

Zion Lutheran School
1301 North State Street
Litchfield, IL 62056

Dear Parents,

Welcome to the Prekindergarten Plus Program at Zion Lutheran School.

Prekindergarten Plus is an extension of Zion Lutheran School. Our mission is to provide a safe, healthy, and Christian environment in which young children can explore and discover the wonders of God's world in an atmosphere of faith and fun.

Prekindergarten Plus strives to promote a relaxing and enjoyable place for children to stay either before or after Prekindergarten sessions and to provide experiences that encourage intellectual, social, emotional, spiritual, and physical development.

You have an open invitation to come anytime to visit our Prekindergarten Plus program and talk about your child's welfare. Children need reassurance that school is important to you and we, the staff, respect your advice and need your cooperation.

If you have questions regarding the Program, please contact the school office at 217-324-3166.

In Christ,

John Schaff
Principal

Prekindergarten Plus Guidelines

Eligibility

Students enrolled in Zion Lutheran School Prekindergarten are eligible to enroll in Prekindergarten Plus on either a full or part-time basis.

Registration

To reserve a space for your child, a registration form needs to be completed by the student's parent(s) or legal guardian(s). The registration form must be completed and the \$25.00 registration fee paid before the child will be able to attend Prekindergarten Plus.

Please include pertinent information regarding the child's allergies and medical history on the back of the form.

The form and fee may be returned to Mrs. Casey in the office or to the Prekindergarten Plus staff.

Nondiscrimination Policy

Zion Lutheran School admits students of any race, color, national, and ethnic origin to the rights, privileged, 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 administration of its educational policies, athletic, and other school administration programs.

Hours, Holidays, and Weather Closings

Prekindergarten Plus care is available from 6:00 a.m.-5:30 p.m. Monday through Friday on regular Zion Lutheran School days. Arrangements for arrival before 6:00 a.m. must be made **24 hours prior to the day of arrival**. An additional \$6.00 fee will be charged for each arrival before 6:00 a.m..

Prekindergarten Plus follows Zion School's holiday schedule. The schedule is available on SchoolSpeak, the monthly Prekindergarten newsletter, the PTL Handbook, located on school speak, each Wednesday in the Newsnote, which is sent home with the students and posted on the Zion website at www.zionlutheranlitchfield.com.

Closings due to weather are announced on radio stations WSMI (AM 1540 and FM 106), TV channel 5 (KSDK), as well as SchoolSpeak announcements.

Check with Mrs. Casey in the school office to enroll for SchoolSpeak announcements.

Early Dismissal

When school is dismissed at 11:15 a.m. there will be no afternoon Prekindergarten and Prekindergarten Plus.

On 1:15 p.m. dismissal days, there will be afternoon Prekindergarten until 1:15 p.m.. Prekindergarten Plus will be available until 5:30 p.m.

Early dismissal days are announced on SchoolSpeak, the weekly Newsnote, and in the PTL Handbook.

Daily Activities

Each day, through creative play and structured activities, Prekindergarten Plus will support themes presented in the Prekindergarten classroom. Centers are designed around counting, the alphabet, art, STEM projects, and life skills. These centers change at regular intervals to keep learning a fresh and exciting event.

Recess time and a healthy snack are provided midmorning. Lunch and mid-day recess are from 11:00 a.m. to 12 noon.

All Prekindergarten Plus students participate in Quiet Time after the noon recess. Some students may still nap in the afternoon and those who no longer nap may take books to their cots for a quiet and peaceful interlude until mid-afternoon when activity resumes.

Children are welcome to bring favorite blankets, small travel size pillows, and small stuffed animals from home. Personal belongings are kept in large zippered bags and labeled with the child's name. **Parents are asked to regularly bring home their child's blanket and pillow case for laundering.**

A typical day would include:

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| 6:00 a.m.-7:50 a.m. | Arrival time with supervised play of an activity of the child's choice including board games, social activity centers, legos, or art projects. |
| 7:50 a.m.-8:00 a.m. | Pick up games and toys. Gather in our Circle for prayer and song of praise before students in other grades depart for classrooms. |
| 8:00 a.m.-8:20 a.m. | Free play time with activity of child's choice. |
| 8:20 a.m.-8:30 a.m. | Calendar time. Wednesday - Chapel 8:20 a.m.-9:10 a.m.. |
| 8:30 a.m.-8:45 a.m. | Bible story and song following the theme in Preschool. |
| 8:45 a.m.-9:30 a.m. | Study alphabet and numbers through worksheets, games, songs, and stories followed by group play in one center. |
| 9:30 a.m.-9:45 a.m. | Snack |
| 9:45 a.m.-10:15 a.m. | Recess on little playground or gym (in inclement weather). |
| 10:15 a.m.-10:45 a.m. | Art project and/or STEM project. |
| 10:45 a.m.-11:00 a.m. | Prepare for lunch time. Projects are put away and Prekindergarten students staying for the afternoon join the group. |
| 11:00 a.m.-11:40 a.m. | Lunch |
| 11:40 a.m.-12:00 noon | Afternoon Prekindergarten students leave for class. Afternoon Prekindergarten Plus students enjoy a brief recess. |
| 12:00 noon-12:10 p.m. | Prepare for Quiet Time. |
| 12:10 p.m.-1:40 p.m. | Quiet Time. Students may nap or rest quietly on their cot. |
| 1:45 p.m.-2:20 p.m. | Recess on big playground or gym. |
| 2:20 p.m.-2:45 p.m. | Practice alphabet and numbers or art project. |
| 2:45 p.m- 3:00 p.m | Car line students get ready to leave with Prekindergarten. Others prepare for older students. |
| 3:00 p.m- 3:45 p.m | Recess |
| 3:45 p.m- 4:10 p.m | Bible time and snack. |
| 4:10 p.m- 5:30 p.m | Homework, project, or free play. Could sometimes play outside or in the gym again. |

