

HIS Kids Preschool Handbook  
Revised 6-22-11

St. Paul's Evangelical Lutheran Church  
806 S. Division St.  
Chenoa, Illinois 61726  
(815) 945-5331

[ktrachsel@frontier.com](mailto:ktrachsel@frontier.com)  
[HISKids@stpaulchenoa.org](mailto:HISKids@stpaulchenoa.org)

**CONTENTS**

Statement of Purpose .....	Page 2
Non-Discriminatory Policy .....	3
Child Abuse and Sexual Policies .....	3
Enrollment Eligibility .....	3
Tuition .....	3
Toilet Training Policy.....	3
Screening.....	4
Opening Day .....	4
Snack Program .....	4
Clothing.....	4
Health Policies .....	4
Health Forms .....	5
Emergency Phone Numbers.....	5
Pick Up and Delivery Procedure .....	5
Car Pools .....	5
Fire and Tornado Drills .....	6
Field Trips .....	6
Discipline .....	6
Confidentiality .....	7
School Holidays .....	7
Conferences .....	7
Schedule Changes.....	7
Toys or Jewelry.....	7
Show and Tell .....	7
School Supplies .....	7
School Supply List .....	8
Signature Form (Sign and Return).....	9

## **Statement of Purpose**

Our main purpose at HIS Kids Preschool is to guide the will of its students in a way that their characteristics, actions, thoughts and attitudes will be reflected in the God pleasing manner by which they live on earth, as well as preparing them for the greatest joy of eternal life in Heaven. The purpose of our preschool program is centered around the total development of the young child. Each child is seen as a unique individual, loved and created by God, with his/her own special abilities. We hope to encourage an atmosphere of spiritual, social, emotional, physical and intellectual growth for all children in our care. It is our hope that by providing a well-rounded program and by developing the whole child, our children will go on to enjoy continued success in school.

## **NON-DISCRIMINATORY POLICY**

HIS Kids Preschool admits students of any race, color, national, ethnic or religious origin to all rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national, ethnic or religious origin in the administration of its educational and admissions policies.

## **CHILD ABUSE AND SEXUAL POLICIES**

If we suspect child abuse, we are required by law to notify the Department of Child and Family Services.

## **ENROLLMENT ELIGIBILITY**

To be eligible for the three-year-old class, your child must be three years old on or before September 1 of the year of enrollment.

To be eligible for the four-year-old class, your child must be four years old on or before September 1 of the year of enrollment.

Enrollments are accepted in the following order:

1. The children of communicant members of St. Paul's Evangelical Lutheran Church.
2. The children of the community and other communities.

## **TUITION**

Monthly tuition is \$90.00 for the four-year-old 3 day class and \$65.00 for the three-year-old 2 day class. A non-refundable \$50.00 registration fee is due on or before July 1<sup>st</sup>. This fee reserves a place for your child in class. The registration fee will not be refunded under any circumstances.

Preschool tuition is payable on an annual basis (at the beginning of the school year) or on a monthly basis.

Monthly payments are to be made the first day of the month that school is in attendance. Checks should be made payable to: HIS Kids Preschool and mailed to the church or delivered directly to the classroom. If payment cannot be made, arrangements must be made prior to the due date.

\$45.00 will be charged for any checks returned to the preschool for insufficient funds. After a 5 day grace period, a \$5.00 per school day late fee will be charged for any tuition not paid on time. Tuition will not be refunded due to illness, vacation, or other absence. Fees remain constant regardless of holidays or school cancellations. If you are moving, or for some reason find it necessary to withdraw your child before the end of the month, notice must be made in writing to the director.

## **TOILET TRAINING POLICY**

It is our school policy that all children must be toilet trained before entering school. This also means no Pull Ups. Also, children must be able to clean themselves without teacher assistance. If your child has dirty or wet pants during school hours you will be called to come and clean them up. Please

know that this is for health, safety and legal concerns and to protect both your child and the teacher.

