



# Parent Handbook 2017 – 2018

Trinity Lutheran Church  
701 E. Florida Ave.  
Urbana, Illinois 61801

(217)-607-2096

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

[www.trinity-urbana.org](http://www.trinity-urbana.org)

## Table of Contents

Page	
2	Purpose, Mission, and Program
3	Daily Schedule
4	Admission, Registration, and Enrollment
5	Fees and Tuition
6	Health and Safety
7	Nutrition and Snack
8	Arrivals, Departures, and Absences
9	Discipline
10	Additional School Policies
11	Important Classroom Information
13	Parent and School Communication
14	Preschool Calendar
15	Organization and Preschool Board Members

## **Our Purpose**

The purpose of our preschool is to provide a quality, Christ-centered program in which the love of Jesus is experienced in many ways.

## **Our Mission**

Wee Disciples Preschool was founded in 1997 as a response to Christ's command to "Go and make disciples of all nations" (Matthew 28:20). Our school serves, supports, and reaches out to our church and community with the love of Jesus to nurture the relationship of children and families with our Lord.

## **Program**

Wee Disciples Preschool program adopts self-directed, play-based learning as its basic principle of instruction. Our study of the Bible, as well as the various units of study, guides our teaching and learning. The teachers provide children with choices, and they offer children opportunities for experiencing and understanding through manipulation, play, and exploration at each child's own rate. The teachers also interact with the children to reinforce and extend their choices and discoveries.

The major areas of child growth and development are:

1. Spiritual
2. Social-Emotional
3. Cognitive
4. Language
5. Physical

Our facility is organized with learning centers where children move freely from center to center and learn by doing. Wee Disciples curriculum has a balance of activities that include:

1. Large and Small Groups
2. Indoor and Outdoor activities
3. Child centered and teacher directed

Scheduled into the days and weeks of our preschool program are concepts and activities in religion, language arts, emergent literacy, writing, math, science, social studies, music, creative movement, art, physical education activities, learning centers, dramatic play, health and safety, nutrition, snacks, social niceties, values, and attitudes.

## **DAILY SCHEDULE**

- 8:30 - 8:45**     **Arrival:** As students arrive at school they hang up their belongings, wash hands, complete check-in activities, and play on the carpet or with a designated table toy activity.
- 8:45 - 9:05**     **Large Group:** Large Group consists of a welcome song, calendar activities, weather, songs, finger plays, and a discussion or activity related to the current unit of study.
- 9:05 - 10:30**     **Free Choice Time:** The following learning centers are available:
- Blocks
  - Housekeeping
  - Writing and Language
  - Math and Manipulatives
  - Library
  - Sensory Table
  - Water Play
  - Clay or Play Dough
  - Science
  - Art and Easel Painting
  - Computer/Technology
- 10:30 - 10:45**     **Snack:** The children wash hands and then sit at the snack tables. Snack always begins with a prayer.
- 10:45 - 10:55**     **Bible Time:** The children experience a Bible based story, sing songs, learn Bible verses, and pray.
- 10:55 - 11:15**     **Gross Motor Play:** When the weather cooperates the children will play outside on the playground, otherwise a variety of gross motor activities will be available inside the classroom.
- 11:15 - 11:30**     **Story and Music Time**
- 11:30**             **Departure:** The preschool day ends with a good-bye song. The students will be dismissed to gather belongings and meet parents as they arrive.

## **Admission Requirements**

1. Wee Disciples Preschool welcomes and admits students of any race, color, and national or ethnic origin.
2. Children must be at least 3 years old. Children with fall birthdays may enter school after they turn three.
3. All children entering school must be potty trained and self-sufficient in the washroom.
4. Illinois law requires that all children entering school for the first time must submit a completed health exam prior to entering school. The law states that students shall present this form or be excluded from school. The physical exam must include immunization records, including the dates on which the immunizations were administered. The form must be completed and signed by a physician.
5. Each enrolled student shall be expected to meet immunization requirements.

