

# **RESURRECTION PRESCHOOL**



**PARENT HANDBOOK**  
**School Year**  
**2022-2023**

## **Introduction**

This handbook has been prepared with you, our parents, in mind. Its purpose is to serve as a guide to important school information that will be helpful to you throughout the year. Resurrection Preschool has been a ministry of Lutheran Church of the Resurrection since 1964 and the positions on the Board are filled by members or associate members of the congregation who volunteer their time and talents to serve the children and families of this community.

Please examine “The Parent Handbook” and keep it as a ready reference. Contact us if you need additional information or wish further explanation concerning any part of the school program. With continued cooperation and communication between the school and parents, we are certain that your child will have a rewarding introduction into the school experience.

## **Preschool Board**

President	Patti Tregoning
Financial Manager	Sandy Sneed
Secretary	Diana Mickow
Board Member	Jean Bowser
Pastor	Mary Appelt-Graves

## **Director/Teacher**

Jennifer Harkenrider

Email [resurrectionpreschooldir@yahoo.com](mailto:resurrectionpreschooldir@yahoo.com)

Jennifer’s education includes degrees in Elementary Education/Special Education and Early Childhood Education. She comes with teaching experience in Preschool and Religious Education. For the last 10 years she has been the Cub Scout Leader at Resurrection. Together we look forward to an exciting 59<sup>th</sup> year serving the families and children of our community!

## **Goals of the Preschool**

The Preschool will help each child to develop and discover God's love in the world around them and to grow socially, spiritually, and intellectually by:

- Developing a firm foundation for reading, writing, and mathematics
- Learning to play cooperatively
- Strengthening language skills
- Developing free self-expression in art and music
- Increasing independence through self-care (e.g.: buttoning, zipping etc.)
- Improving physical coordination
- Enjoying a personal feeling of discovery through learning
- Developing a positive self-concept
- Absorbing Christian values and ideals

**Licensed by:** The State of Illinois – D.C.F.S.

**Affiliations:** Lutheran Association of Christian Educators  
Illinois Action for Children  
NAEYC – National Association for the  
Education of Young Children

# **GENERAL PROGRAM**

## **Music**

Singing songs  
Rhythm instruments  
Playing singing games  
Learning simple dance patterns  
Rhythm & rhyme transitional cues  
Following directions

## **Learning through Play**

Self directed play centers  
Manipulative materials  
Games  
Dramatic play

## **Art**

Clay and other modeling materials  
Pencil, crayon, marker and chalk drawing  
Finger and brush painting  
Cut and paste, collage  
Seasonal handiwork and simple crafts

## **Science, Health and Safety**

Awareness of the world around us  
Hygiene, dental health & heart health  
Nutrition & exercise  
Safety at home and school

## **Introduction to Computers**

Learning activities  
Enrichment programs

## **Christian Values**

Weekly *Chapel Time* with Pastor  
Well known Bible stories, truth telling, forgiveness  
Kindness, service to others, gentleness, etc.

## **Language Skills**

Show and Tell

Memorizing poems and rhymes

Learning to follow directions

Listening to stories and poems

Retelling & dramatic reenactment

Identifying colors, shapes and sizes

## **Reading Readiness**

Left to right progression

Studying comparisons – (over and under)

Recognizing own name

Recognizing alphabet (capital and lower case)

Journals

## **Writing Readiness**

Development of fine motor skills, gripping pencils, using scissors

Printing own name

Printing alphabet (capital and lower case)

Writing numerals

## **Math Readiness**

1 to 1 correspondence

Ordinal numbers

Serialization

Oral counting & recognizing numerals 1-20

Graphing & patterning

## **Practical Life**

Buttoning, snapping, tying and zipping

Opening and closing bottles

Frosting a cake

Cooking

Clean up after play

# ***SCHOOL POLICIES***

## **Absences**

If your child will be absent for any reason, please notify the preschool at (708)687-2196.

