discontinued. It began as a non-sectarian, non-profit, non-discriminatory, fully accredited program by the state of Illinois.

1980 BETTY BOESE, DIRECTOR, HEAD TEACHER governing board formed of 10 parents (church members), director, ce director and the assistant minister.

1980-1981 MARION FREI, DIRECTOR, HEAD TEACHER Concept for three year old program created.

1981-1986 RUTH LUKE, DIRECTOR, HEAD TEACHER Three year old class initiated 1981; science-based Odyssey class for older fours and young fives created 1984; classes meeting five mornings and four afternoons each week parent board has 11 members with 60 students enrolled.

1986-1990 MILENIE HINIKER, DIRECTOR, TEACHER Additional three year old (1988) junior kindergarten class (1989) added.

1990-1992 DIANA MATTHEWS, DIRECTOR, TEACHER NAEYC accreditation achieved. Names of age groups changed to Discovery (3's), Adventure (4's) and Odyssey (5's).

1992-2001 NORA RUCKER, DIRECTOR, TEACHER Outreach concept initiated in fall of 1992 as an annual project involving children reaching out to their community. 1996 Adventure II class opened. Enrollment is 116 with a staff of 15 including 2 float teachers. Parent board has 15 members.

2001-PRESENT RUTH LUKE, DIRECTOR First full-time director hired. Auxiliary Odyssey classroom (Satellite) licensed for seven additional students to meet number of returning children. NAEYC accreditation again renewed since 1992. Enrollment is 87 with a Parent Board of 18 and teaching staff of 16.

PRESCHOOL PARENT BOARD

The Board, which consists of 12 parents, preschool director, pastor for children’s faith formation, financial manager, enrollment manager, preschool administrative assistant and faculty representative oversees all decisions regarding finances, hiring and school policies. The Preschool communicates with the Session of the First Presbyterian Church of Lake Forest via the Children’s Faith Formation Committee. The Director is also a member of the church staff and attends weekly staff meetings as a representative of the preschool. The preschool is an integral part of the ministry and mission of the First Presbyterian Church of Lake Forest.

THE FIRST PRESBYTERIAN CHURCH PRESCHOOL BOARD OF DIRECTORS 2016-2017

Chair	Erica Granado	773-580-3408	ericaigranado@gmail.com
Secretary	Elizabeth Norton	847-848-8821	ebnort@gmail.com preschoolboard@firstchurchlf.org
Communications	Courtney Fugger	847-452-9809	Courtney.bayer@gmail.com
	Stephanie Knauff	847-770-0226	Stephanie.knauff@yahoo.com
	Brooke McKean	202-557-5774	Brooke.e.mckean@gmail.com
Parent Programs	Kate Hanson	773-750-1692	Hansonkate4@gmail.com
	Shannon Toolis	847-735-9845	stoolis@cdw.com
	Kim Monk	317-607-1499	kmonk17@gmail.com
Fundraising	Gina Creegan	414-315-4462	Gina.creegan@gmail.com
	Amanda Lamberti	312-720-9919	aelamberti@gmail.com
	Melissa Thoman	312-543-0658	Mmanno385@gmail.com
Enrollment Manager	Jen Mulloy	847-735-0815	jmulloy@firstchurchlf.org
Treasurer/Financial Manager	Michele Marx	312-961-7108	mmarx@firstchurchlf.org preschoolfinance@firstchurchlf.org
Pastor for Children’s Faith Formation	Amy Pagliarella	847-234-6250	apagliarella@firstchurchlf.org
Faculty Representative	Molly Jones	847-295-0450	mollywjones@hotmail.com
Admin. Assistant	Sarah Seccombe	847-234-6250	sseccombe@firstchurchlf.org
Director	Ruth Luke	847-498-2977	rluke@firstchurchlf.org

