

2024-25

Tree of Life Lutheran Preschool Parent Handbook

Private, Christian, Accredited and DCFS Licensed



New Life Lutheran Church

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Tree of Life Lutheran Preschool

Parent Handbook

I. Mission Statement: Tree of Life Lutheran Preschool exists to **PLANT** the seed of God's word, to **NURTURE** educational and spiritual development and to promote **GROWTH** of a Christian foundation for the family.

Vision: To carry out our mission, Tree of Life Lutheran Preschool will...

- Share with young children and their families the healing and saving Gospel of Jesus Christ based on the teachings of the Bible as taught in the Lutheran Church.

Objective: We will begin each day with opening devotion and end with prayer. We will present a Christmas and spring program involving both levels of preschool along with periodic opportunities to sing during the Sunday morning worship service. Families are invited to attend morning devotion and participate in these activities.

- Provide religious instruction using the Christ Light Curriculum which presents the message of Jesus in an age appropriate way.

Objective: The teacher(s) will provide daily religious instruction during "Jesus Time." The Bible stories will be taught using customized curriculums for three-and four-year-old children following the church year (i.e., teaching Jesus' birth at Christmas, Jesus' death and resurrection at Easter, etc.) The teaching of the Bible in this way, not simply teaching Christian values, makes Tree of Life an authentic Christian preschool.

- Give parents an opportunity to reinforce the Bible lessons at home with their children using the Christ Light Curriculum.

Objective: We will send home the Christ Light Curriculum lesson sheets which will enable parents to review and apply the lessons with their child.

- Help young children develop the academic, social and emotional skills necessary for a successful transition to a kindergarten program.

Objective: The teacher(s) will provide researched based instruction using the Illinois Early Learning and Development Standards (IELDS) as a reference tool. Parents are first and foremost their child's teacher. The teacher at Tree of Life Lutheran Preschool works in cooperation with the parents to facilitate the child's learning academically, socially and emotionally.

- Maintain a high quality and affordable option for Christian early childhood education for families in our church and community.

Objective: We will annually review our curriculum to ensure it is consistent with Lake Zurich Community School District 95 requirements for kindergarten. Annually, we will conduct a direct cost comparison with other early childhood programs to keep our tuition rates competitive and affordable.

- Reach out by continually developing and expanding our preschool program to meet the needs of the community.

Objective: We will continue to provide additional early childhood education options for parents by offering a daily enrichment program from 11:30AM – 3 PM and, and for the 2024-25 school year, Before School Care from 8 AM – 9 AM and After School Care from 3 PM – 4 PM.

- Be a school that is accredited by WELSSA (Wisconsin Evangelical Lutheran Synod School Accreditation) and licensed by the DCFS in order to maintain high early childhood standards.

Objective: We received “exemplary status” for WELSSA accreditation in September 2021 and DCFS license renewal in August of 2022.

Philosophy Statement: Our philosophy is best expressed by King Solomon in Proverbs 22:6—“Start children off on the way they should go, and even when they are old they will not turn from it.” (NIV 2011) We believe that when children are taught from an early age, the lessons learned especially Bible truths.... will last them a lifetime. The philosophy statement for Tree of Life Lutheran Preschool is based entirely on the teachings of the Bible. Additionally, we teach using research based best practices available in the field current to date.

II. Staff

A. Qualifications of the Teachers

Our preschool teacher will be called / hired from qualified candidates that are members in good standing in the Wisconsin Evangelical Lutheran Synod. Staffing of our preschool will be done under the jurisdiction of the SEW District president of the WELS and DCFS. The teacher will need to have the physical capabilities needed to perform his/her job. If the teacher is ill, and unable to teach, a qualified substitute teacher will teach. A parent questionnaire will be available at the end of the school year, which will be used to evaluate the preschool program and staff. Any grievances or problems occurring within the staff or the preschool will be dealt with according to the chain of command as indicated by the “Delegation of Authority.” If there is no change in behavior by the staff member, and his/her responsibilities are not being carried out efficiently, he/she will be terminated. (See Article VIII, Section 1 of New Life Lutheran Church’s Constitution.)

