



Policy & General  
Information  
2024 -2025



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## **YOUR CHILD AND OUR SCHOOL**

The purpose of Christian Beginnings is to help each child grow and develop socially, emotionally, intellectually, physically and spiritually. Our school provides a secure and friendly environment that enables children to experience enjoyable and rewarding interactions with others. The teachers continually reinforce each child's concept of his/her own self-worth so that as they mature children are able to communicate and develop friendships without personal apprehensions.

As early childhood development continues to define and identify the best practices for educating young children, the staff works to stay aligned with changes in the field. Equally important, we hope that each child is able to grow as a Christian. By treating each child with love, trust, respect, and understanding, the teachers will thereby develop these very same qualities within the children themselves.

We hope that our school provides an experience for each and every child that better enables them to feel comfortable with themselves, others, and God.

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## HISTORY

**CHRISTIAN NURSERY SCHOOL** opened its doors in September 1973 to eleven youngsters. By the end of the school year, twenty-one different children were enrolled in classes. Three and four-year-old children shared the same room. The next year another classroom was developed for use by three-year-olds and a second four-year old class was held afternoons.

The **WESTMINSTER SCHOOL** was established by, the First Presbyterian Church of Deerfield in 1980 for the purpose of providing quality education and a warm, loving childcare facility for a period of time in excess of the two hours and fifteen minutes offered daily in the existing **CHRISTIAN NURSERY SCHOOL**. In July 1992 the two programs were enjoined and renamed, **Christian Beginnings**. The school combines a variety of current, early childhood activities to form a unique curriculum for today's child.

**CHRISTIAN BEGINNINGS** is a not-for-profit school and welcomes students of any race, color, religion and national or ethnic origin. The school is dedicated to the education of the total child including the academic, spiritual, ethical, moral, social, and physical development.

## MISSION STATEMENT

**CHRISTIAN BEGINNINGS** is a weekday childcare ministry of the First Presbyterian Church of Deerfield, Illinois. **CHRISTIAN BEGINNINGS** is designed to provide quality Christian childcare without regard to nationality, gender, and race, religious or ethnic background. It provides, within a Christian context, developmentally appropriate education to young children and support to their families as they help their children develop as healthy, thoughtful, responsible, and spiritual individuals.

## PROGRAM OVERVIEW

Christian Beginnings is what's known in the industry as a "play-based" program. Many materials are available, which enable the children to create and experiment at their own pace and in their own way. Within the context of play, teachers engage children individually, or in groups, to expand their understanding and learning. School skills such as rug-time and table work are included so that children are prepared for the structure of grade-school classrooms.

Our program allows for time to be spent outside on the playground, or, in the case of two-year olds, in the church garden. An indoor "gym" provides space to run and exercise on days of inclement weather as defined by ExeLeRate IL standards, (between 25<sup>^</sup> - 90<sup>^</sup> which includes wind chill & heat index).

In addition to typical classroom and gross motor play, children are provided with faith-based experiences during the academic year, in short, monthly, Chapel sessions. Led by one of the church pastors, the children hear a message from the Christian faith tradition, sing songs, and say a prayer together. Likewise, in the classroom, connections to faith are created in the everyday activities to emphasize God's love and provision for each of us.

School hours for the Part Day morning program are from 9:00 to 11:30 am (or 11:15 for two-year olds). The Full Day program is open 7:00 am to 6:00 pm, with an option for "School Hours" of 9:00 am to 3:00 pm Parents are responsible for delivering and picking up children promptly. Late pick up fees apply to all programs.

The school will be closed on various days throughout the year for teacher in-services, parent conferences and observation of holiday breaks. A full calendar is sent to all families before the school year begins, which is subject to change. The live calendar is available on the school web page, [www.FirstPresDF.org/preschool](http://www.FirstPresDF.org/preschool). **Click the CB families link. The login is *cbparent*, the password is *cbparent2012*.** Reminders of special events and school closings are published in the monthly school newsletters. School closings due to inclement weather will be the same as Deerfield District 109, or as determined by the Director.

## ENROLLMENT

- A. Enrollment shall be open to any child without discrimination in regard to sex, race, color, creed or political belief, provided Christian Beginnings can meet the needs of the child. Therefore, Christian Beginnings shall evaluate the individual circumstances of each child making application.
- B. Only those children whose needs and personal characteristics indicate the likelihood that they will benefit from the ongoing program will be admitted. A probationary or trial period may be agreed upon in advance. Special needs of any child should be disclosed prior to enrollment. Children with IEPs are not excluded, and the school will work to meet IEP goals as staffing permits, as well as open its doors to specialized therapists for the purpose of providing services during school hours.
- C. Children must be two, three or four years of age on or before September 1<sup>st</sup> of each year to be eligible for enrollment in a class of the respective age group. The **only** exception to this policy is in the Full Day Two's class. A child can be enrolled in the Full Day program once they are two years of age, if there is a space open at that time. Spots are not held for children who will turn two after Sept 1<sup>st</sup>. However, the child may be placed on a wait list. If at the beginning of the month in which the child turns two, any open spot is

available, it will be offered to that child. Parents may opt to hold a spot by agreeing to pay ½ the tuition until their child turns two and can start in that class. A further requirement is that the child remains in the Two's (Green) class the following year.

- D. A child who misses the age limit cut off of September 1<sup>st</sup> for enrollment in the Full Day Three's (Yellow) class will be considered for placement in that classroom under limited conditions: A) The child must start in the 2's (Green) classroom. B) Placement is based on space availability in the Yellow class at the time the child reaches the age of 3 ½. C) The child must be fully toilet trained as outlined below. D) If a child is moved into the Yellow room midyear, they must continue in the Yellow class, until they meet the age requirement for the Four's class.
- E. A certified copy of the student's birth certificate or a passport must be presented to the school within 30 days of the child's first date of attendance. Failure to produce proper documentation within the specified time frame **REQUIRES, BY LAW**, that Christian Beginnings contact the **ILLINOIS STATE POLICE OR LOCAL LAW ENFORCEMENT** to report such failure. Written notice will also be sent to the parents.
- F. Christian Beginnings only permits children in a two-year old class (Green or Blue) to be enrolled while still in diapers or pull-ups. Only these classrooms are DCFS licensed to manage diapering. Children enrolled in a "three's" or older class are expected to be fully **toilet trained**. These children may not wear a diaper or pull-up at school. Children should be capable of cleaning themselves and able to manage their own clothing. Special circumstances should be discussed with the director. Should a child have an accident at school, the staff will assess if the child can clean themselves (with staff supervision). If we determine the child may need adult assistance or a bath to get adequately clean, the parent (or emergency contact person) will be called to come clean up the child or take them home for bathing.

Year-round Full Day students scheduled to move up the Three's room who have not mastered toileting, must remain in the 2's room until they are toileting proficient (no accidents for one month). Two-year old tuition will be charged until the child moves up to the three's classroom, pro-rated if appropriate.

