



The
Preschools
at **First Federated**
Church of Peoria

Parent Handbook
2019 - 2020

In effect from August 2019 - May 2020

***If any changes are made, parents/families will be given proper notification.*

Our Vision

Where Love and Learning Come Together

Our Mission Statement

The Preschools at First Federated Church are designed to provide a safe, nurturing environment for children to wonder, discover and grow.



We believe when children are in a setting where they feel secure, they will explore their world and be open to trying new things.



We foster an environment where children are encouraged to use their creativity and imagination.



The Preschools at First Federated Church provide interactions and experiences to help children develop socially, emotionally, physically, and cognitively.



The children are exposed to age appropriate curriculum (Creative Curriculum) that will allow them to be successful and prepare them for their future.



As children move from parallel play to cooperative play, they are guided towards socially acceptable behaviors. They learn to become problem solvers and to develop conflict resolution skills.



Children learn the core values of being responsible and considerate members of society.



We believe that each child is special and unique. Their feelings count, their sadness is comforted, their joy is shared, and their accomplishments are praised.



Most of all, we want to instill a lifelong love of learning in our children.

The Preschools at First Federated Church of Peoria



*First Federated Church is a Federation of
the Presbyterian Church (USA)
and
the United Church of Christ (UCC)*



The History of the Preschools at FFC

Jack and Jill Preschool has a history of approximately 60 years. It began as a cooperative at Westminster Presbyterian church, later located at First Presbyterian Church, and may have been associated with First Federated Church downtown before coming to our current location in 1966.

Bo-Peep Preschool began under the auspices of the church on September 29, 1971, to provide a preschool experience for 3-year-olds. It was licensed by the state on November 1, 1971.

Most recently, our Little Lambs Preschool began in August 2015. This program is for children 2 years old who will turn 3 while in the program. This program emphasizes social-emotional development and also focuses on more of a structured routine through different daily experiences.

Preschool Families Are FFC Families!

You don't have to be a member to join us for worship or any First Federated Church events or fellowship activities.

Sundays: Our worship services are at 8:00 am and 10:00 am.

Sunday School is held during the 10:00 am service following the Children's Message.

Sunday School is available for children age 3 through 8th grade.

Youth Ministry is available for youth through 12th grade.

Children's and Youth Ministry informational brochures are available in the kiosk in the preschool foyer.

You may contact any of the church staff about upcoming events.

FFC news is also available in our newsletter: Our Life Together, through our weekly email, the 1stNews, on our Facebook page and in our Sunday news update: The Home Edition. You may subscribe to any of these, contact the church office for details.

You are always welcome!

Contact Us

**Director of the Preschools at FFC
Brittany Arnold**

309.685.5258 X - 108 • barnold@ffcpeoria.com

**Our Senior Minister
Rev. Dr. Forrest Krummel**

309.685.5258 X - 101 • fkrummel@ffcpeoria.com

**Our Sunday School Coordinator
Jessica Sheley**

309.685.5258 X - 105 • jsheley@ffcpeoria.com

**Our Preschool Committee Chair
Carol Long**

309.685.5258 • info@ffcpeoria.com

First Federated Church

Phone: 309.685.5258 • Fax: 309.685.5451

Website: ffcpeoria.com

Email: info@ffcpeoria.com

3601 North Sheridan Road • Peoria, Illinois • 61604

Office Hours: Monday - Friday • 8:30 am to 4:30 pm

Follow & Like Us

[www.facebook.com/
FirstFederatedChurchPeoria/](http://www.facebook.com/FirstFederatedChurchPeoria/)



[www.facebook.com/
The-Preschools-At-First-
Federated-Church](http://www.facebook.com/The-Preschools-At-First-Federated-Church)

Contents

- 1 The Preschools at FFC's Values
Our Program Descriptions
- 2 Registration, Admission, Enrollment, and Discharge Policies
- 3 Tuition
- 4 Price List and Classroom / Day Choices 2019 - 2020
- 5 Preschool Calendar
- 6 Vacation
- 7 Arrival & Dismissal
School Closings
- 8 Health
- 9 Behavioral Expectations
- 10 Clothing
- 11 Birthday Celebrations
Meals
- 12 Field Trips
Communication With Staff
Assessment
- 13 Confidentiality & Photo / Social Media Release
Pest Management
- 14 Child Custody
Chapel Time

The Preschools at FFC's Values

- **Individuality:** We respect individuality while balancing individual needs against those of the group.
- **Respect:** We stress the development of respect for others.
- **Diversity:** We seek diversity to create a learning environment that includes and values differing perspectives. We welcome children of all genders, religions, and ethnic backgrounds.
- **Learning:** We emphasize lifelong commitment to learning.
- **Responsibility:** We assume responsibility for our own learning and behavior.
- **Cooperation & Empowerment:** We stress cooperation and empowerment through open and productive communication.
- **Compassion:** We demonstrate compassion and social responsibility.
- **Integrity:** We value integrity; our word is important and we use it to accomplish positive goals.
- **Self-Reflection:** We believe that self-reflection is critical to growth and change.

