



2022–2023 ILS Family Handbook



Immanuel Lutheran School: PreSchool
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Dear ILS Families:



Welcome to Immanuel Lutheran School! Our Preschool provides a caring environment for little children to play, learn, and grow together! ILS is here to provide an excellent education for our students who live in a quickly changing world. ILS also exists to help students and families learn more about our unchanging Savior, Jesus Christ; the blessings that He won for us by His death and resurrection; and the new and everlasting life that He gives us. That's why we are excited, not only to welcome you and your children to our school, but to our Christ-centered environment where Jesus Himself is present and where He is proclaimed and praised.

We also welcome you to Immanuel Lutheran Church which sponsors our school. Worship is an important part of the school week for our children; and it is also important for our families to worship together. If you do not have a church home, we invite you to worship with us each Sunday, during the week, and on other special days. As we worship and learn together, we will all—students and families, faculty and staff—grow in the grace and knowledge of Jesus Christ, the same yesterday, today, and forever. Jesus truly is our caring Savior in all things!

It is our earnest prayer and our confident hope that through ILS your child will be well-equipped with the foundations needed to achieve academic excellence now and in the future. More than that, it is our hope and prayer that through the Gospel our students and their families will grow strong in their faith in Jesus who has loved and served them. Finally, we hope and pray that their faith in Jesus will inspire them to use their God-given abilities and ILS-nurtured knowledge to love and serve their neighbors within their daily callings in their communities, congregations, and families.

So please get to know your child's teacher, our school staff and volunteers, and our congregation's pastor. Not only are we here to serve your child's in school growth and development, we truly care about your family and often have resources that might be beneficial for your family and we'd love to invite you to activities that could help you make some great friendships.

Welcome to our ILS family!



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School Hours

Half day students: 8:30 a.m. – 11:30 a.m.

Full day students: 7:00 a.m. – 5:00 p.m.

Before/After School Care

Before care is available for half day students from 7:00 am to 8:00 am and after dismissal until 5:00 pm. There is a nominal cost of \$2.00 per ½ hour for before and after care. Thus, half day students may add the afternoon (based on availability and permission of the teacher). Parents are billed regularly for this service. Aftercare will begin 15 min after the scheduled dismissal.

Extended care (Before Care and Aftercare) is included in the full day tuition for full day students.

Any student (half day or full day) can add a day (based on availability and permission of the teacher) as a drop in: \$20 for half day; \$30 for full day. Our Aftercare ends promptly at 5:00 pm; a late pick-up fee will be assessed at the rate of \$1 per minute after 5:00 pm.

Transportation

Parents are responsible for transporting students to and from school. Students are expected to be in their classroom sufficiently early so that the educational portion of the day may begin at 8:30.

School Parking Lots

Individuals who operate a vehicle on school grounds will exercise extreme caution at all times. Traffic flow and approved parking areas will be gone over at the beginning of the school year.

Absence

The school encourages students who are enrolled to attend daily during the entire regular school term. In case of absence, please contact the child's teacher. You may also call the school office. All notifications should be made before the start of the school day.

Illness

Any child who has symptoms of illness should not be in attendance at school. Symptoms may include a fever of 100.4° or higher, vomiting, diarrhea, nausea, and body aches. **Students must be symptom free, without the aid of a fever reducing medication, for 24 hours before he/she may return to school.** Additionally, cases of body rash, eye infections, head lice, etc. will also require a child to stay home from school.

If a child presents any of these symptoms while in school, the teacher or the office may call the names listed on the emergency contact list to have the child picked up. The student should remain absent until he/she has been symptom free for 24 hours or has been released by a physician.

If a child is being treated with an antibiotic for a bacterial infection, he/she may return to school 24 hours after the medication was given.

Tardy

When a student is going to be tardy, a text, call, or email to the child's teacher or the school office is expected. Please give an estimate as to when the child may be arriving. Students are considered tardy when they are not in their classrooms by 8:30 a.m.

Leaving School

Students are not permitted to leave school without permission once they have arrived. Parents must check in with the teacher or the school office and sign him/her out before leaving with the child.

Emergency Information

Parents must keep emergency information updated. It is important for us to have accurate contact information in case of illness or emergencies. The list of people approved to pick up and transport your child is also required to be kept up to date. Any changes of address, phone number for work or home, emergency contacts, or other important information changes need to be made as soon as possible.

