

Light of Christ Preschool



SERVING ALL OF GOD'S CHILDREN
locchurch.com

Parent Handbook
2024-2025 School Year

1700 Longmeadow Parkway
Algonquin, Il 60102
847-658-0955

**Matthew 19:14 “Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.”**

Light of Christ Preschool

Welcome

Welcome and thank you for choosing to be a part of the Light of Christ Preschool family!

It is an honor to serve you and your children. I believe that God has called us together this year to do amazing work in his name. I am asking God to bless our school, and I pray for protection, wisdom, much laughter, and grace.

I am really looking forward to spending time with your children and getting to know everyone. Please contact me anytime if you have a question. Your family is important to me!

Welcome and Blessings,
Denise DiSilvio
Preschool Director
847-658-0955
denised@locchurch.com

Mission, Values and Guiding Principles

Light of Christ Preschool recognizes and respects the uniqueness of each child. Established in 1992, the school's primary mission is to instill a love of learning in each student. Our curriculum skillfully weaves artistic and practical disciplines into everyday academics. Students learn in a developmentally appropriate environment that is academically enriched. Students will learn to work both independently and cooperatively with others.

At LOC Preschool, we value and celebrate God's love for all children. We strive to instill integrity, compassion, and confidence in each child. We give each child support and encouragement to become his or her own unique self.

Light of Christ Preschool follows the Illinois Early Learning Standards.

Guiding Principles:

- Early learning and development are multidimensional. Developmental domains are highly interrelated.
- Young children are capable and competent.
- Children are individuals who develop at different rates.
- Children will exhibit a range of skills and competencies in any domain of development.
- Knowledge of how children grow and develop together with expectations that are consistent with growth patterns are essential to develop, implement, and maximize the benefits of educational experiences for children.
- Young children learn through active exploration of their environment in child initiated and teacher-initiated activities.
- Families are the primary caregivers and educators of young children.

Adapted from Preschool Curriculum framework and Benchmarks for children in preschool programs.

Licensing

Light of Christ Preschool is fully licensed by the Illinois Department of Family Services. Contact information: Elgin office 847-888-7620.

Classroom & Hours

Classroom	Age	Days	Time
Kindergarten Readiness	4-year-olds	M – F	8:45-12:00
Kindergarten Prep	4-year-olds	M, W, F	8:45-12:00
Kindergarten Bound	4-year-olds	M – Th	12:30-3:00
Enrichment	4-year-olds only	M and/or W	12:00-2:00
Discovery	3-year-olds	M, W, F	9:00-11:30
Explorers	3-year-olds	T & Th	9:00-11:30
Adventures	3-year-olds	T & Th	9:00-11:30
Quackers	2-year-olds	T & Th	9:00-11:00
Ducklings	2-year-olds	W	9:00-11:00

Discrimination Policy

No person based on race, color, national origin, or sex will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity at Light of Christ Preschool. It is required that the parents desiring to enroll their children agree with the basic principles of the preschool.

Eligibility Documentation

1. Children aged 2 and above.
2. Registration Form
3. Pick Up/Release Form
4. Parental Agreement Form
5. Parent Handbook Signature
6. Copy of Child's Birth Certificate

7. Current, Signed Physical Form
8. Emergency Contact and Medical Information Form
10. Authorization for Medication Form

Payment

Payment is made through an automatic withdrawal from a checking account. Please fill out the form provided. Light of Christ Preschool is a non-for-profit preschool, we operate to the best of our ability on a budget that will meet the needs of the preschool, staff, and the church. We are governed by a Preschool Board whose members are appointed by the Church Council. For questions regarding payments please contact the Light of Christ Finance Administrator, Vicki Barmore, vickib@locchurch.com

Items to Pack in School Bag

1. Transitional item of comfort for your child (i.e., blanket, teddy bear)
2. Change of clothing (seasonally appropriate)
3. School Folder
4. Notes for Teacher
5. Any special items requested by the teacher.

Snacks

There will be a nut-free snack provided by LOC Preschool.

Arrival & Pick Up

Parents/Guardians will need to use the car line (Preschool Door) in the morning and afternoon. Parents/Guardians will be asked to park (in line) and walk your child to designated preschool door for sign in/out. You may also park and walk your child to the building at any time during the school year. See attached preschool que-line.

Cell Phone Policy

IT IS AGAINST THE LAW IN THE STATE OF ILLINOIS TO BE DRIVING AND TALKING ON YOUR CELL PHONE.