Meals and Snacks

Healthy snacks such as fruit, yogurt, cheese sticks, and peanut butter with pretzels are provided for mid-morning snacks. Afternoon snacks may include fruit, cereal bars, yogurt, and cheese sticks. Low fat milk or fruit juice are provided during snack time.

Hot lunch, served in the school cafeteria, is included in the fees for Prekindergarten Plus. The students may bring lunch from home. The lunch menu, which varies daily, is sent home with the last Newsnote of the month. It can also be found on the Zion website or on SchoolSpeak.

Drop Off

Prekindergarten Plus students can be dropped off at the entrance at the corner of Fisher and Madison. Please ring the doorbell for admittance to the building.

The parent/guardian dropping off the student is required to sign in the child on the appropriate sheet in the book located at the staff desk in the Prekindergarten Plus room.

Pickup

Prekindergarten Plus students will be released only to those individuals listed on the Prekindergarten Plus registration form.

If an individual not listed on the form is to pick up the student, the parent/guardian must notify the Prekindergarten Plus teacher, Prekindergarten Plus staff, or school office as soon as possible. That person will be asked for photo ID. The student will not be released without prior authorization from the parent/guardian.

Students must be signed out on the appropriate sheet in the book at the staff desk in the Prekindergarten Plus room.

Late Pickup

Prekindergarten Plus closes at 5:30 p.m. If a child is picked up after 5:30 p.m., a late fee will be charged at the rate of \$5.00 for the first 10 minutes and an additional \$5.00 for every minute after the initial 10 minutes.

Emergency Information

Please be sure that Prekindergarten, Prekindergarten Plus, and the school office staff are kept up to date on your home address, telephone number, business number, and other emergency information.

Fees and Billing

Students are billed for each day for which they are registered, whether or not they attend that day.

Fees:

- Less than 4 hours per day \$15.00 per day
- 4 hours and more per day \$25.00 per day
- Full-time, Monday-Friday, 4 hours and more per day, includes Preschool tuition \$120.00 per week
- Drop-off before 6:00 a.m. \$6.00 additional per day

Billing statements are sent home every two weeks in the student's Prekindergarten folder. Please enclose payment in the envelope provided with the statement. Payment may be made by check or cash and should be given to Prekindergarten Plus staff or turned in at the office.

Accounts not paid within 10 days of the date shown at the bottom of the billing envelope will be considered overdue and the following actions will be taken:

- A reminder email will be sent to the parent/guardian.
- If no payment is received in response to the email, a letter will be sent from the Principal.
- If no payment is received in response to the letter, the matter will be turned over to the school board for action. Possible actions may include, but are not limited to, refusing admission to the Prekindergarten Plus program until all fees are paid.
- A \$25.00 fee will be charged for each month in which the account is delinquent.

Tax Statements

Final statements for the previous calendar year will be available upon request at the end of January. To request a final statement, contact the Prekindergarten Plus staff or the school office.

Illness

A child who shows evidence of potential illness, including, but not limited to runny nose, red eyes, rash, sore or raw throat, vomiting, diarrhea, skin eruptions, head lice, or feverish skin should be kept at home. Children must be fever free without medication for 24 HOURS before returning to school.

If a child becomes ill during the day, the parents/guardians will be notified and arrangements made to have the child picked up from school. If a student is sent home, they may not return until symptom free.

The Prekindergarten Plus staff has the right to refuse admission if it is felt the child is not healthy. If the child is taking a prescribed medication and in the doctor's judgement is able to attend Prekindergarten, he/she will be accepted into class.

Medication may be administered by school staff if the medication is properly labeled with the following information:

- Child's name
- In original pharmaceutical bottle
- Directions for administration
- Directions must be given in writing on a daily basis.
- **Parent/guardian has filled out a Medication Authorization form found in the office.**

Extra Clothing

Since bathroom accidents can happen, an extra change of clothes, including underwear and socks, should be brought to Prekindergarten Plus in a plastic ziplock bag. Please label each article with the child's name to avoid confusion. When soiled or wet clothing is sent home, please send replacements the following day. Zion Lutheran School and the Prekindergarten Plus program do not assume responsibility for lost clothing.

Christian Discipline

A unique characteristic of Zion Lutheran School and the Prekindergarten Plus program is discipline, goals, and procedures rooted in scriptural understandings of Christians and sin. Zion families can be assured that God's promises are dependable and certain.

At our school, the teacher's goal of good behavior is viewed with the understanding of a student's growth as a child of God. Every effort is made to redirect a child's inappropriate behavior. Time-out will be used only if redirection does not work. Zion Prekindergarten Plus reserves the right to request the removal of a child whose adjustment within the group is or becomes difficult within a reasonable length of time.

Prekindergarten Plus staff/parent conferences serve as a buffer against difficulties. Conferences with the Principal and Pastor can be scheduled if needed.