- G. Enrollment is not accepted for a period of less than three months.
- H. Enrollment Registration must be completed on a yearly basis. Automatic placement for consecutive years is not guaranteed but is determined by the registration's first come - first serve policy.
- I. Students with special needs are welcome. Teachers will provide for special needs, to the degree they are able and with the caveat their care does not diminish care of other students in the class. Students who require individualized or one-on-one assistance may be admitted, in which case the parents must provide an aide to assist their child in the program. Copies of any IEP or other evaluation / assessment must be shared with the school prior to the student attending so a determination can be made regarding staff ability to provide needed care.
- J. New families enrolled in Christian Beginnings are oriented into our program beginning with a tour of the school whenever possible. In the event the family won't have the ability to see their child's classroom in advance, parents are encouraged to review the website and follow up with any questions this may prompt. Paperwork is e-mailed to all families in advance to their start at Christian Beginnings. Paper copies are available. This includes:

- Cover letter with your child's class schedule, and room assignment.
- Application / Record of Child Information. This form is required by DCFS. Families should include all other pertinent information on this form. Developmental history, family traditions, cultural beliefs or traditions, discipline practices and any other information they wish the teacher to be aware of. Teachers may also send home a form of their own with many similar questions, as children change and adapt from year to year. The DCFS form is completed upon enrollment only.
- Medical Form: There is a section for parents to complete, and the child's doctor must complete the remainder, including addressing questions regarding recommended blood tests. Immunization records may be in the form of a printout and attached to the medical form.
- Emergency Contacts: This form may ask for some of the same information as the DCFS form, but it is used by the classroom teachers. Note you **MUST** have two local contacts for emergency pick-up. Local is a relative term but is interpreted as anyone who is able to reach the school within 30 minutes to pick up your child. So, a grandparent out of state would not be considered a local contact. These are persons who have your permission to pick up your child from school in the event you are unable to get to the school in a timely manner for emergencies such as illness or end of the day closing.
- Policy Guide: All policies of the school are explained in the guide for families.
- Photo Release: This form specifies if your child may or may not have their photo used for brochures, the photo blog or any other internet or paper publication available to the public.
- DCFS Licensing Summary of Standards for Day Care Centers: Keep this document for reference in case you have questions about DCFS standards.
- Consents Form: This form designates your consent for many things:
  - A copy of the Verification of Receipt from the back of the DCFS Licensing Summary (listed above) is included on the consent form so that you don't have to print the back page of that book to return to the school.
  - Consent to seek emergency care (911) in the event of a medical emergency.
  - Permission to administer over the counter or prescribed medications, see the Policy Guide regarding Medications for more information about this.
  - Consent for teachers to take your child on walking tours; this would include the playground or library. Other walking tours will be notified individually.
  - Consent to take in-house photos of your child.
  - Consent to 'minister to your child' refers to the understanding we teach from a Christian perspective. Children attend chapel as a part of our program, and we will talk about God and Jesus in the classroom. We are happy to have you share your family beliefs and traditions with the class as well, but our program is taught from a Christian point of view.
  - Confirmation that you have read Christian Beginnings discipline policy (included in this guide).
- FOB Order Form: This is for the key FOB which will open the school door. All families are expected to use the school entrance, not the church entrance.
- List of Special School Events
- Calendar information for the year, and link to the live calendar on the web site

- **Notice: families must present an original birth certificate for their child within 30 days of starting.** This is a state law. We will make a copy to keep and return the original.
- **Transition schedule:** For children in the Full Day program a written reminder of the transition process with the dates for their start at Christian Beginnings.

## **HEALTH REQUIREMENTS**

- A. All children are required to have a current medical form on file **before** entering school. Students without a medical form on file may be suspended until such time as an updated form is provided. If an appointment is delaying receipt of the form, advise the office of the appointment date.
- B. In the event of an emergency, the parent or emergency contact will be notified. In an extreme emergency, 911 will be called and/or the child taken to Highland Park Hospital Emergency Room, followed by notification to parents or other contact persons listed in the child's file if the parents cannot be reached.
- C. **Children who show signs of illness should not attend school.** Children with a cold accompanied by fever, or who are not well enough to actively participate in classroom activities, should stay home until they are fever free for 24 hours (without medication) or feel better. A child may attend school with a cold as long as they can manage any symptoms by themselves. For example, blowing their nose or covering their mouth if they sneeze.

### **All Cold symptoms should be screened for Covid with a home test.**

Children who develop illness symptoms during the day will be sent home and may return when their symptoms have resolved or can be managed by the child.

Children who are coughing in the classroom will be asked to wear a face-mask during the day, except when eating or napping.

- D. The Health Department requires that any child who is ill with fever, vomiting or diarrhea remain at home until they are **symptom free (without medication) for 24 hours.** Children will be isolated and the parent called to pick up their child if they develop an illness during the course of the school day.
- E. Parents are required to report to the school, any student with a confirmed with a communicable disease: (Examples: Covid, Strep, Influenza A or B, Pink Eye, Head Lice).
- F. Hearing and vision screening will be done by the IL Department of Public Health each year for children enrolled in a 3's or older classroom.

## **CURRICULUM**

Christian Beginnings curriculum is based on the ExeRate IL approved, play-based, Creative Curriculum. This type of curriculum allows child exploration and the flexibility to expand on children's interests. Teachers use themes to engage in focused learning. The themes are listed in monthly newsletters with copies of lesson plans posted outside each classroom. Materials and projects support the themes, as well as faith concepts which are tied to that



theme. The First Presbyterian Church Board (Session) reviews and approves the Christian Beginnings curriculum.

Christian Beginnings follows DCFS guidelines in choosing toys and materials for the classrooms. Toys which promote academic concepts, creative, linguistic, motor or social skills are the primary factors considered in choosing items for use in classrooms. Because of varying skill levels in children, the age recommendation for a toy as suggested by the manufacturer may not match the age of the children in the room. However, safety and caution is always considered before using a toy in any class. Toys that promote violence or include weapons of any kind are not permitted in the classrooms.

## **TRANSITIONS**

We are aware there are many types of transitions, not just the one into a new program. There are also those which occur within the program during the day and those between home and school. Below are descriptions of how we manage the transition into Christian Beginnings program as well as the day-to-day drop off and pick up. As always, any questions you may have should be discussed with the director.

Christian Beginnings transitions every new student into our program following increasingly independent steps. The starting transition for the Part Day program is a bit different from that of the Full Day program, because the needs and hours of attendance for children vary between these two programs. We invite families to bring their child by the school any time before the school year begins. Taking a few photos of the child's classroom, bathrooms, cubbies, and playground is a useful tool to familiarize children and may help them prepare for their new school experience.

**PART DAY:** All students and families are invited to a Meet & Greet at Jewett Park the week before school opens, to meet their teachers and classmates. The week after Labor Day, children attend an orientation in their classroom. Student's regular first day of school is based on the child's enrollment the week following orientation.

