



# FIRST PRESBYTERIAN PRESCHOOL

Handbook 2019 - 2020



700 NORTH SHERIDAN ROAD | [PRESCHOOL.FIRSTCHURCHLF.ORG](http://PRESCHOOL.FIRSTCHURCHLF.ORG) | 847.295.1214





# First Presbyterian Preschool Handbook

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# ABOUT

## OUR MISSION

The mission of the First Presbyterian 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 DCFS licensed 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 Faithbuilding
- Providing monthly Art Appreciation for Voyager 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 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, highly 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 Voyager 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 provides an ecumenical Christian focus and nurtures each child's awareness of his/her existence as a beloved spiritual being created by God. Explorers and Discovery children have their sessions in their classroom.

## LIBRARY

In our effort to nurture early literacy, we have Library Day for the Voyager and Odyssey classes. 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 provided 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.

Voyager and Odyssey students 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. An annual parent/child trip to the Art Institute for Voyager 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 three 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

Voyager 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, Explorers and Discovery students are limited to walking field trips near the Preschool.

# 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 individuals picking up your child of this procedure. **Children will not be placed in a car when the driver has a cell phone in use.**

- All children and staff are required to wash their hands before entering the classroom. Bathrooms are located on each end of the hall for that purpose.
- Each child must be accompanied by an adult upon arrival, and at dismissal will be individually signed out by staff. No child will be released to any person not on record . Written permission, email or a message sent to the Director on Bloomz is required for exceptions.
- A Release permission form must be on file. Under no circumstances will a child be released to a non-adult sibling or unauthorized person.
- School begins promptly at 8:50 am for the Voyager class and 9:00 am for Explorers, Discovery and Odyssey 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.**
  - 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 a teacher to load your child into your vehicle and then pull ahead to fasten seat restraints or seatbelt.

**When dropping off or picking up children on the playground, please enter only from Deerpath Road heading east 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!**

**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.

The **Odyssey** class will be dropped off for arrival time at 9:00 am. The Odyssey class will be using the Chapel Door entrance off of Sheridan Road.

- **If traveling North on Sheridan Road**, turn left into the first parking lot entrance and then an immediate left again.
- **If traveling South on Sheridan Road**, please use the second parking lot entrance, turn right and then an immediate left into the lot where the Chapel Door is located on your right. Teachers will unload your child, then parents can proceed to pull all the way forward and turn **RIGHT**, heading South on Sheridan Rd.
- **Exiting must be a RIGHT hand turn**, heading south on Sheridan Road in order to keep the traffic flow moving, unless the line of cars for entering the parking lot for drop off is clear.

The **Voyager** class will start outside on the playground at 8:50 am. Beginning the first day of class, parents should drop their children off at the playground gate with a teacher. **When dropping off or picking up children on the playground, please enter only from Deerpath Road heading east 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 or dropping off children. This is extremely dangerous!**

Dismissal for both the Voyager and the Odyssey classes will be upstairs in the classroom and Satellite room. Please use the Sheridan Road parking lot and walk up to the classroom to collect your child at 11:30 am.

**Explorers and Discovery** children start the day indoors. Parents/caregivers are requested to help their child(ren) use the toilet upon arrival and supervise their child during hand washing. Both of these classes end their day on the playground. Parents are requested to drive up to the playground gate for pick up, and teachers will sign-out children as they are put into vehicles. Parents should pick up their children at the playground gate beginning the first day of class. **When dropping off or picking up children on the playground, please enter only from Deerpath Road going east 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!

*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.*

**INCLEMENT WEATHER PROCEDURE:** During inclement weather when the children cannot play outdoors, Drop Off and Pick Up is at the Preschool side door 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 door entrance (second door north of the playground). At dismissal, 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 dropping off your child at the start of the Voyager and Odyssey classes during inclement weather, teachers will only be able to stay at the Preschool side door (Voyagers) 9:00 am and the Chapel Doors (Odyssey) until 9:10 am. After 9:00 am and 9:10 am, you will need to park and walk your child into either Fellowship Hall for Voyagers or upstairs to the Odyssey classroom.