## **Registration**

1. Enrollment for current students and Trinity members will begin the first Monday of February.
2. Enrollment for the community at large will begin the first Monday of March, with priority as follows:
  - Siblings of current students
  - Members of another Lutheran Church Missouri Synod congregation
  - The rest of the community by the date the application was received

The earliest receivable day for applications is the first day of registration.

## **Registration and Enrollment Requirements**

At the time of registration, the following information needs to be submitted:

- Registration Form
- Registration Fee

Prior to the first day of school, the following information needs to be submitted:

- Enrollment Form and a copy of the child's birth certificate
- Medical Emergency Form
- Health and Immunization Records
- Authorization for Child Pick-up Form
- Parent Consent Form
- Handbook Form
- First Tuition Payment
- Notification of child food allergies and food allergy paperwork\*  
(\*Refer to Nutrition and Snack Section)

## **Registration Fees**

- \$25 for current students who register in February
- \$50 for current students who register after March 1<sup>st</sup>
- \$50 for all new incoming students
- The registration fee is payable at the time of application. This is a nonrefundable fee and is not considered part of the tuition. The registration fee holds your slot until school begins. The registration fee must be paid before a child begins school.
- If a child leaves school in the middle of the year and chooses to re-enroll, a registration fee will be charged again.
- Please make checks payable to Trinity Lutheran Church.
- We reserve the right to require payment by cash or cashier's check.
- An NSF fee of \$25.00 will be assessed to any returned checks.

## **Snack Fees**

Prior to the first day of school each year, a one time or single snack fee is due. Requires fees are as follows: 2 day T/TH class - \$26, 3 day M/W/F class - \$32, and 5 day class - \$58. An additional snack fee may be required as the year progresses if funds are needed.

## **Tuition**

- Preschool tuition is due the first day of each month. Tuition may be dropped in the tuition box at school or mailed.
- Please make checks payable to ***Trinity Lutheran Church***.
- Nine monthly tuition payments are required from September 1st through May1st.
- A late fee of \$5.00 may be applied for each day after the eighth day of each month.
- If a child enters school after the first week of a month, tuition will be prorated and charged for the number of weeks left in the month.
- We cannot give deductions or refunds for days or weeks missed due to illness or family vacations. Tuition has been determined based on the cost of running our program. Your tuition payments reserve your child's place in our school.
- As long as we are financially able, we will offer a discount for siblings.

## **Tuition Rates for 2016-2017**

2 days per week T/TH:	\$125/month for Trinity members \$135/month for nonmembers
3 days per week M/W/F:	\$180/month for Trinity members \$190/month for nonmembers
5 days per week:	\$305/month for Trinity members \$320/month for nonmembers

## **Health and Safety**

**Hand Washing:** We ask that each child wash his/her hands upon arrival at school. During class time, all children wash hands before snack, after toileting, and as needed.

**Illnesses:** Children must be kept home if they have the following:

1. Communicable diseases – measles, mumps, chicken pox, pink eye, impetigo, head lice, etc....
2. Fever or a temperature above normal for your child. He/she may return to school after a 24 hour period of a normal temperature.
3. Vomiting or diarrhea within the previous 24 hours.

Please notify the school of any contagious diseases (chicken pox, head lice, strep throat, etc...) so that a notice of exposure can be sent home with parents of your child's classmates. In the case of head lice, the child must be nit-free before he/she may return to school.

Sometimes it is difficult to know whether to send your child to school. You, as a parent, are the best judge of knowing if your child will enjoy a morning of activities. If he or she seems "not normal", he/she will probably not enjoy himself/herself.

If your child becomes ill at school, we will notify you immediately so you can make arrangements for your child to be picked up. If you are not available, we will call your emergency numbers. We will isolate your child until he/she is able to be picked up.

**Injuries:** In case of minor accidents, a bandage (and possibly Neosporin) will be applied for cuts or scrapes and an ice pack for bumps. A written accident report will be placed in your child's file.