Once classes begin, parents of two-year olds need to bring their children to the classroom. A drop off service for children in Three's and Four's classrooms is available at the start of the day. Parents need to pick up their child from the classroom at the end of the day.

**FULL DAY:** Children in this program transition over a three-day time frame. The days do not have to be consecutive or match the child's enrollment schedule. Any three days as chosen by the parent can be used as transition days. The transition follows this schedule:

Day 1: The child attends school for the morning hours only, 9:00 - 11:30.

Day 2: The child attends school alone for the morning, through lunch, 9:00 - 12:30.

Day 3: The child attends school alone for "school hours", through nap, 9:00 - 3:00

After the three-day transition, children may come and go, within operating hours, 7:00 am - 6:00 pm, or 9:00 am - 3:00 pm, for children enrolled for School Hours only.

**DROP OFF:** Transitions from home to school can be troubling for some children. Parents are welcome to take time as they feel appropriate, to help their child say good-bye. That said, it is important for your words and actions to align. It is a matter of teaching the child to trust. To say good-bye but not leave creates ambiguity. Though it may feel hard, we encourage you to walk away once you say "good-bye". Doing so demonstrates your words are true and reinforces you will return, just as you said. Teachers are experienced in comforting children. Parents, who feel anxious leaving a crying child, are welcome to stay in the building or visit with the director.

Surprisingly, lingering usually makes the transition more difficult for a child and creates added commotion in the classroom. If the teacher feels it is in the best interest of the child to have the parent stay, you may be asked to stay a bit longer. Christian Beginnings is committed to making this transition into school a positive experience and parents should always discuss any concerns they have with the director and/or teacher. The Director can assist a child having a difficult time saying good-bye to a parent if the teacher is supervising other children in the class.

**PICK UP:** ALL CHILDREN MUST BE SIGNED OUT when they are picked up. Pick up time does not always lend itself to sharing more than a few words between teacher and parent. We recognize the importance of communication with our parents; however, supervision of children is the priority. If a lengthy conversation distracts from adequate supervision, it is suggested that parents connect with the teacher by another means. Teachers can often reply to e-mail in the afternoon (during nap time for Full Day). Phone calls can be returned either after school or at a time convenient for teacher and parent.

**Part Day** dismissal is managed all at the same time. Parents should be in the hallway at the end of class (see the Late Pick-up Policy). The teacher will dismiss students one at a time, after verifying the parent is here.

**Full Day** parents arrive at various times of the day and pick up the child based on their arrival. If the children are not in their classroom (at the park or some other room in the building), there is a class location sign by the classroom door. If the children are not in the room, parents are welcome to go into the room to collect papers from the child's "mail drawer" before or after collecting their child. In most cases, parents will be asked to wait in the hall, while the teacher helps the child collect their items from the classroom, before being dismissed from the classroom door to the parent. If the children are not in the classroom, sign out sheets will be with the class.

## **DEVELOPMENTAL / CHILD SCREENING**

Preschool teachers are often one of the first professionals to notice potential challenges in learning or development for children. Any student for whom the teacher has concerns will be recommended for a developmental screening. Screenings are a useful tool for identifying if a child may need more support for a wide variety of reasons. Some examples are language development, motor skills, vision difficulties, social or emotional delays, sensitivity to stimuli, or just general developmental delays. A professional screen can help determine if a child is just developing at a slower pace than his/her peers, or if there is a physiological reason for a delay which can be addressed with early intervention.

Free developmental screenings are available through the Lake County YWCA, (website link below). Screenings are also available for any child age three or older through your resident grade school district. Developmental screenings may be requested any time during the school year.

In the event support services are identified, parents are required to supply the school with a written copy of any evaluation findings. The classroom teacher will work with parents and any professionals to make accommodations according to recommendations, to the best of their ability.

Children entering Christian Beginnings who have previously received therapy services (speech, occupational, physical, developmental or behavioral) must provide a written copy or any evaluation or goals.

## **BEHAVIOR SUPPORT & TRANSITION PLANS**

It is important for families to know that Christian Beginnings teachers, while well qualified for teaching preschool, rarely have training or significant experience in Special Education. While we may be able to recognize a child that needs further support to be successful in a classroom setting, the training for providing dedicated support is not something we are staffed for. That said, we will work to add recommendations from outside sources for specific behavioral support for children. The staff has in-service training in challenging behavior and we work with parents to help a child meet classroom expectations within the scope of our program.

In some cases where a child's behavior is frequently disruptive, the teacher will begin documentation of incidents to get a baseline idea of the behaviors that are concerning. In the case of significantly aggressive behavior, we may ask a parent to pick up their child for the day. Children who struggle to adapt to classroom routines, requires significant individual supervision or in the event a child displays continued acts of aggression or agitation, the parent will be contacted for a conference. Christian Beginnings will request parents seek a formal evaluation, either through public agencies or private professional of the family's choosing. Local agencies contact information:

- Early Intervention, for children under age 3.  
<https://www.dhs.state.il.us/page.aspx?item=30321>
- Deerfield Early Learners Program through District 109 for children age 3 and older who live in Deerfield  
Jen Grady, Ed.D., NCS,  
School Psychologist  
District 109 Early Learners Program  
(847) 945-5895 ext. 2143
- For families who live outside of Deerfield, contact the local school district where you live. Christian Beginnings may be able to assist in finding the correct contact. You can find your local school through the IL State Board of Education website,  
<https://www.isbe.net/Pages/PublicSchoolDistrictLookup.aspx>
- YWCA, screening for all age children  
[http://www.ywcalakecounty.org/site/c.bjJULfNPJiL6H/b.8333187/k.6C10/Developmental\\_Screenings.htm](http://www.ywcalakecounty.org/site/c.bjJULfNPJiL6H/b.8333187/k.6C10/Developmental_Screenings.htm)
- Easter Seals offers free developmental screening for ages 0 – 5, using the Ages and Stages Questionnaire. Contact 1-800-221-6824 or  
[http://es.easterseals.com/site/PageServer?pagename=ntlc10\\_mffc\\_homepageasq](http://es.easterseals.com/site/PageServer?pagename=ntlc10_mffc_homepageasq)
- Screening information can also be found through the Excelrate IL Child Find Project,  
<https://iecam.illinois.edu/browse/data/child-find-project-screening-and-referral>
- Christian Beginnings can assist in finding private screenings for families that prefer that option.

Evaluations should include an in-class observation as often as possible, since children often behave differently in a group setting than they do one-on-one with an adult in an office or home setting.

Upon results of any evaluation, next steps should include:

- Parents must provide a copy of the written evaluation results to the school.