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

Parents 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 Preschool side 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. Children from another class are there awaiting pick up.***

***Please try to be prompt at both arrival and dismissal as children may feel uncomfortable when class has already begun or when parents are late.***

## ALTERNATE DISMISSAL SCHEDULE

There are times the Church may have a Memorial Service or an event is taking place that we would need to use an Alternate Dismissal schedule. For the Explorers and Discovery classes, please enter off Deerpath Road and proceed through the fire lane to pick up your child from the playground. After loading your child, 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. Proceed and exit through to Sheridan Road. **Explorers and Discovery class will be dismissed at 11:25 am from the playground.**

The Voyager and Odyssey classes will dismiss from the Preschool side door. Please enter off Deerpath Road and proceed through the fire lane to the Preschool side door entrance (second door north of the playground). After loading your child, 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. Proceed and exit through to Sheridan Road. **Voyager class will be dismissed at 11:15 am and Odyssey class will be dismissed at 11:35 am from the Preschool side door.**

Please come at your classes scheduled time. If you come early, you will be blocking the flow of traffic for the class that is currently in the dismissal process. It is unsafe for other cars to pass or to move around you.



# EXTENDED DAY OPTIONS

## SNACK AND PLAY

Monday through Friday we are offering Snack and Play from 11:30 am – 12:30 pm. This program will consist of a school-provided healthy and nutritious snack, story time and outside play, weather permitting. In the case of inclement weather, play will be held in Fellowship Hall. Two to three Preschool teachers will staff this program based on the number of enrolled students.

This program will run for three trimesters:

- Trimester 1 is September 11 – December 19
- Trimester 2 is January 6 – March 20
- Trimester 3 is March 30 – May 15.

All sign ups for this program are on our website [preschool.firstchurchlf.org/extended-day](http://preschool.firstchurchlf.org/extended-day).

Snack and Play is filled first by students enrolled in the enrichment program offered that day then the remaining spots are available on a first-come, first-served basis. The dismissal for Snack and Play will be from the **playground at 12:30 pm**. When 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** pick up will be from the **Preschool side door**. Please enter off Deerpath Road and proceed through the fire lane to the side entrance (second door north of the playground). At dismissal, 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.

## ENRICHMENT PROGRAMS

These are wonderful STEM/STEAM programs that will be staffed by our Preschool teachers and will be 45 or 60 minute sessions, with pick up at either 1:15 or 1:30 pm in the classroom your program is located. Enrichment offerings will comprise of some of these mentioned based on the trimester:

Musical Theatre	Farm To Table	Art Explorers
Ooey Goey Science	Art in Nature	Color Science
Train Like a Superhero	Game On!	All Things Sports

Both Snack and Play and afternoon Enrichment are offered on a first-come, first-served basis through each program's sign-up procedure.

## ELIGIBILITY FOR EXTENDED DAY OPTIONS

These programs are available to our students who are 3 years old and older. Your child must be fully potty trained; please no pull-ups. Your child should be socially and emotionally ready to participate and enjoy Snack and Play and/or Enrichment activities. Try it and see! If your child is not fully ready, we may request that you try again later. If your child enters mid-trimester we will prorate the amount for the program based on number of days attending.

## EXTENDED DAY POLICY

There are no make up sessions for days missed at your discretion, sick days or emergency closings.

# GUIDELINES

## EMERGENCY CLOSING

The Preschool follows Lake Forest District 67 emergency weather closures. In the event of an emergency closing due to weather or an emergency event, you will be contacted through BLOOMZ. This may be very early in the morning. When Lake Forest District 67 schools are closed due to weather, the Preschool is also closed, and this includes Extended Day. In the event that District 67 has an emergency late start, please watch for communication from the Preschool as, depending on weather conditions, school may be cancelled or have a delayed 10:00 AM start. We do not have makeup days for snow days or for any type of an emergency closing.