B. Qualifications of the Helper

The helper will be 18 years of age or older. The helper will need to have the physical capabilities needed to perform his/her job. The helper will have a high school diploma or equivalency certificate (GED) on file. The helper will work under the direct supervision of the teacher and will not assume full responsibility for a group of children. The helper is required to be a member of New Life Lutheran Church.

C. Preschool Administrator

The Administrator will oversee the curriculum that is being taught in the preschool and will provide support as requested by the teacher. The Administrator will be responsible for advertising the preschool in the community. The Administrator will be responsible for making sure staff files are up to date and complete. The Administrator will make sure fire and tornado drills are carried out on a regular basis. The Administrator is to be a member of New Life.

D. Staff Training

Prior to employment, the staff will be oriented on childcare abuse detection and procedures on reporting suspected child abuse. The staff will be aware of evacuation and emergency procedures. The staff will be directed in the use of the fire extinguishers located in the building. The staff will be certified in CPR. The staff will also be provided training concerning the fire alarm system. The staff will know their responsibilities as reported in their job description. The staff will be able to recognize childhood illnesses and implement the isolation procedure. The staff will have a minimum of 12 hours of Continuing Education per calendar year. (June 1st – May 30th)

III. Registration, Forms & Fees

A. Admission and Enrollment

Tree of Life Lutheran 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, admission policies and other school-administered programs. Children must be four years old and potty-trained by September 1st to enroll in the 4-year-old program. Children must be three years old and potty-trained by September 1st to enroll in the 3-year-old program. Speak to the teacher about exemptions offered by the state of Illinois. Children will be accepted on a first come, first served basis as long as space is available. According to DCFS, our teacher student ratio is 1:10 for both the 3-year-old class and the 4-year-old class. Enrollment for each class is limited to the first 20 students. If a child has needs beyond what our program can offer, parents will be notified shortly after the beginning of the school year in order to provide what is best for each child. We will help to transition the child to a more suitable program in the area.

The Tree of Life Enrichment Program is open to children who are enrolled in either the 3- or 4-year-old preschool program. The enrichment program meets Monday—Friday from 11:30 am—3:00 pm. This is a combined class with both 3- and 4-year-olds. A hot lunch will be provided each day with a choice of water or milk as a drink. Parents may sign up their children for one, two, three, four or five days a week.

B. Forms / Documentation Needed

1. APPLICATION

This must be completed in order to be considered for admission.

2. DISCIPLINE POLICY

Parents must sign and return the lower half of the Discipline Policy. See Discipline Policy.

3. HEALTH FORM

Parents need to have the DCFS “Certificate of Child Health Examination” filled out and signed by a physician. This sheet also contains the immunization information. It is important that parents share medical information with school personnel.

4. **EMERGENCY CONTACT CARD**
A card of current phone numbers, emergency numbers, EMS authorization and other pertinent information must be turned in prior to the start of school.
5. **PERMISSION SLIPS**
When students take field trips, permission slips will be sent home and must be completed by a parent.
6. **PICK UP BY OTHERS PERMISSION**
If you would like your child picked up by a different person, please send a note to that effect which is dated and signed.
7. **PERMISSION TO PHOTOGRAPH YOUR CHILD**
We sometimes take pictures of our students to use for promotion of our school. We appreciate your permission to possibly include your child in these photos.
8. **BIRTH CERTIFICATE**
A copy of the child's original birth certificate must be on file at the preschool. The original certificate or a copy is required.
9. **FEE SCHEDULE**
A signed contract showing intent of attendance in extra programs outside of the traditional preschool program must be included in each child's file.
10. **MEDICATION AUTHORIZATION**
This form give permission to the staff of Tree of Life to administer medication.

C. Fees

1. **Initial Registration Fee**
An initial registration fee of \$50 will accompany your registration to hold a spot for your child in preschool. The registration fee is non-refundable.
2. **Monthly Payments**
The first payment notice will be issued at the beginning of the school year. Thereafter, a payment notice will be issued with the new calendar handed out each month. Fees must be paid by the first Friday of each month. The monthly fee for the 2024-25 school year is \$194/month for the 4-year-old program and \$134/month for the 3-year-old program. Your canceled tuition check will serve as your receipt. The cost for the Enrichment Program varies by the number of days a child attends per month. This total fee is included on the fee contract. Parents may sign up their child for one to five days a week. However, due to staffing needs, this must be indicated on the Fee Schedule at the time of enrollment. Any changes to the days and times of enrollment outside of traditional preschool must be given by a two-week notice.
3. **Delinquent Fees**
If your payment is not received on time, you will receive a second payment notice. If your payment is not in by the third Friday of the month, you will receive a telephone call reminder. If there is a problem with this payment schedule, special arrangements can be made. The fee will not be reduced because of sick days, vacation days and/or snow days. Please pay by check, payable to Tree of Life Lutheran Preschool.

