

# JUDAH CHRISTIAN SCHOOL

## **PRESCHOOL HANDBOOK**



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Judah Christian School Administration reserves the right  
to amend or revise any policy or procedure in this handbook  
at any time in its sole  
discretion after reasonable notice to parents/guardians.

## **ORGANIZATIONAL COMPLIANCE**

School policies, procedures, and protocols are in general compliance as applicable with the following agencies, organizations, codes, as well as applicable statutory and case law:

- Illinois School Code [105 ILCS 5]
- Plyler v Doe, 457 U.S.202, 102 S Ct 2382 (1982)
- 23 Ill Adm. Code Part 425
- Illinois State Board of Education
- Association of Christian Schools International

## **SCHOOL PHILOSOPHY**

### **Our Tag Line**

Academically Excellent, Christ-Centered

### **Our Mission**

To partner with families, and the local church, in providing an academically-excellent, Bible-based education, preparing students for a Christ-honoring life of service.

### **Our Vision**

To provide life-transforming experiences through authentic relationships in a Christ-centered, family-friendly, and vibrant learning environment.

### **Our Core Values**

1. **Academic Excellence** - We are committed to providing an excellent educational experience for each individual learner through a relational model that is rooted in God's Word.
2. **Spiritual Formation** - We are committed to creating a learning environment where a passionate relationship with Jesus Christ is evidenced in each student through discipleship, fellowship, and service.
3. **Growing Relationships** - We are committed to fostering and growing authentic relationships with, and between, all members of the Judah Christian School family.
4. **Leadership Development** - We are committed to developing the next generation of Christian leaders to have an eternal impact on their families, society, and God's kingdom.

### **Statement of Faith**

1. We believe the Bible is the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative. (2 Tim. 3:15-16)
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit. (Matt. 28:19, John 10:30, John 16:13-15)
3. We believe in the deity of our Lord Jesus Christ (John 1: 1,14), in His virgin birth (Isaiah 7:14, Luke 1:34-35), in His miracles (John 2:11, Acts 10:38), in His vicarious and atoning death (I Cor. 15:3, Heb. 2:9, Heb. 10:10, 14), in His bodily resurrection (I Cor. 15:4, John 2:21-22, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Eph. 1:20, Col. 3:1), and in His personal future return to the earth in power and glory. (Mk 13:26, Matt. 16:27)
4. We believe in the necessity of regeneration by the Holy Spirit because of man's sinful nature inherited from Adam; we believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood. (John 3:16-19, Rom. 3:23-24, Rom. 5:8-9, Eph. 2:8-10, Titus 3:5)
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:28-28)
7. We believe in the present, active ministry of the Holy Spirit by whose indwelling the believer receives sanctification and the power to live a Godly life. (Rom. 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 5:18, Eph. 4:30)
8. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

## **WELCOME**

Welcome to Judah Christian School! We are glad that you are a part of our preschool family and a part of the JCS family as well. One of the keys to a successful preschool program is clear communication. This handbook contains specific information and requirements set forth by Judah Christian School, ACSI (Association of Christian Schools International), and the State of Illinois. The Preschool Handbook is designed as a resource for you. Please keep it in a convenient place for easy reference throughout the school year.

### **Non-Discriminatory and Lifestyle Policy**

Judah Christian School admits students of any race, color, nationality, and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to JCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admission procedure, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission or continued attendance to any individual who cannot benefit from enrollment based on academic achievement, disqualifying disability, or whose personal or family life-style is not in harmony with the stated philosophy and purpose of Judah Christian School.

### **Program Description**

Judah Christian Preschool is a Christ-centered program that enables children to grow spiritually, socially, emotionally and physically in an age-appropriate environment. Daily preschool activities include:

- Bible stories and Bible memory verse activities
- Art activities
- Science, through hands-on introduction to God's world
- Large and small motor skill development
- Music
- Social skills development
- Children's literature
- Number and letter recognition
- Color and shape recognition
- Fine motor skill development
- Vocabulary development
- Field trips

Judah Christian Preschool is a license-exempt Preschool that is committed to self-monitoring to meet or exceed the state requirements. Any changes to this document can be made at the discretion of the JCS Administration and/or the Judah Christian School Board. Parents will be notified of any changes in a timely manner.