## SECURITY SYSTEM GUIDELINES

To ensure the safety of all children enrolled in the Preschool, a state-of-the-art security system is in operation during school hours. The following is basic information regarding the system:

1. Exterior church doors will be unlocked during Preschool hours. However, in case of an emergency, all exterior doors can be locked simultaneously by the church.
2. Security cameras are installed throughout the church campus.
3. One card will be issued to every family during the evening Parent Meetings. Each card is individually coded and works ***only*** on the upstairs Preschool doors adjacent to the elevator. A purchase of a second card is available.
4. The Preschool doors will be locked at all times with entrance only by card. Cards must be scanned by the card reader outside the second floor doors near the elevator.
5. If you forget or lose your card, please go to the Hospitality desk on the main floor for an emergency entrance card. **That emergency entrance card must be returned to your child's classroom teacher or the Director.**
6. Replacement and extra cards are available for \$5 each. All cards are individually coded. A record is electronically generated of all individuals entering and leaving the Preschool.
7. **If your card should be lost or stolen, please notify the Preschool immediately so that your code can be expunged and a new one issued.**

We ask all parents and caregivers to please not prop the door open at drop-off or pick-up to ensure our security procedure is implemented and effective. Thank you for your cooperation!

## CARPOOLS AND RELEASE FORM

A separate Release Permission Form must be on file for each child. The forms are valid only for the school year in which they are filed. These forms are distributed in the August letter, and are always available from the Director and on our website (located in Parent Resources) throughout the year. Changes/updates may be made at any time.

The Preschool legally cannot be involved in the organization of carpools. 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.

*All children must be 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 can 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 dressing independently. Please avoid difficult zippers, buttons and snaps whenever possible. ***Soft-soled shoes with backs are required for safety reasons. Flip-flops and open-back clogs are not permitted.***

All classes 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 tot bag.) 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.** Regarding winter outerwear, please choose items that can be put on and removed with minimal assistance.

## TOTE BAGS

Each new student will receive a Preschool tote bag at their Open House session, which will be personalized at that time. Tote bags should be brought to Preschool each session. We ask that children not use other types of backpacks or totes. This helps teachers immensely.

## SNACK POLICY

The Preschool will be providing all snack items. A student will be assigned snack days by their classroom teacher throughout the school year. Your child will be asked to select one from two snack options. On your child's snack day, your child will be recognized and thanked by the whole class for providing and setting up the snack, and leading the prayer.

If your child has food allergies, please make arrangements with your child's teachers to keep alternative snacks on hand at school. Your child will still be recognized for their snack day even if they need to have a snack that is allergy free for them.

**DRINKS:** The school provides chilled, filtered water.

**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. This is available for the Discovery, Voyager and Odyssey classes. 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 847.295.1214 between 8:00 am – 3:30 pm 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. You may also send a message via Bloomz to the Director. **Please write all planned absences on the classroom hall calendars, as we often wait to begin until all are present.**

## ILLNESS

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

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. **DCFS regulations now prohibit teachers from routinely performing these tasks in the Preschool setting.** 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 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 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 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 foremost.
- At NO TIME is it acceptable for a child to intentionally hurt another child, him/herself or a staff member.
- 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., 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 is to make this document available to parents if behavior interventions go beyond implementing the stated Discipline Policy.
- The Director may become involved through classroom observations, teacher consultations, and/or parent communication at any time.
- 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 and attempts to correct the behavior have been unsuccessful. This is to be determined by the Director and the child's teaching team.
- All efforts will be made for appropriate placement into another program more suitable for the child.

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

# PARENT COMMUNICATION

It is important that parents know what is occurring in the classroom and how their child is responding to that environment. This year the preschool is continuing to use Bloomz, an innovative electronic media program supporting a direct and purposeful communication stream between parents and school. Photos and messages are integral features of this system. Individual or group messages as well as emergency notices may now be sent as text, email or both. This is a secure, code protected system with individual photos/information going only to designated recipients or classes. It is private, not public. This interactive program is free to our parents who are being urged to participate. This program or others similar to it are currently used in the Lake Bluff and Lake Forest public schools.

*Note: Our focus is always on teaching and interacting with your children. Therefore, no communication will occur during class hours except in an emergency. Posting will, however, occur before and after class.*

Also, please visit our fabulous website at [preschool.firstchurchlf.org](http://preschool.firstchurchlf.org).