Medications

Medications will be administered to a child at school in an emergency or for the (critical) health and well-being of the student if the medication is required for the child to be able to remain in school. Parents or guardians must fill out and sign a medication form for **ANY** medication administered or taken at school. All over the counter medications must be in their original container. Prescription medication must be in the original container with the label listing the child's name, the doctor's name, the dosage, and expiration date. ILS retains the discretion to reject requests for the administration of medications or medical procedures. If the request is denied, the school will notify the parent in writing of the decision.

ILS staff will provide basic first aid to students who suffer minor cuts or scrapes while at school. If your child is allergic to any type of first aid medication or supplies, parents must notify the school office in writing to update your child's medical information.

Health Requirements

Illinois State Law requires that students have a health examination (physical), within one year prior to entering preschool, kindergarten or any grade if the prior school was not in the State of Illinois. The State requires that parents use the Certificate of Child Health Examination, which is available from your child's doctor. All immunizations must be up to date and the form filled in completely including the full date, physician and parent signatures. Students may need to have a lead screening within one year prior to the first day of school.

If a child does not submit proof of the required health examinations and immunizations by October 15th of the school year, the state mandates that the child be excluded from the school, as of October 15th, until all requirements are fulfilled.

A copy of a birth certificate must be on file for every student. Failure to produce a satisfactory document will result in notification being given to the Illinois State Police, per Illinois State Law.

Inclement Weather

When the weather is below 20°F, or the wind chill is below 20°F, we will not send a student outside for recess. However, each child should have a hat, coat, boots, gloves, etc. to wear outside when it is snowy, cold, etc. We will not go outside when it is icy or when it is raining. Please make sure that all articles of clothing are clearly marked with the student's name.

School Cancellation

The closing of school because of weather or other severe emergency will be announced on the following stations: WDAN 1490-AM, WDNL 102-FM, WCIA Channel 3 and on illinoishomepage.net. Our school will be identified as "**Immanuel Lutheran School, Danville**" (not "Immanuel Lutheran Preschool" which refers to a different school in our region). Each school family will be notified by email and/or text.

Classroom Visitors

Persons desiring to visit a classroom while it is in session should contact the office and the teacher.

Chapel

Our students join together in worship at chapel services held on alternating Wednesday and Thursday mornings at 8:45 am. Offerings collected at these chapel services are designated for different charities on a quarterly basis. Parents and families are very welcome to join us!

Immanuel Lutheran Church

We welcome you to join us for Worship on Sundays at 9:30 am. Our midweek Worship is on Wednesdays at 5:00 pm. We offer adult Bible class and children's Sunday School on Sundays at 8:30 am. Our Sunday service is live streamed on YouTube. Visit our website at www.ilcdanville.com and click on the link to watch our services online.

Field Trips

Educational field trips are correlated with the educational program and curriculum at ILS. All children are required to participate in such trips. Parents must sign a permission slip before the student is transported on a trip. At times, a small transportation charge may be necessary. The "Child Passenger Protection Act of 2004" requires that all children up to their eighth birthday must be secured in an appropriate child restraint system. The school will adapt its requirements to comply with updates to the Illinois State Law as needed.

The following criteria have been set by the school board for drivers for field trips:

1. Must be over 21 years of age.
2. Have a valid driver's license and agree to observe all traffic laws.
3. Able to produce proof of insurance each time.
4. Driver and passengers must wear seat belts.
5. No smoking in vehicle.
6. Driver must not be under the influence of any alcoholic beverage or drug which may impair judgement or driving ability.
7. Students under age 8 must use booster seats or car seats as the law requires.

Tornados/Fire Drills

Students will participate in regular fire and tornado drills as required by law. In addition, the school works with the Danville Police Department to provide training and practice for overall school security including but not limited to active shooting drills.

Student Wellness Policy

ILS has established a “student wellness policy” to ensure that our school environment promotes and supports student health and wellness. In addition to serving nutritious and well-balanced snacks, it is our desire to help students to develop healthy eating patterns throughout life. Students participate in regularly scheduled formal and informal physical activity programs.

Hot Lunch Program

A nutritious and well-balanced hot lunch is served daily at ILS. Each lunch includes milk and costs \$3.00. Charges incurred for lunches will be charged to the individual student’s account.

Parents are welcome to eat lunch with their child/children. Parents may purchase a school hot lunch (\$5 payable at lunchtime) or bring lunch with them. Visitors should contact your child’s teacher at the beginning of school about your intent to eat lunch with us.

