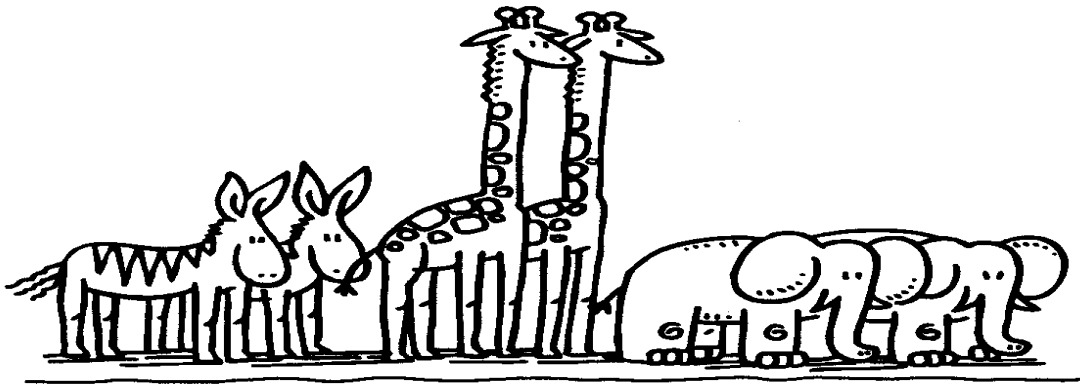


First Presbyterian Church Preschool

Family Handbook

2011—2012



700 North Sheridan Road
Lake Forest, Illinois 60045
847.295.1214

WWW.FIRSTCHURCHLF.ORG/PRESCHOOL

Director: Ruth Luke

PRESCHOOL CALENDAR

2011-12

AUGUST	31	WEDNESDAY	INTAKE CONFERENCES-ADVENTURE 9:00-11:45
	31	WEDNESDAY	INTAKE CONFERENCES-3-DAY DISCOVERY 9:00-11:45
SEPTEMBER	1	THURSDAY	INTAKE CONFERENCES-2-DAY DISCOVERY 9:00-11:45
	1	THURSDAY	INTAKE CONFERENCES-EXPEDITION/ODYSSEY 12:15-3:00
	5	MONDAY	LABOR DAY-NO SCHOOL
	6	TUESDAY	HALF-CLASS-2-DAY DISCOVERY BEGINS 9:00-11:30
	6	TUESDAY	4-DAY ADVENTURE BEGINS 9:00-11:30
	6	TUESDAY	EXPEDITION/ODYSSEY BEGIN 12:15-2:45
	7	WEDNESDAY	3-DAY ADVENTURE BEGINS 9:00-11:30
	7	WEDNESDAY	HALF CLASS-3-DAY DISCOVERY 9:00-11:30
	8	THURSDAY	HALF-CLASS-2-DAY DISCOVERY 9:00-11:30
	8	FRIDAY	HALF CLASS-3- DAY DISCOVERY 9:00-11:30
	8	FRIDAY	5-DAY ODYSSEY 9:00-11:30
	10	SATURDAY	FALL FAMILY GATHERING 10:00-11:30-NORTHCROFT PARK
	12	MONDAY	WHOLE CLASS 3-DAY DISCOVERY 9:00-11:30
	13	TUESDAY	WHOLE CLASS-2-DAY DISCOVERY 9:00-11:30
	20	TUESDAY	LIBRARY BEGINS-2-DAY DISCOVERY
	21	WEDNESDAY	LIBRARY BEGINS- 3-DAY DIS/ADV/ EXP/ODY
	21	WEDNESDAY	MUSIC BEGINS-3-DAY DIS/ ADV /EXP/ODY
	22	THURSDAY	MUSIC BEGINS- 2-DAY DIS
	28	WEDNESDAY	NO SCHOOL-PARENT SHARE-3-DAY DISCOVERY/ADVENTURE
	29	THURSDAY	NO SCHOOL-PARENT SHARE-2-DAY DISCOVERY/EXPEDITION/ODY
24	SATURDAY	FALL RUMMAGE SALE	
30	FRIDAY	SLEEPUNDER FUNDRAISER-ADVENTURE 6:30-8:00 FELLOWSHIP HALL	
OCTOBER	3	MONDAY	FAITHBUILDING BEGINS-3-DAY DIS/ADV//EXP/ODY
	4	TUESDAY	FAITHBUILDING BEGINS-2-DAY DISCOVERY
	5	WEDNESDAY	FITZGERALDS-CLASS PICTURES-3-DAY DIS/ADV
	6	THURSDAY	FITZGERALDS-CLASS PICTURES- 2-DAY DIS/EXP/ODY
	10	MONDAY	NO SCHOOL-COLUMBUS DAY
	19	WEDNESDAY	ART APPRECIATION BEGINS-ADVENTURE/EXPEDITION/ODYSSEY
	21	FRIDAY	SLEEPUNDER FUNDRAISER-DIS- 6:30-8:00 PM-FELLOWSHIP HALL
	27	THURSDAY	FATHERS/SPECIAL FRIEND NIGHT-DIS 2-DAY ADVENTURE 6:30-7:30-CLASSROOMS
NOVEMBER	2	WEDNESDAY	FATHERS/SPECIAL FRIEND NIGHT-DIS 3-DAY 6:30-7:30 -CLASSROOM
	3	THURSDAY	2-DAY DIS PARENT MEETING WITH RUTH 9:15-10:15-STUART ROOM
	4	FRIDAY	3-DAY DIS PARENT MEETING WITH RUTH 9:15-10:15-STUART ROOM
	4	FRIDAY	SLEEPUNDER FUNDRAISER-EXP/ODY 6:30-8:30-FELLOWSHIP HALL
	10	THURSDAY	FATHERS/SPECIAL FRIEND NIGHT-EXPEDITION/ODYSSEY 6:30-7:30-CLASSROOMS
	15	TUESDAY	PROSPECTIVE PARENT INFO SESSION FOR 2012-13-9:15-10:15AM-SOUTH PARLOR
	23	WEDNESDAY	NO SCHOOL-THANKSGIVING VACATION
	24	THURSDAY	NO SCHOOL-THANKSGIVING
25	FRIDAY	NO SCHOOL	