- Meeting with parents to review recommendations and findings of the evaluation. If the child qualifies for a state supported early childhood program the school will work with the new program and the parents to transition the child.
- Consultation with testing professional to integrate recommendations into our daily routine to the best of our ability as long as it does not compromise the
- Continued documentation and re-evaluation

Should the safety of other children become compromised, in rare cases, the school may ask families to seek an alternative program. In this event Christian Beginnings will work with the family to seek alternative program options which may be the local district the Early Learners program in the local school district, or other suitable alternative. At all times the child will be made to feel loved and cared for.

Christian Beginnings will not summarily dis-enroll a child, however we may ask parents to provide an aide or shadow for a child who requires one-on-one supervision until an alternative program can be arranged. It is recommended that primary consideration for placement be based on recommendations from the evaluation process.

### **ASSESSMENTS & PARENT / TEACHER CONFERENCES**

Students are assessed throughout the program year. Christian Beginnings uses an assessment form which covers a number of different developmental categories, such as Social-Emotional, Fine & Gross Motor, and Cognitive Development which includes age-appropriate concepts for, Math, Social Studies, Language, Literacy, Science, and Art. Parents may be asked to share their perspectives. This provides the teachers with a sense of where you see your child and helps us identify areas where a child may perform differently in a home setting versus a school setting.

Conferences are scheduled twice each academic year. Typically, the first conference will be used to compare home and school impressions and give you some overall feedback of skills and performance. The year-end conference will share greater detail of skills children have acquired. Staff welcomes conferences at any other time of the year by appointment. Meeting times will be scheduled by each classroom teacher with limited evening availability.

### **DISCIPLINE POLICY**

Appropriate rules, which guide the behavior of children, are emphasized and carried out in a non-threatening manner. (“Remember to use your walking feet,” or “Use your words.”) Staff encourage positive behaviors by calling attention to the children who are exhibiting these. For example, “I like the way Sally is sitting.” “I like the way Bobby is quiet and ready to listen.” This verbal translation of positive behavior encourages other children to emulate the behavior.

Staff will give clear, consistent, and complete directions during transition periods: e.g. “When you finish putting all the toys away, you may wash your hands for snack time”. Staff effectively set limits and cue children to consequences: e.g. “You may not hit anyone. “If you hit again, you will have to choose another activity”. In the event of repeated behaviors which endanger the safety of another, or if the child in question may injure him/herself, a redirection to another activity may be in order. A child may be separated from the group to an individual activity until such time as the teacher feels the child can interact with peers safely. At times, removal from the classroom situation for a brief one-on-one with a teacher or the director is a positive means of halting disruptive and potentially harmful behavior.

## **SECURITY & FOB KEYS**

The church has a security / camera system for the building. All access is monitored and requires a Key Fob to enter. Doorbells are also available at each entrance for persons who need to be buzzed in.

Christian Beginnings families should use the *south doors only*. The key fob(s), which when waved at the door sensor, will release the door. Fobs are programmed to work only during operating hours, of 7:00 am to 6:00 pm. Parents should advise the Director of any lost FOB.

There is a deposit fee of \$30.00 for each fob issued. \$10.00 will remain with the school as a service fee. The remaining \$20.00 will be reimbursed upon return of the fob **within 30 days** of leaving Christian Beginnings. In the event a fob is lost or returned after the 30 day deadline, the \$20.00 deposit will be forfeited. Broken fobs may be replaced free of charge.

The security of the building depends on limited access. Parents are not to let anyone they don't know, or who doesn't have a key fob, enter the building with them, or may escort a visitor to the office or a teacher.

Classrooms are locked when children are in the classroom. Parents should knock or ring the classroom doorbell.

The school's Risk Management Plan has procedures for Lock-Down, Shelter-In-Place, and Evacuation orders. Parents will be notified of any such event as soon as possible.

## **TUITION PAYMENTS**

Tuition is due the first week of each month, with the exception of the Part Day September payment, which is pre-paid by July 15th. Christian Beginnings sends a statement the beginning of each month (via student mailbox) that will show the previous month charges and payments along with current month charges. These can be used for childcare expense reimbursement, if you have that option where you work.

If your child begins attending Christian Beginnings mid-month, the first tuition payment will be pro-rated. Likewise the final payment when children leave Christian Beginnings in August is also pro-rated. Note that the August tuition includes the summer break week. The weeks the school closes are factored into the monthly payments for the year, so students leaving for Kindergarten have their August tuition pro-rated on the basis they do not return after the break.

Families are expected to make their payment each month. There is no provision for adjustment for vacations taken during the school year. Payments may be made in cash, personal check, automatic payment check sent from your bank, or online using ACH (enter your bank routing and account number) or credit / debit card (note 3% fee charged for this option).

Tuition is considered late and families are assessed a \$25.00 monthly late fee for any payment made on line and dated after the 25<sup>th</sup> of the month or by check placed in the drop box at the school **after the (25<sup>th</sup>) of the month**. Checks returned to Christian Beginnings for Non-Sufficient Funds (NSF) must be paid with a money order or cash, and a \$25.00 return check fee will be added.

Families in need of financial assistance or who have special circumstances that may delay their payment after the due date are encouraged to notify the school in writing by the tenth (10<sup>th</sup>) of the month of their needs.

## TUITION RATES

### FULL DAY PROGRAM TUITION RATES

(2024-25 school year)

**Rates effective June 1, 2024**

non-refundable registration fee

\$200 cash / check / ACH or \$206 credit / debit

#### FULL DAY 7-6pm

##### 2 year old (Green Room)

(children age 2 or older by 9-1-2024)

Cash or Check or ACH / Credit or Debit

5 days a week \$2055.00 / \$2116.65

4 days a week \$1900.00 / \$1957.00

3 days a week \$1655.00 / \$1704.65

##### 2.5 (Silver) - 3 year old (Red/Yellow)

##### 4 year old (Orange)

(children age 2.5 or older by 9-1-2024)

(children age 3 or older by 9-1-2024)

(children age 4 or older by 9-1-2024)

Cash or Check or ACH / Credit or Debit

5 days a week \$1895.00 / \$1951.85

4 days a week \$1715.00 / \$1766.45

3 days a week \$1485.00 / \$1529.55

#### SCHOOL HOURS 9-3pm

##### 2.5 (Silver) - 3 year old (Red/Yellow)

##### 4 year old (Orange)

(children age 2.5 or older by 9-1-2024)

(children age 3 or older by 9-1-2024)

(children age 4 or older by 9-1-2024)

Cash or Check or ACH / Credit or Debit

5 days a week \$1425.00 / \$1467.75

4 days a week \$1345.00 / \$1385.35

3 days a week \$1237.00 / \$1274.10

- \$100 extra day fee
- 10% discount for second child, 5% discount for third child
- First Presbyterian Church of Deerfield member discount is \$50/month for Full Day, \$30/month for School Hours.