Our Program Descriptions

Throughout the entire Preschools at First Federated Church, we use Creative Curriculum which offers activities in art, music, story time, and gross motor time in the gym and outdoor area.

We accept children between the ages of 2 years and 5 years old.

We are a licensed facility through the Illinois Department of Children and Family Services.

★ Please refer to the pricing chart for ages, times, days, and prices. Page 4.

Registration, Admission, Enrollment & Discharge Policies

- Registration for all programs begins in February each year. Information and applications are provided to families who have had their child attend the program the previous school year and to families who have contacted the Director and asked to be placed on our mailing list.
- To enroll, a completed application and a non-refundable registration fee is submitted to the director. If classes are full, the child's name will be placed on a waiting list. Enrollment is complete when all necessary forms are completed and returned for the child's file. These include student information sheet, parent contract, health examination form along with physical and shot record, T.B. test and lead screening, discipline policy, health policy, and verification of receipt. A copy of a certified birth certificate from the court house is required for all children enrolled after January 2010, per DCFS regulation.
- Please refer to the Discipline Policy regarding discharging a child from the program. This must be signed and turned in prior to your child's attendance.
- The Preschool Committee and the Director reserve the right to deny enrollment to any family that has previously broken The Preschools at First Federated Church's contract. This includes, but is not limited to, non-payment of fees or verbal altercations with staff.
- If you choose to be in attendance for only the 9.5-month school year (Mid-August through May), a written notification needs to be submitted to the Director by May 1, specifying when your child will conclude their attendance. If it is not received by May 1, a week of fees will be due during the summer months.
- If you choose to conclude your time at The Preschools at First Federated Church, a two-week notice must be written and submitted to the Director to avoid paying a month's fee

Tuition

- Please refer to the pricelist for the 2019-2020 school year.
- First Federated Church members receive a 10% discount.
- Fees are due the 1st day of attendance each month.
- There is a late fee of \$25 after the 15th of the month.
- If a family has not paid in full by the last day of the month, the child will no longer be able to attend unless the family discusses a payment plan with the director and/or pays in full.
- The fee is for the whole month of attendance; holiday care will be provided on specific days and is included in the tuition.
- All food and supplies are included in the tuition, registration fee, and activity fee.
- Any of the fees may be paid by: Check (made out to: First Federated Church), online billing, credit card, or through Bill Pay at your bank. **We Do Not Accept Cash Payments.**

Price List & Class / Room Choices 2019 - 2020

- ★ *If the schedules on the next page do not work for your family and you are in need of a different schedule, please contact the Director (barnold@ffcpeoria.com).*
- ★ *The cost per day, if not using this schedule, will be between \$25 (Half-Day) and \$35 for Full Day programming and a set schedule will need to be arranged (i.e. every Tuesday).*
- ★ *FFC Members will receive a 10% discount*
- ★ *August tuition will be prorated.*

Program	*Registration (Per child, per year)	Activity Fee (Per Child, per year)	Age	Time	Cost*
*Half –Day (Before Care only)	\$75	\$50	2/3 room (Little Lambs) 3/4 room (Bo Peep) 4/5 room (Jack and Jill)	T, R 8:30-11:30	\$150/mo
*Half-Day (Before Care only)	\$75	\$50	2/3 room (Little Lambs) 3/4 room (Bo Peep) 4/5 room (Jack and Jill)	M,W, F 8:30-11:30	\$220/mo
*Half-Day (Before Care only)	\$75	\$50	2/3 room (Little Lambs) 3/4 room (Bo Peep) 4/5 room (Jack and Jill)	MTWRF 8:30-11:30	\$365/mo
Full Day	\$100	\$50	2/3 room (Little Lambs) 3/4 room (Bo Peep) 4/5 room (Jack and Jill)	T,R 8:30-3:30	\$260/mo
Full Day	\$100	\$50	2/3 room (Little Lambs) 3/4 room (Bo Peep) 4/5 room (Jack and Jill)	M,W,F 8:30-3:30	\$375/mo
Full Day	\$100	\$50	2/3 room (Little Lambs) 3/4 room (Bo Peep) 4/5 room (Jack and Jill)	MTWRF 8:30-3:30	\$585/mo
Before Care			Half-Day and Full Day available	7:30-8:30	\$7/day \$50/mo
After Care			Full Day only	3:30-5:30	\$10/day \$100/mo
4					

Our Preschool Calendar for 2019 - 2020

AUGUST 2019

12th - First Day of School

SEPTEMBER 2019

2nd - Closed Labor Day

6th - Grandparents Day (details TBA)

OCTOBER 2019

31st - Classroom Halloween Party, Families welcome

NOVEMBER 2019

27th - The Preschools at FFC will be closing at 12:00 pm this day.

