



PARENT HANDBOOK 2017 - 2018

Dear Parents:

Thank you for joining TLC Preschool. Our preschool is a community of families who are like-minded spiritually and who are supportive of our philosophy, objectives, and standards of education. Our purpose is to serve families who desire a distinctively Christian education for their children.

We have provided you with a copy of our school hand book which will introduce you to many of TLC Preschool's policies, procedures, and expectations for both parents and students. The first few paragraphs explain our religious purpose, mission and beliefs. TLC Preschool unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, without reservation. We ask that you read this handbook carefully. It contains important information concerning the policies and procedures of our school. If you have questions concerning any of this information, please do not hesitate to contact us.

Biblical principles are integrated into the curricula taught at TLC Preschool. Our staff is committed not only to academic excellence but also to teaching students how to apply the truths of God's Word into their daily lives. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home.

As parents, you are the most important teachers in your child's life. We look forward to a wonderful year working with you and sharing in your child's physical, emotional, intellectual, social and spiritual growth. Thank you for giving us the opportunity to give your child some Tender Loving Care!

Joyfully serving Jesus!

Trinity Lutheran Church and Preschool Staff

Pastor Robert Hoffman

Victoria Piller
Preschool Director

School Board Members

Aileen Hoffman / Mary Post - Chairpersons
Anne Roche - Treasurer
Jim Brown
Carolyn Krich

Statement of Belief

Trinity Evangelical Lutheran Church, and its mission, TLC Preschool, is part of The Lutheran Church – Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Ephesians 2:20). With the universal Christian Church, The Lutheran Church – Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son and Holy Spirit – are coequal and coeternal, one God.

Trinity Evangelical Lutheran Church and TLC Preschool believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation that writings contained in the Book of Concord: The confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person. At Trinity Evangelical Lutheran Church and TLC Preschool, all members, staff, children and visitors will use bathroom facilities that conform to the gender God assigned to them at birth. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).

Sola Gratia
Grace Alone

Sola Fide
Faith Alone

Sola Scriptura
Scripture Alone

Our school was established in 1993 and is sponsored by the Trinity Lutheran Church of Huntley. It is governed by the Board of Directors as a non-profit, non-discriminatory Christian Preschool. We are licensed by the Illinois Department of Children and Family Services.

MISSION – TLC Preschool serves as a mission of the ministry of Trinity Lutheran Church and invites children and their families to the grace-filled life of Jesus.

PHILOSOPHY – TLC Preschool believes that children learn through play and teacher-guided learning experiences in an atmosphere filled with God’s guidance, grace, and love.

VISION – TLC Preschool’s students will continue to shine like God’s stars in the Huntley community and beyond (Philippians 2:15b)

STATEMENT OF STUDENT RACIAL NONDISCRIMINATION POLICY: TLC Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

ADMISSION AND ENROLLMENT POLICY: We welcome all children who can benefit from our program without risking the health or safety of him/herself or other children. Should the demand for enrollment exceed our capacity, enrollment will be taken in the following order: Members of Trinity Lutheran Church, families of children currently enrolled; families of children enrolled in previous years; others – based on a first come, first served order. Registration will begin in January for the following fall.

ALL CHILDREN MUST BE TOILET TRAINED. NO “PULL-UPS” ALLOWED. (DCFS REQUIREMENT)

CURRICULUM: Our trained staff provides an environment that encourages children to explore, experiment and discover their own creative potential, while learning responsible decision-making and age appropriate academics. Our teachers prepare a wide variety of activities for children that are included in a theme-based curriculum aligned with The Illinois Department of Education's Early Learning Standards. A child is free to explore and discover their own individual pace under the supervision of a lead and assistant teacher.

Learning will take place through a majority of time spent in free choice activities, group activities, and teacher directed activities.

TLC focuses on fine and gross motor, problem solving, pre-math and pre-literacy skills. Our preschool program fosters a life-long love of learning by making learning fun. Our flexible and stimulating environment is designed to meet each child where they are developmentally, and our curriculum is designed to help each child in the following areas:

1. **Socially** by providing experiences in which each child interacts and learns to respect their friends and teachers;
2. **Emotionally** by helping each child recognize and express feelings in acceptable ways;
3. **Physically** by providing opportunities for children to develop large and small muscle coordination;
4. **Intellectually** by providing creative, hands-on learning opportunities to spark curiosity and develop cognitive and problem solving skills;
5. **Spiritually** by learning about God's love.