**Stated amount is the monthly charge.  
(Annual tuition divided into 12 installments)**

**Late fee of \$25 for any payment received  
after the 25th of each month**

### PART DAY PROGRAM TUITION RATES

(2024-25 school year)

**Rates effective June 1, 2024**

non-refundable registration fee

\$200 cash / check - \$206 credit / debit

#### PART DAY 2 year old

##### 9 - 11:15 am

(children age 2 or older by 9-1-2024)

Cash or Check ACH / Credit or Debit

2-day program \$296.00 / \$304.90

Church member \$284.00 / \$292.50

#### PART DAY 3 year old / 4 year old

##### 9 - 11:30 am

(children age 3 or older by 9-1-2024)

(children age 4 or older by 9-1-2024)

Cash or Check ACH / Credit or Debit

3-day T-Th program \$426.00 / \$438.80

Church member \$409.00 / \$421.30

4-day M-Th program \$525.00 / \$540.75

Church member \$505.00 / \$520.15

5-day M-F program \$620.00 / \$638.60

Church member \$595.00 / \$612.85

**Stated amount is the monthly charge.  
(The annual tuition divided  
into 9 monthly installments)**

**September payment due July 15.  
Consecutive payments due monthly  
starting in October**

**Late fee of \$25 for any payment received  
after the 25th of each month**

## **LATE PICK UP POLICY & FEES**

Parents are expected to pick up their child on time, according to their enrollment. The school closes at 6:00, so parents need to account for time to collect their child and exit the building by 6:00. Parents who cannot pick up on time, may call the school or send a text to the teacher advising of an alternate person allowed to pick up their child. Anyone whom the staff does not know will be asked to show a photo ID at the time of pick up.

In the event that arrangements have not been made in advance and the child is still in school ten minutes after their designated pick up time, the school will attempt to contact the parents to confirm they are enroute. In the event a parent cannot be reached, **DCFS requires** that we contact those persons listed on the Emergency Form. The school will make three attempts to contact each person (parents and emergency contacts), via all phone numbers provided (home, work and cell). In the event that **no** person can be reached within 30 minutes of the child's pick up time, the local police department will be contacted to assist in ascertaining if a parent is in the home and not responding to phone calls.

If after 60 minutes no authorized adult can be reached to arrange pick-up for the child, the Department of Children and Family Services will be contacted to take the child into their care.

Pick up times according to school fee schedule:

<b>Part Day Program</b>	11:15 - Part-Day 2's 11:30 - Part-Day 3's and 4's
<b>Lunch Bunch Program</b>	1:00 pm
<b>Full Day Program, School Hours:</b>	3:00 pm
<b>Full Day Program, Full Day Hours:</b>	<b>NO LATER</b> than 6:00 pm

If your child is not picked up on time, a **LATE FEE** will be incurred. Late fees apply to **all** pick up times listed above. Courtesy calls are greatly appreciated, but late fees are **STILL APPLICABLE**. Late fees are meant to deter tardiness.

**For all Part Day Programs and School Hours in Full Day:** The first two late pick-ups *only if they are within the first five minutes*, will not be charged. However, they will be recorded on your child's account and you will receive a statement of advice for each occurrence. Beginning with the third and any subsequent late pick up, or any pick up greater than 5 minutes, a late fee of **\$25.00** will be charged to your account and a notice sent home.

**For Full Day:** The first two late pick-ups, *only if they are within the first five minutes*, will not be charged. However, they will be recorded on your child's account and you will receive a statement of advice for each occurrence. **PARENTS ARE LATE, ACCORDING TO THE COMPUTER CLOCKS THAT CONTROL THE SOUTH DOORS, AND WILL BE CHARGED AS FOLLOWS FOR PICK UP AFTER 6:00 PM.** This applies to *any* late pick-up more than five minutes.

\$10.00 for the first 5 minutes or any part thereof plus \$3.00 for every minute thereafter

If families are habitually tardy, Christian Beginnings reserves the right to request that you seek care that is more suited to your schedule.

## **TUITION ARREARS AND DEFAULT**

Christian Beginnings understands that families who face financial stress may find it difficult to address their situation openly, particularly with the school. We believe that the child in our care should be secure in the school setting. With this in mind, we would provide a means for parents to address their needs to the school. The school, in turn, would attempt to provide sensitive care and assistance within their power. Families are expected to carefully consider the amount of money they can afford to pay for their child's care monthly.

Scholarship monies are limited. Families are encouraged to deal openly and honestly with the administration of the school to seek an arrangement that would suit both parties. The tuition adjustment form included in this policy may be given to the director to work out a plan that helps the family and the school.

There are several options available to families on the Tuition Adjustment Form.

1. A reduced monthly tuition agreement that is arrived between the family and Administration, with the consent of Christian Beginnings financial Council Chair.
2. A delayed tuition payment plan whereby the family would pay a modest amount monthly for a period of three (3) months and then resume regular monthly payments plus the delinquent amounts to be average over a three (3) month period.
3. A reduced schedule for the child in the school, i.e., the child attending 5 full days could cut back to 3 days which would reduce their tuition. A spot would be held for the two dropped days in the event the family can resume their full payments.

Regardless of the option chosen, full payment is expected. The quality of the program depends upon the collection of all tuition. If, after three (3) months, an agreement cannot be reached, the family will be asked to find a program better suited to their financial situation.

### **Emilie Renaud Scholarship Fund**

The Fund was established in 2003 with memorials from Emilie Renaud, a beloved teacher at Christian Beginnings for 27 years. Ongoing support is provided by donations and fundraising activities of the Christian Beginnings School Council. The Fund provides tuition assistance for families experiencing limited financial resources, particularly when brought on by death, divorce, or serious illness. Both full-time and part-time students are eligible. The amount of scholarship award varies depending on available funds. Typically, this scholarship is short term and intended to give assistance for temporary situations, or for a long-term life change that is out of one's control.

If you would like more information regarding the application for a scholarship, please contact the Director. Anyone interested in donating to the Fund or sponsoring a scholarship should also contact the Director or Christian Beginnings School Council Finance Chair.

### **Financial Hardship Tuition Program (FHTP)**

Another type of Scholarship is the Financial Hardship Tuition Program. This scholarship is designed for families who would like their child to attend Part Day pre-school but are limited in their ability to cover the full cost of the program.



The discounted tuition program is available for the Part Day classes only. Spaces in classrooms that are not filled once registration has run its course are offered to families that can demonstrate need for 50% reduced tuition. The risk is that any class can fill, in which case no spaces would be available for this program.

The registration process is similar to that of the traditional school year registration with closed registration for current families in advance of that for new families. Specific dates for this registration are set by the Christian Beginnings Council.