Parents must be off the phone to legally sign their child in or out of preschool. Please remember to drive slowly in the parking lot, **SAFETY** is our top priority!

Late Fee

Parent/Guardians will be charged a late fee of \$5.00 for every 10 minutes they are late. We understand that it may be difficult to arrive at a timely manner for many different reasons but please note that the teacher waiting with your child is giving their lunch time, personal time, and even missing time with their own child. Thank you for your consideration in this matter.

Absentee Policy

We would appreciate notification if your child is unable to attend school.
847-658-9500 denised@locchurch.com

Sick Policy

Children should NOT attend school if they have any of the following symptoms:

- Fever of 100 or higher. They must be fever free without medication for 24 hours
- Diarrhea-if your child has more than one abnormal/loose stool, please keep them home
- Vomiting-please keep your child home if they have vomited within the last 24 hours
- All rashes
- Lice/Scabies-children cannot return to school until treated and “nit-free”

Discipline Policy

Age-appropriate behavior is expected of our children. Students will work in a properly prepared, safe environment to create a positive school experience. Students will learn to be kind to their friends and teachers by using kind hands, kind words, and a kind heart. Listening to the teacher is important and will create a positive school setting. Students who struggle following directions will first be reminded that they are in God’s house, and we follow his rules, we care and respect one another. Children who continue to struggle will be asked to take themselves out of the current situation and take a few minutes to calm down and regain self-control, always under the guidance of a caring teacher. **Parents will be notified when a child needs re-direction.** The goal of LOC Preschool is to have all our students love school!

School Closing

Please check the classroom homeroom app, and email for school closing information. School closings will also appear on local television stations. We follow Community Unit School District 300 for closings. The LOC Preschool will close if the director deems it unsafe for children and staff to be traveling due to inclement weather.

Mandated Reporting

LOC and staff are obligated by law to report any suspected cases of abuse or neglect to the DCFS (Department of Children and Family Services) of Illinois. We take the safety of everyone who attends LOC very seriously. The preschool is in a secure area, doors are always locked, and all staff are background checked.

Firearms Policy

All firearms are banned on LOC Church & Preschool property.

Covid-19

Light of Christ follows the guidance of the CDC and creates a safe environment by mitigating the potential spread of Covid-19. Our cleaning and sanitation procedures include wiping surfaces throughout the day, increased hand washing of the children and staff, daily sanitation as well as periodic electrostatic spraying of the facility.

LOC Preschool Covid - Quick Glance

1. The wearing of masks will be highly recommended, however optional for both students and staff.
2. High touched surfaces will be cleaned/sanitized throughout the school day. Each evening all classrooms/preschool areas will be cleaned/sanitized.
3. LOC Preschool has the right to refuse entrance to a suspected sick child. The child will not be allowed back to school until a doctor's note or negative covid test is given for a healthy re-entrance.

4. Parents will not be allowed into the classroom/preschool at any time. If the parent/guardian needs to have a meeting with the director or teacher, please make an appointment.
5. If a positive COVID-19 case appears in the household please notify LOC Preschool immediately.
6. LOC Preschool has the right to close at any time for cleaning/sanitizing the school and will be in communication for a return date.

*Guidelines are subject to change per CDC and DCFS requirements.

Terms and Conditions

1. If your child is entering Light of Christ Preschool (LOC) programs for the first time, the enrollment is provisional for the initial four-week period during which readiness for and adaptability to the classroom environment will be determined. The program staff reserves the right to dismiss a child at any time, and in this event, tuition will be prorated for the period of attendance.
2. LOC provides staffing for the entire school year. Because of the program's financial commitments, tuition is not subject to adjustments because of illness, absence, "weather days," holidays, family vacation or withdrawal of the child. In the event of an accident or chronic ailment, please contact the Preschool Director.
3. I agree that any pictures taken of my child at LOC may be used for promotional purposes.
4. In considerations of the acceptance of a child in preschool, the parent agrees to indemnify LOC and all persons assisting in the program from all action, claim, cause, suit, debt, damages, judgments and demands whatsoever, in law or in equity, for loss or damage including person injury or death, whether caused by my child's negligence while participating in the program.

Signatures

I have read the parent handbook and understand the contents and I further agree to following all rules/guidelines for the school year asked of me by LOC Preschool.

Signature _____

Printed Name _____

Date _____