4. Fee Adjustments
The Preschool Administrator has the authority to adjust Registration and Tuition Fee amounts. These adjustments will be handled on a one by one, individual family basis, as necessary, for the benefit of the Preschool and/or the family's financial situation.

IV. Routines

A. Daily Schedule

The teaching staff will be in the classroom by 8:40 a.m. Classroom doors will be open for the students at 8:45 a.m. **STUDENTS ARE EXPECTED TO BE IN THE CLASSROOM AND READY TO GO BY 9:00 AM.**

1. 3-Year-Old Program Schedule

Tuesday and Thursday Each Week (Typical Agenda)

8:45 - 9:00 Arrival / Free Play
9:00 - 9:10 Devotion in the Chapel
9:10 - 9:15 Clean Up Time
9:15 - 9:30 Circle Time (Agenda, Calendar, Weather)
9:30 - 9:45 Jesus Time
9:45 - 10:00 Music Time
10:00 - 10:15 Bathroom Break and Snack
10:15 - 10:30 Small Group Time
10:30 - 11:05 Free Play (Sensory Tables, Art and Centers)
11:05 - 11:20 Outdoor or Indoor Movement Time
11:20 - 11:30 Story Time and Closing Prayer

2. 4-Year-Old Program Schedule

Monday, Wednesday and Friday Each Week (Typical Agenda)

8:45 - 9:00 Arrival / Free Play
9:00 - 9:10 Devotion in the Chapel
9:10 - 9:15 Clean Up Time
9:15 - 9:30 Circle Time (Agenda, Calendar, Weather)
9:30 - 9:45 Jesus Time
9:45 - 10:00 Music Time
10:00 - 10:15 Bathroom and Snack
10:15 - 10:30 Small Group Time
10:30 - 11:05 Free Play (Sensory Tables, Art and Centers)
11:05 - 11:20 Outdoor or Indoor Movement Time
11:25 - 11:30 Story Time and Closing Prayer

3. 3 & 4 Year Old Enrichment Program Schedule (Typical Agenda)
Daily Schedule:

11:30-11:50 – Free Play / Gross Motor / Outdoor Time

11:50-12:00- Clean Up / Bathroom Break

12:00-12:30 - Lunch

12:30-1:00 – Learning Activity #1

1:00-1:30 – Learning Activity #2 Time

1:30-2:00 – Rest/Quiet Time

2:00-2:50 – Free Play/ Gross / Fine Motor Time

2:50-3:00 - Devotion / Closing Prayer

	<u>Learning Activity #1</u>	<u>Learning Activity #2</u>
<u>Mondays</u> —	Pre-Reading	Language Arts
<u>Tuesdays</u> —	Social Studies	Craft Arts
<u>Wednesdays</u> —	Math	Science
<u>Thursdays</u> —	Pre-Reading	Language Arts
<u>Fridays</u> —	Music	Art

B. Curricular Descriptions

Language Arts Curriculum Objectives

By the end of preschool the students will be able to:

- Recite the alphabet.
- Identify 50% or more of the lower and upper case letters of the alphabet.
- Identify a few sounds of every consonant with the exception of the soft sound of c and g.
- Know the different colors.
- Sequence story pictures.
- Appreciate many different types of literature.
- Understand they should look at a person when speaking.
- Understand they should be quiet and not interrupt a speaker.
- Use a voice level appropriate for the situation.
- Respond appropriately when they are greeted.
- Share a personal experience.
- Print their first name.
- Answer content questions after hearing a story.
- Print upper and lower case letters.
- Use complete sentences in their speech.
- Attempt writing words using their phonetic skills.