## **Accident**

If your child receives an injury at school, however minor, you will be notified in person, by phone and/or in writing. An accident report will be recorded and kept in your child's file.

## **Clothing**

Provide one set of clean clothes for your child. Please label each item with your child's name and place them in a large zip lock bag. These will remain at the school. In the event of any accident or soiling of clothes, the spare items will be used and the soiled items will go home with the child. Please launder and return them as soon as possible.

In preschool, the children will spend much time playing on the floor, doing "messy" work and playing actively. Pants are encouraged for all. If your child wears snow boots, please send your child's shoes to wear in class. Boots should be able to be put on with ease. Be sure all outer clothing is labeled with your child's name. For child's safety make sure shoes cover toes & heels and fasten securely.

## **Conflict Resolution**

Your child's teacher or the director can help if a problem or concern should arise. If you feel that your problem or concern has not been resolved please contact the Board President, Patti Tregoning at 708-945-4712 or [patregoning@gmail.com](mailto:patregoning@gmail.com) .

### *Contagious Diseases*

Please inform the preschool if your child has contracted or has been exposed to any contagious disease such as COVID-19, impetigo, pinworm, scarletina, conjunctivitis, head lice, a staph infection, chicken pox, strep throat, etc. Please be guided by your physician's instructions.

### *COVID-19*

Guidelines/protocol sheet containing CDC guidelines are on a separate sheet to be signed and returned before child can attend.

### *Discipline*

The word “discipline” means “to teach”, it does not mean “to punish”. The first goal in discipline is to protect your child from danger. Another very important goal is to teach your child an understanding of right from wrong, and to teach respect for the rights of others.

Our goal is to teach each child to be responsible for his/her own behavior. The teachers guide the children to settle disagreements among themselves. The most effective actions are ignoring the misbehavior, redirecting the child to appropriate behavior, or giving your child “renewal time”. When it becomes necessary for a teacher to intervene, the child(ren) will be corrected in a kind way, expressing the misbehavior as a clear and concrete rule.

If a child persists with inappropriate behavior, the parent will be informed verbally or in writing. A teacher may request a conference if the child shows repeated lack of self-control. We will offer behavior support and transition plans involving the local school district. Situations that remain unresolved or pose a danger to the student or others may result in dismissal.

### **Drop-Off / Pick-Up Procedure**

**REFER TO COVID-19 GUIDELINES/PROTOCOL SHEET FOR NEW PROCEDURES.** Children will be admitted via the west (Parkside Avenue) entrance of the church. Staff members will be at the curb and at the door to greet your child, and allow you to sign your child in. When dropping your child off at the door please park your vehicle in the parking lot north of the building (enter lot from Central Avenue) and bring your child to the west doors. When dropping your child off at the curb please approach Parkside Avenue from the south so that the car's passenger door is at the curb. Stop the car at the sidewalk adjacent to the church door. ***Please do not leave your vehicle.***

Children will exit the building from the west (Parkside Avenue) door. When picking up your child, staff members will be at the curb and the door to greet you and to allow you to sign your child out. Please wait for a staff member to release your child to you. A staff member will bring your child to you at the curb and will assist your child into the vehicle.

Doors will be locked while children are present. If you are bringing your child late you ***must*** call so we can expect you. Come to the west doors (Parkside Ave), ring the bell, and sign your child in or out. There will be a fee of \$5 for every ten minutes that you are late in picking up your child.

If someone other than the regular driver or authorized individual will be picking up your child, please notify the school in writing or by phone. For your child's protection, children will not be released unless the school has been informed in writing of any changes. Identification will be requested before your child is released to an unfamiliar person.



### *Emergency Drills*

DCFS Licensing Standards for Day Care Centers Regulation 407-3701 states “Drills for possible emergency situations, including fire and tornado shall be conducted.” Drills shall be conducted once a month for fire and twice a year for tornado. Records shall be maintained of the dates and times that fire and tornado drills are conducted.” Our monthly emergency drills teach the children how to react in the event of an actual emergency. Part of this training teaches that when there is a fire, you do not stop for anything (toys, clothes, pets, etc.) It is more important that the children are evacuated as quickly as possible. The safety of the children is our utmost concern.