### **Preschool Special Needs**

Judah Christian School strives to support preschool students with special needs to the extent that resources are available and the needs of the student do not limit the learning of the students in the classroom. Services available include speech and language assessment and supports, as well as testing and evaluation for possible learning difficulties. This evaluation is conducted by our Director of Special Needs and can lead to an Intervention Plan, 504 Plan or Individual Service Plan if the preschool student qualifies for these supports. Please refer to the Special Needs Handbook for more information about supporting special needs students at Judah Christian School. Students enrolled in private institutions by their parents or guardians do not have the same legal rights to special education services and may not receive as many services as the students enrolled in public school.

## **EXPECTATIONS**

### **Attendance**

Preschool class time begins at 8:30 a.m. In order for your child to fully benefit from the preschool experience, it is imperative that he/she be here by or before this time. Children, who arrive after 8:30 a.m., without notification to either teachers or the main office ([attendance@judah.org](mailto:attendance@judah.org)), will be considered absent and their admission to the classroom shall be up to the discretion of the Preschool Principal. Continued lateness could jeopardize your child's progress in the preschool. We understand that sometimes things will come up and for those cases exceptions can be made on an individual basis, with prior arrangements with your child's teacher.

### **Authorization for Pickup**

Any person other than the child's parent or guardian will be asked to show identification when picking up a student from school. It is good practice for the parent to notify the child's teacher or the main office when other person(s) are picking up the child on a given day. In an emergency, the parent may contact the main office and authorize someone by phone to pick up a student. This person must produce a photo ID (driver's license) in order to have the student released. This may sound extreme, but our first concern is the safety of your child. If there is a court-regulated reason someone is not to pick up your child, please make sure and complete this section of the original application packet or contact the main office.

### **Emergency Form**

Information including parents' home and work phone numbers, as well as an emergency contact name and number, must be on the child's information page of RenWeb. Also needed are any food or other allergies the child might have. Within the admission packet is a medical release and a field trip release that needs to be in the child's file. If at any time there are changes in the parent's emergency contact phone numbers, please let the main office know. Children should have an alternate person that is authorized to pick-up and care for them, in case of an emergency. This can be a grandparent, but they must live in town and be able to pick up a sick child within a short amount of time.

### **Enrollment**

All children must be 3 years of age by the first day of school in order to be eligible for enrollment. We also ask that the family be involved in or visiting a local Evangelical church of their choice. If you do not have a home church, there is a time to look for one, but Administration will be checking with you by mid-year to see if you have found a church. This is so important for the continuity in a child's life - from home to school and back!

### **Potty Trained**

Children are expected to be fully potty trained before entering the preschool program. By the term "fully potty trained," we mean that the child will need to be able to express their need to go to the restroom, be able to pull their clothing down, wipe, and be able to pull their clothing back up. You are asked to bring a spare set of clothing in case of the occasional accident. These accidents are a part of the growing process and will be handled in a kind and gentle way, with respect for the child's feelings.

If a pattern of accidents occur, the following steps will be taken:

- Step 1: Daily or multiple accidents over a three-day period the child will be asked to stay home for one week.
- Step 2: Multiple accidents over a period of 2 weeks, the child will not be considered potty trained and will be asked to withdraw from the program. Dependent upon space availability, the child would be able to return when the parents and Preschool Principal feel that he/she has gained control of the situation.

## **Re-enrollment**

Re-enrollment is held during the month of February at Judah Christian School. During this month, you will have an opportunity to re-enroll your child in a preschool class or in kindergarten.

## **Regulations**

In compliance with the State of Illinois Department of Children and Family Services, Judah Christian Preschool is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis.