PRESCHOOL STAFF 2016-2017

Director	Ruth Luke	847-498-2977
rluke@firstchurchlf.org		
Explorers	Deb Moore	847-735-8942
expl@firstchurchlf.org	Kathy Shalala	847-235-5095
	Peg Bramhall (float)	847-573-1899
Discovery	Deb Moore	847-735-8942
dis@firstchurchlf.org	Molly Jones	847-295-0450
	Kathie Brady (float)	847-732-0230
Adventure	Brooke Davis	847-234-8748
adv@firstchurchlf.org	Marilyn Rozsypal	847-295-4043
	Penny Strang (float)	847-735-0433
Expedition	Sue Peecher	847-363-1973
exp@firstchurchlf.org	Kristina Mills	847-615-8445
	Suzanne Carberry	847-295-5745
	Mimi Aiston (float)	847-362-4165
Odyssey	Sue Peecher	847-363-1973
ody@firstchurchlf.org	Penny Strang	847-735-0433
	Kathy Shalala	847-235-5085
	Suzanne Carberry	847-498-2977
Odyssey 5-Day	Sue Peecher	847-363-1973
ody@firstchurchlf.org	Kathy Shalala	847-235-5085
Art Appreciation	Lindy Rubin	847-251-3613
baasabe@yahoo.com		
Music	Ami Crawford	847-501-1452
amywcrawford@me.com		
Admin. Assistant	Sarah Seccombe	847-234-6250
sseccombe@firstchurchlf.org		
Enrollment Manager	Jen Mulloy	847-735-0815
jmulloy@firstchurchlf.org		
Financial Manager	Michelle Marx	312-961-7108
mmarx@firstchurchlf.org		

TUITION SCHEDULE 2016-2017

CLASS	Number of Payments	Payment Due Date
EXPLORERS	1 - \$2,7500	May 6, 2016
	4 - \$675 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
DISCOVERY	1 - \$3,600	May 6, 2016
	4 - \$900 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
ADVENTURE 3-DAY	1 - \$3,600	May 6, 2016
	4 - \$900 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
ADVENTURE 4-DAY	1 - \$4,400	May 6, 2016
	4 - \$1,100 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
EXPEDITION 4-Day	1 - \$4,840	May 6, 2016
	4 - \$1,210 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
EXPEDITIO 5-Day	1 - \$5,720	May 6, 2016
	4 - \$1,430 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
ODYSSEY 4-Day	1 - \$4,800	May 6, 2016
	4 - \$1,210 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017
ODYSSEY 5-DAY	1 - \$5,720	May 6, 2016
	4 - \$1,430 each	May 6, 2016 September 15, 2016 November 15, 2016 January 17, 2017

TUITION PAYMENTS MAY BE MAILED TO THE PRESCHOOL OR PLACED IN THE TUITION BOX OUTSIDE THE DIRECTOR'S OFFICE. PLEASE DO NOT HAND PAYMENTS TO CLASSROOM TEACHERS! A DUE DATE REMINDER WILL BE EMAILED TO ALL FAMILIES. A \$25 LATE FEE WILL BE ASSESSED ON ALL PAYMENTS RECEIVED 10 DAYS AFTER THE DUE DATE. *If there is financial problem, please contact the Director at 847/295-1214.

