

**Parent Handbook**  
**Immanuel Lutheran Preschool**  
906 E. Grant Street  
Macomb, IL 61455  
(309) 833-1100  
preschool@immanuelmacomb.com

## **Mission Statement**

The mission of Immanuel Lutheran Preschool is to touch the hearts of young children and their families with the love of Jesus. In order to develop and nurture the whole child, a caring and loving environment will be provided. Opportunities for creative play, learning activities, Bible stories, music, art, snack, and worship will be implemented into the curriculum which is designed to be child-focused, age-appropriate, and most importantly, Christ-centered.

## **Philosophy**

Immanuel Lutheran Preschool has been established to provide a loving, nurturing, and stimulating environment where young children and their families can experience the love of Jesus on a daily basis. The Bible teaches us in Proverbs 22:6, "Train a child in the way he should go, and when he is old, he will not depart from it." We believe therefore that our young children's spiritual development is one of the most important reasons for our existence. Because each child is unique and has been blessed with different talents and abilities by God Himself, our goal is to provide the children with a variety of experiences that will maximize the development of their spiritual, intellectual, emotional, social, creative, and physical growth.

We believe that it is the responsibility of parents to teach and guide their children throughout their life. Immanuel Lutheran Preschool will assist parents in this responsibility by providing experiences which help foster various growth aspects as young children work and play individually and with each other. In addition we will assist parents by helping them teach and encourage their children as they learn self-esteem, cooperation, kindness, respect, faith, and other life skills necessary for the development of responsible citizens.

We believe that children acquire knowledge about the world they live in through a variety of activities and experiences including discovery, exploration, and hands-on activities. Because not all children learn at the same time or learn the same concepts, the preschool provides a balance between play and structured activities, group and individual settings, and quiet and active experiences. Art, music, movement, play, reading, math, science, Jesus time, chapel, and snack time are the means by which we provide these opportunities.

## **Class Days/Hours**

Preschool 3 class    Tuesdays and Thursdays    8:30 – 11:00 am

Preschool 4 class    Monday, Wednesday, Friday    8:30 – 11:00 am

## **Enrollment Guidelines**

Age qualifications for enrollment are based on birthdays on or before September 1<sup>st</sup>. Class sizes are limited. Prior to attending Immanuel Lutheran Preschool, students are required to be toilet-trained. If our classes are not full, we will accept children with fall birthdays (turning 3 or 4 after September 1<sup>st</sup>) as long as they are toilet-trained.

## **Tuition**

A registration fee of \$40.00 will be required when a child is enrolled.

Tuition must be paid by the first of each month. Please make checks out to Immanuel Lutheran Preschool. All preschool payments should be placed in the locked box located in the hall outside the Preschool room. Our payment schedule runs September 1 through May 1. A LATE FEE OF \$10.00 will be charged after the 10<sup>th</sup> of each month. Failure to follow the tuition payment schedule will result in the request for the withdrawal of the child.

Preschool 3 class - \$75 per month

Preschool 4 class - \$95 per month

There will be no reduction in tuition for absences (child), holidays, and weather closings.

## **Health Requirements**

In compliance with State of Illinois regulations, physical examinations are required for all students prior to entrance into preschool. This examination is valid for two years, but must be dated less than six months prior to enrollment.

The exam shall indicate the child has received the immunizations required by the Illinois Department of Public Health. A tuberculin skin test is required, and its results must be marked on the exam form. Children must also be screened for lead poisoning, or it must be noted that a lead risk assessment has been completed for your child.

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

## **Arrival/Dismissal**

WE ASK THAT YOU DELIVER YOUR CHILD NO EARLIER THAN FIVE MINUTES BEFORE CLASS BEGINS so that teachers may complete preparations for each class session. Parents should accompany their child into the Preschool and help them with jackets, backpacks, and hand-washing. When arriving with your child, please sign him/her in daily in the attendance log notebook.

When picking up your child at dismissal time, parents should sign their child out in the daily attendance log notebook and meet their child in the foyer. Your child will be allowed to leave only with the persons listed on the authorization form that you completed.

## **School Holidays/Bad Weather Closings**

We will follow the Macomb School District Unit 185 school calendar for holidays and breaks. Notice of holidays and breaks will also be given in our monthly newsletters.

In case of inclement weather, we will follow the Macomb School District Unit 185 school cancellations as announced by the local media. When Macomb schools are cancelled, we will not have school. No other notice will be given.

## **Snacks**

Snacks will be provided by the preschool. We will promote good nutrition and will serve a variety of commercially packaged snacks. 100% juice or milk will be served, with water as an alternative. Please let us know if your child has any food allergies or restrictions so that we can post this information in the snack area as a reminder to all staff.

## **Parent/Teacher Conferences**

There will be a minimum of one Parent/Teacher Conference yearly. A conference may be set up at any time if the need arises at the request of the parent or teacher.