When emergency medical care is required, we will contact the emergency names you have listed, in order of your preference, including parents and doctor. If staff is unable to make contact, and immediate care is necessary, we will call 911 and have your child taken to the hospital emergency room you have indicated on your emergency card.

**Health:** Please inform teachers of any health or allergy concerns for you child.

**Medication:** Medications will not be administered at Wee Disciples Preschool, except for routine first aid on cuts and scrapes and the use of medication in the case of an allergic reaction and with permission from a doctor.

## **Nutrition and Snack**

Wee Disciples Preschool provides a daily snack for your child. This nutritious snack consists of 100% real fruit juice in addition to a serving of fruit, vegetable, or grain item. A monthly snack schedule is posted at Wee Disciples and distributed to families. Each family is required to pay a snack fee at the beginning of the school year.

Wee Disciples Preschool follows a "Safe Snack List." This is a list of snacks that we believe to be safe for children with the following allergies: eggs, milk, peanut, tree nuts and sesame seeds. All snacks provided are chosen from this list of food items. If your child is allergic to gluten we request that the family provides a daily snack for their child.

If your child has a food allergy:

1. Notify your child's teacher before the start of school
2. Review the Wee Disciples Safe Snack List
3. Complete the Wee Disciples Food Allergy Agreement Form
4. If medication or an Epi-pen is prescribed for your child:
  - Submit an Illinois Food Allergy Emergency Action Plan signed by your child's physician
  - Provide medication-Epi-pens in a 3-ring binder pencil case

**Birthdays:** During the school year, we will celebrate your child's birthday as close to his/her actual date as possible. The birthdays will be listed on the snack schedule. We will follow the Safe Snack List for snacks the day of the birthday. No food items can be brought from home for snack or as treats for birthdays. It is optional to send in one non-food party favor item to pass out to classmates on the day of your child's birthday celebration. Some examples of party favors are a small book, bubbles, small toy, stickers, etc.

## **Arrival and Departure**

Classes begin at 8:45 am. Students may arrive at school as early as 8:30 am. Parents should arrive between 11:25 am and 11:30 am to pick up their child at the end of class.

Each child must be signed in and out by a parent or authorized person.

Children may be dropped off in and picked up from the classroom or you may use our “curbside service” - whichever works best for you. During drop-off time the teacher’s assistant will be available curbside with the sign-in sheet and will ensure that your child gets into the building safely. During the pick-up time, the teacher assistant will meet parents curbside or in the classroom with the sign-out sheet.

Children will only be released to a parent, guardian, or those persons authorized in writing by a parent/guardian. When other arrangements are made, please send a note to school with the information for the teacher. Photo identification may be requested.

If a parent arrives to pick up a child after 11:40 am, a late fee of \$5.00 may be assessed. At 11:50 am, another \$5.00 may be assessed. A late fee slip will be placed in the child’s cubby. All late fees must be paid by the first of the month with the following month’s tuition or the child may not attend school until they are paid.

If you have not picked up your child by 11:50 am or made contact with the teacher, your emergency contacts will be called. If the above attempts have been unsuccessful and no one has picked up the child by 12:30 pm or contacted the teacher, the local nonemergency police number or the child abuse hotline will be called for further instructions for pick-up of the child.

Adjusting to a new routine and environment can be a slow process. A consistent, daily schedule and lots of communication will help your child in this new and exciting time. Separating can be a difficult time for a child and parent. Together we will establish an arrival routine so that your child knows what to expect. To assist with separation, you and your child may do an activity together, such as reading a story, doing a puzzle, writing or drawing together, or playing a game, during Arrival time prior to the start of our 8:45 am Large Group Time.

## **Attendance**

Children are encouraged to attend class regularly in order to obtain full benefits from the Wee Disciples Preschool program. Please notify the teacher in advance if a child will be absent from school for an extended period of time. In the case of an illness, please email or call the teacher prior to the start of school.