	28	MONDAY	SCHOOL RESUMES
	30	WEDNESDAY	ADV PARENT MEETING WITH RUTH 9:15-10:15-STUART ROOM
DECEMBER	7	WEDNESDAY	MARRIOTT THEATRE- <i>SEUSSICAL</i> -ADV 10:00 (Lv 9:15)
	15	THURSDAY	MARRIOTT THEATRE- <i>SEUSSICAL</i> -EXP/ODY 12:30 (Lv. 11:45)
JANUARY	2	MONDAY	NO SCHOOL
	3	TUESDAY	SCHOOL RESUMES
	5	THURSDAY	PROSPECTIVE PARENT INFO SESSION FOR 2012-13 12:30-1:30 PM-SOUTH PARLOR
	12	THURSDAY	EXP/ODY PARENT MEETING-12:15-1:15-STUART ROOM
	16	MONDAY	NO SCHOOL-MLK BIRTHDAY
	26	WEDNESDAY	KINDERGARTEN EXPECTATIONS-9:15-10:15-STUART ROOM
FEBRUARY	1	WEDNESDAY	NO SCHOOL-PARENT/TEACHER CONFERENCES 3-DAY DIS/ADV COMPLIMENTARY CHILD CARE PROVIDED
	2	THURSDAY	NO SCHOOL-PARENT/TEACHER CONFERENCES 2-DAY DIS/EXP/ODY COMPLIMENTARY CHILDCARE PROVIDED
	17	FRIDAY	NO SCHOOL-TRI-DISTRICT SPRING INSTITUTE #67
	20	MONDAY	NO SCHOOL-PRESIDENTS' DAY
MARCH	8	THURSDAY	ART FAIR PREP-PARENT VOLUNTEERS NEEDED-9:15-11:15-STUART ROOM
	9	FRIDAY	ART FAIR PREP-PARENT VOLUNTEERS NEEDED-9:15-11:15-FELLOWSHIP HALL
	10	SATURDAY	ANNUAL PRESCHOOL ART FAIR/ NYLAND TOY DRIVE 10:00-11:30 AM-FELLOWSHIP HALL
	23	FRIDAY	SPRING BREAK BEGINS AT CLOSE OF DAY
APRIL	2	MONDAY	SCHOOL RESUMES
	6	FRIDAY	NO SCHOOL-GOOD FRIDAY
	8	SUNDAY	EASTER SUNDAY
	9	MONDAY	NO SCHOOL-EASTER MONDAY-CHURCH CLOSED
	11	WEDNESDAY	MOMS/SPEICAL FRIENDS MORNING-3-DAY DISCOVERY MOM'S/SPECIAL FRIEND AFTERNOON EXPEDITION/ODYSSEY 2:00-2:45-CLASSROOMS
	12	THURSDAY	MOMS/SPECIAL FRIEND MORNING 2-DAY DIS 10:45-11:30-CLASSROOM MOMS/SPECIAL FRIEND MORNING ADVENTURE 10:45-11:30-CLASSROOM MOMS/SPECIAL FRIEND AFTERNOON ODYSSEY 2:00-2:45-CLASSROOM
	17	TUESDAY	PARENT ORIENTATION 2012-13 9:15-10:15 SOUTH PARLOR
	30	MONDAY	BEGIN RUMMANGE WEEK
MAY	2	TUESDAY-FRIDAY	NO SCHOOL-RUMMAGE SALE PREP ALL WEEK
	5	SATURDAY	RUMMAGE SALE
	7	MONDAY	NO SCHOOL-RUMMAGE CLEAN UP
	8	TUESDAY	SCHOOL RESUMES
	24	THURSDAY	LAST DAY-2-DAY DIS/ADV/EXP/4-DAY ODY
	24	FRIDAY	LAST DAY-3-DAY DIS/5-DAY ODY
	29	TUESDAY	ART INSTITUTE TRIP- ADVENTURE/EXPEDITION/ODYSSEY
	30	WEDNESDAY	PRESCHOOL STAFF MEETING