DAILY ACTIVITIES: The morning classes will take place from 9:00 am to 11:30 am and our afternoon classes will take place from 12:30 am – 3:00 pm. A typical day will include the following activities...

Free Choice Time: Children are encouraged to explore various centers such as the art table, paint easel, block area, manipulative table, housekeeping center, library corner, puppet theatre, listening center, and more. During this time children are free to choose their own activities with the teacher's guidance and supervision.

Circle Time: The children are exposed to a variety of activities such as calendar, story time, singing, creative movement, group games, graphing the children's ideas, and much more.

Quiet Time: Children are encouraged to look at books, or listen to music or storybooks at the listening center.

Outdoor Time: Children play outdoors as the weather permits. Outdoor time is a regular part of our program, and includes playground time, outdoor games, and more. In severe weather, active indoor games and large muscle activities are available.

Clean Up Time: Children and teachers work together in cooperation to put away all materials and equipment at the end of an activity before moving on to the next one.

Snack Time: Each day prior to our snack we say or sing a prayer. The school provides water or 100% juice and a nutritious snack to each child. WE ARE A NUT-FREE PRESCHOOL. **Please be sure to note any allergies on your child's health form.** Please do not send snacks to school unless arrangements have been made with the director.

RELIGIOUS INSTRUCTION: TLC is a Christian school and the children participate in activities, listen to stories, and sing songs about God and Jesus. Christian love and caring is the basis for our program throughout the year. The children will celebrate Christian holidays. Chapel is held in the church sanctuary weekly where your child will learn about Jesus' love through stories, object lessons and skits. We share Bible stories and activities with a Scriptural, Christian approach.

STAFF: All staff members are DCFS qualified for their positions. The staff is required by the State to fulfill 15 hours of continuing education each year. All staff are CPR and First Aid Certified. An assistant teacher is available to aide teachers who have more than 10 children in a classroom.

STATEMENT OF CONFIDENTIALITY: Personnel shall respect the confidential nature of the child and personnel records. Information pertaining to the admission, progress, health, or discharge of an individual child shall be confidential unless the parent/guardian of the child has granted written permission for disclosure. Authorized DCFS shall have access to the center's records and reports. All persons with access to records and reports shall respect their confidential nature.

SOCIAL MEDIA: TLC Policy indicates that personnel/staff shall not communicate with current TLC families via social networking websites (i.e. "Friends" on Facebook, etc.).

HOURS OF OPERATION: TLC Preschool is open 9:00 a.m. to 3:00 p.m. Monday through Friday and generally follows the School District 158 calendar. Morning classes meet 9:00 am – 11:30 am. Afternoon classes meet 12:30 pm – 3:00 pm.

ARRIVAL: Classrooms are ready at 9:00am or 12:30pm. It is important that your child **arrive on time**. Late arrivals disrupt the class and children miss important interaction time. Too early an arrival does not give the teachers a chance to get the room ready. Thanks for your understanding! Parking lots can be a source of danger. Your child must be walked to the classroom by the person transporting him/her. Children **must** always wash their hands in our restroom **before** entering the classroom, no exceptions (this is a DCFS requirement). Thank you!

We do understand that it can be difficult for caregivers to get several children out of the vehicle and into the building to drop off one child. If you or your caregiver have 4 or more children in the vehicle regularly and would like to discuss another option for pick up and /or drop off, please speak with the director.

DISMISSAL: Children need to be signed out every day. This is a DCFS regulation. Your prompt arrival at dismissal time is required. Please call the school if there is an unexpected delay. CHRONIC late pickups will result in a payment of \$5.00 for every 15 minutes until an authorized caregiver arrives to pick up the child. Our teachers need to have time to prepare for their next class or to go home to their own families on time! We love our teachers, and we need to take care of them, too. Children wait on the circle time carpet until dismissal time and are called to the door one at a time as they are signed out. Children will not be released to anyone other than a parent unless other arrangements have been made in advance and their name has been included on a release form. Please notify us if there is a change in this list. ID will be requested if the person is not known to us. If a child is waiting to be picked up and TLC Preschool has made five (5) attempts within thirty (30) minutes of dismissal time, to contact the parent, caregiver, or authorized emergency contacts, we will notify DCFS and follow their instructions on how to proceed. In this situation, TLC Preschool will continue to care for and protect the child until a parent or outside authority arrives to assume responsibility for the child. TLC Preschool will not hold the child responsible nor will we discuss the issue with, or within hearing distance of, the child.