## **Discipline**

Rules are established to guarantee freedom of exploration for all children and to respect the rights of everyone. Children at Wee Disciples are encouraged to “love one another as I have loved you,” and to “do unto other as you would have done to you.” We also encourage independence, inner discipline and self-control. Early childhood discipline takes the form of “preventative measures.” Wee Disciples provides this through:

- an appropriate learning environment
- a consistent routine with a combination of active and quiet activities
- planned transitions between activities
- consistent rules that are simple and easily understood
- re-direction of misbehavior
- role modeling of appropriate behavior
- encouragement and reinforcement

When inappropriate behavior does occur, discipline is handled with dialogue, patience, and love. A child will be asked to leave a learning center or activity when he/she continues to act inappropriately. Brief time outs may be used to help a child regain control of his/her actions and emotions. These time outs are often spent at the play dough table or in the quiet corner with relaxing activities.

If a problem behavior continues, the teacher and parents will meet to discuss possible solutions. If no workable solutions come from this meeting, then a special meeting with the parents, teacher, and preschool board representative(s) will be arranged. A child who continues to jeopardize the best interest and well-being of the program will be asked to discontinue his/her enrollment.

### **Wee Disciples Classroom Rules:**

1. Show Respect – Honor God, listen, obey, and be kind
2. Be Responsible -- Take care, put away

## **Additional School Policies**

### **Appropriate Dress Attire**

Children should wear clothes that they can manage easily since we encourage self-sufficiency. Clothes should be conducive to large motor movement, art projects, and play. Tennis shoes, casual shoes, and sandals with a back strap are appropriate. Snow pants and boots can be worn for outside play in winter.

### **Outside Play**

Wee Disciples classes will play outside daily unless the temperature and wind chill factor fall below 20 degrees Fahrenheit. When it is raining, snowing, or too wet, we will play in the Wee Disciples facility providing some gross motor activities for the students.

### **School Closings**

We will follow the Urbana School District's lead in determining when to close for difficult weather conditions. Therefore, if the Urbana schools are closed due to weather, we will also be closed. If we will be closed, parents will be notified by the director via a phone call and/or e-mail as soon as possible, and it will be announced on WCIA (Channel 3), WCFA (Channel 49), and on [illinoishomepage.net](http://illinoishomepage.net).

### **Personal belongings**

Children will occasionally be invited to bring something from home as part of our units of study or for Guess and Share. You will be notified of this through the newsletter, email, or note. \*\*\*Unless requested, toys **should not** be brought to school as these tend to cause distractions, conflict, or become misplaced and/or broken. If a child brings a toy, he/she will be asked to return it to his/her backpack. If it is removed from the backpack, the item will be put in a "safe place" until the end of the class.

### **Child Abuse**

If abuse of a child is suspected by Wee Disciples Preschool staff, notification of such suspicions will be made to the Illinois Department of Children and Family Services, as mandated by state law. In accordance with the state law, notification need only be based on suspicion and is not required to be confirmed.

### **Communicable Disease Policy and Guidelines**

The Board of Wee Disciples Preschool recognizes that the student with a chronic communicable disease is eligible for all rights, privileges, and services provided by law and school policies.

## **Important Classroom Information**

### **Children's Supplies**

Please bring the following items on or before the first day your child comes to school:

1. Extra Set of Clothes: Each student needs to have a complete change of clothing in a gallon sized sealable plastic bag labeled with his/her name. Please label clothing also.
2. School Bag or Backpack labeled with your child's name
3. Clear View ½ inch 3-ring binder to be used for journaling
4. Additional School Supplies: Each student needs to provide school supplies that are designated by the teacher each year. The supply list is given at with enrollment information.

### **Field Trips**

Field Trips will be planned to enhance unit studies. Parents will be informed of all field trips in advance, and a permission slip will be sent home with each student prior to field trips. The cost of the field trip admissions and transportation is the responsibility of Wee Disciples families. Parent help is always needed and welcome on field trips.

### **Chapel Time**

Being a Christian-based center, the students will participate in a chapel service once a month. This service is led by a pastor in the church sanctuary. We will hear a Bible story of the week, have prayer, and sing. Parents are invited to join us. The Chapel Time will be posted in the weekly newsletters.