### *Field Trips*

Several field trips are planned during the school year. For most trips parents bring the children to the field trip site and pick them up when the field trip is over. Parents are allowed to stay for other trips such as the fire department and library. A signed permission slip is required for field trips, walking excursions, outdoor play, etc. You will receive a permission form which will explain these details as well as fees if any. You will be informed of each trip in advance.

Please note that due to insurance regulations...*children who are not registered students will not be allowed on the field trips.*

**\*\*\*DUE TO COVID-19 FIELD TRIPS HAVE BEEN CANCELLED. THIS IS SUBJECT TO CHANGE.\*\*\***

### **Health Records**

The health record and medical treatment release forms, which were passed out during registration, should be completed and returned no later than the first day of school. The State of Illinois requires that these forms be on file for each enrolled child.

**THESE FORMS MUST BE FILLED OUT COMPLETELY.**

No medication will be dispensed. **Vision & hearing tests are mandatory. DCFS requires every child to have vision & hearing screening during the school year.** Please read, sign and return the separate *Vision & Hearing Screening Agreement*.

### **Illness**

To protect the health of all of our children, and to comply with DCFS regulations, a teacher will do a visual inspection of your child as you drop him/her off daily to look for signs of communicable illness. This will be done as you drop off your child at the curb or door. Children who show signs of a communicable illness will not be admitted to school that day. When you sign your child in you will be attesting to your child's health. Please be considerate to all the children and do not send your child to preschool if you feel he/she is ill, becoming ill, or has had a fever within the past 24 hours.

### **Illness at School**

If your child becomes ill at school, the staff will notify the parent to come and get the child. If a parent is not at home, the staff will use the emergency numbers given on the registration form. In an extreme emergency, the Oak Forest Paramedics will be called simultaneously with the parent. We will follow advice of medical personnel. The child's welfare is our first concern.

### *Library*

#### **NO LIBRARY TIME UNTIL FURTHER NOTICE.**

Every Tuesday the children will be allowed to check out a book from our preschool library. Books must be returned before additional books are checked out. In the event a book is lost or damaged, it must be replaced with the same title and author.

### *Non-Disclosure Policy*

No information regarding your child or family will be released by the Preschool unless we receive permission, i.e. telephone numbers to arrange play dates.

### *Non-Discriminatory Policy*

Resurrection 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 or ethnic origin in the administration of its educational policies, scholarship and loan programs, athletic, and other school administered programs.

### *Parent/Teacher Conferences*

If and when a parent feels a need, or has a concern, the parent may contact the teacher for a conference. Likewise, if the teacher has any concerns, the teacher will contact the parent.

Scheduled conferences are held twice during the school year for all parents. You will be notified in advance to allow scheduling of time with your child's teacher.

### *Party/Activity Fee*

We have various parties throughout the year. You will be informed when these parties are scheduled. To cover the cost of parties and activities, a fee of \$35.00 is due by Wednesday, September 28, 2022. This fee covers several different things including Resurrection Preschool T-shirt, class parties, year end picnic, craft supplies for special projects throughout the year, Christmas program, etc.

We ask that the parents planning the parties keep within the budgeted amount allowed for each party. We have budgeted approximately \$5 a child per party. (Donations made by the parents, although welcomed, will not be reimbursed. We are a not-for-profit organization and have no margin for contingencies.)

Throughout the year you may be asked to donate an item or two to help out with your child's school activities

Your child will also be assigned a birthday or un-birthday day. (Anyone with a summer birthday will celebrate an un-birthday during the school year.) On this day you may send a special treat for the snack (not homemade). Your child's birthday treat will be distributed at snack time.

Graduating students will be charged a *Graduation Fee* in February.