## COMING UP:

- Parent Share Meetings, an opportunity for parents to communicate with their child's teachers, for all classes in October. Parents will be scheduled via Bloomz email and there is NO SCHOOL on the day your class is assigned. *Complimentary childcare is available on the day your class is assigned.*
- Father's/Special Friend's Nights are in late October and November for Discovery, Voyager and the Odyssey classes.
- Mother's/Special Friend's Days are in mid-April during school hours for each class.
- Parent Teacher Conferences are held the first Wednesday and Thursday in February. There is NO SCHOOL. *Complimentary childcare is available on the day your class is assigned.*
- 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 completely voluntary. We wish to communicate this policy to every family concerning holiday giving, fundraising and special events that occur throughout the year. **Participation is the choice of each individual family.**

# 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. Applications for financial aid are decided a week after acceptance letters are mailed. Any requests after that time would be subject to what funds were available on a first-come, first-served basis.

Financial Aid does not apply to Voyager 5th day option, Extended Day options and Summer Enrichment.

# ENROLLMENT 2020 – 2021

Registration for 2020-2021 may be done online. Beginning Tuesday, November 12th you may fill out your registration forms on the Preschool website at [preschool.firstchurchlf.org/registration-form](http://preschool.firstchurchlf.org/registration-form). Registration forms will be dated as they are received. The deadline to be considered in the first lottery pool is the middle of January. Applications received after that time will be considered on a space available basis. **Continuing Preschool families will be able to register online in early December. These must all be completed online by January 17, 2020 to maintain preferred status.**

If you would like to learn more about the Preschool, please attend our **Open House Session on 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 are in session. Evening sessions will be offered as well as a tour of the preschool facility.

## BIRTH CERTIFICATE / DCFS GUIDELINES

All parents will sign a receipt of the Parent Handbook stating they have read the DCFS Birth Certificate Guidelines below. A copy of this document is kept at the Preschool in each child's file.

The day care center shall:

- (A) Provide a written notice to the parent or guardian of any child to be enrolled for the first time that within 30 days of enrollment the parent or guardian *must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child*. The center shall make a duplicate and return the original certified copy to the parent or guardian no later than the end of the next business day after receipt. If a certified copy of the birth certificate is not available, the parent or guardian must submit a passport, visa or other governmental documentation as proof of the child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. The center's notice to parent or guardian shall also indicate that the center is required by law to notify the Illinois State Police or local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30 day time frame;
- (B) Notify the Illinois State Police or local law enforcement agency of the parent's failure to submit a certified copy of the child's birth certificate or other reliable proof of identity. The center shall also notify the parent or guardian in writing that the Illinois State Police or local law enforcement has been notified as required by law, advising the parent or guardian that he or she has 10 additional days to comply by submitting the required documentation;
- (C) Report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content;
- (D) Flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child. [325 ILCS 50/51]

# 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, co-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 – 2017 RUTH LUKE, DIRECTOR**

First full-time director hired. Auxiliary Odyssey classroom (Satellite) licensed for seven additional students to meet number of returning children. Enrollment is 62 with a Parent Board of 16 and teaching staff of 13.

## **2018 – 2019 KRISTINA MILLS, DIRECTOR**

Full-time director. Moving all classes to morning time with the addition of offering extended day options; Snack and Play one hour extension following with Enrichment STEM/STEAM programs. Enrollment is 66 with a Parent Board of 16 and teaching staff of 12.

## **2019 – PRESENT SUZIE BRUNNER, DIRECTOR**

Full-time director. Enrollment is 65 with a Parent Board of 16 and a teaching staff of 12.



# PRESCHOOL PARENT BOARD

The Board, which consists of 13 parents, preschool director, pastor for children's faith formation, financial manager, enrollment manager, preschool administrative assistant and faculty representative oversees all decisions regarding finances 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 PRESCHOOL BOARD OF DIRECTORS 2019 - 2020