Mathematics Curriculum Objectives

By the end of preschool the students will be able to:

- Read and write numerals from 0 to 10.
- Identify shapes.
- Sort objects by color, size and shape.
- Recognize patterns in the world around them.
- Using nonstandard units of measure, the students will recognize shorter, longer, heaviest and lightest.
- Sequence three events.
- Count up to 100 by ones or tens.
- Learn the concept of counting by 5's and 10's.
- Count at least 10 objects.
- Understand ordinals up to a third.
- Introduce clocks and learn that clocks tell time and change.
- Introduce money, penny, nickel and dime, and be able to count coins up to ten cents.
- Collect data and make pictographs and real graphs of data.
- Introduce concept of adding and subtracting.

Physical Development and Health Curriculum Objectives

By the end of preschool the students will be able to:

- Participate regularly in physical activities.
- Enjoy participation in physical activities.
- Respect their bodies as gifts of God.
- Know the importance and benefits of physical activities.
- Celebrate personal successes and achievements.
- Celebrate successes and achievements of others.
- Learn the fruits of the Spirit as they participate in physical activities (gentleness, self-control, patience...)

Social Studies Curriculum Objectives

By the end of preschool the students will be able to:

- Recognize the flag as a national symbol for the United States.
- Use words related to technology and time to show and understanding of how things change.
- Recognize some important historical characters and events.
- Recognize the globe as a model of the earth.
- Demonstrate an understanding of good citizenship and character.
- Describe the work of people in various occupations.
- Recognize the way people work together in a family, neighborhood or community.
- Show an understanding and tolerance for diverse cultures, customs, and mental and physical abilities.

Science Curriculum Objectives

By the end of preschool the students will be able to:

- Understand that God made the heavens and the earth.
- Appreciate the beauty and wonder of God's creation.
- Have a responsibility to take care of God's world.
- Learn the life cycle of certain plants and animals.
- Understand and appreciate how wonderfully our bodies are created.
- Learn to take care of our bodies through proper diet, exercise, hygiene and dental health.
- Recognize different types of weather and seasons.

Religion Curriculum Objectives

Through Christ-centered Word of God instruction, the teacher strives to lead each child to:

- Recognize that God's Word is truth.
- Recognize that Jesus is the Son of God and the Savior of all people.
- Appreciate Jesus' love and forgiveness.
- Trust that Jesus is with us and provides for all our needs.
- Share the message of Jesus Christ.
- Show love to others.
- Forgive others when they sin.
- Feel sorry for sins committed and trust in God's forgiveness.
- Be eager to listen to God's Word.
- Desire to show love to God by serving Him.

Preschool Music, Art, and Drama Curriculum Objectives

By the end of preschool, the students will be able to:

- Recognize music and the ability to make music as gifts from God.
- Understand and use music to God's glory in worship.
- Sing independently and with others, to the best of their abilities.
- Express musical ideas by playing common classroom instruments and by moving to music.
- Become familiar with different types of music.
- Show appreciation for music through body language and facial expression.
- Use a wide variety of tools and techniques to create art.
- Create two and three dimensional works of art while experimenting with color, line, form, texture and space.
- Act out roles in the dramatic play area.
- Appreciate the dramatic performances of others.

C. Calendars

The calendars for the 2024-25 school year is attached. The Tree of Life Lutheran Preschool will follow the Lake Zurich school district schedule as it relates to holiday breaks.

D. Arrival & Departure Procedures

1. Punctuality

Please use the front entrance of the new addition upon arrival. Do not bring your child before 8:45 a.m. and kindly call for him/her promptly at 11:30 AM for the 3- & 4-year-old classes, and at 3:00 PM for the enrichment classes. Punctuality on your part will be a huge advantage to your child who will be able to participate fully in the peer socialization time and morning devotion. A late pick up can be very upsetting for a child as they often don't understand why their mom or dad hasn't arrived when the other parents are leaving with their children. For the sake of security and holding a full day of preschool, the doors will remain locked until 11:30 AM for the regular classes and 3:00 PM for the enrichment classes.

2. Late Pick-Up Policy

A child who is picked up late can get anxious and teachers who have worked a full day need to be able to count on leaving school promptly when the school day is done. Being on time is a significant contributor to the job satisfaction of all our staff and the happiness of our children. Tree of Life takes pride in being a school whose parents are on time and strive to have no violations of the pick-up rule.