Children with Suspected Disabilities

If a teacher suspects that a child has a disability, the following steps are taken:

1. Teacher holds a conference with the parents explaining the basis of his/her observations.
2. If further intervention is needed, the Director of Christian Education is contacted.
3. The director then contacts the special education director of District #118 or the superintendent of the child’s home public school.
4. A request for a student support team meeting at the school where the child would attend in the public school system is then sent.
5. Parent/teacher/director attends the student support team meeting and assists in the decision as to what type of team intervention is necessary.

Special Services

ILS works with parents to meet individual student needs. In the event that ILS recognizes, through conversations with a parent/guardian or a staff member, a need for additional outside services such as counseling or social workers, ILS will share a list of community service providers found on the Illinois Department of Human Services (IDHS) website and/or contact information for the local branch of Lutheran Social Services of Illinois. Families are encouraged to seek help through pastors at their home church, when applicable, or with the pastor of our congregation when families do not have a church home.

ILS Education

Our educational program was developed to meet the needs of the preschool child by helping him/her:

1. to grow physically, intellectually, emotionally, socially, and spiritually.
2. to develop a positive sense of self.
3. to grow in an awareness of the love and presence of God.
4. to recognize the love and friendship of teachers, other children, and adults.
5. to be creative and to experience the environment.

ILS Admission

Half-day and full-day options are available. Young 2's must be 15 months; 2's student must turn two years old; Three's students must turn three years old; and PreK students must turn four years old by Sept 1 of the enrollment year. A copy of the certified birth certificate is required during the application process. Preschool 3's and PreK students must be fully potty-trained. ILS does not permit the use of disposable undergarments such as Pull-Ups in the preschool 3's and PreK program. Our staff works in conjunction with parents to help with potty training of Young Two's and Two's students, aiming to help each child become self-sufficient in going to potty.

ILS Curriculum

1. Time for Jesus.
2. Language built around body image, space, time, numbers, and classification.
3. Motor development skills.
4. Auditory, sensory, visual discrimination, memory.
5. Science, social studies, art, and music experience.

Registration

Registration begins in the spring. At this time, arrangements for the payment of fees begin to be made.

Tuition Policy

All tuition payments will be made using cash, checks payable to Immanuel Lutheran School, or by automated Electronic Fund Transfer from your checking account. Payments are due on the 10th of the month and considered "late" on the 15th of the month (late fees added). Rates are listed below.

Two's Program:	5 Full Days - \$5,400	Preschool 3's & 4's:	5 Full Days - \$4,800
	5 Half Days - \$2,800		5 Half Days - \$2,600
(M, W, F)	3 Full Days - \$3,600	(M - Th)	4 Full Days - \$4,300
(M, W, F)	3 Half Days - \$1,800	(M - Th)	4 Half Days - \$2,300
(Tu, Th)	2 Full Days - \$2,400		
(Tu, Th)	2 Half Days - \$1,300		

Payment Plan

Payments are made over 10 months, August through May. Monthly payments are due on the 10th of each month; late on the 15th. If the monthly plan does not work for you, a bi-monthly or weekly payment plan may be set up by the school director for tuition payments but must be strictly followed or a late fee will be added.

Non-Sufficient Funds and Late Fee

If a check payable to ILS or EFT tuition payment is unable to be processed due to NSF the student's account will be charged a fee of \$30.00. Invoiced fees will receive a \$20/month late fee.

Collection of Unpaid Balances

Balances, including tuition, prepay accounts, and incidentals that remain unpaid at the end of the fiscal year (July 31) may be turned over to a collection company. Payment arrangements may not be made with the school after an account is turned over.

All charges and tuition must be paid in full before a student may begin the next academic year. A new payment plan may not be finalized until the previous balances are paid in full.

The school may permanently terminate the attendance of any student when payment of tuition is in arrears and has not been received by the school within sixty days.

Discounts and Scholarships

Pay in Full Discount: A 5% discount shall be awarded to all parents who pay their child's tuition in full. The payment must be made no later than the Friday following the first week of school.

Automatic EFT Payments: Likewise, a 5% discount shall be awarded to all parents who pay their child's tuition by setting up automatic Electronic Fund Transfer (from your checking account). Please see the school director for assistance

Zora Drews Memorial Scholarship Fund: All parents who want to apply for a scholarship must do so through the Preschool Director. Applications must be filed by July 15th. Any parents who withdraw their child during the school year will automatically lose the remaining portion of their scholarship. A new application is required each year. More information can be obtained from the school or church office. In order for the scholarship to be awarded, the following conditions must be met:

1. Return a signed copy of the Scholarship Awarded letter.
2. Make monthly payments to ILS.
3. Stay current with tuition payments.
4. Children must not pose a chronic behavioral problem. The parent / guardian will meet with the director to develop a behavioral plan. The amount of the remaining scholarship will be, in equal amounts, added to his/her tuition.