<b>Chair</b>	Mary Birkhauser	630.992.6279	mary.birkhauser@gmail.com
<b>Chair Emeritus</b>	Elyse Butler	773.793.2699	esmnick@yahoo.com
<b>Secretary</b>	Dana Anderson	312.502.6020	dmdebarr@yahoo.com preschoolboard@firstchurchlf.org
<b>Communications</b>	Kate Burke	847.644.0336	kateswiseman@gmail.com
	Lauren Murphy	913.522.2262	lmurphy286@gmail.com
<b>Parent Programs</b>	Nicole Holson	954.683.6803	nicoleholson@gmail.com
	Michelle Kaylor	847.951.7836	michelle.k.kaylor@gmail.com
	Melissa Thoman	312.543.0658	mmano385@gmail.com
<b>Fundraising</b>	Erin Buelte	312.401.9032	erin.buelte@gmail.com
	Samantha Trace	847.571.0537	samanthasuh@gmail.com
	Ashley Roth	773.704.7248	ash.roth702@gmail.com
	Alicia Phillips	847.373.5709	alicia.smith1@gmail.com
<b>Enrollment Manager</b>	Suzanne Carberry	847.207.5745	scarberry@firstchurchlf.org
<b>Treasurer/Financial Manager</b>	Michele Marx	312.961.7108	mmarx@firstchurchlf.org
<b>Children's Faith Formation</b>	Sarah Seccombe	847.347.4788	sseccombe@firstchurchlf.org
<b>Faculty Representative</b>	Jen Redding	773.551.0079	jwredding06@gmail.com
<b>Director</b>	Suzie Brunner	847.691.5733	sbrunner@firstchurchlf.org

# Preschool Staff 2019 – 2020

<b>Director</b> <i>kmills@firstchurchlf.org</i>	Kristina Mills	203.417.4826
<b>Explorers</b> <i>expl@firstchurchlf.org</i>	Deb Moore Penny Strang Emily Prager, Assistant	847.735.8942 847.735.0433 847.840.4263
<b>Discovery</b> <i>dis@firstchurchlf.org</i>	Jen Redding Penny Strang Emily Prager, Assistant	773.551.0079 847.735.0433 847.840.4263
<b>Voyager</b> <i>voy@firstchurchlf.org</i>	Molly Jones Lindsay Kelly Kelly Stell Suzanne Carberry, Assistant	847.964.3832 312.925.9613 312.550.5407 847.207.5745
<b>Voyager 5-Day</b> <i>voy@firstchurchlf.org</i>	Molly Jones	847.964.3832
<b>Odyssey</b> <i>ody@firstchurchlf.org</i>	Sue Peecher Katie Thomson Marianne Stride, Assistant	847.363.1973 630.380.4915 847.648.1502
<b>Art Appreciation</b> <i>baasabe@yahoo.com</i>	Lindy Rubin	847.251.3613
<b>Music</b> <i>amiwcrawford@me.com</i>	Ami Crawford	815.501.1452
<b>Administrative Assistant</b> <i>asteady@firstchurchlf.org</i>	Alisa Steady	847.544.1971
<b>Enrollment Manager</b> <i>scarberry@firstchurchlf.org</i>	Suzanne Carberry	847.207.5745
<b>Financial Manager</b> <i>mmarx@firstchurchlf.org</i>	Michele Marx	312.961.7108

# Tuition Schedule 2019 – 2020

CLASS	NUMBER OF PAYMENTS	PAYMENT DUE DATE
Explorers	1 - \$3,060	May 7, 2019
	4 - \$765 each	May 7, 2019 September 16, 2019 November 15, 2019 January 15, 2020
Discovery	1 - \$3,980	May 7, 2019
	4 - \$995 each	May 7, 2019 September 16, 2019 November 15, 2019 January 15, 2020
Voyager	1 - \$4,980	May 7, 2019
	4 - \$1,245	May 7, 2019 September 16, 2019 November 15, 2019 January 15, 2020
Voyager 5-Day	1 - \$5,980	May 7, 2019
	4 - \$1,495	May 7, 2019 September 16, 2019 November 15, 2019 January 15, 2020
Odyssey	1 - \$5,980	May 7, 2019
	4 - \$1,495	May 7, 2019 September 16, 2019 November 15, 2019 January 15, 2019

Tuition payments may be made online, 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 will be posted on Bloomz.

A \$25 LATE FEE WILL BE ASSESSED ON ALL PAYMENTS RECEIVED 10 DAYS AFTER THE DUE DATE.

