

PARENT HANDBOOK 2026-2027

Welcome to Grace Lutheran Church's Preschool program. In the enclosed handbook, we hope to provide you with all of the information you will need to have a wonderful experience for you and your child this year. If you have any questions or would like any other additional information, please call 630-365-6751 or email Janice Muncie, Preschool Director, at parentsdayout@graceoflilylake.org. If you need to reach Janice before/after hours, or there is an emergency, please call her on her cell, at 630-854-1066. Our days off/holiday schedule follows Central School District #301. However, we occasionally have additional holidays (see our current calendar for a list of scheduled days off).

DAYS, HOURS & TUITION

Grace Lutheran Church Preschool operates the Mixed-Age Class (ages 3-5) on Mondays and Wednesdays and the Two-Year-Old Class on Tuesdays from early September through the middle of May. Parents will register their child to attend for the entire Preschool school year. Please indicate on the application form which program(s) you are interested in having your child attend. We follow Central School District #301's schedule throughout the school year for Winter and Spring Break, Snow Days and other District 301 days off. A calendar, health form, and information about our September Open House will be given to parents when enrollment is confirmed.

Hours of Preschool

The Mixed-Age Class runs from 9:15am – 1:15pm. Children will not be accepted before 9:15am as teachers need that time for preparation. Please be prompt when picking up your child at 1:15pm. There may be fees assessed if you are consistently late in picking up your child.

The Two-Year-Old Class runs from 8:45am – 10:45am. Children will not be accepted before 8:45am as teachers need that time for preparation. Please be prompt when picking up your child at 10:45am. There may be fees assessed if you are consistently late in picking up your child.

Tuition

Tuition for the Mixed-Age Class is \$258/month for September through May. There is also a one-time \$75 non-refundable registration fee per family at the time of registration.

Tuition for the new Two-Year-Old Class is \$630/year or \$70/month for September through May. There is also a one-time \$75 non-refundable registration fee per family at the time of registration.

All tuition checks must be made payable to Grace Lutheran Church of Lily Lake. If you are mailing in your tuition, please send it to Grace Lutheran Church of Lily Lake, Attn. Janice Muncie, 5N600 Hanson Road, St. Charles, IL 60175.

Tuition is due by the 10th of the month. If not received, a \$25 late fee may be assessed to your account. There will be a \$35 charge for any returned checks. If you would like a monthly statement or a year end statement mailed to your home, please email Janice Muncie at parentsdayout@graceoflilylake.org to request either.

SECURITY

Parents/guardians/caregivers are to use the upper-level entrance on the north side/front side of the church. All entrances to the church will be locked except 15 minutes before/after arrival and pick-up times. If you need to come early or late, please call Janice Muncie on her cell phone: 630-854-1066 and you will be let in. All parents or caregivers must sign children in and out of the building. Please do not leave children unattended in the church or in your car. This is for the safety of your children.

ILLNESS

For the well-being of all the children, we ask that if your child has had any of the following, that you please keep your child at home until they are symptom free for 24 hours without the help of medication.

- *FEVER (99 degrees or higher)**
- *VOMITTING**
- *DIARRHEA**
- *PERSISTENT COUGH**
- *EXCESSIVE RUNNY NOSE**
- *RASH**
- *PINK EYE**
- *SORE THROAT**

If your child has a contagious illness such as COVID, strep throat, chicken pox, RSV, etc., please let the teachers know so we can notify the parents of all the other children in the program.

If your child experiences fever, diarrhea/vomiting (for any reason) or becomes ill at school, you will be called to pick your child up. If you will not be able to pick up your child within 15 minutes of being called, you need to make sure one of your emergency contacts will be available to do so.

If your child has a medical condition that may require the immediate administering of any medication, such as an EpiPen, please have a completed **Medication Action Plan** on file. We cannot administer any medication without this form on file.