### **Art**

We believe in process orientated art for young children and provide experience using art materials. Our art projects may be messy, and your child will have as little assistance as possible. Most of the time art is optional, and it is a choice during Free Choice Time. Occasionally, when making a parent gift or special project, we will strongly encourage all the children to participate in art.

### **Classroom Jobs/Helpers**

Each child will have several opportunities to help with classroom jobs. The job will be the student's responsibility for the entire week. Examples of jobs available are: Helping Hand (Calendar/Weather), Snack Helper, Pet Helper, Line Leader, Door Holder, etc.

### **Guess & Share**

Guess & Share is our version of Show and Tell. When it is your child's turn for Guess & Share, he/she will bring home the cloth Guess & Share bag. Inside the bag will be a slip of paper describing what to do for this activity. Please assist your child in choosing one item to put in the bag. Also, help your child to come up with three hints to give to the other children. Write the hints on the slip of paper and return it with the bag. Help your child think of clues by asking questions like: What color is it? Does it have wheels? Is it hard or soft? What do you do with it? Please send the Guess & Share bag with your child the very next day of school.

### **Homework**

Each month from September through April (excluding December), your child will bring home a parent and child homework activity. This is a simple activity to do at home with your child. The activity will be sent home in an envelope labeled with your child's name. Please return the homework and envelope before the end of the month. We will display the homework at school or create class books with the homework page.

### **Book Buddy Bags**

Starting in October, students will have the opportunity to check out a literacy bag from the classroom. Each Book Buddy Bag contains books and some sort of toy or stuffed animal to go along with the theme of the bag. T/Th class will check out Book Buddy Bags on Tuesday to return them on Thursday. M/W/F class will check out Book Buddy Bags on Friday and return them on Monday.

### **Vision and Hearing Screening**

The State of Illinois requires preschool children 3 years of age or older in any private educational program to have a vision and hearing screening completed each school year. The Illinois Department of Public Health will conduct this screening at Wee Disciples sometime during the school year at a time arranged by the Wee Disciples Director. Public Health will charge a fee of \$24 per student to complete this screening. This fee is the responsibility of the family. If you prefer to see a specialized or licensed physician for these screenings, a complete report of results signed by the physician is required to place in your child's file at Wee Disciples Preschool.

# **Parent and School Communications**

**Home Visits** – Before the start of school at the end of July or first weeks of August, the Wee Disciple teacher will visit the home of new students.

**New Parent Orientation Meeting** – An orientation meeting is scheduled in August for parents of students that are new to Wee Disciples Preschool. The purpose of this meeting is to discuss school policies, share information on daily activities, and answer parent questions.

**Open House** – The last Sunday of August before classes begin is the annual Open House at Wee Disciples. Preschool families come to school and spend an hour playing in the classroom which is set up exactly as it will be the first day of school.

**Parent Bulletin Board** – A parent Bulletin board is located right outside the classroom with information important to parents. The weekly newsletter is posted as well as volunteer opportunities and schedules.

**Classroom Observation and Volunteers** – Parents are welcome to visit or observe the classroom any time; however, it is suggested that parents wait until your child is comfortable with the classroom routine before visiting or observing. Beginning in November, parents are given an opportunity to sign up to be a Parent Helper.

**Parent Teacher Conferences** – Please feel welcome to arrange a conference/meeting with your child's teacher at any time. Formal Parent-Teacher Conferences are offered twice a year in November and March.

**Progress Reports** – A report of your child's progress will be completed twice a year. One report is completed and given to parents prior to Parent-Teacher Conferences in the fall, and one report will be completed and given to parents at the end of the school year.

**Family Fun Nights** – During the school year, teachers plan and implement an evening where parents and children come to school together. These nights are posted on the school calendar, and reminders are sent home before the event.

**Student Cubbies** – Each student has a cubby and plastic container for messages, book orders, and art projects. Next to your child's cubby is a hook to place his/her backpack and coat. Each cubby is labeled with your child's name and picture.