\*If there is a financial problem, please contact the Director at 847.295.1214.

# CALENDAR 2019

No Extended Day = No Snack & Play and  
No Enrichment Class

	<b>1 Tuition Payment due OR</b>
<b>May 7</b>	<b>1 of 4 Tuition Payments due for 2019 - 2020 School Year</b>
<b>Aug 12</b>	Trimester 1 Extended Day Registration begins
<b>Aug 28</b>	Trimester 1 Extended Day Registration closes
<b>Aug 30</b>	Trimester 1 Snack and Play Registration begins
<b>Sep 3</b>	Open House: <b>Explorers, Voyager, Odyssey:</b> <b>9:00 - 9:45 AM, 10:00 - 10:45 AM</b> Evening Parent Meetings: <b>Explorers, Voyager: 6:30 - 7:15 PM</b> <b>Discovery, Odyssey: 7:30 - 8:15 PM</b>
<b>Sep 4</b>	First Day of Classes: <b>Voyager, Odyssey</b> Open House: <b>Discovery</b> <b>9:00 - 9:45 AM, 10:00 - 10:45 AM</b>
<b>Sep 5</b>	1/2 Class begins: <b>Explorers</b>
<b>Sep 6</b>	1/2 Class begins: <b>Discovery</b> Class begins: <b>Voyager 5-Day</b>
<b>Sep 7</b>	Fall Family Gathering: West Park <b>10:00 - 11:30 AM</b>
<b>Sep 9</b>	1/2 Class begins: <b>Discovery</b>
<b>Sep 10</b>	1/2 Class begins: <b>Explorers</b>
<b>Sep 11</b>	Entire Class begins: <b>Discovery</b> Trimester 1 Extended Day begins
<b>Sep 12</b>	Entire Class begins: <b>Explorers</b>
<b>Sep 16</b>	<b>2 of 4 Tuition Payments due</b>
<b>Sep 18</b>	Library Training Session <b>9:15 AM, Stuart Room</b>
<b>Sep 20</b>	No Extended Day
<b>Sep 25 - Sep 27</b>	Alternate Dismissal Schedule
<b>Sep 28</b>	Fall Fundraiser <b>7:00 PM</b>
<b>Oct 1</b>	Rodgers Photography: <b>Explorers, Voyager</b>
<b>Oct 2</b>	Rodgers Photography: <b>Discovery, Odyssey</b> Handwriting Without Tears + Fine Motor Skills Parent Presentation, <b>7:00 PM South Parlor</b>
<b>Oct 3</b>	<b>Tot Rockers Registration Begins</b>
<b>Oct 10</b>	Tot Rockers Begins <b>9:10 - 9:40 AM, Music Classroom</b>
<b>Oct 14</b>	<b>No School: Columbus Day</b>
<b>Oct 15</b>	No Extended Day

<b>Oct 16</b>	<b>No School for Discovery, Voyager, Odyssey: Parent Share</b> No Extended Day
<b>Oct 17</b>	<b>No School for Explorers: Parent Share</b> <b>School in Session for Voyager, Odyssey</b> No Tot Rockers No Extended Day
<b>Oct 18</b>	No Extended Day
<b>Oct 23</b>	Father's/Special Friend Night <b>Discovery, Voyager: 6:30 - 7:15 PM</b>
<b>Oct 29</b>	Classroom Parties for Explorers and Voyager <b>10:45 - 11:30 AM</b> No Extended Day
<b>Oct 30</b>	Classroom Parties for Discovery and Odyssey <b>10:45 - 11:30 AM</b> No Extended Day
<b>Oct 31</b>	No Extended Day
<b>Nov 6</b>	Father's/Special Friend Night <b>Odyssey: 6:30 - 7:15 PM</b>
<b>Nov 8</b>	Sleepunder: <b>Voyager, Odyssey</b> <b>6:00 - 7:30 PM, Fellowship Hall</b>
<b>Nov 12</b>	Registration Open for 2020-2021 Prospective Parent Meeting <b>7:00 - 8:00 PM, South Parlor</b>
<b>Nov 15</b>	<b>3 of 4 Tuition Payments due</b>
<b>Nov 22</b>	No Extended Day
<b>Nov 25 - Nov 26</b>	No Extended Day
<b>Nov 27 - Nov 29</b>	<b>No School: Thanksgiving Break</b>
<b>Dec 2</b>	<b>School Resumes</b> Trimester 2 Extended Day Registration begins
<b>Dec 6</b>	No Extended Day
<b>Dec 11</b>	Music Class Sing-A-Long: <b>Fellowship Hall</b> <b>Odyssey with Parents 9:15 - 9:45 AM</b> <b>Discovery with Parents 11:00 - 11:30 AM</b>
<b>Dec 12</b>	Marriott Theatre Field Trip: <b>Voyager, Odyssey</b> No Extended Day
<b>Dec 13</b>	Trimester 2 Extended Day Registration closes
<b>Dec 17</b>	Classroom Parties for Explorers and Voyager <b>10:45 - 11:30 AM</b> No Extended Day