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:

- A developmentally appropriate classroom environment that exemplifies Christian values and behavior through relationships, experiences, stories and prayers.
- A 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 in an appropriate, intellectually stimulating, safe environment. By utilizing a core of three to five 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 • Initiating the love of learning
- Presenting weekly Faithbuilding experiences • Providing monthly Art Appreciation for Adventure, Expedition and Odyssey • Engaging in weekly interactive music classes

Our purpose is to address each child's needs and life experiences through a curriculum based upon developmental appropriateness 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, highly qualified teachers.

Activities that involve the whole child physically, emotionally, intellectually and socially are provided through a centrally themed, project-oriented, child-centered curriculum within a framework of play. Creative teaching encourages participation using materials that enhance learning opportunities 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 who are eager to embrace life's adventures and challenges. ***FAITH***

BUILDING

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. Faith building is widely ecumenical in its Christian focus and attempts to nurture each child's awareness of his/her existence as a beloved spiritual being created by God. Discovery children share their Faith building experiences weekly in their classrooms.

LIBRARY

In our effort to nurture early literacy, we have Library Day in all classrooms. The children may check out a book from our school library each week to take home. The books are due back the following week.

Check-out Schedule (Begins September 21st)
Discovery-2-Day-Tuesday- Discovery 3-Day-Wednesday Adventure-Wednesday
Expedition-Wednesday- Odyssey-Wednesday

All books are checked out for one week, and must be returned by checkout day. If the book is not returned, your child will not be allowed to choose another book until the first book is returned. Parents will be billed at the end of the year for all lost books. To avoid loss, it is suggested that you have a special 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 SIGN THE WAIVER AVAILABLE AT THE INTAKE CONFERENCE.

Book Donations

Library book donations are welcome on an ongoing basis, year-round. New or gently used books are a great way to help your child's class & are a fun way to celebrate a birthday or special event as well.

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 late September, 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 further extend each child's musical awareness and involvement. Having a strong background in music for young children and planning an exciting and creative musical experience for the Preschool, Ami Stellatos will again be teaching our music classes for 2011-12.

For Adventure, Expedition and Odyssey students the Preschool offers an outstanding art appreciation/visual literacy curriculum led by Lindy Rubin. Lindy has taught art appreciation to preschoolers on the North Shore for many years, and has completed graduate work at the University of Chicago in teaching visual literacy through fine arts. The children meet monthly with Lindy to explore masterpiece art presented through slides and music, sharing their insights and responses to various pieces. The annual Adventure, Expedition and Odyssey parent/child field trip to the Chicago Art Institute featuring a visit to the art studied throughout the year 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 Art Fair. Creativity, in its expression and appreciation, is a unique human quality that has been treasured throughout the ages. It is our goal to present engaging first experiences in the fine arts, opening doors to a lifetime awareness and enjoyment of them.

