

Resurrection Evangelical Lutheran

Early Childhood Center

2017-2018

Parent Handbook



Train up a child in the way he should go: and when he is old, he will not depart from it.

Proverbs 22:6

Parent Handbook

Resurrection Ev. Lutheran Early Childhood Center

A Ministry of Resurrection Ev. Lutheran Church-Aurora, Illinois

2567 W. Sullivan Rd. Aurora, IL 60506

630-907-1313

Mission Statement

Resurrection Evangelical Lutheran Early Childhood Center shall support the mission of Resurrection Evangelical Lutheran School by assisting parents of our congregation and community with Bible-based Christian training of their children for life and eternity, while providing academic excellence in the light of God's word.

Philosophy

We believe in teaching each student to honor God by striving for daily excellence and making good choices by using amazing resources God has provided for us. We believe that each child is a special gift from God. Each child is unique and is encouraged to develop spiritually, intellectually, physically, emotionally and socially at his/her own individual pace.

Faculty

Pastor:	Rev .Philip Schupmann	philipschupmann@msn.com
Principal:	Mr. Bradley Essig	principal@relcs.org
Director:	Mrs. Sara Ehler	sehler@relcs.org
Teacher:	Mrs. Sara Ehler	sehler@relcs.org

Objectives

The children enrolled at Resurrection Ev. Lutheran Early Childhood Center will have the opportunity to gain the following objectives by both teacher directed and student initiated activities. A variety of materials and procedures will be used to best meet the learning styles of each child of God.

Spiritually, the child will...

1. Learn that Jesus is his/her best friend and Savior from sin.
2. Learn that the Bible is God's Word.
3. Learn God's plan of salvation and His love.
4. Gain a greater understanding of God's world and all He has created.

5. Apply God's truths to everyday living through the daily use of prayer, worship and devotion.
6. Learn that all abilities are gifts from God and are to be used to serve God.

Physically, the child will...

1. Develop fine motor skills, i.e. cutting, coloring, writing, using glue, etc.
2. Develop gross motor skills, i.e. hopping, skipping, throwing and catching a ball, etc.
3. Practice safety, hygiene, nutrition and basic health procedures through everyday experiences.

Intellectually, the staff will strive to:

1. Inspire in each child the love of learning.
2. Extend familiarity with God's Word.
3. Acquaint children with good literature and literacy activities. Pre-number and number concepts will be extended through problem-solving experiences with sequence, sizes, shapes, and other organized play activities.

Socially, the staff will strive to:

1. Foster friendships and relationships between students and staff.
2. Provide opportunities to work and play cooperatively in a group.
3. Support each child on his/her path to success.
4. Strengthen family ties between the school and home.

Emotionally, the staff will strive to:

1. Instill in each child a healthy self-image as a child of God.
2. Help each child recognize his/her feelings and how to express them in a God pleasing way.
3. Express an appreciation for each individual child as a precious child of God.

Parents are encouraged to:

1. Understand that God has given them primary responsibility for nurturing their child.
2. Participate and support the growth of the whole child.
3. Communicate clearly with the director, teacher, and early childhood center.
4. Partake in school events, fundraisers, etc.

Curriculum

In order for Resurrection Ev. Lutheran Early Childhood Center to meet our objectives we offer each child many opportunities to grow, discover and experiment. We follow the HighScope curriculum, which emphasizes adult-child interaction through active participatory learning. Children will have direct, hands-on experiences that will facilitate their learning and construction of knowledge.

We will begin each day by learning about the love of Jesus and what He has done for us on the cross. We will have daily Bible lessons from the Old and New Testament. We will act out Bible lessons, create projects, and learn many songs about our Savior.

The children will have many opportunities throughout the day to discover and develop literacy skills and math concepts. Children will be engaged in music, technology, physical education and art activities.

Enrollment

Resurrection Ev. Lutheran Early Childhood Center has been established in order to provide spiritual growth and quality education to the children who attend. All children are welcome without reference to race, creed, national origin or sex. However, priority will be given to the member's children of Resurrection Ev. Lutheran congregation and other area WELS/ELS congregations. Any remaining openings will be open to the public.

Resurrection Lutheran offers classes for children who have turned three years old by September first and are fully potty-trained. We offer classes Monday-Friday, either full day or half day. You may choose which days and how many days you wish your child to attend. Parents/Guardians are encouraged to take a tour of the school and meet the teachers. All children entering school for the first time must have a physical examination.