## **SCREENING**

We recommend, but do not require a developmental screening before your child enters our Preschool. This is so we may better address the needs of your child. If you reside in Chenoa, please call the Chenoa Grade School (815-945-2971 ext. 367).

If you live in another town, please check with us, and we will provide you with the correct information.

## **OPENING DAY**

Preschool opens on the first Tuesday following Labor Day. The hours for classes will be: 8:30-11:00 a.m. On Opening Day, please bring the following: the school supplies (list included in this handbook), your child's health form and tuition if not sent prior to this time.

## **SNACK PROGRAM**

The snack person is the designated "Leader of the Day." The first week's Snack will be provided by the school. The monthly snack schedule will be sent home at the end of each month for the following month. Each snack person is asked to bring a snack and at least ½ cup of **100% juice** (no fruit Kool Aid or milk, please) for each student. All snacks must be prepackaged. No homemade snacks or treats for birthdays. This is in accordance with the McLean County Health Department guidelines. Decorated cookies from the bakery are acceptable for birthday celebrations, but please, no cupcakes.

## **CLOTHING**

Your child should wear only clothing suitable for playing. Please dress your child for the weather as many outdoor activities may be planned. All removable outer clothing (gloves, hats, coats, and boots) should be marked with your child's name to avoid loss or confusion. Tennis shoes should be worn at school.

## **HEALTH POLICIES**

- If your child exposes the class to a communicable disease, the state regulations require that the teacher should be made aware of this promptly so that other parents can be alerted. The State of Illinois requires that a child have a doctor's signed approval before returning to school after having a communicable disease. At other times, a note from the parent is sufficient.
- According to state regulations, we will not administer any type of medication. The only medications we will administer are those necessary for extraordinary circumstances, with written instructions by the child's parent/guardian and/or the doctor.

- If needed, a bandage may be applied.
- Please make sure we are made aware of any medical problems your child might have. You may state this on the registration form or send a note.
- Our teacher is first aid and CPR trained.
- If your child is not feeling well at school, we will give you or the person on your emergency list a call to pick up the child.
- If your child will not be coming to preschool because of illness, please call and let us know. (Leave a message at the church 815-945-5331 or call my cell # 1-815-822-0928)
- Those with head lice are required to be checked by a healthcare professional to determine that they are **nit free**. A note must accompany the child from the professional when returning to school.
- The health form must include information regarding both a TB test and lead screening. State regulations require that a tuberculin skin test by the Mantoux method and the results of that be noted on the health form; unless the examining physician has made a determination that it is unnecessary. The examination shall also show that children have been screened for lead poisoning if residing in an area defined as high risk or that a lead risk assessment has been completed for those residing in an area defined as low risk. Both of these items should be clearly marked on the health form.

## **HEALTH FORMS**

The State of Illinois requires a health form be on file at the school **before** your child can enter the classroom. These records are inspected throughout the year by the state's licensing representative.

## **EMERGENCY PHONE NUMBERS**

For your child's safety and happiness, keep your phone numbers updated. If you are going to be gone, please let us know. It is important to inform the school of any changes in your work or home phone number or change of address. Your child's safety is important to us.

## **PICK UP AND DELIVERY PROCEDURE**

Parents should bring their child to the preschool room no earlier than five minutes prior to class time. The teacher will meet them when they arrive. Pick up your child at the classroom. Your child (for safety reasons) will stay in the classroom until the teacher sees that you have signed them out. The teacher cannot release any child to an unauthorized person. Each day the person picking up the child must sign the child out on a Child Dismissal Form. If someone not designated is to pick up your child, please send a note (it must be in writing) to the teacher. The safety of your child is our primary concern.

## **CAR POOL**

If you arrange a car pool, please let the teacher know who will be picking up your child at certain times, as she cannot release any child to an unauthorized person. If someone not designated is to pick up your child, please send a note (it must be in writing) to the teacher. The safety of your child is our primary concern.