ARRIVAL AND DISMISSAL

IT'S THE LAW! CELL PHONE USE IS NOT PERMITTED 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 WHERE THE DRIVER IS USING A CELL PHONE.

1. A responsible adult at both arrival and dismissal must accompany all children. At dismissal, all children must be signed out by an authorized adult (persons listed on the student's emergency form or car pool permission slip). No child will be released to any person not on our records without written permission.
2. 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.
3. Car pool drivers must sign out all children in their car pool, and a car pool permission slip must be on file. *Under no circumstances will a child be released to a non-adult sibling or an unauthorized person.*
4. School begins promptly at 9:00 or 12:15. If your child's class begins **INSIDE**, the 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 your vehicle. **NEVER LEAVE A CHILD UNATTENDED ON THE PLAYGROUND- PLEASE INFORM CAREGIVERS! INDOOR** dismissal, please wait for the teachers to open the classroom door before entering, unless you need to pick up your child early. **OUTDOOR** dismissal, please wait for teachers

- to load your vehicle and pull ahead to fasten seat restraints.
5. 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.
 - 6.

Discovery and Odyssey children start outside on the playground. **Odyssey** and **Discovery** parents should drop their children off at the playground gate with a teacher beginning Tuesday, September 6th.

Children must not exit vehicles until unloaded by a teacher. The staff following outdoor time will supervise hand washing. Sign-out will be indoors at dismissal.

Adventure and Expedition children start their day indoors. Parents should supervise their children during hand washing and make certain they use the toilet, if necessary. Since these classes end their day on the playground, **Adventure 4-Day** and **Expedition** parents may drive up to the playground gate for pick up beginning **Tuesday, September 6th**. **Discovery 2-Day** children should be picked up inside beginning **Tuesday, September 6th**. Parents are asked to remain in their vehicles during sign-out. Teachers will sign up out as you pick up your carpool or child.

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 or carpool.

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

INCLEMENT WEATHER PROCEDURE

On rainy days when children cannot play on the playground **Discovery and Odyssey** children should be dropped off at the Preschool side entrance, and **Adventure and Expedition** children should be picked up at the Preschool side entrance. They will be playing in Fellowship Hall on those days, and it is a much shorter (and drier) trip to the cars for both children and staff. Please enter off Deerpath Rd. and proceed through the fire lane to the side entrance (2 doors north of playground). If you need to assist with car seats, please pull far ahead, so that other cars may continue to load and others needing to assist children may pull up behind you in the lot. Teachers will remain at the door for latecomers until 9:10 and 12:25 respectively. After that time, please park and accompany your child into Fellowship Hall. At dismissal, teachers will remain on the playground until 2:55. After that time, your child will be waiting in the classroom.

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 FOR PICK-UP.

WHEN WALKING THROUGH THE PARKING LOT, CHILDREN MUST BE UNDER CONTROL AT ALL TIMES!

For parents who are not dropping off or picking up children at the playground, please park in the North lot and enter the Preschool through the Sheridan Rd. doors where an elevator is available. The side Preschool door by the fire lane is always locked, but may be used when exiting. **PLEASE DO NOT EXIT BY THE SIDE DOOR DURING INCLEMENT WEATHER BECAUSE CHILDREN ARE SEATED IN THE STAIRWELL WAITING PICK UP.**

TOTE BAGS

Each new student will receive a personalized Preschool tote bag the first day of class. Returning students should use the bags they were given last year. If a continuing student needs a replacement, a new bag may be purchased for \$10. **Totes should be brought to Preschool each session.** We ask that children not use other backpacks or totes. The Preschool bags are large and easily filled which helps teachers immensely.

CLOTHING

Many Preschool projects are messy involving water, paint and physical activity. Please dress children in comfortable clothing that is durable, washable and that can get dirty. We use smocks and washable paints, but accidents happen! Ease of removal for toileting is also important for self-help skill development, 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 reasons, and flip-flops and open-back clogs are not allowed.*

DUE TO DCFS LICENSING REGULATIONS, ALL CHILDREN MUST BE TOILET-TRAINED AND NOT IN PULL-UPS FOR ENROLLMENT.