CALENDAR 2016-2017

SEPTEMBER	6	TUESDAY	9:00-9:45 AM 10:00-10:45	OPEN HOUSE W/ PARENTS-EXPLORERS	NORTH CLASSROOM
	6	TUESDAY	AM	OPEN HOUSE W/ PARENTS-EXPLORERS	NORTH CLASSROOM
	6	TUESDAY	6:30-7:15 PM	EVENING PARENT MEETING-EXPLORERS/ODYSSEY	NORTH/SOUTH CLASSROOMS
	6	TUESDAY	7:30-8:15 PM	EVENING PARENT MEETING-DISCOVERY/ADVENTURE/EXPEDITION	NORTH/SOUTH 2/SOUTH
	7	WEDNESDAY	8:30-9:15	OPEN HOUSE W/ PARENTS-EXPEDITION	SOUTH CLASSROOM
	7	WEDNESDAY	9:30-10:15	OPEN HOUSE W/ PARENTS-EXPEDITION	SOUTH CLASSROOM
	7	WEDNESDAY	9:00-9:45 AM 10:00-10:45	OPEN HOUSE W/ PARENTS-DISCOVERY/ADVENTURE	NORTH/SOUTH 2
	7	WEDNESDAY	AM	OPEN HOUSE W/ PARENTS-DISCOVERY/ADVENTURE	NORTH/SOUTH 2
	7	WEDNESDAY	12:15-1:00	OPEN HOUSE W/ PARENTS-ODYSSEY	SOUTH CLASSROOM
	7	WEDNESDAY	1:15-2:00	OPEN HOUSE W/ PARENTS-ODYSSEY	SOUTH CLASSROOM
	8	THURSDAY	9:00-11:30	ADVENTURE CLASS BEGINS	SOUTH 2 CLASSROOM
	8	THURSDAY	8:30-11:30	EXPEDITION CLASS BEGINS	SOUTH CLASSROOM
	8	THURSDAY	9:00-11:30	1/2 EXPLORERS CLASS BEGINS	NORTH CLASSROOM
	8	THURSDAY	12:15-3:15	ODYSSEY CLASSES BEGIN	SOUTH CLASSROOM
	9	FRIDAY	9:00-11:30	1/2 DISCOVERY CLASS BEGINS	NORTH CLASSROOM
	9	FRIDAY	8:30-11:30	5-DAY EXPEDITION/ODYSSEY CLASS BEGINS	SOUTH CLASSROOM
	10	SATURDAY	10:00-11:30	FALL FAMILY GATHERING-NORTHCROFT PARK	NORTHCROFT PARK
	12	MONDAY	9:00-11:30	1/2 DISCOVERY CLASS	NORTH CLASSROOM
	13	TUESDAY	9:00-11:30	1/2 EXPLORERS	NORTH CLASSROOM
	13	TUESDAY	9:00-11:30	ADVENTURE 4-DAY BEGINS	SOUTH 2 CLASSROOM
	14	WEDNESDAY	9:00-11:30	ENTIRE DISCOVERY CLASS BEGINS	NORTH CLASSROOM
	15	THURSDAY	9:00-11:30	ENTIRE EXPLORERS CLASS BEGINS	NORTH CLASSROOM
OCTOBER	5	WEDNESDAY	8:45-11:30	FITZGERALD'S PHOTO-DISCOVERY/ADVENTURE/EXPEDITION	PLAYGROUND
	6	THURSDAY	9:15 & 12:30	FITZGERALD'S PHOTO-EXPLORERS/ODYSSEY	PLAYGROUND
	7	FRIDAY	6:00-7:30	SLEEPUNDER FUNDRAISER/PIZZA EXPEDITION/ODYSSEY	FELLOWSHIP HALL
	10	MONDAY		NO SCHOOL-COLUMBUS DAY	
	19	WEDNESDAY	9:00-3:00	PARENT SHARE SESSIONS-NO SCHOOL	CLASSROOMS
	26	WEDNESDAY	6:30-7:15	FATHER'S/SPECIAL FRIEND NIGHT-DISCOVERY/ADVENTURE/EXPEDITION	CLASSROOMS
NOVEMBER	10	THURSDAY	6:30-7:15	FATHER'S/SPECIAL FRIEND NIGHT-ODYSSEY	CLASSROOMS
	15	TUESDAY	9:15-10:00	PROSPECTIVE PARENT MEETING	SOUTH PARLOR
	22	TUESDAY		NO SCHOOL-THANKSGIVING BREAK	
	23	WEDNESDAY		NO SCHOOL-THANKSGIVING BREAK	
	24	THURSDAY		NO SCHOOL-THANKSGIVING	
	25	FRIDAY		NO SCHOOL-THANKSGIVING	
	28	MONDAY		SCHOOL RESUMES	
DECEMBER	16	FRIDAY		LAST DAY BEFORE BREAK	
JANUARY	3	TUESDAY	9:15-10:15	SCHOOL RESUMES	
	5	THURSDAY	9:15-10:15	PROSPECTIVE FAMILY OPEN HOUSE	SOUTH PARLOR
	11	WEDNESDAY	12:15-1:15	KINDERGARTEN EXPECTATIONS-EXP/ODY	STUART ROOM
	20	FRIDAY		2017-18 REGISTRATIONS DUE	
	16	MONDAY		NO SCHOOL-MLK BIRTHDAY	
	31	TUESDAY		NO SCHOOL-CONFERENCES-EXPLORERS/ADV/EXPEDITION/ODY	CLASSROOMS
FEBRUARY	1	WEDNESDAY	9:00-3:00	NO SCHOOL-CONFERENCES-DIS/EXPEDITION/ODY	CLASSROOMS
				FRIDAY 6:00-7:30 SLEEPUNDER FUNDRAISER/PIZZA	
	10	FRIDAY		EXPLORERS/DISCOVERY/ADVENTURE	FELLOWSHIP HALL
	17	FRIDAY		NO SCHOOL-PRESIDENT'S DAY	
	20	MONDAY		NO SCHOOL-PRESIDENTS' DAY	
MARCH	9	THURSDAY	9:15-11:15	ART FAIR PREP-VOLUNTEERS NEEDED-CHILDCARE PROVIDED	STUART ROOM
	10	FRIDAY	9:15-11:15	ART FAIR PREP-VOLUNTEERS NEEDED-CHILDCARE PROVIDED	FELLOWSHIP HALL
	11	SATURDAY	10:00-11:30	ANNUAL ART FAIR/NYLAND TOY DRIVE	FELLOWSHIP HALL
	24	FRIDAY		SPRING BREAK BEGINS AT CLOSE OF SCHOOL	
	27	ALL WEEK		SPRING BREAK	
APRIL	3	MONDAY		SCHOOL RESUMES	
	11	TUESDAY	10:45-11:30	MOM'S/SPECIAL FRIEND DAY-EXPLORERS/EXPEDITION	NORTH/SOUTH CLASSROOMS
					NORTH/SOUTH 2
	12	WEDNESDAY	10:45-11:30	MOM'S/SPECIAL FRIEND DAY-DISCOVERY/ADVENTURE	CLASSROOMS