- Eligible families will complete the Financial Hardship Tuition Program (FHTP) Application and include the previous year's U.S. Tax Return. If the family does not file U.S. Taxes, then another form of documentation dated within the last 12 months is required to prove income.
- FHTP applications must be accompanied by a \$75 refundable application fee. If accepted into this program, this application fee will be applied to the first month's tuition. If a family is not accepted into this program, and/or decides not to attend Christian Beginnings, the application fee will be refunded.
- If a family decides to register for a guaranteed space at full price, they may not register later under the FHTP.
- The application, fee and financial documentation is to be mailed or delivered in person on or after the start date as outlined on the registration form.
- Any application lacking information will be returned to the applicant and will not be considered until complete information is provided.
- Available spots will be filled on a first come, first serve basis.
- Every family needs to apply each year.
- Receipt of a scholarship one year does not guarantee offer of scholarship beyond that year.
- Once Christian Beginnings has approved a family for this program, their monthly tuition will be 50% of the stated Non-Member rate.
- The last spot in any class must be reserved for a full-pay tuition enrollment.
- Class sections will not be added without minimum number of full-pay students.

### **DHS TUITION SUBSIDY**

The State of Illinois offers Child Care Assistance Program (CCAP) funds for families in need of full-time care through the Department of Human Services Childcare subsidy program. State funds are available only to children in full-time care when both parents work and/or attend school. If eligible for CCAP, the State determines an amount of monthly tuition they feel you should pay and subsidizes a portion of the balance. While the State does allow schools to collect any difference between their stated tuition and the amount covered by the State, Christian Beginnings will only charge the amount of tuition determined by CCAP and not any additional difference. Please refer to the IDHS web site for more information and application forms. <https://www.dhs.state.il.us/page.aspx?item=29720>

**TUITION ADJUSTMENT FORM**

(To be used if you need to adjust your payment schedule temporarily)

Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Classroom (circle all that apply) Full-Day 2's 3's 4's Part-Day: 2's 3's 4's

What form of assistance would best suit your situation? Please check one.

A reduced monthly tuition \_\_\_ A delayed tuition payment plan \_\_\_ A reduced schedule \_\_\_

Reason for tuition adjustment. Please be as thorough as possible. All information will be kept in strictest confidence. (Use back of form if more space is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the maximum amount of tuition you are able to pay out each month? \$\_\_\_\_\_.

How will you pay the fees? (Please indicate by checking one option)

Weekly \_\_\_\_\_ Bi-weekly \_\_\_\_\_ Monthly \_\_\_\_\_

How many months do you need assistance? \_\_\_\_\_

If monies are available to supplement your monthly tuition, will you be able to make up that which was supplemented at a later date?

When? \_\_\_\_\_ How? \_\_\_\_\_

What is your current monthly salary? \_\_\_\_\_  
(You may be asked to provide a salary check stub.)

Signed \_\_\_\_\_ (Date)

## SIGNING IN AND OUT / PICK-UP

Children in the Full Day program must be signed in and out every day. Part Day Program, parents need only to sign the child out.

Only persons authorized by the parent may pick up a child from Christian Beginnings. Authorization can be in the form of a phone call or written note ie: e-mail, text or for Full Day students, written on the “comments” of the sign in sheet. Such persons do not need to be included on the Emergency Form. Your notification is all that is needed for the child to be released.

Parents may also authorize someone for regular pick-up by completing the Pickup / Car Pool Permission form. These forms are only good for one school year and must be renewed each year. Persons listed on the Car-Pool form may pick up your child without prior notice to the school. Any other person, even those on the Emergency Form, need to be cleared by a parent via notification to the school, (even grandparents). Parents should update the Emergency Form, mid-year if there are changes in authorization status of any person. New Emergency Forms are completed each school year and for the Summer. Teachers may ask to see a photo ID for any person they haven't met.

In the Full Day program, your child must be signed in as s/he arrives at school by indicating the child's name, your name, and the time you bring him/her to school. When picked up, the adult must locate the child's name on the list; write the time being picked up, and the signature of the adult. Please pay particular attention so that you sign in on the correct classroom clip board and sign out the correct child at pick up.

In the event a parent arrives to pick up a child in an altered state (intoxicated or impaired by drugs or medication), the teacher will ask that we contact an alternate person from the child's emergency contact list to pick up the child. If a parent insists on taking their child in an altered state, **the staff may contact local authorities**. Any belligerent act on the part of a parent will result in immediate notification to police.

## TRANSPORTATION

Transportation is the responsibility of the parents. Those desiring carpools will be provided a form to complete, which should be given to the classroom teacher.

A drop-off service for Part Day families (Three's classes and older) will be made available. Families who wish to take advantage of this service should position the car seat for the child on the passenger side of the car. **NO CHILD MAY BE REMOVED FROM THE DRIVER'S SIDE OF THE VEHICLE.**

Children are to be escorted to and from the classroom and are not permitted to enter a classroom without an adult present.

**NO CHILD IS TO BE LET OUT OF A VEHICLE IN THE PARKING LOT WITHOUT ADULT SUPERVISION. LIKEWISE, NO CHILD MAY BE LEFT IN AN UNATTENDED VEHICLE.**

## WITHDRAWAL AND / OR TERMINATION

Should a parent find it necessary to withdraw a child from school due to a job transfer or another major unforeseen situation, notification should be made to the Director in writing. A minimum of one month's notice must be made to avoid tuition penalty.

Christian Beginnings shall remove from the school, any child who, after a reasonable trial, demonstrates inability to participate in or benefit from the program offered. Every possible effort shall be made to help the child adjust to and benefit from the program.

Students, who pose a safety issue to him/herself or others, may be dismissed from the program. This may include children who require dedicated or constant supervision. Students who require one-on-one assistance will be admitted in the program provided the parents provide an aide for the student. Whenever possible, a referral will be made to a facility that might better meet the needs of the child.

## **REFERRAL POLICY**

For each NEW family you refer to Christian Beginnings, in either the Part Day or Full Day program, you will receive a one-time Scrip Gift card of your choice, worth \$100. The new family must attend Christian Beginnings for at least one full month. Your name must appear on their registration under the section, "How did you hear about Christian Beginnings?" If multiple names are listed in that section, only the first name listed will receive the Referral Bonus.

## **GENERAL HEALTH & SAFETY**

In order to safeguard the health of all children, parents should keep their child at home if they show signs of any illness. The teachers check the children as they enter the school and will call you if your child is showing signs of illness. The school follows Lake County Health Department recommendations for school attendance.

**Absence:** If your child is going to be absent, kindly call the school. If leaving a message, include the reason for the absence, as Lake County Health Department requires the school to report certain communicable health concerns to families of children who may be exposed.

**Illness:** Should your child become ill at school; you will be notified to pick up your child immediately. If a parent cannot be reached, the persons on the emergency referral list will be called to pick up the child. ***Children must be fever-free and/or diarrhea-free for 24 hours without the aid of medication before returning to the facility.***

**Outdoor Play:** Children should be healthy enough to play out-of-doors. If your child is too ill to go outside, we have no provision for him/her to stay inside.

**Plastic Bags:** Safety standards for pre-schools in Illinois eliminate the use of plastic bags within the reach of children. Items brought to school in any plastic bag (grocery, zip lock or other), should be given to the teacher upon arrival at the school. In the event a child has a spill or accident at school, wet items will be put in a plastic bag, then stapled in a paper bag with the child's name on it.