### **Well-child physical**

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than seven years old, or whenever the Preschool Principal shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

### **Immunization records**

Information regarding all immunizations the child has had, including month and year each immunization was administered, will be required for all students. Immunizations must be recorded on the certificate of immunization form supplied by the Illinois Department of Public Health. The immunization form shall be obtained at the time of admission or within 30 days after admission.

## **DAILY ISSUES**

### **Adjustment Period**

Starting preschool for the first time often causes anxiety for children. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the preschool experience.

### **Drop Off/Pick Up**

All preschool students must be walked into school and out of the building by an adult. Preschool students must be signed in and out each day. Please do not leave your car running in the parking lot unattended while in the building.

#### **Early Preschool Pick-up (11:30 a.m.)**

When picking up your preschooler you have two options. The first is to park your car and come in to sign out your child. The second is to join the pick-up line and have your child brought to your car. If you choose the second option, please follow these directions:

1. Do not arrive before 11:20 p.m. (unless you park and come in).
2. Place the student dismissal card on the front left corner of your dashboard.
3. When you pull into the parking lot, fall into line. (Cars will line up adjacent to the gymnasium). Please continue moving forward as the cars in front of you leave. Preschoolers will exit at the first set of doors, closest to the gymnasium.
4. Keep your car running and your child will meet you at the car.
5. Secure your child as quickly as possible.
6. Once your child is secured, please exit the parking lot by turning right onto Prospect.

#### **Half-Day Preschool Pick-up (12:30 p.m.)**

You will need to park, be buzzed into the school, and sign your child out in their classroom.

**Full day Preschool Pick-up**

You can begin to pick up your full day student any time after 3:00 p.m. when the children get up from rest time. Again, you must park and come in to sign them out. If your preschooler has a responsible, older sibling, (3<sup>rd</sup> grade or above) that they will listen to, he/she may pick up and sign out the preschooler during elementary dismissal.

**Full-Day Preschool with After School Care Pick-up**

You can pick up your preschooler anytime between 4:00 p.m. and the last pick-up time, 5:30 p.m. You must also sign them out at this time.

**Late Pickup Fee**

In order for children to maintain their sense of security and the staff to maintain the correct ratios, it is very important that parents pick up their children at the designated time. Early and half-day preschool parents who fail to pick up their children at the designated time will be charged a \$5.00 late fee for every 15 minutes they are late.

Full day parents who fail to pick up their children before closing time will be charged a late pickup fee of \$5.00 for the first 15 minutes, an additional \$10.00 for the second 15 minutes, an additional \$15.00 for the third 15 minutes, and an additional \$30.00 for the fourth 15-minute period (total of \$60.00 per hour). After one hour if the teacher has not heard from you or someone representing you, or is unable to contact someone, we will consider the child abandoned and will proceed according to our standard policies and may include calling authorities.

**Lunch**

All preschool students eat lunch in the classroom that is provided through Judah’s hot lunch program. If your student has a food allergy, please discuss the menu with the Preschool Principal.

**Morning Routine**

Each morning the children enter the building, we ask that parents take them to the restroom, make sure they attempt to use the restroom, and then have them wash their hands. We understand that most children use the restroom before they come to school. However; almost without exception, within 20 minutes of arrival, the children need to go to the restroom. This takes a teacher out of the classroom and makes the morning adjustment time more difficult. The reason we ask them to wash their hands before coming in, is to make sure they come in with clean hands and no germs! Our goal is to have a healthy year!

**Office Hours**

Monday – Friday            7:45 a.m. – 4:00 p.m.

**Parking & Entering**

During office hours, please enter the building through door 15 on the north side of the building under the black awning. We will no longer enter from the doors facing Prospect. You can use the other doors as exits; however, be aware that they will lock automatically behind you. Parents are able to use any open parking space while picking up or dropping off a preschooler. For your convenience there are PRESCHOOL ONLY spaces reserved for your use.