	12	WEDNESDAY	2:00-2:45	MOM'S/SPECIAL FRIEND DAY-ODYSSEY	SOUTH CLASSROOM
	14	FRIDAY		NO SCHOOL-GOOD FRIDAY	
	16			EASTER SUNDAY	
	17	MONDAY		NO SCHOOL-EASTER MONDAY	
	18	TUESDAY	9:15-10:00	NEW PARENT ORIENTATION	SOUTH PARLOR
	28	FRIDAY	9:00-11:30	LAST DAY BEFORE RUMMAGE BREAK-SCHOOL IN SESSION	
MAY	1	ALL WEEK		NO SCHOOL-RUMMAGE WEEK	
	6	SATURDAY		RUMMAGE SALE	
	8	MONDAY		NO SCHOOL-RUMMAGE CLEAN-UP	
	9	TUESDAY		SCHOOL RESUMES	
	15	ALL WEEK		FINAL LUNCH BUNCH WEEK	
	25	THURSDAY		LAST DAY-EXPLORERS/ADV/EXPEDITION/4-DAY ODYSSEY	CLASSROOMS
	26	FRIDAY		LAST DAY-DISCOVERY/5-DAY ODYSSEY	CLASSROOMS
	30	TUESDAY	10:30-12:30	ART INSTITUTE TRIP-EXPEDITION/ODYSSEY	ART INSTITUTE