Resurrection Lutheran Early Childhood Center has partnered with TADS, an industry leader, to manage our admissions, enrollment and tuition management process. To start the process with TADS, please visit <https://mytads.com/a/resurrectionlutheranschoolaurorail>.

Tuition and Fees

Number of Days	Half Days (8:15-12:00)	Full Days (8:15-3:15)
	Monthly/Annually	Monthly/Annually
2	\$210/\$1890	\$391/\$3518
3	\$245/\$2205	\$408/\$3675
5	\$391/\$3518	\$683/\$6143

Book and Service Fees

Registration Fee (per student)	\$95
Book Fee (per student)	\$170
Service Fee (per family)	\$250

Before and After School Care Hours and Rates

Before school care is offered from 7am - 7:50am. After school care is offered from 3:15pm – 6:00pm.

Two Options:

Option 1: \$500 for the entire school year per family. \$250 due in August. \$250 due in January.

Option 2: \$5 per hour per child. Billed monthly through TADS.

Policies and Procedures

Absences-

If your child will be absent from school please inform the school office or teacher before school starts. If we have not received a message by 10:15 a.m. the school secretary will give you a call.

Arrival and Dismissal-

Parents/Guardians should use the west entrance to enter the parking lot and use the east entrance to exit the parking lot. Please refrain from parking in the first six spaces in the front row near the building so students can see and be seen by cars that are entering and leaving. Please see the diagram as a reference on page 12.

When arriving for school, parents/guardians should escort their child to the classroom and follow the morning routine. At half day dismissal, you will pick up your child at the classroom. The school doors will be unlocked at 12:00 p.m.

Please inform the teacher if you will not be picking up your child. Only those people authorized by the parent will be allowed to pick up your child- an ID will be needed to identify the person picking up the child. At full day dismissal you will pick your child up in the preschool classroom. The school doors will be unlocked at 3:15 p.m. and all parents/guardians are required to enter the building and pick up their child. Any students not picked up by 3:30 p.m. will go to After School Care.

Birthdays-

We celebrate each child's birthday as close to his actual birthday as possible. You may send a snack to school. *Please check with the teacher to see if there are any allergies.* If you are having a birthday party for your child and not inviting the whole class, please send the invitations in the mail or hand them to the parents.

Chapel-

A chapel service will be conducted every Friday at 8:15 a.m. Parents are also encouraged to attend. An offering will be collected but is not required. Mission offerings support various branches of mission work in the WELS.

Class List-

A school list of students including their address and phone number will be distributed in the fall. *Please speak to the teacher or school office if you do not want this information released.*

Communication-

A school newsletter is emailed home at the beginning of the week. A classroom newsletter is sent home during the week. A "Daily Report" will also be sent home every day. Please look for these in your child's folder. Important reminders and information will be easily found on the "Daily Reports," in the newsletters, sent via email or on the REMIND app. Please feel free to discuss any concerns about your child with the Director or Teacher. You can also follow us on Facebook.

Private Facebook Group-

As a parent of our 2017-2018 Resurrection Early Childhood preschool program, you are invited to join our private Facebook group: *Resurrection Lutheran Early Childhood 2017-2018 School Year*.

A waiver with more information regarding this group will be handed out individually.

Discipline-

Proverbs 10:17 tells us “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray.” It is our desire for the Early Childhood Center students to be salt and light in the world, demonstrating Christ’s love for all people. In a Christian environment the child will be taught to treat all people with respect and love. The child will be assured he is cared for, loved and forgiven.

Matthew 5:16 “Let your light shine before men, that they may see your good deeds and praise your Father in heaven.”

A Lutheran Elementary School has a decided advantage over other schools in matters pertaining to discipline, for we are in all things guided by God’s Word. Our aim is to make the willingness to act in a Christ-like manner flow from a heart that loves their Savior. Pupils are expected to place themselves under this guide, as are the parents and teachers. Teachers are to be obeyed and respected as representatives of God as outlined in the Fourth Commandment. Upon enrolling in our school, a parent submits his authority to the teacher in matters of corrective discipline while the child is at school. We ask that the parents support the teachers as they carry out their task of guiding and correcting students in the light of God’s Word.