## **FIRE AND TORNADO DRILLS**

We will conduct regular fire and tornado drills. Fire drills: we will practice using all the exits. Any exit north, we will meet on the yard of the parsonage. Any exit to the south, we will meet in the grassy area to the southwest of the building.

Tornado Drills: We will go to the southwest corner of the church building and sit along the ramp on the floor.

## **FIELD TRIPS**

We may schedule field trips throughout the year. All children must have a booster seat or car seat according to the current state law. Each driver must provide evidence of a valid driver's license and insurance.

Before each field trip, the parents/guardians will receive a Permission/Information form. This form must be signed and returned before any child may leave for a trip. Please make sure the signed permission form and money (if necessary) are returned the day before going on the trip. Most field trips are free; however, lack of funds should not prevent any child from going on a field trip. If you have any problems, please let the teacher know.

## **DISCIPLINE**

Praise and positive reinforcement of acceptable behavior will be used to help the children gain an understanding for appropriate classroom behaviors and in turn the children will develop self-control and assume responsibilities for their own actions. The preschool teacher will encourage safety and cooperation for all young children. When an inappropriate behavior occurs the teacher will:

1. Talk with the child and offer proper guidance in correction of the problem.
2. Redirect the child to an acceptable behavior.
3. If necessary, remove the child from the group or activity for a short period of time.
4. If the child continues to demonstrate an unacceptable behavior, the teacher will document the behavior and discuss the behavior with the parent/guardian.

If the above procedures do not result in improved behavior, HIS Kids Preschool reserves the right to expel the student.

**CONFIDENTIALITY**

All records will be held confidential unless requested by DCFS officials.

**SCHOOL HOLIDAYS**

The school calendar for *holidays* off and *vacations* will coincide with the school calendar of the local public school district. (Prairie Central) HIS Kids will *not* take off teacher institute days and conference days the same as the public school district. A school calendar will be sent home before school begins and at the beginning of each month.

**CONFERENCES**

Conferences will be held for those parents who desire one, or if the teacher deems it necessary.

**SCHEDULE CHANGES**

If a funeral or other church function will be held in the fellowship hall on scheduled school days, the teacher will call each family or send home a note. School closings due to inclement weather will be based on the local school district. If the local school delays the opening of their schools, we will also delay opening. School closing information will be broadcast on WJBC (1230 AM) Radio, the following TV Stations: WEEK/25, WHOI/19 and WMBD/31. Watch for Prairie Central School District.

**TOYS OR JEWELRY**

Please do not allow your child to bring toys, jewelry, or watches to school. Too many times they become lost or broken, and can be distracting for the student.

**SHOW AND TELL**

We have Show and Tell occasionally for specific reasons. Please do not send toys for Show and Tell. A note will be sent home to inform you of planned Show and Tell days. The note will specify the type of object to be sent.

**SCHOOL SUPPLIES**

If your child needs to replenish their school supplies, you will receive a note informing you of what your child needs.

**SCHOOL SUPPLY LIST:**

- 1 box of 8 crayons (PRIMARY COLORS-no florescent-may be fat, primary size or regular)
- 1 box of tissues – 200 count
- 2 rolls paper towels
- 1 book bag (large enough to hold a pocket folder)
- 1 container Baby Wipes
- 1 pocket folder



## Our Handbook

The purpose of this Handbook is to familiarize parents/guardians and students with procedures followed by the preschool program at St. Paul's Evangelical Lutheran Church. Parents/guardians are encouraged to read the handbook and discuss appropriate content with their child. This handbook does not cover every circumstance that may arise, but it will be of great value in helping you to be familiar with the educational program at HIS Kids.

**Please sign and return the bottom portion of this page to school** after you have read this handbook.

-----  
(cut here)

I/we have received and read the "HIS Kids Preschool Policies and Procedures Handbook."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

Preschool Child's Name \_\_\_\_\_