**Parking Lot**

In order for traffic to flow safely and efficiently please follow the traffic pattern explained below: Enter by way of Sherwood Terrace, and then turn right into the main parking lot. There are several “PRESCHOOL ONLY” parking spaces located in the southwest corner for your use, or you may park in any open space. When exiting, please use the Prospect exit and turn right only onto Prospect Ave. please.



### **Phone System**

All preschool calls will be received through the main office; in the event that no one is available to take your call you will be connected to a voicemail system. You may leave a message and it will be given to the teachers, or you may call the classroom directly (Faith Class, ext. 707, and Joy Class, ext. 705). Voicemail may be left at the classroom extensions and the teachers will receive your message and return the call. If it is an issue that needs to be taken care of immediately, please contact the main office (217-359-1701).

### **School Hours**

Early Preschool	8:30 a.m. - 11:30 a.m.
Half Day Preschool	7:30 a.m. - 12:30 p.m.
Full Day Preschool	7:30 a.m. - 3:45 p.m.
Full Day Preschool w/ASC	7:30 a.m. - 5:30 p.m. (ASC – After School Care)

### **School Security**

For security reasons, all doors will be locked during the school day. In order to enter the building, use the north entrance (under the black awning). Ring the buzzer; identify yourself, and the office staff will allow you to enter. **All visitors during the school day must check in at the main office.**

### **Sign-in/Sign-out Procedures**

Each child must be signed in and out by an adult or an older sibling (3rd grade or above). Sign-in logs for preschool students are located on a table inside the preschool class. Anyone, other than a parent, guardian, or sibling, who comes to pick up a child, must be on the approved list noted in RenWeb. Anyone unfamiliar to staff will be asked to produce photo identification before a child will be released into their care. In addition, parents should contact the teachers or main office if there is a change in pick-up procedures for their child.

## **PAYMENT PROCEDURES**

### **School Calendar**

A complete school calendar is available in the office or on the school website ([www.judah.org](http://www.judah.org))

The school will be closed for the following days each year:

- Labor Day
- The week of Thanksgiving
- Christmas Break (2 weeks)
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday and the Monday after Easter
- Spring Break (1 week)
- Teacher In-service as noted on School Calendar
- Parent/Teacher Conferences

If any of the above holidays fall on a Saturday, they will be celebrated on Friday. Holidays that fall on a Sunday will be celebrated on Monday.

### **Tuition Policy**

It is the Policy of Judah Christian School that all preschool tuition be paid on or before the first day of the week that your child attends. Payments are made on a monthly basis. If payment is two weeks delinquent, there is a \$20.00 late charge. In the preschool hallway, near the main office, there is a mailbox labeled "Preschool Payments". Payments should be left in the Preschool Payment mailbox or mailed to the school.

## **Withdrawal Notice**

A two-week advance written notice is required to withdraw a child from the preschool program.

## **MEDICAL/EMERGENCY INFORMATION**

### **Absences**

We plan our programs with the assumption that every child will attend every scheduled class. We request that parents/guardians call when their child will be absent. Please contact the school office via email at [attendance@judah.org](mailto:attendance@judah.org) or phone (359-1701, ext. 192) before 9:00 a.m. on the day of the absence. We love and care about your child and would want to lift them up in prayer if they are ill. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of communicable diseases (chicken pox, strep throat, fifth's disease, pink eye or head lice).

### **Accidents**

All teachers and the Preschool Principal are certified in infant/child care and infant/child first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher, principal, or school nurse. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent. A copy of this document will be given to the parents.

### **Allergies/Asthma**

All allergies to medication, food, and/or other substances, must be stated on the emergency and medical forms. Illinois law requires that we have a signed plan from your physician stating any life threatening food, or other substance, allergies that your child may have. This plan should also describe the treatment for your child's life threatening allergy. For children with life threatening food allergies that require an Epi-Pen, the Epi-Pen and other medication must be left at school in case of an emergency and a Food Allergy Action Plan, Individual Health Care Plan, and Medical Service Plan must be in place with our school nurse and renewed every year. If your child has a food allergy that does not require an Epi-Pen, this must be documented by a physician in the Food Allergy Action Plan. For students with asthma requiring and an inhaler used at school, an Asthma Action Plan must be signed by a physician and be on file with the school nurse. For students needing to use inhalers at school a Medical Service Plan must also be completed.