### *Registration Fee*

At the time of registration, a fee of \$85 per child (\$55 for each additional child in the family) is due. The registration fee is **non-refundable**. This fee is used to cover curriculum supplies for the school year.

### **Room Parent Volunteer Program**

The preschool encourages parent participation in their children's education. We try to give every parent an opportunity to participate in field trips or being a room parent. If you wish to be a room parent or a chaperone, sign up sheets will be available at orientation or you can contact the school. Parents organize "Parent Groups" to help plan party games, crafts and treats. Additionally, if there is some special service you would like to volunteer for, please notify one of the staff.

### **School Closing – Emergency Weather**

In the event of a morning funeral at Lutheran Church of the Resurrection, the preschool will close for the privacy of the family and for parking considerations. You will be notified of a closing by phone as soon as arrangements are made.

If school must be closed due to severe weather conditions or other unforeseeable events, our staff call system will go into effect. Refer to the Emergency Closing Center Sheet given at orientation on where to get closing information for District 142 - Oak Forest.

Please be sure to keep your contact information updated should it change during the year.

No tuition refunds or credits will be permitted should the school close due to such an emergency.

### **School Visitation and Communication**

Parents or guardians may visit the school whenever it is in session. However, there will be no adult visitors without a prearranged appointment. **Due to COVID-19 we must prescreen anyone entering the building and require face mask be worn at all times.**

Please realize that visitations are for *observation purposes only*. You should be as inconspicuous as possible and non-intrusive to the teaching staff. Due to insurance regulations non-registered children will not be allowed to visit when school is in session. If your visit prompts questions, please ask the staff following the teaching session or make an appointment with the preschool director. You may call the school regarding concerns at any time. Each monthly preschool board meeting begins with an open meeting followed by a closed business meeting. Anyone wishing to attend the open meeting as a guest please notify the Board President in advance. Contact information is at the end of this handbook on page 18.

A monthly calendar, weekly newsletter, snack list, and show & tell list will be sent home or emailed. Other information may be sent home as needed. Always remember to check your child's "Important Information" folder or email.

If it is necessary to call the school directly, please call immediately before or after session. If the staff is unable to answer your call, please leave a message on the preschool's voice mail system. The school number is (708) 687-2196.

### *School Days and Hours*

3 Day Class: Monday through Wednesday 9:00 to 11:30 A.M.

4 Day Class: 9:00 to 11:30 A.M. If spots are available

5 Day Class: Monday through Wednesday 9:00 to 11:30 A.M.

**...PLUS...**

2 Day Enrichment Class: Thursday & Friday 9:00 to 11:30 A.M.

### *Severe Weather Warnings*

In the event of a tornado watch, the staff will take precautionary measures. If it is necessary to pick up a child during a watch, the usual procedure will be used. You may remove your child early, if deemed necessary, by coordinating with a staff member by calling first to arrange pickup. However, please do not enter the classroom area. In the event of a tornado warning (a funnel cloud sighting within 10 miles) the staff will take necessary precautionary measures. The staff will hold the children until the immediate danger has passed. At that time, the usual dismissal procedures will be used. In the event you feel it is necessary to remove your child during a warning, the staff will release the child to the regular car pool driver or parent. However, the person picking up the child must enter the school and coordinate with a staff member by calling first to arrange pickup.

### *Snacks*

The parents, on a rotating schedule set by the director, will provide snacks. You will receive a snack list the last week of the month for the following month. Your child will also be assigned a birthday or un-birthday day. On this day you may send a special treat for the snack (not homemade). For all other snack days, we request that you provide a nutritious snack. Suggestions for these snacks are given on the bottom of the snack list as well as how many to provide and other items needed to serve the snack. The Department of Children and Family Services requires that all snacks must be in their original sealed package or come from a bakery. **NO HOMEMADE SNACKS WILL BE SERVED.** Cooking for parties must be done at school under supervision of someone with a current food sanitization certificate.