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 by October. (It's a great idea to tuck a pair in the tote bag, just in case.) Boots are a necessity for outdoor play in winter and spring, as is a warm hat. **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.

SNACK GUIDELINES

In September, all parents will be scheduled to provide snacks for their child's class several times throughout the year. Discovery parents will have 3-4 snack days, Adventure parents 4-5, Expedition 4-5 parents and Odyssey 4-5. Snack calendars will be sent to you via email by the room parents who will maintain the master snack calendars and email reminders. Snack dates will also be posted on the hall classroom calendars. Please mark any changes on those calendars. **It is your responsibility to cover your days.** Please plan to drop off the snack at the beginning of the session (or days ahead if you will be away), so that teachers are able to maintain flexibility in daily scheduling. If there should be an emergency and you are unable to contribute on your snack day, please call the school at 295-1214. You are not expected to be in the classroom when it is your day to provide snack.

DRINKS: The school will provide 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)-Adventure & 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 (Adventure/Odyssey only) Graham crackers Goldfish crackers Pretzels-any type Variety crackers—Triscuit, Waverly, Ritz, etc. Soda crackers Popcorn (no sugar)-Adventure/Odyssey only Individual fruit or applesauce snack cups

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

*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 in a Ziplock snack bag. (Snacks need not be bagged, this is just for estimation). **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 them home with the class at any time.***

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

LUNCHROOM AVAILABILITY

For those families with a child attending Discovery or Adventure and another enrolled in Odyssey or Expedition, there is little time for lunch at home. As a convenience, the Preschool reserves Room 219 (next to the Resource Room where the children have music) for parents wishing to bring a sack lunch for their children to eat here. Teachers are not present and parents are totally responsible for supervising their children during that time.

GIFT AND CONTRIBUTION POLICY

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

The Parent Board sponsors an adult fundraiser; class Sleepunders, a Giving Tree and a child-centered Outreach Project each year. The Fall Sleepunders provide an opportunity for families to get acquainted, share a short movie and enjoy ice cream sundaes together. The annual Fundraiser generates monies to support Preschool scholarships, capital improvements and continuing education for teaching staff. The Giving Tree—new last year—will hopefully provide funding for special Preschool needs during this difficult economic time. The Board strives to accomplish fundraising goals by bringing parents/families together in fun, social settings. The annual Outreach Project held in conjunction with the Art Fair, collects new toys for children being treated at Children’s Memorial Hospital, and has remained the same for several years. Since preschool children can easily relate to being ill, the toy drive encourages each of them to select and donate a new toy that could make an ill child’s day happier.

Although the Parent Board supports these giving opportunities, individual participation is never required. This is also true for class gifts presented to teachers at Christmas and year’s end. **Participation and the amount contributed are strictly voluntary with every child’s name appearing on the presentation card.**

SUPPORT THE PRESCHOOL

We are excited to continue the **shop & share** program at Dominick’s. By giving us your email, the Preschool receives a percentage of the money you spend!

More support opportunities are detailed on the “Support the Preschool” page of the preschool website: <http://www.firstchurchlf.org/preschool/fundraising.htm>

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 by email at rluke@firstchurchlf.org or at 295-1214 between 8:30-4:00 on days when school is in session. Voice mail 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 234-6250.

ABSENCES/LATE ARRIVAL

Please call the school at 295-1214 or send an email to rluke@firstchurchlf.org 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.** All illnesses must be reported to the Director, per the Department of Public Health.

ILLNESS

PLEASE KEEP POTENTIALLY ILL CHILDREN 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. The child’s well being 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 (i.e. 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 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, but the parent will be notified immediately following such an occurrence.

CAR POOLS

A separate Car Pool Permission Form must be on file for each child participating in a car pool. The forms are valid for the school year in which they are filed. These forms will be available at the Intake Conferences and from the Director throughout the year. Changes may be made at any time.

The Preschool cannot legally be involved in the organization of car pools. Please feel free to set them up at your convenience. For safety reasons, we ask that you limit the number of children to 3 (including infants or toddlers). All classes may begin car-pooling at the start of school. Please ensure that all children are securely and properly restrained in child safety seats. IT'S THE LAW!