Immanuel Church Member Discount: A 15% discount shall be awarded to Immanuel members who are in good standing. Members in good standing are expected to be faithful in their attendance at church by attending at least 2 services per month. Members must complete the Immanuel Member Discount form and have it signed by the Pastor. The parent or guardian must sign acknowledging understanding of the attendance policy. Immanuel members who meet the Church Member discount may be eligible for an additional 10% discount by being "active" in congregational life (in addition to worship attendance, as above, they serve on a committee or board of the congregation, or assist with at least two major functions, such as the Fall Bazaar; German Dinner; etc.).

Employee Discount: A 25% discount shall be awarded to faculty or staff members whose children are enrolled at Immanuel Lutheran School.

Multi-child Discount: A family with more than one child enrolled at ILS may receive a 10% discount for the first child.

Student Insurance

Students needing insurance can sign up with Kids Care.

Fundraising

Immanuel Lutheran School will conduct fundraisers throughout the school year to help offset administrative expenses, as well as other special project fundraisers when needed. Some fundraisers may occur annually. Families are encouraged to participate and to support the school in its efforts to raise funds.

Crisis Management

ILS has a crisis management plan to assist in any emergency. If students need to be removed from the campus site, the city bus company or a public school bus, will transport students to a safe off campus site (to be determined). Parents will follow the emergency procedures at the pick-up site.

Asbestos

In compliance with federal regulations, ILS was inspected for the presence of asbestos. Floor tiles, boiler insulation and the sprayed on ceilings are asbestos containing. The building is in compliance with federal regulations regarding asbestos.

AIDS Policy

The school board has adopted a policy concerning students or faculty who have contracted and/or been infected by the AIDS or other HIV related virus.

The policy is for the protection and confidentiality of the exposed persons. The basics of the policy and related guidelines are listed below:

1. Once a student has been diagnosed as having AIDS or related HIV virus, the school must be notified.
2. The director will appoint a communicable disease team consisting of the director, nurse, and the teacher where the student is in class.
3. The team will consult the health department and family physician to determine whether the affected person has any special health concerns.
4. The team will determine whether the student should be permitted to attend class on a regular basis or participate in school activities. This determination will balance the seriousness of the disease, risk of transmission, and the potential dangers by regular classroom attendance to the person affected with the disease.
5. Temporary removal of the student may be required if: student lacks control of bodily secretions; school environment proves dangerous to the affected person; student has open sores; student demonstrates behavior (e.g. biting) which may be harmful to other students.
6. The team will meet once a month to determine if there has been a change in the student's status.

7. Parents of affected students have ten days to appeal, in writing, any ruling of the team to the school board. The board must hold a hearing and act on any appeal within ten days of receipt of written notice.
8. Information of the student's condition will be given on a need to know basis. At all times during the illness, the student's civil rights will be protected.

Head/Body Lice

Parents or guardians are to notify the school immediately if they suspect their child/children has head/body lice. Any child with a confirmed case of head/body lice must remain out of school until the child has received treatment for the head/body lice and is determined to be "nit-free". In order for a child to be returned to school, the child must be examined by the school nurse and/or principal and determined to be "nit-free". If a child is in school, and a teacher or other authority suspects that a child may have head/body lice (i.e. excessive head scratching; nit/bugs noticed on child's head or body), the child will be sent immediately to the office for examination. If the child is determined to have head/body lice, the parent will be contacted and asked to have the child removed from school for that day.

Once the school has been notified that there has been a confirmed case of head/body lice with one or more of its students, written notification will be sent home to all parents of that grade on the day that the case(s) was reported. The written notification will identify that there has been a reported case of head lice. Supplemental information informing parents on the causes and treatment of head lice will be sent home with this notification. Parents will be strongly encouraged to check their own child for head/body lice once this notification has been sent home.

Children should be encouraged by teachers, parents, and others in authority not to share items such as brushes, combs, hats, clothing, etc. – particularly when a case of head lice has been reported within the school.

If a child is returned to school after being treated for the head/body lice and is still suspected to have head/body lice, the child will be sent to the school office for re-examination. If necessary, the parent will be contacted to remove the child from school, and the process will begin again.