### **Child Abuse**

The staff of Judah Christian Preschool is required by the Illinois state law to report any suspicion of child abuse. The teachers are considered mandated reporters by the state.

### **Cold Weather**

Students will go outside unless the temperature or wind chill is below 20 degrees.

### **Fire/Tornado/Lockdown Drills**

Periodically, throughout the school year, we will have emergency drills. Emergency procedures have been established to help ensure the safety of your child(ren) in the case of a school threat, fire or tornado. If you have any questions concerning these policies, please feel free to contact the office.

### **First Aid**

All preschool staff are certified in First Aid and are responsible for handling all medical needs including dispersing medication and dealing with medical emergencies. In the event that a child does become sick during the school day, you may be asked to pick up your child. We request that

parents respond as quickly as possible. Children that become ill should be picked up in the school office.

### **Food Service/Health Department**

We are inspected by the Health Department for our method of serving lunch. Inspection certificates are located in the kitchen next to the Activity Room.

### **Illness**

The Department of Children and Family Services requires that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at school will not be admitted or will be separated from the other children until the parent or guardian can pick up the child.

When children have been exposed to communicable diseases such as chicken pox, measles, or strep infection, the school shall notify all staff members and all parents or guardians of children immediately. With infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

#### **If a child displays any of the following symptoms, he/she must be kept at home:**

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous
- Vomiting or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Skin rashes that are yellowish, unusual or persistent, severe itching of body or scalp, potentially infectious skin patches that are crusty (dry scabbed, weepy or gummy, i.e. ringworm, 5th disease, impetigo, hand, foot & mouth, etc.)
- Child not feeling well, such as lethargic activity and/or excessive crying

#### **The child may return to the preschool after illness when:**

- Fever has been broken for 24 hours without being medicated
- Nausea, vomiting or diarrhea has subsided for 24 hours, again, un-medicated
- Antibiotic have been given over a 24-hour period for any type of strep or bacterial infection before returning to school.
- Upon presentation of a note from the child's physician stating that the child is not infectious.
- Child is feeling well again and normal behavior has returned

### **Medication**

Dispensing or application of medication or individual special medical procedures shall be provided only if a written order or a prescription from a physician has been given to the child's parent(s) or guardian(s). All prescribed medications must be in their original container. We can also give allergy medication but parents or guardians must sign the Medication Authorization form stating what the medication is, the quantity to be given, and the time when the medication is to be administered. In severe asthma cases, or during seasonal flares, the teachers can give an asthma nebulizer treatment.

### **Rain and Excessively Hot Weather**

On days of inclement or excessively hot weather, children will be kept inside to play – either in the classrooms or the Activity Room. For daily outdoor play, sunscreen should be applied at home.

### **School Closings**

If it becomes necessary to close school for any reason, the news media will be notified. The most reliable sources are:

JCS Parent Alert System  
Channel 3 (TV)  
Channel 15 (TV)  
[www.judah.org](http://www.judah.org)  
Email from school

With rare exceptions, this information will be announced by 7:00 a.m. We will also strive to inform families with JCS Parent Alert System which results in an automated phone call once the decision has been made to cancel school.

## **PARENT COMMUNICATION**

We strive to keep all our families informed about what is happening at Judah Christian School. There are several very important ways that the teachers and the director use to help parents stay current on happenings here at Judah.

### **Principals Notes**

Each month the Preschool Principal will communicate with all parents/guardians via email regarding preschool events and other issues.

### **Judah Blast**

Each week parents will receive an all-school electronic newsletter with information pertinent to all school divisions.