DISCIPLINE

This will be a year of growing and learning for your child. The key to our disciplinary policy is “Loving Guidance.” Children will be guided lovingly to follow the program schedule and cooperate with their peer group. If a child has inappropriate, disruptive behavior, it will be stopped by positive reinforcement and redirection. If a problem continues the parents will be notified, and a solution will be worked out between the parent and teacher.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather, we follow District 301’s school closing protocol. Please watch your local news to see if District 301 is closed. If District 301 is closed, we will automatically be closed. You may not be called or notified directly by Preschool. If it is necessary to close for another reason, we will attempt to notify you no later than 8:00am by text and email. If this time is not convenient for you, please let a staff member know so that a different arrangement can be made.

CLOTHING

We do many different activities during the day so please send your child in clothes that may get dirty. Clothing should be comfortable and casual. Dress your child for active indoor/outdoor play. Play clothes and gym shoes are suggested for safe, fun play. Please also dress your child appropriately for the weather when it becomes cooler outside and snows. ***We try to get outside every day in the Mixed-Age Class, as long as the wind chill temperature is 10°F or above.*** Each child is required to keep a complete change of clothes in a labeled zip lock bag in their backpack. You should include a shirt, pants, socks, and underwear for any accident that may occur. Please also label your child’s outdoor gear (jackets, boots, snow pants). Many children have similar looking black snow pants.

WHAT TO BRING

Each child should bring a regular size backpack to Preschool each day. Everything sent with your child needs to be labeled. Please keep a change of clothes in a zip lock bag marked with your child’s name in case of any type of accident. Each child should bring a folder labeled with their first name. The teachers will use the folder to send home notes and important communications to parents as well as finished crafts from the students.

Snacks/Lunch

Your child should come to Preschool with a labeled snack, lunch and water bottle for the Mixed-Age Class and a labeled snack and water bottle for the Two-Year-Old Class. Snacks should be stable until snack time (around 10:00am) without refrigeration. If you do not have an insulated lunch bag, please provide food that will be stable without refrigeration until we eat lunch (around 11:45am).

To help increase independence, we encourage all children to open their own snack without teacher help. Practice opening packaging and/or containers at home before school starts.

Nutritious Food Ideas

Fresh Fruit:

Apple slices
Bananas
Strawberries
Melon, cut up
Oranges / Clementines, *peeled*

Crackers:

“Fish” crackers
Cheese & crackers
Pretzels
Graham crackers

Fresh Vegetables:

Carrot sticks or chips
Cucumber slices
Pickles
Peppers, sliced

Miscellaneous Ideas:

Sandwiches (no peanut butter)
Yogurt
Cereal
String cheese
Popcorn
Mini bagel

Any food items sent with your child’s snack/lunch that could be potentially a choking hazard will not be served to your child. Any food that your child does not eat will be sent home. Any food or drink allergies should be brought to the teacher’s attention at registration. Occasionally, a special treat will be provided throughout the year. If you would prefer that your child not receive these special treats, please be sure to let his/her teacher know at the beginning of the year.

BATHROOM POLICY

Mixed-Age Class: One of the requirements of our Mixed-Age Class is that your child be toilet trained. We understand that accidents may occur so please make sure that they have at least 1 or 2 extra outfits stored in their backpack. We take the children as a group to the bathroom twice per day, but will always take individual children to the bathroom as needed. If any child lets a teacher know that they need to use the bathroom, we will gladly take them and also announce to the class that a teacher is heading to the bathroom in case anyone else would like to go. If your child has a stool accident, we will call a parent or caregiver to come to school to clean their child and change clothes.

Two-Year-Old Class: We do not require students in the Two-Year-Old Class to be toilet trained. We suggest that a pull-up be worn during class. If your child has a stool accident, we will call you to let you know. One of the teachers can clean and change the pull-up or a parent/care giver can come to school. Please always send extra pull-ups and baby wipes in their back-pack.