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 the Director about anything you might wish to share. Children love to have their parents share at school!

NOTE: *For Discovery children, parental presence in the classroom early in the year often exacerbates separation issues for the entire class, so parents are requested not to visit until January.*

Throughout the year, Adventure, Expedition and Odyssey classes will take field trips and transportation will be by school bus. These trips are entirely supervised by staff so parent volunteers are unnecessary. Since one of the goals of a field trip is to encourage independence and self-reliance, this is accomplished most effectively in this manner. Due to car seat laws, Discovery students will be limited to walking field trips near the Preschool.

VISITORS

Throughout the school year, we welcome many visitors to our preschool, but appointments are strongly recommended. All visitors must sign-in with the Director and wear a "visitor" tag while in attendance. Visitors are here primarily to observe, and are asked not to disrupt the children, classrooms or teachers.

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 also 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.

PARENT COMMUNICATION

Strong communication between home and school is essential for an optimal preschool experience. Since young children are often reluctant to share information about preschool with parents, it becomes increasingly important that parents know what is occurring in the classroom and how their child is responding to that environment. To address that need, a **Weekly Classroom Curriculum Overview is emailed to parents, as is the monthly Newsletter**. The **Newsletter** includes a monthly calendar of school and church events and articles of interest to parents of preschoolers. Hard copies of the **Newsletter** are available upon request. PLEASE NOTIFY THE PRESCHOOL IMMEDIATELY IF YOU ARE NOT RECEIVING THESE EMAILS!

You may also visit the Preschool Website as it is updated frequently with our **Monthly Newsletter, Articles, Calendar, Upcoming Events, and more...** <http://www.firstchurchlf.org/preschool>

Special Friend/Father's Nights will be held in late October/early November for each class. This is a popular night for all! We have scheduled these events one per week in an effort to accommodate families with more than one child enrolled.

Special Friend/Mother's Days will be held in April during school hours for each class.

Parent Share days are planned for September 28th -29th. There is No School on these two days when parents may spend 15 minutes sharing their thoughts about their child with the teachers. Complimentary childcare is available and sign up will be during Intake Conferences.

Parent-Teacher Conferences are in early February. This is an individual conference held at the Preschool where you will meet with one of your child's teachers. Complimentary childcare is provided and school is not in session on those days. Sign-up sheets will be posted in mid-January for your convenience. The teachers will discuss your child's developmental progress, individual strengths and developing competencies.

A **written progress report** will be mailed to each family following the close of school in May. All conferences and reports reflect the input of every teacher in your child's classroom, and are not solely the opinion of the teacher conducting the conference or writing the report.

YOUR CHILD'S CLASSROOM TEACHERS PREPARE ALL REPORTS AND CONFERENCES JOINTLY. A DIFFERENT TEACHER IS RESPONSIBLE FOR PRESENTATING EACH REPORT/CONFERENCE SO THAT BY THE END OF THE YEAR PARENTS HAVE COMMUNICATED WITH ALL THREE-CLASSROOM TEACHERS.

In March the **Preschool Art Fair** brings the entire family to the Preschool on a Saturday morning to view every student's artwork and class projects.

The **Bulletin Board** has notices and items of interest for parents and families. Although we may pass on information regarding services or programs in the community, this is not an endorsement. We also offer special **Parent Programs** via coffees and speakers throughout the year.

*The Preschool strongly encourages parents to communicate freely with teachers and/or the Director about **any** issues throughout the year. While it is not possible to communicate in depth with parents during busy arrival and dismissal times, we encourage you to request a personal phone call from any teacher or the director should you have concerns or questions. Our staff is open and responsive, and will meet with you at any time. The Preschool wants this year to be an outstanding one for your child!*

Teachers may be contacted via email in their classrooms at: D2@firstchurchlf.org; D3@firstchurchlf.org; ADV@firstchurchlf.org; Exp@firstchurchlf.org (Expedition); and Ody@firstchurchlf.org. Please remember that teachers check their email at the beginning and end of each session. **Most teachers do not work every day, so please time your emails accordingly.** You may also email the Director at rluke@firstchurchlf.org or call the Preschool at 847-295-1214. Teachers may also be contacted at home at the numbers listed in the Staff Directory.