Students are expected to:

1. Respect God’s Word.
2. Respect teachers and those in authority over them.
3. Respect classmates.
4. Respect property.
5. Respect their studies.

A student’s repeated refusal to maintain proper Christian behavior in keeping with the philosophy and purpose of our school will result in suspension from school and may ultimately lead to expulsion. (Ex. – use of tobacco or drugs, cursing or use of foul language, a rebellious spirit, advocating anti-biblical belief, willful destruction of property, possession of dangerous weapons, etc.)

The Principal has the right to suspend a student from school for a period of time not to exceed three consecutive school days and allow the student to return to school only after a consultation with the student’s parents. The Pastor, Faculty, and Board of Education will be informed of the action taken.

After the 2nd suspension, the student, parents, Principal, Teacher, Pastor, and the Board of Education will meet to discuss the student’s continued education at Resurrection.

Expulsion may be carried out even with no previous suspensions in extreme cases.

Discipline Plan-

We encourage age appropriate behavior for young children so they develop self-control, self-discipline, and self-confidence. At the beginning of the year the children will help develop classroom rules so that they take ownership of creating and maintaining a safe and fun learning environment. Clear communication between teacher and director with parents is key to addressing classroom issues. An incident report may be sent home to notify parents of misbehavior.

Discipline Strategies-

1. Encouraging children to use their words when having a disagreement with another child.
2. Facilitating healthy communication between peers.
2. Redirecting to a positive behavior.
3. Separating a child from the group (Safe Spot).
4. Applying God's law and offering forgiveness to the penitent heart.
5. Communicate disciplinary concerns and determine an appropriate course of action.

(Incident Report, Action Plan-Teacher, Director, Principal, Parents and Board for Youth Education)

Dress code-

Each child should wear comfortable, washable clothing to school. During winter we do go outside so please send coat, boots, snow pants, hat and mittens/gloves. When boots are required to be outside, children can use their gym shoes while they are in the school building. Please label your child's belongings. Make sure all clothing is easy for your child to manage; we encourage all children to become as independent as possible.

Field Trips-

Field trips are scheduled as an important part of enriching and supporting the curriculum. The parent/guardian is to provide permission for these trips on a Parental Consent Form. Please Note: No child will be allowed to participate in a field trip without a signed permission form. The parent/guardian will be contacted to provide care during the field trip. Illinois law requires that the parent/guardian of a child under the age of eight (8) must provide an appropriate child restraint system to any person who transports their child. When private cars are used for transportation the drivers must be over the age of 21, hold a valid State of Illinois driver's license, hold collision insurance, and carry only those children for whom the vehicle has seat belts.

Home Visits-

At the end of July, beginning of August, you will be contacted about setting up a home visit. This very informal visit is a great way to get to know incoming students and their families. These visits allow the teacher to share important information about the school year, discuss expectations, explain classroom procedures, and most importantly, to answer any questions. These visits are not mandatory but are encouraged.

Illness-

Please do not send your child to school when he/she is ill. If your child has a fever (or has not been fever free for 24 hours), vomiting, diarrhea, pink eye, head lice, chicken pox or other bacterial infection which has been treated the antibiotics for less than 24 hours he/she belongs at home. If your child becomes sick during the day and needs to go home, we will notify you or your emergency contact.

Medication-

When it is a necessity that a student receive medication at school a written parental request must be received before any medicine is administered. Medication must be in its original container and plainly labeled with the child's name, dosage and time to be given. Medicine is not to be in the child's possession. All medications will be kept in a safe place out of children's reach. If medication is brought to school without written parental consent, the medication will not be administered and will be returned to the parent.

Missed Days-

We are not able to make up days that are missed due to illness or vacation. Please have your child at school the days they are signed up to be at school. Days that are missed are non-refundable.

Non-Discrimination-

Resurrection Lutheran Early Childhood Center admits students of any race, color, national and ethnic origin to all the rights, privileges and programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis race, color, national or ethnic origin in administration of its education policies and other school-administered programs.

Orientation-

To most children the first day of school is a big step and for some a difficult one. In order to make the transition from home to school easier, we have an orientation day prior to the first day of school. This orientation day allows the teacher to introduce the school year to the parents and the classroom to the students. The child will have the opportunity to meet his classmates and explore the classroom. He may also bring in his school supplies on this day.