### *Tuition*

Tuition per student is based on the projected needs and expenses of the preschool for the complete year (September-May). The tuition is broken down into monthly payments for programs and is due on the first school day of each month, September through May.

Please remember we are a *not-for-profit organization and have no margin for contingencies*. Our expenses and salaries remain the same no matter how many children are in attendance. Therefore, all payments must be paid so long as the child is enrolled in the preschool, regardless of absences. If tuition is not paid by the 7<sup>th</sup> day of the month, a late notice will be sent home to you and a \$10 late fee will be assessed for each week that your payment is late.



In order to keep your child enrolled, tuition payments must be made on a timely basis. If tuition is delinquent for 30 days, your child cannot attend until your account is made current. Students whose parents have an outstanding balance due at graduation will not be permitted to participate in any school related year end programs and events, such as graduation and class picnic.

Tuition payments should be made by check or money order and made payable to Resurrection Preschool. Cash payments are not recommended. If paying in cash a receipt will be sent home in your child's folder. Checks returned by the bank due to insufficient funds, will be assessed a \$25 fee along with all additional bank charges. The Preschool may require money orders for tuition payment if checks are returned repeatedly.

Please place these items in your child's folder so they do not get misplaced or lost.

Due to the busy nature during arrival and departure and for your own protection...**PLEASE DO NOT HAND PAYMENTS OR ANY OTHER PAPERS TO THE TEACHER AT THE DOOR OR CURB.** Tuition payments can be mailed to:

Resurrection Preschool  
15050 S. Central Avenue  
Oak Forest, IL 60452

Final payment of May fees must be paid in order for student to participate in end of year festivities & graduation.

### **Tuition Discounts**

Special discounted tuition rates are available to children of registered members of Lutheran Church of the Resurrection. Seasonal fundraisers may be held to assist in keeping tuition fees at a reasonable level. Information will be sent home before each fundraiser.

### **Tuition Rebate**

By purchasing gift cards and/or gift certificates at face value from Resurrection Preschool's "Smart Money Program" or "SMP" you can earn credit to reduce the cost of monthly tuition. Currently we purchase through ***Great Lakes Scrip***. Vendor lists are available at [www.shopwithscrip.com](http://www.shopwithscrip.com). You will receive more detailed information regarding this program.

Each participating retailer offers the preschool a percentage off the price of gift cards purchased for major retailers, restaurants, gas, entertainment and much more. The preschool in turn shares that rebated amount with you in the form of a credit to reduce the cost of your child's monthly tuition. You receive dollar for dollar the amount paid for each gift card purchased in addition to the tuition discount.

Contact information

**Resurrection Preschool**

**15050 South Central Avenue**

**Oak Forest, Illinois 60452**

**(708) 687-2196**

**General Email**

[resurrection4preschool@yahoo.com](mailto:resurrection4preschool@yahoo.com)

**Website**

[www.resurrection-oakforest.org/preschool](http://www.resurrection-oakforest.org/preschool)

**Email Jennifer Harkenrider, Director**

[resurrectionpreschooldir@yahoo.com](mailto:resurrectionpreschooldir@yahoo.com)

**Email Patti Tregoning, Board President**

[patregoning@gmail.com](mailto:patregoning@gmail.com)

**Email Pastor Mary Appelt-Graves**

[pastor@resurrection-oakforest.org](mailto:pastor@resurrection-oakforest.org)

*Revised August 2022*

# Notes



*After reading “The Parent Handbook”*

***PLEASE SIGN AND RETURN***

*the bottom portion of this page.*

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*2022-2023 Parent Handbook Acknowledgement*

I have read, and agree to comply with the policies herein established by Resurrection Preschool, which have been set to meet the needs of providing excellence in education for children of preschool age. Policies herein established are written to meet requirements as set forth in the Licensing Standards for Day Care Centers, as outlined by the Illinois Department of Children and Family Services.

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Student’s Name (Please Print)

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Parent Signature

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Date