**"Keep out of Reach of Children":** Any item labeled "keep out of reach of children" must be kept in a locked or latched cabinet out of the reach of children. If parents wish to have hand lotion or similar item (lip balm) available to their child, it must either be warning free or remain in a locked cabinet. The teacher will get the lotion for the child as classroom routine allows.

**Toilet Training:** Our DCFS license allows for diaper changing in the two-year old classrooms only. As children show signs of toilet training readiness, the parent and teacher should discuss a plan for training that works at home and school. Full Day students graduating from Two's

classroom to the Three's classroom must demonstrate toileting proficiency for a full calendar month before moving, or as agreed upon between the family and the teachers.

In the event a toilet trained child has a wet accident at school, the child will be allowed to change their own clothes (under supervision, with assistance if needed) and clean themselves with diaper wipes. In the event a child soils themselves, the parent will be contacted to pick up their child to be taken home for bathing.

## **MEDICATION**

Both prescription and non-prescription medication shall be accepted only in its original container.

- 1) Prescription medications shall be labeled with the full pharmacy label.
- 2) Over the counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.) Over-the-counter medications may be dispensed in accordance with manufacturer's instructions
- 3) Any over-the-counter medication that contains fever reducing ingredients will require a note from a doctor (faxed, e-mailed to the school or handwritten), noting the need for and directions for administration if different from the label instructions.

In addition, Christian Beginnings staff members are only authorized to dispense medicine or over-the-counter products if permission has been granted in writing either by means of the *Consents Form* (one of the enrollment forms), or in writing as a separate instruction.

Prescription medications are kept in a locked cabinet or container, except for epi pens which are carried in a portable first aid bag. Medications should be handed to the teacher. Parents should coordinate with the classroom teacher to retrieve medications at the end of the day. A staff member will record the time the medication was dispensed on a central form.

Many families have found it useful to have the pharmacist produce two (2) packages of prescription drugs so that one might be left at school.

## **EMERGENCIES**

In case of an emergency, the parents, emergency contacts, and/or emergency services (911) will be contacted.

In the event of loss of power or water, DCFS requires the school to close. If students are already in attendance at the time such a loss of service occurs, a determination will be made as to length of time when service might be restored. In the case of a long-term loss of service, parents will be contacted to pick up their child, and the school must remain closed until service is restored.

In case of inclement weather, Christian Beginnings may close. If Deerfield Public Schools (District 109) close for a weather-related issue, Christian Beginnings will close. In rare cases the Part Day may close, while the Full Day remains in operation. Such events are considered out of the school's control and are not subject to make-up days or refund.

Notification of school closing will be added to the crawl of information on WGN TV. You may also log into the web site ***www.Emergencyclosings.com*** and look up Christian Beginnings, or

opt-in to an e-mail notice service. In addition, an e-mail notification will be sent to every family from the school and teachers will send a text message.

## **SCHOOL DRESS**

Clothing should be comfortable and appropriate for the weather. School clothing should be easy for the child to manage by her/himself. While precautions are taken to prevent clothing from being stained by paint or other school materials, parents should not send their child to school in any clothing item that should not risk stain damage. For children learning to use a toilet, elastic waist pants are recommended. Jeans with snaps and zippers should be avoided for any child that cannot manage these by themselves.

- An extra set of clothing (socks, underwear, top and bottom) should be left at the school at all times. If soiled clothes are sent home, replacement clothes should be sent the next day the child comes to school.
- During winter months, children *must* have coats, snow pants, hats, mittens, and boots. We go outside every day when temperatures are 25 degrees Fahrenheit or above (including wind chill factor).
- Shirts with violent graphics, (guns, villains, or other frightening images), should be avoided. Teachers may ask students to turn such clothing inside out.
- In summer, tennis shoes should be worn for playing in the park. Sandals, "Crocs", or other footwear may be left at school for swim days.

## **PERSONAL BELONGINGS**

**Toys should remain at home.** The school provides interesting and educational toys and manipulatives. Please assure your child that his toys are for home use, and, while at school, s/he has special "work" to do. There are occasional "Show and Tell" days during the school year when toys from home are welcomed. Keeping toys at home is as much for the child's well-being as for the staff. Toys mislaid, broken, or left at school can cause considerable discomfort for child and staff.

## **CANDY, SNACKS, OTHER FOOD ITEMS**

Candy, gum, and other food items may not be brought to school unless brought for the entire class population **and** arranged through the teacher in advance.

Homemade food items are not permitted. Any special or holiday snack must be store-bought, in its original packaging, with ingredients listed, Staff will check for ingredients that could trigger any allergy in their class. Items should not contain nuts or traces of nut.

Food substitutions are not made to suit a child's preferences. Staff does their best to provide healthy snacks and a variety of foods. If a child has dietary restrictions or allergies, (example: lactose intolerance, or vegetarian diet), the parent may supplement that part of the school lunch items to be avoided. DCFS requires any food provided to meet the nutritional value of the item it replaces (i.e. protein for protein, vegetable for vegetable etc.). Written documentation explaining dietary restrictions must be provided. Note: lunch items provided by parents must be fully prepared, items cannot be warmed. Parents may provide milk alternative. These items should be marked with the child's name and placed in the classroom refrigerator.

Milk is served at lunch which is also a DCFS standard. If the parent wishes us to limit the amount of milk served or substitute with water, a written note should be submitted to the office for the child's file.

### **NAPTIME – FULL DAY CHILDREN**

After lunch, a rest period is required by DCFS. A sheet designed to fit the school cot will be provided for your child. You may choose to bring a *small* blanket and/or small pillow **which must fit in a cloth shopping bag**. These items remain at school during the week and will be sent home once a week for laundering. All children must rest for at least 60 minutes, and for those age 3 or older not more than 2 hours. Children in the 2's room are allowed to rest longer if needed. Children who are awake at the 60-minute mark or wake up during the second hour will be given books, or are taken to a separate room where they can engage in quiet activities as staffing permits.

### **ALLERGIES**

Because Christian Beginnings enrolls students who may have life threatening allergies, **NO NUTS or NUT PRODUCTS** may be brought into the school. All snacks purchased by Christian Beginnings have their ingredients checked for nuts or traces of nut products. *Snacks produced in a factory where nuts may be processed, but do not include nuts in the ingredients are purchased for snacks.* Parents of children with nut allergies are asked to communicate with the director and teacher if the severity of a child's allergy presents a threat in which these types of snacks should not be used in their specific classroom or even in the entire school.

Any child with anaphylactic allergies must provide Christian Beginnings with an Allergy Action Form which specifically spells out steps to be taken in the event of an allergic reaction. Parents must also provide any medication including but not limited to Benadryl or epi-pen with the child's name clearly identified on it. If your child has food allergies other than peanut, the classroom teacher will ask you to list the specific foods your child may and may not have or ask you to sign-off on snacks to be served in the classroom.