Orientation Night is Sunday, August 13th at 6 p.m. or Monday, August 14th at 6 p.m.

Parent/Teacher Conferences-

The Early Childhood Center will hold parent/teacher conferences in the fall. At any time, a parent may request a conference with the teacher or director. An after school meeting will be arranged at the convenience of both the teacher and the parent.

Publicity Pictures-

Occasionally pictures of the children will be taken to appear in the newsletter or on media sites. These pictures are used for publicity regarding the school and our program but do not use the name(s) of the child or children in the photo. Permission to use photos of your children will be obtained by the school from the parents.

These publicity pictures are different from the private parent Facebook group.

Rules-

Students, with the direction of the teacher, will create a list of classroom rules to help the students take ownership in creating a positive environment for everyone in the classroom.

Schedule Change-

If you need to change the days that your child attends or you want to add/subtract days, you will be given that opportunity before school resumes in January for the second semester. At that time, schedule changes will only be granted if there is availability on the particular days. At that time, tuition would be re-adjusted.

School Closings-

If it becomes necessary to close the school because of inclement weather or other reasons, we will make use of the REMIND app, private Facebook group page, and the public Facebook page.

School Photographs-

Individual school portraits are taken in the fall by a professional photography company and are available for purchase.

Singing-

Several times during the school year, we have the privilege to sing during church services. This is a wonderful way for your child to share the Gospel message with others. Parents will be notified of the dates and times in advance, and are encouraged to attend to witness how children can edify the worship services.

Snacks-

Each child is expected to provide his/her own healthy snack and drink. If your child will be going to after school care, please make sure to send an extra snack and drink. Students are encouraged to have a water bottle during the day at school. Please make sure to only send water in the bottle. Juice boxes, etc. for snack and lunch are just fine.

Suspected Abuse or Neglect-

The state of Illinois requires that the staff of a child care or school facility report all cases of suspected child abuse or neglect to the Department of Child and Family Services.

Special Events-

There are a variety of events hosted by the school throughout the year that you will receive more information about. We encourage you to get involved and have fun! There will be many opportunities to volunteer time and energy and provide donations. We ask that parents willingly help take on these different responsibilities.

Toilet Training-

It is expected that all children entering the Early Childhood Center will be toilet trained. While we are happy to help with buttons, zippers, etc., children are expected to be able to use the toilet and wash their hands with little to no assistance. A parent will be called to assist the child if the child has an accident that presents needs beyond the staff's ability.

Toys-

Parents are asked to see that children do not bring toys to school except for a small rest time stuffed animal for children enrolled in the all day program. This stuffed animal will remain in your child's cubby until rest time. Toys are to stay at home so that they don't get lost or broken. The classroom has a large variety of toys that the children will get to use throughout their day. There will be a handful of special days, but those will be clearly communicated.

Volunteers

The school depends on volunteers to provide refreshments for activity nights, to help with activities during and after school, and to provide transportation to events and field trips. The school requires each family to participate in helping with one volunteer opportunity throughout the course of the school year. A list of the events and the assigned families to help with each event will be handed out on Orientation Night.

Worship-

We invite all families of our Early Childhood Center to join our church family on Sunday mornings for worship. What better way can we find to thank our God for His marvelous blessings! Please worship with your child here at Resurrection on a regular basis. You may speak to our pastor about membership opportunities at any time.

In closing:

Resurrection Lutheran Early Childhood Center has been enriching children's lives for nearly two decades and continues to strive to provide the best Christian education to all students. We would like to thank you for choosing Resurrection Ev. Lutheran Early Childhood Center in assisting your family in educating your child. Your child's education is one of the most important decisions you will make for them. We appreciate the confidence you have placed in our program. Our website provides information that will be useful to your family. If you have any questions or concerns, our doors are always open to you. We look forward to an outstanding school year with many of God's gracious blessings!

Again, Welcome to Resurrection Ev. Lutheran Early Childhood Center.

parking lot design - Google Maps

How to take a screenshot

Brad Essig 2 + Share

Map Traffic

This is the format that we would like all of our parents to follow. The entrance will now be located on the west side and the exit will now be on the east side. We are trying to get all parents to exit away from the building so that we can help prevent any accidents with children.

Use this drive for morning drop off

Use this drive for parking

Exit

Enter

Sullivan Rd.

Sullivan Rd.

Sullivan Rd.

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