Children will be ready to get picked up when their session is over, either at 11:30 AM, 3:00 PM or 4:00 PM. Parents need to allow themselves to be ready to pick up their child at the allotted time.

If a parent or authorized person does not arrive or call / text by five minutes past the designated pick-up time, staff will assume an emergency exists and will begin by attempting to call parents. A \$10 fee will be charged.

If no contact is established with parents after 10 minutes, an effort will be made to call the emergency contacts listed on the emergency contact form. An additional \$10 will be assessed at this time.

After another fifteen minutes without any contact from parents / emergency contacts past the designated pick-up time, a staff member may call either the Lake Zurich police department or the Department of Social Services. An additional \$10 will be assessed at this time.

If contact has been made with parents and parents are running late, after a half-hour has passed, in addition to the above stated charges, \$10 will be charged every fifteen minutes until the child is picked up.

Upon late pick-up, parents will be asked to sign a sheet acknowledging late pick-up and the fees that will be charged. Late fees will be added to the child's tuition bill. We reserve the right to adjust these fees when needed.

3. Sign In and Out Logbook

Please sign your child in and out each day in our logbook. If your child is to be picked up by another adult, the teacher must be informed in writing prior to dismissal.

4. **Parking Lot Safety**
While we are happy to provide an opportunity for parents to socialize with classmate's parents, it is imperative that at the close of the day the child is escorted out of the building and safely to their car. Please be attentive to your child. Small children cannot be easily seen by other parents anxious to drive out of the lot. The circle drive in front of the building can be used for drop off / pick up. Please keep your child safe.
5. **Solicitation**
Since it is important for parents to quickly and safely drop off or pick up their children, we ask that no solicitation for other programs in the community take place during drop off / pick up time. We don't promote any other activities or programs besides the ones New Life Lutheran Church has to offer.

E. **Treatment of Illness and Accidents**

Prior to the first day of class, parents will fill out an emergency contact card. In the event of illness or injury, we will make an attempt to immediately contact a parent. If we cannot reach you, we will call those listed on the emergency card or the child's physician, depending upon the situation. In case of a life-threatening emergency, the Lake Zurich Fire and Rescue Department will be contacted through the 911 emergency service. Parents will be expected to assume responsibility for any resulting expense. If your child is to be absent for the day, please contact the church office at 847-438-5018 or call or text Mrs. Lori at 847-542-0243.

If your child has a "potty accident" during the school day, the child will be directed to get their change of clothes from their cubby. The teacher is equipped with a changing mat, gloves and wipes to help the child get cleaned up.

F. **Allergy Management Plan**

Since allergic reactions come as a result of contact with food, certain drugs and insects, Tree of Life will actively seek to reduce the risk of an allergic reaction of a student in the following ways: 1) We will provide a snack that will not cause an allergic reaction in the student; 2) We will inform the other parents in the class of the allergy so they can avoid sending a pre-packaged birthday treat that will cause distress to that student; 3) We will normally not administer medication with the exception of a medicine prescribed by a doctor for full-day children; and 4) We will seek to keep the facility and playpen free of the presence of any kind of insect that could cause a reaction with its bite.

If a child has an allergy that requires the use of an Epi Pen or an inhaler for an asthma attack, Tree of Life asks that the parent of the child provide that pen or inhaler and provide instruction on usage to the teacher. The teacher has been trained in the use of an Epi Pen and in identifying symptoms of anaphylactic shock. Inhalers and Epi Pens will be clearly labeled and stored in a place readily accessible to the teacher in case of an emergency.

G. Communicable Diseases

Tree of Life requires that all students receive the required immunizations prior to attending class. A record of immunizations is included on the DCFS medical form which is kept on file.

If a child comes down with a communicable disease during the school year, such as chicken pox, pink eye, etc., the child may not attend class until he or she is no longer contagious. In addition, the other parents will be notified to keep a close eye out for any outbreak. If a child has a case of lice, the same procedure will be followed. If your child is ill, please do not send him or her to school until they are 24 hours fever-free. Children who become ill during a preschool session will be isolated from the rest of the class until a parent is able to pick the child up from preschool.