### **Monthly Classroom Newsletter**

The teachers send home a monthly newsletter containing specific class information.

### **Parent Information Board**

This bulletin board is located in the preschool hallway. On this board, you will find copies of all Preschool Principal's Notes as well as topics of interest from the Administration. Information regarding the Judah Parent Teacher Connection will be on this board as well.

### **Parent/Teacher Conferences**

The teachers and the Preschool Principal are available throughout the year for individual conferences with parents. Please let your child's teacher know any time you would like to schedule a meeting. The best time to schedule these meetings is during naptime from 1:00 p.m. to 3:00 p.m. Formal parent teacher conferences are scheduled twice a year.

### **Parents Web**

Our school is blessed to utilize RenWeb as a system to organize school data and aid in school communication. You can go to the Parents RenWeb from the icon on our website, [www.judah.org](http://www.judah.org).

### **Progress Reports**

Progress reports are sent home at the end of each semester. As stated on the Parent Letter that accompanies the Progress Report, "Please remember that this report is a snapshot in time." These will

be sent home in January and again in May. You will also receive a copy of your child's initial screening from August during the first month of school. It is a wonderful way to see how your child is progressing through the year.

### **Weekly Classroom Updates**

Each week your child's teacher(s) will send home a letter giving a detailed sketch of what will be taught that week. This will include the Bible unit, memory verse, letter of the week and any art projects that will be completed. This is a great way to stay connected with your child's week at school.

## **DISCIPLINE**

Discipline has an important place in the preschool division at Judah Christian School. Parents and teachers will need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. Below you will find an explanation of our discipline procedures. If you have any questions about this process, please talk to your child's teacher or the Preschool Principal.

### **Discipline Procedures**

A child's behavior is redirected if it is inappropriate or harmful to another child. The teacher will go to the child and attempt to change the circumstances to bring about acceptable behavior. A child who continues to disrupt the class or bother another child will be spoken to about their behavior. If the behavior continues, the child will take a time-out (5 min. for 4-5 year-olds, and 3 min. for 3 year-olds). If a student does something very serious, such as hitting, they will be given time-out immediately. It is our goal to work with the children to have them act with kindness towards others at all times. We also work on first time obedience and asking forgiveness of each other and extending it as well. After a time-out, the teachers always pray with and for the child to reinforce the attitude of forgiveness. Our desire is to reach the children's hearts!

### **Dismissal Policy**

In the Department of Children and Family Service Licensing Standards for Day Care Centers, in section R4C7 18-4t states, "Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility." Discharging a child does not imply the child has failed or there is anything "wrong" with the child. It implies the child has natural needs which cannot be met with our group setting, and it is in that child's best interest that another form of care is found. This will only be done after a meeting with the child's parents and teachers, and after attempts have been made to help meet this child's needs.

## **GENERAL INFORMATION**

### **Book Clubs**

Periodically, parents will receive a book club newsletter and order form. These books are offered at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the preschool receives points with which we can order books, free of charge, for the preschool. We do ask that you choose your books carefully, as we cannot endorse all the materials offered. If you have a question about a particular book or would like recommendations, ask your child's teacher. When ordering books from a particular book club, please use a check as payment and make sure your check(s) are made out to that particular club.

## **Dress Code**

We often paint, play with clay, and use glue, so please dress your child in play clothes. They feel free to take part in messy activities if they do not have to worry about staying clean. We go outside almost every day, dress your child in clothing appropriate for the season. Include boots, snowsuits, hat and mittens (not gloves – the children cannot put those on by themselves) for winter weather. **Girls should wear shorts under their dresses.** Shoes should have a back strap and should be worn with socks to protect the child and his/her feet. Any shoe that does not have a back would be a safety hazard to the child trying to play on the playground equipment.