**TUITION SCHEDULE
2011-12**

<i>CLASS</i>	<i>NUMBER OF PAYMENTS</i>	<i>PAYMENT DUE DATE</i>
DISCOVERY 2-DAY	1- \$1940	May 2, 2011
	2- \$970	May 2, 2011 September 15, 2011
	4- \$485	May 2, 2011 September 15, 2011 November 15, 2011 January 17, 2012
DISCOVERY 3-DAY	1-\$2840	May 2, 2011
	2-\$1420	May 2, 2011 September 15, 2011
	4-\$710	May 2, 2011 September 15, 2011 November 15, 2011 January 17, 2012
ADVENTURE 3-DAY	1-\$2980	May 2, 2011
	2-\$1490	May 2, 2011 September 15, 2011
	4-\$745	May 1, 2011 September 15, 2011 November 15, 2011 January 17, 2012
ADVENTURE 4-DAY	\$3720	May 2, 2011
	\$1860	May 2, 2011 September 15, 2011
	\$930	May 1, 2011 September 15, 2011 November 15, 2011 January 17, 2012
EXPEDITION	1-\$3860	May 2, 2011
	2-\$1930	May 2, 2011 September 15, 2011
	4-\$965	May 2, 2011 September 15, 2011 November 15, 2011 January 17, 2012
ODYSSEY	1-\$3960	May 2, 2011
	2-\$1980	May 2, 2011 September 15, 2011
	4-\$990	May 2, 2011 September 15, 2011 November 15, 2011 January 15, 2011
ODYSSEY-5-DAY	1-\$4800	May 2, 2011
	2-\$2400	May 2, 2011 September 15, 2011
	4-\$1200	May 2, 2011 September 15, 2011 November 15, 2011 January 17, 2012

TUITION PAYMENTS MAY BE MAILED TO THE PRESCHOOL, PINNED TO YOUR CHILD'S TOTE BAG 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 \$20 LATE FEE WILL BE ASSESSED ON ALL PAYMENTS RECEIVED 2 WEEKS AFTER THE DUE DATE. *If there is financial problem, please contact the Director at 847-295=1214.

ENROLLMENT 2012-13: Beginning November 1, 2011 rolling online registration begins. Registration forms will be available on line or by request. **There will be Information Sessions on Tuesday, November 15th and Thursday, January 5th for prospective parents.** Registration is now done on line. Families of current students will be notified by email with registration forms attached. To maintain priority for returning students or be in the first lottery for new students, registration forms with the \$145 registration fee must be returned to the Preschool no later than Friday, January 13th. Priority is given first to children continuing in the program, then to Church members and Church Staff, followed by siblings of Preschool families and then the community-at-large. A non-refundable registration fee is due with the enrollment application.

Children entering **MWF Discovery must be 3 by September 1, 2011.** Children entering **T/TH Discovery must be 3 by December 31, 2011 and toilet trained.** **Adventure/Expedition and Odyssey must be 4 and 5 respectively by December 31, 2011.** Children must enroll in the age-appropriate class as determined by birthdate, unless there are special needs.

All returning students and their siblings must register through the enrollment process which begins Friday, January 6th and ends Friday, January 13th.
January 13th is the last postmark date that enrollment priority will be given.

EMERGENCY CLOSING

The Preschool will be closed when the Lake Forest Public Schools are closed due to the weather. **You will be contacted by phone very early in the morning.** When it becomes necessary to cancel classes at other times, you will be notified by phone.

FINANCIAL AID

There are limited funds available to those who need financial assistance. These are available throughout the year on an emergency basis, or prior to the start of the school year on a long-term basis. Please contact the Director if you have questions or wish to apply. All information is confidential.

TAX LETTERS

Receipt letters are available for tax purposes upon request.