Parents/caregivers are responsible for their child's behavior before and after school. Please encourage your child to be respectful of other children and adults, respectful of school and church property, and to follow playground rules if you choose to use that area outside of school times.

CO-MINGLING: Periodically during the school year, it may be necessary for the children to use the same hallway as church members. These times may be for a funeral, services, a bible study or church based activities offered by Trinity Lutheran Church. During times of co-mingling, TLC's program assistant or other staff member working during each classroom period will accompany the children when walking to the bathroom then back to their classroom. The children are never left to walk or be alone. The classroom doors are locked and only staff members have keys to the rooms. We are able to close a set of double doors between the school and church hallway when necessary.

GUIDANCE & DISCIPLINE POLICY: Our philosophy is to work to avoid situations where discipline is needed by providing the type of environment and activities that encourage children to work together and to become self-directed. All children will make mistakes, and we believe that "mistaken behaviors" are part of learning! Our intent is to mold or change mistaken behavior using the following techniques:

1. TLC Staff modeling loving Christian behavior;
2. Developing with the students rules that set clear limits for their behavior;
3. Redirecting to other activities if a child becomes frustrated or demonstrates difficulty in managing him/herself;
4. Reinforcing positive behavior;
5. Encouraging students to develop solutions to their mistaken behaviors;
6. Helping the student to understand the consequences of their behavior.

In extreme situations, a "Sit & Watch" procedure is used, where the teacher remains with the child in the classroom, gives him/her a manipulative, and helps the child find better choices for mistaken behaviors. Occasionally we will have to "close" a center to a child, until they are able to exhibit appropriate behavior in the center. If behaviors are consistently disruptive, or cause potential harm to others, the parent or guardian will be called to work together to make the situation a positive learning experience for the student.

DISENROLLMENT POLICY: TLC Preschool reserves the right to dis-enroll a student if...

- 1.) An account is 60 days past due.
- 2.) A parent demonstrates an unwillingness to comply with any of the policies set forth by TLC.
- 3.) A child has toilet training issues.
- 4.) The staff agrees that a child's needs could be better met in some type of special education program.
- 5.) The staff agrees that a child's behavior is disruptive or dangerous to other students.

An exit plan will be made as required by DCFS.

WITHDRAWAL POLICY: If a child is to be withdrawn from the school, a two-week notice is requested. This helps to give us time to notify someone on the waiting list.

ATTENDANCE AND HEALTH:

Children should not attend school if any of the following symptoms are present.

Fever over 99.9 degrees

Nausea

Vomiting

Diarrhea

Undiagnosed rashes

Red or running nose and eyes

Swollen glands

Head lice

Pink eye (may return 24 hours after beginning treatment)

Sore throat

After an illness, be certain the child has not experienced a fever, vomiting or diarrhea for at least 24 hours. When there are symptoms of illness, or other indications that a child is not well enough for group activities, please keep your child at home. The school has no provisions for the care of children who are ill. If your child becomes ill at school, they will be isolated and you will be called so you can pick them up as soon as possible. If a parent cannot be reached, the names from the child's release authorization form will be called.

Contagious Disease: If your child contracts any contagious condition, please notify the school immediately. We will then notify parents so that they may watch for symptoms in their own children.

Allergies: **If your child has a serious allergy, please be sure to talk with the Director PRIOR to the first day of school to discuss your child's medical condition in detail.** This information should also be included in your child's enrollment paperwork.

Medication: TLC Preschool will only administer life-saving medications (i.e. for asthma or allergic reactions). Other medications may be considered after consultation with the director.