H. Discipline

Tree of Life Lutheran Preschool personnel believe in positive disciplinary action. We encourage children to work through their problems with guidance from the teacher or helper when needed. At times a child may need redirection towards other more constructive activities. Time outs may be used to help a child who needs to regain their self-control. If used, the time out will not exceed the age of the child. All forms of physical punishment are prohibited.

Occasionally, a student will experience a chronic problem that will call for more serious attention. In cases where the above methods are not successful, the teacher will contact the parents in order to develop a specific plan of action. We hope that a unified, team approach will resolve the problematic behavior. If needed, we will help to transition the child to a more suitable program in the area.

I. Behavioral Transitions Plan

Children in the program at Tree of Life Lutheran Preschool, who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be transitioned to a different program.

For all children of Tree of Life Lutheran Preschool, in all instances when a facility decides that it is in the best interest of the child to transition to a different program, the child's and parent's needs shall be considered by planning with the parents to identify the new program, and working with the parents and pending program on a transition plan designed to ensure continuity of services to meet the child's needs.

- 1) We will have written transition policies that outline circumstances in which children may transition out of the program and what the transition process entails;
- 2) DCFS will be notified of transition plans;
- 3) Nothing shall preclude a parent's or legal guardian's right to withdraw his or her child from Tree of Life Lutheran Preschool. A written statement from the parent or guardian will be requested and kept on file, stating the reason for the decision to withdraw the child; and
- 4) If parents/guardians cannot provide a letter, Tree of Life Lutheran Preschool will maintain documentation which will include the requestor's name and relationship to the child, along with the withdrawal date. Tree of Life Lutheran Preschool will sign and date the documentation.

Tree of Life Lutheran Preschool will maintain documentation regarding steps taken to ensure that the child can participate safely in the program, per the behavior support plan and program transition policy. This shall include attempts to utilize qualified professional resources, including when parental consent is attempted and whether it is obtained.

Early intervention services received by children of Tree of Life Lutheran Preschool, will be documented in the behavior support plan. Additionally, we will also document whether children are evaluated by the Early Intervention Program and/or the school district and, concerning those children evaluated, whether they are found eligible or ineligible to receive services.

Tree of Life Lutheran Preschool will collect, and report annually to the Illinois State Board of Education, in compliance with 23 Ill. Adm. Code 235.340 (Reporting), information on children.

Since the Lutheran Church and our preschool are gospel-centered, children will be assured, that no matter the infraction, Jesus died to pay for every sin.

J. Snacks / Hot Lunch

A mid-morning snack will be provided by the preschool. A drink of either milk or water will be provided for snack time and for lunch. Lunches will be prepared by Tree of Life staff in New Life's kitchen according to Lake County Health Department regulations. The appliances, especially the refrigerator, will be maintained according to LCHD specifications. No serving plates or utensils will be used to serve the mid-morning snack. Only disposable items such as napkins, paper cups and paper plates will be used.

Two food groups will be provided in each daily snack ensuring that one of the items is a protein source or fruit. Suggestions for snacks will include: cheese, cheese sticks, yogurt, crackers, pretzels, fruit, granola bars. Hot lunch will be served for those staying for the enrichment program.

K. Birthdays

Birthdays are exciting events during the year. If you would like to send a treat to share with the class, it must be a pre-packaged store bought item as to not trigger allergic reactions in the students. Please inform the teacher a couple days in advance if you are bringing something. If your child's birthday falls on a non-attendance day, just pick any day that works for you and let the teacher know.

L. Field Trips

Field trips are an important part of the curriculum of Tree of Life. When a field trip is scheduled, a portable first aid kit and authorization documents accompany all field trips. These trips will expand upon the current units of study in the classroom. Therefore, all the students are expected to go on the field trips. Parents will receive permission slips for all trips. Parents are often needed to help drive and chaperone field trips. If there is an expense for a field trip, the parents will be notified as early as possible. The fee for the trip will be added to the monthly billing statement. Siblings are not allowed on field trips. *(Please note: Outdoor field trips may be cancelled on short notice due to inclement weather.)*

M. Personal Belongings

We would prefer toys stay at home as they usually interfere with preschool activities. If the student would like to bring something that pertains to the themes being studied, an occasional book or CD is fine. All items must be labeled with the child's name. We do have "Show and Tell Times" at preschool and each child will have their special sharing time. The teacher will make suggestions concerning appropriate items to bring. Show and Tell provides a great opportunity to develop language and build confidence.