Harassment Policy

ILS is committed to an environment free of harassment, bullying, and intimidation. Any form of harassment including verbal or insinuation directed at a student's age, race, color, national origin, sex, religion, disability, parent's marital status, or other characteristics is strictly prohibited.

All individuals and guests at Immanuel Lutheran School are to be treated with respect and dignity. It is a violation of ILS's standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals, which intimidates, degrades and/or fails to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or groups based upon a person's age, sex, race, color, religion, ethnic origin, disability, or appearance. Verbal comments, sexual name calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered to be

harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Consequences for harassment follow the disciplinary guidelines as established in this family handbook, to include “harassment” as a form of behavior deserving of the disciplinary procedure.

ALL STUDENTS ARE RESPONSIBLE FOR MAINTAINING A CHRIST-LIKE ENVIRONMENT.

Student Records & Missing Children Records Act

The Illinois Department of State Police is responsible for notifying school districts that a student that was previously enrolled there is missing. In these situations, the school district is required to “flag” the school records for that student in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. Immanuel Lutheran School shall comply with this mandate by flagging such records and immediately reporting to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police that the missing person has been recovered, ILS shall remove the flag from the student’s record.

Board Meetings

The board meetings are open for any interested party to attend. If you wish to be placed on the agenda, arrangements must be made through the school director who will then notify the chairperson of the board that oversees and governs ILS. Visitors, who are placed on the agenda, are limited to 15 minutes when voicing their concerns. Visitors are welcome to stay for the entire meeting unless the board goes into executive session. The chairperson of the board will determine at what point the board is meeting in executive session. Executive session is closed to the public because of the sensitive nature of the matter being discussed. Ex-Officio members are included in the executive session.

School Dress Code

There is no “uniform” for our students. However, the following dress code should be followed:

Shoes: No flip flops, shoes with wheels, or sound should not be worn. All shoes must have backs on them. Tennis shoes are best. Remember, tennis shoes offer the best support and protection for feet during both indoor and outdoor play. Fashion boots and dress shoes with very low heel may be worn. Snow and rain boots are not classroom shoes and should be changed upon arrival. Socks of any color may be worn.

Shirt Styles: Any style of shirt may be worn. Tank tops and sleeveless shirts are allowed (no spaghetti straps). Images and words should be God pleasing.

Styles of pants: Any style pants (or shorts during warm weather) may be worn. If they have buttons or snaps please make sure your child is able to open and close them independently for restroom use.

Hair: Hair should be neat and cut so that it does not distract from learning.

General:

- No makeup allowed, including lip gloss and play makeup
- No clothing that reflects unchristian or anti-social values
- No torn/ripped clothing
- Hats and jackets to be worn outside only
- Rings, watches, necklaces, and jewelry considered to be costume or play should not be worn.

Note: The teacher and/or staff have the final authority concerning dress code. We ask that parents cooperate in these decisions. Teachers will contact the family if clothing becomes an issue.

Discipline Plan

As a Christian community, the school board, teachers, staff, parents/guardians, and students must desire to work together in the most God-pleasing Christian learning environment possible. ILS's goal is to nurture its students in the knowledge of our Lord and Savior, Jesus Christ. Reverence for our Lord, respect for ourselves and others, and the development of responsible, caring Christians are considered to be of primary concern for ILS. Unfortunately, there are occasions when sin enters this relationship and the action of one child interferes with the teaching/learning process. Ordinarily, a word from the teacher to the student is sufficient to correct the problem. Occasionally, the problem may continue. It is to this situation that ILS has adopted a Discipline Plan.

In order to establish clear guidelines for proper Christian behavior at ILS, the following **BEHAVIORAL STANDARDS** have been instituted:

1. **Respect God and His Word.** Be an example to others by following the example of Jesus. Use words and language that encourages others and builds them up.
2. **Respect the Teacher and Others in Authority.** Respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground. Obey the laws of the community while at school and while out in the community as a representative of ILS.
3. **Respect the Teaching/ Learning Process.** Students are expected to be in regular daily attendance and be on time to school. Do your best with the gifts that God has given you. Complete assigned work and turn in assignments when due, follow classroom rules and help classmates do the same.
4. **Respect the Rights of Others.** Recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened.
5. **Respect the Property of Others.** Take pride in ILS. Keep your school litter-free. Protect personal and school property. Follow all rules regarding the use of school computers and other technology.