We also ask that parents be cautious about what your child wears to preschool. It is the goal of the teachers and staff to provide children with constructive ways to display their feelings, and enable them to develop the skills they need to handle differences with others constructively. In order to do this, we would like to limit the amount of outside influences that children could bring in on their clothing. We feel that super heroes and others like them, teach children that “fighting it out” is the way to settle problems. Therefore, at school, we ask that you would please not send your child dressed in this type of character clothing. We also ask that the children’s backpacks do not have super hero characters on them. Some characters that are not to be at school, include, but are not limited to, Superman, Spiderman and Batman. We are trying to focus the children’s attention on Christ during their time at Judah Christian Preschool.

## **Field Trips**

Field Trips are an integral part of the preschool experience. They enhance the learning experience by offering opportunities not available in the classroom. Parents will be notified of a forthcoming field trip at least two weeks in advance. Also, parents are required to bring their child’s car seat or booster seat to school the day of the field trip with their name on it. We want all the children to be safe and to follow the law, so any child without a seat will not be allowed to go on the field trip. Please see Appendix II for volunteer guidelines and responsibilities.

## **Gum/candy**

Please do not allow your child to bring candy or gum to school at any time.

## **In-service Days**

The Preschool will be closed for prescheduled in-service days throughout the year. The first in-service date is the ACSI convention in either late September or early October. Also, in January we have an in-service day to prepare Progress Reports and one for teacher continuing education in late spring. These dates for are noted on the school calendar.

## **Judah Christian Preschool Rules**

Judah Christian Preschool has 4 main rules for all classrooms. These may be worded differently in each room, but the main idea remains the same...

1. I will treat others with kindness in everything I do and everything I say.
2. I will listen when my teacher(s) are talking.
3. I will treat the things in my school with care.
4. I will run on the playground, but when I am in the school, I will walk.

These four rules will help the child understand that we need to treat others with kindness and love others just as Jesus loves us. The most important thing we can teach your child at Judah Christian Preschool is that Jesus loves them, gave His life for them, and rose from the dead to take away their sins. If we can see a heart given to Jesus, then we will have had a productive year. The scholastic lessons will come when the heart is in line with what God is teaching them.

## **Judah Parent Teacher Connect**

The goal of Judah Parent Connect (formerly JudahConnect) is to provide fellowship opportunities for Judah families, support and encourage Judah teachers, increase the parent involvement at Judah, and continue to help make Judah a welcoming school. Parents will periodically receive emails from Judah PTC with meeting and event details.

## **Parent/Guardian Involvement**

We welcome parent/guardian involvement in the preschool classroom, and we feel that it benefits not only the preschool but our families as well. Parents/guardians are encouraged to participate in the classroom as a helper on a regular basis. Parent/guardian participation enables the teacher to offer a variety of creative activities for students. For these special project-time helpers, there will be a sign-up sheet in your child's classroom. All parent/guardian volunteers must sign in at the main office when they come to work in the classroom. Other opportunities that parents/guardians have to participate in the preschool experience are driving and chaperoning on preschool field trips, special-day theme events, teacher appreciation committee, and much more. Parents/guardians driving on field trips must provide evidence of insurance. Preschool parents/guardians are not required to do PIP hours, but if you have an elementary student, anything you do to help in the Preschool will count for that year's elementary PIP hours. PIP hours do not carry over from one year to the next.

## **Personal Hygiene**

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before each day begins, before meals and after toilet use. Disposable paper towels are used for drying hands. We have hand sanitizer to be used after blowing noses.

## **Preschool Supplies**

Each preschool family is charged a \$50.00 fee to cover the cost of supplies. The only items we ask each child to bring in are a 3 pack of Lysol/Clorox wipes and a full size backpack. If your child is scheduled to stay all day, they will also need to bring:

- Small-size pillow with pillowcase
- Small cot-sized blanket
- Soft toy or doll (to nap with)

## **Resolving Conflict**

Should a conflict arise with a teacher or staff member, please use the Biblical method of conflict resolution as described in Matthew 18:15–17. Specifically, you should go directly and privately to the person in question. Do not share your concerns with others. If at the end of this meeting all concerns have not been resolved, you are encouraged to share your concerns with the individual's immediate supervisor. If at the end of this meeting you feel things are still not resolved, you are encouraged to talk with the Superintendent of the school and finally the Judah Christian School Board. Please do not take things out of order. Give the teacher/staff member a chance to explain and correct any problems before moving up the chain of command. If we all work to follow these simple guidelines from God's word, we will see unity and harmony reign and Judah Christian School will grow to be all the Lord would have it to be.