N. Snow Days / Extreme Cold

If the weather is bad and school will be called off, you will receive a text on your phone from Mrs. Lori by 7:30 AM announcing the cancelation of school. If you don't hear anything, regardless of what the public school is doing, assume Tree of Life will have class.

V. Communication

A. Newsletter

A monthly newsletter called New Life News will be sent home every month. It will contain upcoming events and an article from the preschool teacher and preschool pictures. Monthly calendars can be found at www.treeoflifelutheranpreschool.com. If you would like a paper copy of the monthly calendar, please ask Mrs. Lori.

B. Parent Teacher Conferences

Conferences will be scheduled twice during the school year. Parents may request an additional conference if the need arises.

C. E-mail

An e-mail list will be created at the beginning of the year so there is a means of instant communication with the families.

D. Confidentiality

The Tree of Life Lutheran Preschool and/or New Life Lutheran Church will respect the confidential nature of the child and personal records. If information is requested by outside persons or agencies, a specific written request signed by the person requesting the information release will be obtained and placed on file at the facility prior to the release of the information. Except in an emergency, all records will remain confidential.

VI. MISCELLANEOUS

A. Building Maintenance

The preschool facility is ADA accessible. The maintenance of the facility will be the responsibility of the owner, New Life Ev. Lutheran Church.

B. Equipment Maintenance

New Life Lutheran Church will maintain all preschool equipment. The selection of such equipment will be in accordance with DCFS guidelines. The teacher and preschool committee will cooperate in the selection and purchase of needed equipment. Pets are not welcome at the preschool, except for those necessary to the handicapped.

C. **Cleanliness of Building and Grounds**
New Life Ev. Lutheran Church maintains the building and grounds. The church takes great pride in keeping the facility clean and the grounds well groomed.

D. **Emergency and Disaster Preparedness Plan**

Evacuation Plan: In case of fire during preschool hours, the children will be directed to exit according to the fire escape plan (posted.) The far corner of the sidewalk next to the handicapped parking space will serve as the central location site so that all children may be counted. In the event of a tornado warning, the children will be directed to the part of the old building that will provide the most structural stability (in this case, that area is the girl's bathroom in the fellowship hall). Fire drills will be carried out monthly. Tornado drills will be carried out during the Fall and Spring. The preschool staff is trained to use a "lockdown procedure." (See Attached) In case of an emergency, Mrs. Lori carries with her the emergency contact cards for swift communication with the parents.

Relocation Plan: If we cannot go back into the building we will go next door to Auberge. We will stay there until all children can be picked up by their parents or it is safe to return to the building.

Shelter in Place Plan: If we need to shelter down, the children will be directed to the part of the old building, we will go into the women's bathroom and shelter in the large stall barricading ourselves in.

Lockdown Procedures: See the last page in the parent handbook.

Communication & Reunification Plan: If an emergency occurs, we will text all parents according to their emergency contact forms list. If we do not hear back from them in a few minutes we will reach out to the second emergency person on their list. If none of their people respond we will try calling. We will let them know what has happened and where to meet us to safely pick up their child/children.

Continuity of Operations: Once the emergency is over and we can resume class, we will first meet in a group and make sure the children are feeling safe and secure. If they have any questions we will answer them and then sing a few songs to get us back on track with our day. From there we will transition into free play time.

Accommodation of the children and those with Disabilities and Chronic Medical

Conditions: The staff will make sure all the children remain calm by singing songs with them and reassuring them everything is okay. For children with special needs, we will make sure they are right next to the lead teacher or teacher's assistant to help them remain calm and comforted. We can add support to young children who may be frightened, by holding their hands and offering a reassuring smile and positive words.

E. **Insurance Coverage**

Tree of Life Lutheran Preschool is covered under the general liability policy of New Life Ev. Lutheran Church of Lake Zurich, Illinois. The insurance carrier is Church Mutual. Our general liability policy number is 0083409-02-685763. The policy contains a limit of \$2,000,000 dollars per occurrence for bodily injury and property damage.

- F. DCFS Licensing Information
The Department of Child and Family Services has licensed our program as a Group Day Care, capable of serving children ages 2-6.