**Wee Disciples Newsletter** – Each week a newsletter is emailed to family and posted on the parent bulletin board. It contains information about curriculum, snack, special events, news from the classroom, and future plans. Paper copies of the newsletter are provided by request.

**Website** – Wee Disciples Preschool has a wealth of information on the Trinity Church website at [www.trinity-urbana.org](http://www.trinity-urbana.org). Weekly Newsletters are also posted on the website.

**Disclosure of Information** – Information pertaining to an individual child, or parents or guardians of the child, shall be confidential and shall not be disclosed to persons other than the preschool staff and board unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.

## **CALENDAR OF EVENTS FOR 2017-2018**

August 13	Sun.	Parent Orientation Meeting 3-4:00 pm
August 20	Sun.	Preschool Open House – Students & Families 2 - 3:00 pm for T/TH; 3:15 - 4:15 pm for M/W/F
August 23	Wed.	First Day of School
September 4	Mon.	NO SCHOOL . . . Labor Day
October 9	Mon.	NO SCHOOL . . . Fall Holiday
October 26	Thurs.	NO SCHOOL . . . Parent Teacher Conferences
October 27	Fri.	NO SCHOOL . . . Parent Teacher Conferences
October 30 & 31	Mon. & Tues	Fall Parties 10:45 am
November 10	Fri.	NO SCHOOL . . . Veteran's Day
November 22 -- 24	Wed. -- Fri.	NO SCHOOL . . . Thanksgiving Vacation
December 14	Thurs.	Christmas Program 6:30 pm
Dec. 20 – Jan. 2	Mon. – Fri.	NO SCHOOL . . . Christmas Break
January 15	Mon.	NO SCHOOL . . . Martin Luther King Jr. Day
January 22	Mon.	Family Fun Night (M/W/F) 6:30-7:30 pm
February 13 & 14	Tu. & Wed.	Valentine's Day Parties
February 16	Fri.	No SCHOOL
February 19	Mon.	NO SCHOOL . . . Presidents' Day
February 27	Tues.	Family Fun Night (T/TH) 6:30-7:30 pm
March 15	Thurs.	NO SCHOOL . . . Parent Teacher Conferences
March 16	Fri.	NO SCHOOL . . . Parent Teacher Conferences
March 19 – 23	Mon. – Fri.	NO SCHOOL . . . Spring Break
March 30	Fri.	NO SCHOOL . . . Good Friday
April 2	Mon.	NO SCHOOL . . . Easter Monday - Jesus Lives ☺
May 21	Mon.	Moving Up & Moving On Program 6:30pm
May 22	Tues.	Last Day of School

## **Organization**

Wee Disciples Preschool is a ministry of Trinity Lutheran Church located at 701 E. Florida Avenue in Urbana, Illinois. The preschool is under the supervision of the Preschool Board which is made up of members of the congregation, the director, and a parent representative of the preschool.

### **Worship at Trinity Lutheran Church-Missouri Synod:**

Saturday: Traditional Service at 5:30 pm

Sunday: Traditional Service at 8:30 am  
Adult Bible Study and Sunday School at 9:45 am  
Contemporary Service at 10:45 am

For more information about Trinity Lutheran Church in Urbana, please visit our website at [www.trinity-urbana.org](http://www.trinity-urbana.org).

## **2017-2018 Preschool Board Members**

Sara Sullivan	Chairperson	<a href="mailto:snimzsull@gmail.com">snimzsull@gmail.com</a> 217-649-1439
Ginger Roney	Secretary	
Zoe Revell	Treasurer	<a href="mailto:zrevell@gmail.com">zrevell@gmail.com</a>
Brent Burr	Financial Secretary	
	Parent Rep	
Carol Niemann		
Rise Lange		
Karen Rohrer	Director/Teacher	<a href="mailto:weedisciplespreschool@yahoo.com">weedisciplespreschool@yahoo.com</a> 217-778-5206