1. Prescription and non-prescription medications will only be accepted in the original container.
 - a. Prescription medications shall be labeled with the full pharmacy label.
 - b. Over-the-counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.
2. Prescription medication shall be administered as required by a physician, subject to the receipt of completed and signed DCFS Form 593. One copy of this form shall be placed in the child's student file. One copy of this form shall be stored with the medication.
3. Over-the-counter medications may be dispensed in accordance with manufacturer's instructions when provided by the parent along with completed and signed DCFS Form 593. One copy of this form shall be placed in the child's student file. One copy of this form shall be stored with the medication.
4. All medication expiration dates will be checked periodically. Parents will be notified when medications are expiring. Expired medications will be given to the child's parent.
5. Medication containers shall have child-protection caps whenever possible.
6. Medications will be returned to the parent at the end of every school year or when the child leaves the program.

Head Lice

Head lice do not jump, they crawl. They are tiny grayish-tan, wingless cylindrical insects and are very hard to see. You can see the "nits" (egg sacks). They are tiny and oval shaped (similar to sesame seeds), and stick to the hair shaft. They don't "flick off" the hair like dandruff, they must be pulled off. There is usually intense itching behind the ears and at the nape of the neck.

Children who come to school with live lice or suspected nits in their hair will be sent home immediately. Subsequent nit infestations on the same child will result in a phone call to the parent letting them know that lice (and/or nits) have been found again and their child needs more treatment. Live lice will always result in the child immediately being excluded from the classroom. The director will give the parent information on treating lice.

The director will post a "Health Alert Notice" in the hallway, as well as send out an all-school email, notifying parents that we have found lice on a child in our program (the child is never identified).

If you find head lice:

1. Call your doctor;
2. Call our preschool;
3. Your child can return to school after treatment;
4. Upon return to school, your child needs to go to the office for a lice check **before** entering the classroom.

Upon notification:

1. We remove all hats, clothing and stuffed animals from that classroom's dress up area. These items will be sanitized following Health Department guidelines.
2. We check any confirmed cases for head lice before they return to the classroom.

FOOD ALLERGIES: Snack time at TLC Preschool is a great learning opportunity. We eat healthy foods, try new foods, practice table manners, and enjoy a break in our school day. We want all children to be able to participate safely in this activity. For children with a food allergy, food intolerance, or food issue, please follow these steps:

1. Parents will, upon enrollment or diagnosis of food issue, notify the preschool office and your child's teacher.
2. Complete an allergy report.
3. Parents are invited to come into the preschool office to review the snack ingredients.
4. TLC Preschool will:
 - a. To the best of our ability, purchase snacks made in nut-free facilities
 - b. Post the monthly snack calendar on the bulletin board by the bathrooms and in the preschool office
 - c. Post the monthly snack calendar on the preschool web page
 - d. Email the monthly snack calendar to families with food issues (bcc so confidentiality is maintained)
 - e. Post a list of children / food issues inside of preschool office cupboard for staff review
 - f. Include a list of children / food issues in each classroom binder
 - g. Stock one or two choices of allergy-safe foods for snack substitutions
5. If a child has a food issue and can't eat what we are serving, the child's parent may send in a snack from home for their child. The snack must be labeled with the **child's name, classroom, identity of food and that day's date**. This option is only available to children with food allergies and the parent must speak with the director about these arrangements.

EMERGENCY CONTACTS: Up to date information is required for all children. This should include phone numbers where parents can be reached during school hours, and phone numbers for your doctor and emergency contacts. If a child becomes ill at school, the parents or emergency contacts will be called to pick up the child. Emergency contacts would include at least one person in the area who can be called if you cannot be reached.

ACCIDENTS: If a child is injured and immediate medical care is needed, we will administer any necessary first aid and then attempt to reach the parent and/or the child's doctor for further instructions if the wound is severe. However, if you cannot be reached, we will contact the persons you listed on the emergency form. Members of the staff are trained in First Aid and CPR. In an extreme emergency, the local ambulance will be called.

CONFERENCES: It is extremely difficult to "test" preschool children – it is much better to observe their behaviors in the classroom! We observe the children daily and document behaviors, if necessary. Any "testing" that is done is in play form, one on one with the teachers. We will alert you if we see any significant developmental delays. Your local school district is able to perform preschool screenings in developmental areas such as speech, fine motor, auditory processing and more. Please see us for more information if you are interested.

We have conferences in November and late spring. There will be no regular classes during November conference days, and we will offer childcare during November conferences so that you can talk freely with your child's teacher. Conferences are also offered in late spring or at any time a parent would like to discuss any concerns they may have.