- G. Accreditation
Tree of Life Lutheran Preschool was granted “exemplary status” by WELSSA (Wisconsin Evangelical Lutheran Synod School Accreditation) in September 2021 and is also accredited through NCPSA (National Council for Private Schools Accreditation.)

Tree of Life Lutheran Preschool Delegation of Authority

The Preschool Teachers (Director Qualified *)

Mrs. Lori Dundore*
(847) 542-0243

Rachel Andrews*
(630) 487-1164

report to

The Early Childhood Committee (Helper *)

Kelly Daugherty * Katie Ulwelling* Rachel Andrews*

Christine Follmer (Treasurer) Lori Dundore
(815) 477-7833

*(New Committee members are welcome to join at any time and
will receive orientation when they join.)*

reports to

Interim Preschool Administrator / Liaison with the New Life Church Council (Teacher Qualified*)

Pastor Andrew Bauer*
(847) 438-5018

reports to

The New Life Church Council

(as of 7/1/2024)

Mike Spangle—Chairman / Elder
(847) 239-3615

Joe Berg—Secretary
(847) 537-7840

Brent Anderson—Treasurer
(847) 201-7091

Ken Sarvady—Financial Secretary
(847) 550-9310

John Lester—Outreach Chairman
(224) 372-7411

N/A—Brian James—Stewardship Chairman
(847-309-9228)

Toby James—Fellowship Chairman
(847) 404-1405

N/A—Property Chairman

reports to

The New Life Voters Assembly
(meets once a year, the second Sunday of July)

Tree of Life Three-Year-Old Class

2024-2025 School Year / School Days are Highlighted

8/6 Orientation, 6:00 PM—7:00 PM

8/28 Playdate, 10:30-11:00 AM

9/3 First Day of School

11/28 Thanksgiving

12/23—1/2 Winter Break

1/7 School Resumes

3/24-3/28 Spring Break

5/29 Last Day of School

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The kids are invited to sing for church with the Sunday School children on the first Sunday of October, November, December, February, March, April and May.

Tree of Life Four-Year-Old Class

2024-2025 School Year / School Days are Highlighted

- 8/6 Orientation, 6:00 PM—7:00 PM
- 8/28 Playdate, 11:15-11:45 AM
- 9/4 First Day of School
- 10/14 Columbus Day
- 11/27-29 Thanksgiving Break
- 12/23—1/2 Winter Break
- 1/6 School Resumes
- 1/20 MLK Day
- 2/17 President's Day
- 3/24-3/28 Spring Break
- 4/18 Good Friday
- 5/26 Memorial Day
- 5/30 Last Day of School

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The kids are invited to sing for church with the Sunday School children on the first Sunday of October, November, December, February, March, April and May.

Tree of Life Lutheran Preschool

“LOCKDOWN” Procedure

The “Lockdown” procedure should be used when there is a threat posed by a dangerous situation occurring outside the school / church building. During a “lockdown” event the possibility of the evacuation of students from the building has been removed. Examples of possible outside threats that could warrant a “lockdown” include but are not limited to an unauthorized person using or threatening to use a weapon, a hazardous chemical situation where the environment has been impacted, or in rare events, a significantly dangerous weather event.

The primary purpose of a “lockdown” procedure is to isolate students and staff from a pending danger.

When a “lockdown” is necessary, an announcement is made by the administrator notifying staff and students of the “lockdown”. All outdoor activities will immediately be stopped.

Tree of Life “Lockdown” procedures:

- All exterior doors, both school and church, will be locked.
- All exterior windows will be secured.
- All persons should be instructed to stay away from windows.
- Students should be immediately gathered in a secure area and accounted for.
- The primary exterior door may be monitored by an authorized person.
- During a “Lockdown” students will NOT respond to the fire alarm.
- When the threat is over, the administrator announces the “all clear”.

Administrator / Staff responsibilities during a “LOCKDOWN”:

- 1.) Monitor and evaluate the overall execution of the “lockdown”.
- 2.) Communicate with parents if deemed necessary and appropriate for the event.
- 3.) Determine whether preschool should continue as normal or should special measures be taken to make the building appear unoccupied.
- 4.) Contact local law enforcement authorities if deemed necessary and appropriate for the event.