PRESCHOOL HISTORY

1963

IMOGENE KAUTZ, DIRECTOR, HEAD TEACHER

SCHOOL FOUNDED AS SERVICE TO THE COMMUNITY WHEN PUBLIC SCHOOL JR 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

1984 SCIENCE-BASED ODYSSEY CLASS FOR OLDER FOURS AND YOUNG FIVES CREATED CLASSES NOW MEETING FIVE MORNINGS AND FOUR AFTERNOONS EACH WEEK

PARENT BOARD HAS 11 MEMBERS WITH APPROXIMATELY 60 STUDENTS ENROLLED

1986-1990

MILENIE HINIKER, DIRECTOR, TEACHER

ADDITIONAL NURSERY (1988) AND JR KINDERGARTEN CLASS (1989) ADDED

1990-1992

DIANA MATTHEWS, DIRECTOR, TEACHER

NAEYC ACCREDITATION ACHIEVED. NAMES OF AGE-GROUPINGS 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 AT 116 WITH A STAFF OF 15 INCLUDING 2 FLOAT TEACHERS. THE PARENT BOARD HAS 15 MEMBERS.

2001-PRESENT

RUTH LUKE, DIRECTOR

FIRST FULL-TIME DIRECTOR HIRED. AUXILIARY ODYSSEY CLASSROOM LICENSED FOR SEVEN ADDITIONAL STUDENTS TO MEET NUMBER OF RETURNING CHILDREN. NAEYC ACCREDITATION AGAIN RENEWED SINCE 1992. ENROLLMENT AT 127 WITH A PARENT BOARD OF 20 AND A TEACHING STAFF OF 16.

PRESCHOOL PARENT BOARD

THE BOARD, WHICH CONSISTS OF 14 PARENTS, THE PRESCHOOL DIRECTOR, PRESCHOOL FINANCIAL ASSISTANT, A FACULTY REPRESENTATIVE AND THE DIRECTOR OF CHILDREN'S MINISTRY 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, AND PROVIDES A VIABLE CHRISTIAN OUTREACH TO THE COMMUNITY.

PRESCHOOL PARENT BOARD

2011-12

CHAIR	ALLYSON WELLS
SECRETARY	ELLIE WHITE
TREASURER	ELIZABETH NORTON
COMMUNICATIONS	TERESE McILVAIN EMILY SAVAGE
FUNDRAISING	KRISTIN McCAIN KAREN CONLEY JULIE PETERS
PARENT PROGRAMS	MOLLY HARPER SHAWN GORE AMY MARSCH
PROPERTY&EQUIPMENT	RACHEL BAKER
FACULTY REPRESENTATIVE	DEB MOORE
CHAIR EMERITUS	EMILY SAVAGE
FINANCIAL ASSISTANT	MICHELE MARX
CHURCH LIAISON	AMY PAGLIARELLA
DIRECTOR	RUTH LUKE

STAFF 2011-12

DIRECTOR

RUTH LUKE

rluke@firstchurchlf.org

DISCOVERY 2-DAY

PENNY STRANG
BROOKE DAVIS
LESLIE CRAWFORD
PEG BRAMHALL-FLOAT

D2@firstchurchlf.org
D2@firstchurchlf.org
D2@firstchurchlf.org
D2@firstchurchlf.org

DISCOVERY 3-DAY

PENNY STRANG
MOLLY JONES
MARILYN ROZSYPAL
KATHIE BRADY-FLOAT

D3@firstchurchlf.org
D3@firstchurchlf.org
D3@firstchurchlf.org
D3@firstchurchlf.org

ADVENTURE

SUE PEECHER
DEB MOORE
MARILYN LEDDY
JEN MULLOY

ADV@firstchurchlf.org
ADV@firstchurchlf.org
ADV@firstchurchlf.org
ADV@firstchurchlf.org

EXPEDITION

BROOKE DAVIS
LEAH FIETSAM
KATHIE BRADY-FLOAT

Exp@firstchurchlf.org
Exp@firstchurchlf.org
Exp@firstchurchlf.org

ODYSSEY

SUE PEECHER
MARILYN LEDDY
PENNY STRANG
KRISTINA MILLS

Ody@firstchurchlf.org
Ody@firstchurchlf.org
Ody@firstchurchlf.org
Ody@firstchurchlf.org

FINE ARTS

LINDY RUBIN
AMI STELLATOS

ART APPRECIATION
MUSIC

ADMINISTRATION (OFF SITE)

LISA CERVIERI
MICHELE MARX
ADRIENNE WINEMASTER

ADMINISTRATIVE ASSISTANT
FINANCIAL ASSISTANT
WEBSITE MANAGER