## **School Visitors**

In compliance with the State of Illinois Department of Children and Family Services, parents/guardians are allowed to visit Judah Christian Preschool without an appointment any time during normal hours of operation.

When visiting the school, parents should sign-in at the main office and receive a nametag. This nametag will identify you as a Judah parent and will allow us to monitor the security of the building more effectively.

### **Snacks**

Although the preschool does provide the children's snack, we love to have parents participate in sending in their child's favorite snack! Parents are able to sign up on a voluntary basis to provide the morning or afternoon snack for the class. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. Some suggested snacks are:

Graham crackers	Cheese and crackers	Goldfish
Wheat Thins	Apples	Oranges
Plums	Pears	Nectarines
Watermelon	Animal Crackers	Pretzels
Cereal Mix	Raisins	Nacho Chips & Cheese
Jell-O or Jigglers	Yogurt	Popcorn
Flavored Crackers	Carrots & dip	Granola bars
Granola Mix	Rice Crispy Treats	Applesauce Cups
Homemade Bread/Butter	Fruit Cups	Low-Sugar Cereal
Bananas	Bagels and Cream Cheese	String Cheese
Bite size muffins	Vanilla Wafers	Dried Fruit

- Due to children having peanut/tree nut allergies, **please do not bring anything that contains peanut butter, peanuts, or tree nuts in it.** Other allergies will be listed in your child's classroom.
- In preschool, we try to keep the sugar content and preservative level low, while still keeping the fun content high! If you have questions regarding snacks, please see your child's teacher.
- Birthdays are very special occasions for children. We would like you to help us celebrate by bringing a special birthday snack. We do ask, however, that you not bring cupcakes with thick icing. Cookies or muffins are great, and the children LOVE veggies with dip!

### **Solicitation**

The preschool may not be used as a setting for solicitation. We do not put advertisements in the children's cubby advertising any one business.

### **Special Event Days**

Throughout the school year, the preschool staff plans special activity days to enhance the monthly or weekly themes. Parents are encouraged to participate by helping in the classroom or providing special snacks or activities.

### **Toys**

Please do not allow your child to bring toys to school except on designated "show and tell" days. Full day children are allowed to bring one soft naptime toy to sleep with. This item is kept in the child's cubby or on their cot, except for naptime.

If you have any questions or need assistance, contact the Preschool Principal at 217-359-1701 or speak with your child's classroom teacher.

May God bless your time at Judah Christian Preschool – we are praying for you!

Updated September 8, 2020



## **APPENDIX I: VOLUNTEER RESPONSIBILITIES & GUIDELINES**

**Parents volunteering to supervise off-campus activities for Judah Christian School are charged with the following responsibilities:**

- Supervise all students assigned to his or her care until the end of the scheduled activity when the class is reunited and the teacher assumes responsibility for all students.
  - Adhere to a student/volunteer ratio so that no less than two children accompany one adult at any given time (parent/child pairing is the exception to this guideline).
  - Volunteers must monitor student behavior/conversations and report inappropriate conduct to the faculty supervisor.
  - No Smoking; No Videos; Christian Music only
  - Obey all traffic laws and speed limits
  - Provide the school with all required volunteer information (see below)
- 

### **Required Volunteer Information**

**Please provide the following information to the main office prior to assuming any volunteer responsibilities.**

- Copy of valid driver's license
- Proof of valid automobile insurance
- Cell phone number
- License plate number of vehicle used for volunteer activity

**We appreciate your willingness to volunteer at Judah Christian School and help us maintain the most secure educational environment for all of our students.**