PARENT ADDRESS LISTS: Class address lists will be distributed in early October. This list is for the purpose of car-pooling and general information. This directory is for the sole use of our families and is not to be used for securing business contacts.

NEWSLETTER: A weekly newsletter will be emailed to you and posted online to keep you well informed about school events, outings, programs, projects and important dates to note on your calendar. Please inform the office if you would prefer to receive a paper copy of the weekly newsletter.

WEBSITE: TLC's website will have up-to-date information for you. It includes school year, monthly and snack calendars, pictures of artwork from our 4 year old classes, announcements of special events, and inclement weather closing information.

PARKING: Please be respectful to our church members and preschool families, **do not park in the handicap spaces without a handicap tag displayed in your vehicle.** Due to the safety of our children and a requirement of the Huntley Fire Department, please park in designated parking spaces only. Please do not park at the Congregational Church or use the emergency driveway that exits to Main Street.

SCHOOL CLOSINGS: Our school will close whenever the Huntley School District 158 closes due to severe weather. You may also listen to 105.5 FM, watch the local televised news, or check TLC's website and Facebook page for school closings.

EXTREME WEATHER DROP-OFF / PICK-UP PROCEDURE:

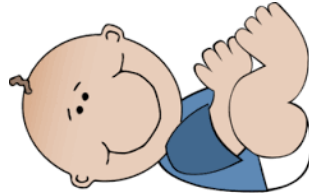
On extremely cold, blustery, stormy days, (and possibly church events) we will use these drop-off and/or pick-up procedures.

- Notification may be made by e-mail. Please give us your child care person's e-mail address so we can notify them if we need to implement this plan.
- In the event of no notification, please follow the established traffic flow. We may need to quickly implement the plan and may not have time for e-mail notifications.
- Every family will receive 3 tags with your child's pick-up number. Please make sure all of your child's pick-up people have a tag with them at all times during the school year.
- Please hang the tag off the rearview mirror with the number facing toward the front of the car. We need to see the number so we make sure each child goes into the correct car.
- If your pick-up person does not have the tag, they must park and come into the building to collect your child.
- Please follow the traffic pattern – stay to the right, go all the way to the back of the parking lot, come around next to the playground and stop at the sign. A staff member will bring your child to your car. Buckle them in as quickly as possible and carefully exit the parking lot.
- If you need to park, please use the center parking area and make sure not to obstruct the flow of traffic.

We want to make sure this special procedure is safe for you, your child and our staff members. Extreme weather days are stressful for everyone, but prayer, patience, and a good sense of humor will make things go much easier for all of us.

FIELD TRIPS: Parents must provide their own transportation for our trips. Parents will be informed of any walking field trips (such as to the post office or to Ol' Timers Park) and are welcome to join us for those trips. We bring "field trips" to the school, too! We have had a doctor, a dentist, the fire department, the police department, a veterinarian, a pilot and other special visitors.

NEW BABY MINISTRY: Trinity Lutheran Church *loves* new babies. Please let the TLC office know if you are expecting a baby. With your permission, we will add your name to Trinity's prayer list. Our Outreach/Mission Board would also like to give you a special gift when your baby is born.



PLAYGROUND RULES: We love to see the children play on our TLC playground! You are welcome to stay and play before and/or after class. The playground is for TLC Preschool and Church use only. Adult supervision is required. Playground time should be fun *and* safe. These are TLC Preschools playground rules to make sure everyone has a great time on the playground. Please be sure that your child is playing safely on our playground. Infractions of these rules may result in the playground being closed before and after school.

1. Only the teacher opens the gate or the door.
2. SLIDE - go UP the ladder and DOWN the slide.
3. CARGO LADDER – when your HEAD is on top, you must STOP!
4. Tag – only use one finger to tag your friend
5. Walking feet on the equipment; especially the bridge
6. Use the stairs to get to the top; not through the bridge or over the side
7. Run AROUND the monkey bars
8. MONKEY BARS – only one friend at a time; no sitting, standing or jumping from the top of the monkey bars
9. Stay off the cement curbing (little feet can get stuck under the fence links)
10. TEETER TOTTER – keep your feet wide so they don't get squished; no standing on the teeter totter
11. DINOSAUR – only for climbing; no jumping off
12. Take turns
13. KIND HANDS; no tackling
14. Use kind words
15. Invite a friend to play with you
16. HAVE FUN!