# CALENDAR 2020

Dec 19	Music Class Sing-A-Long: Fellowship Hall Voyager with Parents 9:05 – 9:35 AM, Explorers with Parents 11:00 – 11:30 AM No Tot Rockers
Dec 19	End of Trimester 1 Extended Day Sessions
Dec 20	Classroom Parties for Discovery and Odyssey 10:45 – 11:30 AM Winter Break Begins at the Close of School Day No Extended Day
Dec 23 – Jan 3	No School: Winter Break
Jan 2	Trimester 2 Snack & Play Registration begins
Jan 6	School Resumes Trimester 2 Extended Day Sessions begin
Jan 9	Prospective Parent Meeting 9:30 – 10:30 AM South Parlor
Jan 15	4 of 4 Tuition Payments due
Jan 17	Priority Registration for 2020-2021 closes No Extended Day
Jan 20	No School: Martin Luther King Jr. Day
Jan 23	Kindergarten Expectations 9:15 – 10:15 AM, Stuart Room
Feb 5	No School for Discovery, Voyager, Odyssey: Parent Conferences No Extended Day
Feb 6	No School for Explorers: Parent Conferences School in Session for Voyager, Odyssey No Tot Rockers No Extended Day
Feb 7	Sleepunder: Explorers, Discovery 6:00 – 7:30 PM, Fellowship Hall
Feb 11	Classroom Parties for Explorers and Voyager 10:45 – 11:30 AM No Extended Day
Feb 12	Classroom Parties for Discovery and Odyssey 10:45 – 11:30 AM No Extended Day
Feb 14	No School: Tri District Institute Day
Feb 17	No School: Presidents' Day
Feb 21	No Extended Day
Feb 26	Trimester 3 Extended Day Registration begins
Mar 6	No Extended Day
Mar 7	Annual Art Fair/Nyland Toy Drive, 10:00 – 11:30 AM, Fellowship Hall
Mar 12	Trimester 3 Extended Day Registration closes

Mar 20	Spring Break Begins at Close of School Day End of Trimester 2 Extended Day Sessions
Mar 23 – Mar 27	No School: Spring Break
Mar 30	School Resumes Trimester 3 Extended Day Sessions begin
Apr 3	Summer Enrichment Registration begins
Apr 6	Mom's/Special Friend Day Odyssey: 10:45 – 11:30 AM No Extended Day
Apr 7	Mom's/Special Friend Day Voyager: 10:45 – 11:30 AM No Extended Day
Apr 8	Mom's/Special Friend Day Discovery: 10:45 – 11:30 AM No Extended Day
Apr 9	Mom's/Special Friend Day Explorers: 10:45 – 11:15 AM No Tot Rockers No Extended Day
Apr 10	No School: Good Friday
Apr 13	No School: Church Closed for Easter Monday
Apr 15	Art Appreciation Open House for Voyager and Odyssey Parents 9:15 – 9:45 AM, Stuart Room
Apr 16	New Family Orientation 9:15-10:00 AM, South Parlor 1 Tuition Payment due OR Apr 16 1 of 4 Tuition Payments due for 2020-2021 School Year
Apr 24	Summer Enrichment Registration closes
Apr 27 – Apr 29	Alternate Drop-off/Dismissal Schedule
Apr 30 – May 4	No School: School Closed due to Church Rummage Sale
May 5	School Resumes
May 15	End of Trimester 3 Extended Day Sessions
May 16	Spring Family Gathering: Northcroft Park 10:00 – 11:30 AM
May 21	Last Day of School for Explorers, Voyager
May 22	Last Day of School for Discovery, Odyssey, Voyager 5-Day
May 26	Art Institute Trip: Voyager, Odyssey 10:30 AM – 12:00 PM
Jun 1 – 5	Summer Enrichment Monday – Friday, 9:00 AM – 12:00 PM