For Seasonal Allergies, written documentation on the medical form or from the doctor must be included in the child's file. This should include any likely symptoms so teachers can differentiate between allergies and illness. (Example: sneezing, watery/itchy eyes, runny nose).

### **SPECIAL INFORMATION FROM HOME**

In the event that a significant change occurs in your home, please consider informing the Teacher or Director as soon as possible. Confidential information should be shared with teachers, as needed, for the sake of helping a child through a difficult situation. Examples of stressors for children can be either or both parents being away from home, illness of either parent; illness of siblings, any hospitalization, accident or death in the family, a move, divorce or separation, and/or death of a pet.

Changes in contact information (address, phone, work) should be put in writing, or e-mailed to the school.

### **PARENT / FAMILY PARTICIPATION**

Christian Beginnings is guided by a council, whose members are made up of parent volunteers, church members, and the Director of Christian Beginnings. The Council makes

decisions about policy, tuition, school events and fund raisers. It also oversees the school budget and personnel issues. Generally, the term of service is three years, but from time to time a parent may serve without specific time limit or assignment. Parents may volunteer to serve on the Council or may be asked to serve.

During the year, the Council organizes various programs for social gatherings, or special events. It is our hope that every family would volunteer to help with at least one event over the course of the year. All family members including siblings and extended family are invited to participate in these events.

Parents and other family members are welcome to observe in their child's classroom at any time. While it is helpful to know you wish to spend time observing in a room, advance notice is not required. Occasionally teachers may invite family members to a special event in the classroom, or to participate in other ways (example: read a book to the class or help with a party). If any parent (or sibling) would like to share a special talent with the class, please arrange a time with the teacher. If appropriate, other classes may be invited to participate, (example: instrumental demonstration or other performance).

### **SOCIAL MEDIA / PHOTO POSTING**

Christian Beginnings secures specific permission (or lack of permission) for student photos to be posted on social media and/or other internet applications (such as the web site). Photos posted on social media by the school may be shared on personal family pages, but no child should be tagged or identified. Teachers share classroom photos via email or SeeSaw, these are **not** considered Social Media, but private. **Parents may NOT use a photo in any public media unless the photo shows only their own child.**

### **PARKING INFORMATION**

When dropping off or picking up your child you may use either the south lot (on the CB side of the building) or the west lot. Parents may not leave their cars in the church or public lot for the full day, (example, if they take the train to work). Note there is a three-hour limit in both parking lots. If you are helping with a school event and will be here for more than three hours, request a temporary parking permit from the school office.

### **BIRTHDAYS**

We enjoy celebrating your child's birthday with a very simple party. If you wish, kindly arrange through your child's teacher to provide cups and napkins. Your child will choose a birthday snack from a selection of special treats at the school. Goodie bags are not necessary. If you wish to give classmates something it should be a **non-food or non-candy item**, such as a small book, stickers, pencil, etc. Note: Please do not send any items in plastic bags.

### **BIRTHDAY BOOKS**

In honor of your child's birthday, parents are invited to make a donation to the school, in any amount, which goes toward our Birthday Book account. Books are chosen by the staff to supplement our school library. Your child will choose from a selection of these books. The book may be taken home for a few days and then returned to the school. A book plate will be set in the cover of the book designating the donation in honor of your child.



## **FIELD TRIPS**

Teachers may arrange field trips with the students which meet curriculum objectives, or as a special event. Parents will be notified in advance of any trips. In order to keep costs down, we request families absorb the price of admission. Busses are used for transportation, or we may ask parents to volunteer as drivers. As mandated by state law, all children transported by car must ride in a child safety seat in the rear portion of the vehicle, not in the front seat. Arrangements will be made to use approved car seats for all children.

Parents who volunteer to drive must provide a copy of their valid driver's license and insurance. Any driver transporting children other than their own must have a staff person with them. In the event a staff person is the driver; another adult (or staff member) must accompany them. Each driver will carry a list of the students they are transporting along with a list of emergency contact numbers for the children in their vehicle, the school, cell number of the Director and Lead Teacher(s). Each driver is to have a First aid kit.

## **RADON TESTING**

Per DCFS Regulations Each school is required to perform radon testing. The Illinois Emergency Management Agency recommends that all residential homes be tested and that corrective action be taken at levels equal to or greater than 4.0 pCi/L. A certificate of Compliance is posted in the school office next to our DCFS license.

## **WATER LEAD TESTING**

Per DCFS Regulations Each school is required to perform lead testing of water. As First Pres. Church building does not have any lead piping, mitigation plans for any source which tests above 2.01 ppb or above will include manual flushing for 10 minutes at a faucet site farthest from where the water enters the building, as well as flushing faucets for 2 minutes of any affected individual classroom. This is an approved method recommended by DCFS. Any classroom for which this applies will have a notice posted on the classroom bulletin board outside the classroom entrance. The full test results are posted in the school office.

## **PEST MANAGEMENT PROGRAM**

The First Presbyterian Church contracts with a licensed pest management company for its control of common pests. Traps are placed out of the reach of children to assist in the control of pests without use of chemical applications whenever possible. Any use of chemical for the purpose of controlling insects is applied according to DCFS licensing statutes 407.370.

## **CHEMICAL APPLICATION NOTICES**

In the event chemical spray applications are used on the school grounds for lawn treatment the school will post a notice on the school door with the date treatment is scheduled and a list of any possible chemicals to be used. Any parent who wishes to be individually notified by e-mail and/or phone call must inform the office in writing.

## **SUMMER CAMP**

Children enrolled in the full-time summer camp program will need a swimsuit, towel, and beach shoes every day. All articles of clothing should be labeled with the child's name, as well as any belongings that are kept at the school.

For protection against the sun's ultra violet rays, use of sunscreen is recommended and may be applied if the parents provided it and the Consents form permits teachers to apply it. Please send a supply of sunscreen to school (not colored, please) labeled with your child's name. The sunscreen will be kept in the classroom, out of children's reach. For children who arrive early in the morning and go directly to the playground, sunscreen should be applied before arrival.

Note: Please hand your sun screen supplies to the teacher (or in the school office) and do not leave them in the child's back pack or cubby.

Instead of sunglasses, which can easily break and injure an active child who is running or climbing in the park, please consider having your child wear a duck bill (baseball) cap. The cap should be labeled and may remain at the school in your child's cubby.

### **CHRISTIAN BEGINNINGS FUND**

The Session of the First Presbyterian Church established an endowment fund to be held by the Foundation. Payments from the Fund will be advanced to the Christian Beginnings school for the purchase of tangible assets and other expenditures to enhance the quality of the school program. Monies may be donated to the Fund at any time with the indication that they are for the *Christian Beginnings Fund*. Contributions to the Fund are tax deductible.