CLOTHING: Children should come to school dressed in washable play clothes suitable for participating in all activities without fear of clothing being soiled or stained. CHILDREN SHOULD BE DRESSED IN CLOTHING THEY CAN MANAGE THEMSELVES IN ORDER TO USE THE BATHROOM. Daily activities include climbing, tumbling, and messy play with paint, play dough, markers, glue, etc. Dresses, skirts and jumpers are difficult to climb and play in. Dressy clothes are not suitable for school. Shoes should have soles which provide good traction for active play. For example – dress shoes, flip flops and cowboy boots are not suitable because of their slippery soles. CHILDREN WEARING DRESS SHOES, SANDALS, FLIP FLOPS OR COWBOY BOOTS WILL NOT BE ALLOWED TO CLIMB ON THE PLAYGROUND EQUIPMENT.

Children should come prepared for outdoor play every day unless it is raining or the temperature is below 20 degrees (air or wind chill). Please send boots, hats and mittens (not gloves!) and snow pants once the weather turns cold.

SCHOOL BAGS: Please bring a regular-size (not mini) school bag with your child's name clearly displayed on the outside (no wheeled bags please). Be sure to look inside your child's school bag daily for important notes, papers and art projects.

PERSONAL ITEMS: Students will have a special place to hang their coats in the hallway, and there is a cubby for each child in the classroom. We have a lot of "stuff" here at the preschool, and we request that children **do not** bring in toys or other special items from home – except for "guess & share" (see below). We are not responsible for personal items if they are lost or broken.

BIRTHDAYS: We will celebrate your child's birthday with a birthday crown, special sticker to wear, and a few other surprises. We will also sing and read a special book. **You and your child are encouraged to celebrate their special birthday by giving a gift to your child's classroom i.e. a book for the library, a new puzzle, learning toy, etc. You can ask your child's teacher for suggestions.** Please do not send goodie bags or food treats as we have many children with food sensitivities. We ask that invitations to birthday parties NOT be distributed at school unless all of the children in the class are invited.

GUESS & SHARE BAG: This is our version of "Show & Tell." When it is your child's turn, he/she will receive a cloth bag and a paper on which to write three (3) clues. This is returned the next school day with the special item to show. **PLEASE DO NOT SEND GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION!**

LIBRARY: TLC has a lending library for the children. Parent volunteers help the children select the books they want to check out each week. If you are interested in being a library helper, please let your child's teacher know. Library books must be returned to TLC before borrowing another book. If the book is lost, we encourage you to replace it with a new book from the monthly Scholastic book catalog.

We also have a **Parent Resource Library** located in the hallway next to the bathrooms. You are welcome to borrow these materials.

HOLIDAYS: We celebrate Christian Holidays! We put on Christmas programs, celebrate Easter and learn to be thankful in November. We do recognize the children's delight in dressing up, so instead of Halloween, we celebrate "Noah's Ark" in October, during which time the children dress up as their favorite animal. If you choose to send holiday treat bags to school, we respectfully request that they do not contain any food or candy. Treat bags will be sent home in the children's backpacks.

DOOR DECORATING: TLC Preschool likes to have fun and involve our parents/caregivers, also. We have an annual door decorating contest in January. TLC will choose the theme and parents (with lots of help from the kids) will decorate doors in our school. We will have a vote to choose our favorite door and that class wins bragging rights for an entire year!

PARENTAL INVOLVEMENT: Parents are welcome and encouraged to volunteer for various projects. We invite parents to share any special talents, ethnic customs, hobbies, careers, or interests with the children. Special help with classroom activities and fundraisers is always welcome! Per DCFS regulations, parents are limited to **one volunteer day** per month. When volunteering in the classroom, please understand that the children come first and the teacher will not be free to conference or chat with you during your visit.

FUNDRAISING: TLC Preschool is non-profit (501c3), therefore, we do fundraising throughout the year to keep tuition and supply costs down. Our fundraisers are planned prior to the start of the school year. Participation is not mandatory. We keep fundraising to a minimum and will notify you in advance. Family assistance is greatly appreciated especially on Culver's Nights as well as with other fundraising events.

