

# PRESCHOOL POLICY BROCHURE

(Changes will be in red print)

## AGES, LICENSING AND TIME SCHEDULE

Children should be three years old by September 1, 2020 to be enrolled for fall. Children must also be toilet trained. The Preschool is licensed by the State of Illinois. The weekly schedule will be:

- 3-year-olds 9:00 – 11:30 a.m. Monday & Thursday
- 4-year-olds 9:00 – 11:30 a.m. Tuesday, Wednesday & Friday
- 4-year-olds 12:30 – 3:00 p.m. Monday, Wednesday & Friday

## ADMISSION REQUIREMENTS

Children must have a medical exam with required vaccines (DTP, Polio, Hib, Hepatitis B, Varicella & MMR), TB test and lead screening. State law also requires each student to have a vision and hearing test. All completed health forms must be presented to the Preschool by the first day of school. A nonrefundable registration fee of \$45 is required along with one-month tuition for May 2021 in order to enroll your child in preschool.

## PROGRAM OVERVIEW

We offer a developmentally appropriate environment where children are encouraged to make choices and have hands-on experiences with a wide variety of materials.

## CURRICULUM

The preschool program includes free play, school readiness, language arts, creative art, chapel time, cooking, music, fine and large motor play both inside and outside and field trips. Every effort is made to make our preschool a happy, comfortable place for your child to grow physically, socially, intellectually and emotionally in a loving, Christian atmosphere.

## SCHOOL SCHEDULE

The Preschool will hold classes from Labor Day to Memorial Day. A complete preschool calendar will be provided at orientation and can be viewed online throughout the year at [firstgeneseo.org/preschool](http://firstgeneseo.org/preschool).

The preschool calendar is provided via the email orientation. A paper copy is included in the orientation paperwork folder and is always available at [firstgeneseo.org/preschool](http://firstgeneseo.org/preschool). The calendar is subject to change and updates will be communicated through email and newsletters.

## WINTER WEATHER POLICY

When Geneseo Schools release early or cancel school due to weather, we will also cancel. When Geneseo Schools delay the start of the day, our AM class will be canceled; the PM class will meet as scheduled. We do not make up days that are canceled due to weather.

If Geneseo Schools are e-learning, we will communicate school cancellations through email, text and ClassDojo. If there is inclement weather, please check these sources before driving to preschool.

## TUITION

Tuition for the two day a week class is \$855/year or \$95/month. The three day a week class is \$1035/year or \$115/month. Tuition is due the FIRST day of each month, beginning in September. Tuition (no cash, please; check or money order only) can be dropped in our tuition box located in the preschool room or mailed to: First Lutheran Preschool, 114 E Main St, Geneseo, IL 61254. Tuition may be paid in advance for as many months as you wish. A deposit of one month's tuition is required for registration and applies to May 2021 tuition.

There will be a bin for tuition payments on the table in the preschool entryway. Tuition will be collected the first of each month. Please plan to bring your September payment on the first day of preschool for your child. In the event that we would need to close our preschool for a two-week period or longer, you will not be expected to pay tuition for that time. In this case, we will be altering the amount of the next payment due. You will be notified of any changes to future tuition amounts due via email.

## ITEMS NEEDED FOR PRESCHOOL

We ask that your child bring a bookbag to school each day. Please mark your child's clothing with their name, especially mittens, hats, boots and jackets. Since our program stresses activity and freedom of movement, we suggest that you send your child in washable play clothes and tennis shoes.

Children will need to have a face covering with them each day. Please make sure their name is written on it. We will have cloth and disposable masks available for back up.

## **ILLNESS**

Please do not send your child to preschool if he/she is ill. We do appreciate a call to let us know your child will not be in school. Do not send your child to preschool if he/she is experiencing symptoms of COVID-19 or if someone in the child's household has tested positive or is experiencing symptoms of COVID-19.

There will be daily health checks for all persons entering the preschool. Children with a temperature of 100.4 degrees Fahrenheit or higher, or a symptom of COVID-19, will be required to stay home.

- Every person entering the building will be required to wear a face covering.
- No touch temperature taken and survey questions asked of any person entering the preschool classroom.
- Temperature checks using no touch thermometer conducted by staff and recorded by parent for each child upon arrival using physical barrier method.
- Staff will make visual inspection of each child for signs of illness, including flushed cheeks, rapid breathing, difficulty breathing, fatigue.
- Anyone with symptoms of COVID-19 or a temperature of 100.4 degrees Fahrenheit or higher will be prohibited from entering and encouraged to see a health care provider for evaluation.
- If someone in the home of a student tests positive for COVID-19, or the student has had close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19, the student shall be excluded from the preschool for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.
- If a child shows any symptoms or develops a fever during class, parents will be called to pick up immediately. Child will go to an adjacent Sunday school room with a staff member until parent arrives.

## **PARENT/TEACHER COMMUNICATION**

Group orientation will be held during the week of September 8, 2020. Information regarding your child's orientation day and time will be mailed in July. Teachers will communicate throughout the year by email, monthly newsletter, preschool website and entryway bulletin board. Parent-Teacher Conferences will be held in February or by request. Parents may visit at any time.

The orientation presentation will be sent through email and a printed copy will be supplied on the first day of preschool. Parents will need to read through the orientation and sign a form that it has been read and all policies are understood. We will be adding a ClassDojo account for additional communication. To begin the year, parents will not be able to be in the classroom.

## **SNACK**

A small snack will be served mid-morning and afternoon. Children are welcome to bring special treats for their birthday celebration or at any other time. All snacks must be purchased; not homemade. We ask that you notify the teacher in advance if you would like to bring a special treat. We will not be offering snack to begin the year. We will have alternate ways to celebrate birthdays in the classroom.

## **OUTSIDE PLAY**

When weather permits, we play outside on our playground. Please dress your child for outdoor play activities.

We will be spending longer periods of time outdoors as weather allows. In addition to free play time, we will plan for a portion of our circle time, chapel and projects to take place outside. We will spend this time in the shade but please apply sunscreen before coming to preschool. We will also make sure that the children stay hydrated.

## **SHOW AND TELL**

All classes will have show-and-tell once a week. We encourage your child to bring something special in his/her bookbag. Your newsletters will specify areas of study so that the show-and-tell might coordinate with the activities being studied. Please explain to your child that items brought from home for show-and-tell should be left in their bookbags. Please do not let your child bring guns or other violent toys to school. Show and Tell will be on hold for the start of the preschool year. We will be letting you know of alternate ways for your children to share.

## **TIME POLICY**

The teachers need time in the classroom prior to class for preparation. We ask that the children arrive at preschool no earlier than five minutes before class time and leave no later than five minutes after class. Please watch for the "WELCOME" sign in the window.

We will begin screening students 5 minutes before the start of class. Only one family will be allowed in the entryway at a time. Children will be checked for symptoms and have their temperature taken. The caregiver will need to sign in and answer COVID-19 related questions. We will require that everyone wear a face covering and maintain social distance. We will also begin dismissing children 5 minutes before the end of class time. Again, please enter one family at a time to sign your child out and a teacher will walk your child out to you.

## **FIELD TRIPS**

The four year old classes will take various field trips during the school year. You will be notified of field trips in the monthly newsletter. We will not be able to take field trips at the beginning of the year. Alternate outdoor visitor opportunities may be planned.