# IMPORTANT DATES

## NO SCHOOL

Oct 14	Columbus Day
Oct 16	No School for <b>Discovery, Voyager, Odyssey:</b> Parent Share
Oct 17	No School for <b>Explorers:</b> Parent Share
Nov 27 - Nov 29	Thanksgiving Break
Dec 23- Jan 3	Winter Break
Jan 20	Martin Luther King Jr. Day
Feb 5	No School for <b>Discovery, Voyager, Odyssey:</b> Parent Conferences
Feb 6	No School for <b>Explorers:</b> Parent Conferences
Feb 14	Tri District Institute Day
Feb 17	Presidents' Day
Mar 23	Spring Break Begins
Mar 27	Spring Break Ends
Apr 10	Good Friday
Apr 13	Church Closed for Easter Monday
Apr 30 - May 4	School Closed due to Church Rummage Sale

## TUITION DEADLINES

May 7	<b>Explorers</b>	1 Payment of \$3,060
	<b>Discovery</b>	1 Payment of \$3,980
	<b>Voyager</b>	1 Payment of \$4,980
	<b>Voyager 5-Day</b>	1 Payment of \$5,980
	<b>Odyssey</b>	1 Payment of \$5,980

OR

May 7, 2019	<b>Explorers</b> 4 Payments of \$765 each
Sep 16, 2019	<b>Discovery</b> 4 Payments of \$995 each
Nov 15, 2019	<b>Voyager</b> 4 Payments of \$1,245 each
Jan 15, 2020	<b>Voyager 5-Day</b> 4 Payments of \$1,495 each
	<b>Odyssey</b> 4 Payments of \$1,495 each

\*A \$25 late fee will be assessed on all payments received 10 days after the due date.

## EXTENDED DAY PROGRAM SCHEDULE

No Extended Day = No Snack & Play and No Enrichment Class

Aug 12	Trimester 1 Extended Day Registration begins
Aug 28	Trimester 1 Extended Day Registration closes
Aug 30	Trimester 1 Snack and Play Registration begins
Sep 11	<b>Trimester 1 Extended Day Sessions begin</b>
Sep 20	No Extended Day
Oct 15	No Extended Day
Oct 16	No Extended Day
Oct 17	No Extended Day
Oct 18	No Extended Day
Oct 29 - Oct 31	No Extended Day
Nov 22	No Extended Day
Nov 25- Nov 26	No Extended Day
Dec 2	Trimester 2 Extended Day Registration begins
Dec 6	No Extended Day
Dec 12	No Extended Day
Dec 13	Trimester 2 Extended Day Registration closes
Dec 17	No Extended Day
Dec 19	<b>End of Trimester 1 Extended Day Sessions</b>
Dec 20	No Extended Day
Jan 6	<b>Trimester 2 Extended Day Sessions begin</b>
Jan 17	No Extended Day
Feb 5	No Extended Day
Feb 6	No Extended Day
Feb 11	No Extended Day
Feb 12	No Extended Day
Feb 21	No Extended Day
Feb 26	Trimester 3 Extended Day Registration begins
Mar 6	No Extended Day
Mar 12	Trimester 3 Extended Day Registration closes
Mar 20	<b>End of Trimester 2 Extended Day Sessions</b>
Mar 30	<b>Trimester 3 Extended Day Sessions begin</b>
Apr 6 - Apr 9	No Extended Day
May 15	<b>Last Day Trimester 3 Extended Day Sessions</b>





**First Presbyterian Preschool**  
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