CONCERNS: At TLC Preschool, we follow Jesus' advice in Matthew 18:15-17. Jesus tells us to speak first with the person who is directly involved in your concern. If you have any concerns about your child or classroom experiences at TLC Preschool, you are encouraged to speak with your child's teacher first. You may also request that the director attend this meeting. If you are still experiencing concerns, you should speak with the preschool director. The TLC Preschool Board is the governing authority for our school and is available to listen to and resolve concerns that continue to exist after speaking with your classroom teacher and/or the director.

EMERGENCY DRILLS: In accordance with DCFS regulations, TLC Preschool conducts monthly fire drills and at least 2 inclement weather drills during the school year. We also have emergency plans for other situations that may arise. These plans have been reviewed with the Huntley Police Department and are posted throughout the building. You will receive more information about our emergency plan in your parent packet which you will receive at the beginning of the school year. We encourage you to review this information, talk with your preschooler and help them understand that we want to keep them safe and they *must* follow all instructions given by TLC staff, and keep the emergency plan brochure in a safe place so you know how to react in the event of an emergency. Please complete and return the emergency plan forms in your parent packet. None of us wants to think about these upsetting situations but our world has changed and we need to be as prepared as possible to keep your children safe.

FINANCIAL ARRANGEMENTS:

Monthly Tuition:

Tuition is billed monthly. Monthly tuition payments may be paid using Tuition Express (automatic tuition payment system), where the funds are automatically withdrawn from your checking or savings account or charged to your credit card on the 1st day of each month. You will save \$5 per month on your tuition if you use the automatic payment system.

If you are not using our automatic tuition payment system, please bring your check to the preschool office (made payable to **TLC**).

Tuition Discounts:

Sibling Discount - If you have two or more children attending the school during the same year, there is a 20% discount on tuition for the second or younger child. This figure will be rounded to the nearest whole dollar.

Parish Family Discount – Members of Trinity Lutheran Church will receive a 20% discount on tuition. This figure will be rounded to the nearest whole dollar. Since TLC Preschool is an in-reach to Trinity Lutheran Church and an out-reach to the community, we should assist and encourage the enrollment of children of families committed to this mission. This, in turn, will strengthen the sense of Christian community in the school. The director will advertise the parish family discount and offer new member classes with Pastor as well as (at a minimum) monthly church attendance. New member classes must be completed before the tuition discount can be applied.

Please note that only *one discount* will be given per child and the discount does not apply to the registration fee.

Other Applicable Fees:

Registration Fee - A non-refundable registration fee must accompany each registration to the school before it is accepted. The registration fee may be paid by cash, check or credit card.

Supply Fee - A non-refundable supply fee is due prior to the first day of school. This fee covers snacks, art supplies, and the hearing and vision screening. The supply fee may be paid by cash, check or credit card.

Late Pick-Up Fee - Late pickups will result in a payment of \$5.00 for every 15 minutes.

Insufficient Funds - Accounts with checks returned for insufficient funds or any Tuition Express payments denied for *any reason* will be assessed a \$15.00 fee or the NSF fee as charged by the bank or financial institution (whichever fee is higher).

Late Payment Fee - **Full monthly tuition payment is due on the first school day of each month. All monthly payments received after the 10th day of the month are deemed late and incur a late charge of \$10.**

If full payment is not received within 45 days of the original due date, a notice of Failure to Pay will be mailed to the delinquent party requesting immediate payment of all outstanding balances.

Payments not received within 15 days following the date of the original Notice of Failure to Pay (60 days of the original due date), a follow-up Notice of Failure to Pay will be mailed to the delinquent party advising them that all services will be terminated if payment in full is not received within fifteen days (date of termination will be specified in the letter).

For payments not received within 30 days of the original Notice of Failure to Pay (75 days of the original due date), a Letter Terminating Services will be forwarded to the delinquent party via certified mail advising them that the child will not be able to attend the preschool until all payments are made in full.

If payment is not received within two weeks of the Letter Terminating Services (90 days of the original due date), the account is sent for collection and the space may be filled with another student.

In certain circumstances, payment arrangements may be made with the TLC Preschool Board of Education.

No child of the same family will be admitted for the current school year if a balance remains on the account.

There are NO DISCOUNTS or refunds for missed days of school (i.e. illness, snow days, emergency closings, vacations, etc.)