BIRTHDAY CELEBRATIONS

We love celebrating birthdays at Preschool! You may bring a birthday snack to share with the class if you would like. If your child's birthday falls during the summer when school is not in session, we will celebrate his/her half birthday. **Birthday snacks must be store bought with the ingredient label on the package.** Examples of recommended treats are: mini cupcakes or muffins, cookies, fruit snacks, teddy grahams. If you would prefer your child not to have birthday snacks, please let the teacher know at registration.

DROP OFF/PICK UP

Mixed-Age Class: We will open the classroom doors at 9:15am. Please sign your child in along with the time of your arrival, have them hang up their coat in their cubby, place their snack, lunch and backpack in their cubby, and try using the restroom.

Two-Year-Old Class: We will open the classroom doors at 8:45am. Please sign your child in along with the time of your arrival, have them hang up their coat in their cubby, place their snack, water bottle and backpack in their cubby, and try using the restroom.

If your child is having a difficult time saying goodbye, we will be happy to assist. It is usually easiest for your child if it is done quickly. Long goodbyes are usually harder on them. Most often your child will be happily involved in something by the time you reach your car.

Unfortunately, children are not allowed to bring toys from home into the classroom. We ask that if your child wants to bring something with them, that you have them leave it in their cubby.

Pick up will begin at 1:15pm for the Mixed-Age Class and 10:45am for the Two-Year-Old Class. Please sign your child out on the Sign-Out Board located in the gathering room when you first walk into Grace Lutheran Church. You will need to sign your name, the time of pick-up, and the method of departure. Please line up in the gathering room and we will dismiss the children individually. At registration, we will have you complete the **Authorized Pick-Up Persons** form to keep on file for your child. If someone who is **not** listed on your child's pick-up form will be picking up your child, please let the teacher know ahead of time **in writing**. Please know that if we do not recognize someone picking up your child, we will ask to see identification. If you are going to be late picking up your child, please call Janice Muncie directly and let us know at 630-854-1066. If you would like to pick up your child early, please let us know.

The Illinois Child Care Act of 1969 as amended requires all persons picking up a child to record the following: 1) The time the child leaves, 2) The name of the person with whom the child is leaving, 3) Method of departure: walk, bike or car.

PHOTOGRAPHY

During the year, we will be taking photos of the children. The pictures will be used for various art projects, room decorations, and posted on our Facebook Page. If you would **not** like your child to be photographed, please check “No” on the **Photography Waiver** form. If you are OK with internal use of photos, but would not like your child’s photo used on our Facebook Page, please check “No” on the Photography Waiver form under “**use on Facebook**”.

SCHOLASTIC BOOKS

Throughout the year we will be offering the opportunity to order Scholastic Books. This is a great way for us to get free books and classroom materials as well as an opportunity for your child to receive great books. There is no obligation to order.

GRACE LUTHERAN CHURCH PRESCHOOL STAFF

All Grace Lutheran Church Preschool teachers have been CPR and First Aid certified. Background checks have been performed on all Preschool teachers and substitute teachers.

LICENSING

Grace Lutheran Church Preschool operates as a license exempt program registered with the Illinois Department of Children and Family Services that conforms with the Illinois Child Care Act, 1969, as amended: §7.1,377.4 and 2.10.

FORMS

Grace Lutheran Church Preschool is limited to children with **completed Application, Participation Waiver, Photography Waiver, Authorized Pick-up Persons/Emergency Release Authorization, Health Forms and (if necessary) a Student Anaphylaxis Action Plan/Authorization for EpiPen** on file. This information consists of parent or legal guardian information, emergency phone numbers, authorized pick-up persons, immunization records, allergies, health history, physician’s statement, emergency treatment and photography approval. **NO child may attend until all of their papers are on file.** Please update these forms in the Preschool office at any time throughout the year.

FINAL MESSAGE

We look forward to a year filled with making new friends, learning new games and bible stories and having loads of fun! If you have any questions or concerns, please talk either with your teacher or you can call Janice Muncie, Preschool Director, anytime at 630-854-1066. Thanks so much and we can’t wait to see everyone!

Janice Muncie
Preschool Director
Grace Lutheran Church Preschool