28th through 30th - No School, Closed for Thanksgiving Break

DECEMBER 2019

20th - Preschool Christmas Party in Fellowship Hall (gym) from 10:00 to 11:00am.

Families are welcome. The Preschools at FFC will be closing at 12:00 pm this day

23rd through January 3rd - No School, Closed for Christmas Break

JANUARY 2020

6th - The Preschools resume all classes

20th - Martin Luther King Day - no school

FEBRUARY 2020

14th - Valentine's Day Party details/times TBA by FFC teachers

APRIL 2020

10th - No School, The Preschools at FFC will be closed for Good Friday

13th through 17th - Week of the Young Child, Special events TBA by FFC Teachers

MAY 2020

4th through 8th - Teacher Appreciation Week

22nd - Last day of school

Spring Concert and Graduation from 6:00 to 7:00 pm

Families welcome - specific class start times TBA by FFC teachers

- * *Parent/Teacher conferences will be held in October TBA at a later date*
- * *Fall & Spring Picture dates and times TBA at a later date*
- * *Christmas Program TBA at a later date*
- * *Check summer calendar for dates of FFC Summer Camps*



The Basics

Vacation

Your child will be given 1 week worth of vacation according to the number of days they attend. (i.e., attend 2 days a week, they will receive 2 days of vacation). This will only be given to children who have been at The Preschools of First Federated for three consecutive months. During the vacation time, the parent will be prorated for that week. The parent must notify the Director in a written letter two weeks prior to the week of vacation. If the written letter is not received two weeks prior, the vacation time will be charged to the family. Other than this vacation time, we will still bill out for your child's regularly enrolled time, even if your child is not in attendance.

Arrival & Dismissal

Please make sure to sign your child in and out upon arrival and dismissal every day. It is also required to keep your pick-up and drop-off list updated. If an individual comes to pick up your child who is not on the approved pick-up list, we will be unable to release the child to that adult. Please make sure to have your photo ID when picking up. When dropping off your child please come into the class with them and make sure they are lined up to wash their hands.

We expect everyone to pick up his or her child on time! Please be respectful of our staff's personal time and their need to leave on time each day. Please make sure your emergency numbers and phone numbers are updated. If your child is not picked up within 10 minutes after class has dismissed the teacher/director will begin calling. THERE WILL LATE FEE FOR EVERY MINUTE YOU ARE LATE! If you are between 1 and 15 minutes late a \$25 late fee will be charged. If you are between 16 and 30 minutes late a \$35 late fee will be charged. We will keep children a maximum of 30 minutes after closing before authorities are called. Please be on time and if you must be late, notify the Director and/or Teacher at 685-5258.

It is imperative that the school has up-to-date telephone numbers for parents/guardians and other emergency contacts! (This is a DCFS policy, amended effective Feb. 15, 2004.)

Do not park by the curb next to the building. This is the fire lane. Please use designated spaces in the parking lot. Parking by the building also creates a sight hazard for children moving between parked cars.

Please call the church by 9:00 am if your child is sick. You will still be charged for that day.

If we are closed due to a holiday or weather and your child will miss school on their regular attendance day please remember they are not allowed to attend on a different day to make up that missed day. However, if we are not full and you would like your child to attend, you will be charged for an additional day.

School Closings

On a day of severe weather (snow, ice, extreme cold), school may be canceled at the discretion of the Director.

School closing announcements may be seen on television stations WEEK-TV, WHOI-TV and WMBD-TV, and on their websites. The closing will appear as "First Federated Church Preschools" or "1st Federated Preschool."

No refund of tuition will be allowed for the canceled school days.

Health

Each parent needs to sign off on the Health Policy. Each child is required to have on file a completed health examination form, signed by a physician, and dated no more than six months prior to the first day of school. This form will include dates of all immunizations, results of tuberculin skin test, and results of a screen for lead poisoning or proof that a lead risk assessment has been completed.

If your child shows any sign of illness, please do not send him/her to school. Parents are requested to check their children each morning before sending them to school. The children will also be checked by the teacher at school and will not be allowed to remain if they are ill. If a child becomes ill while in our care, we will remove him/her from the classroom and notify a parent to pick up the child immediately. It is important that we have a phone number in each child's file which will put us in touch with a parent during school hours. Cellular phones have proved to be valuable for this purpose.

According to DCFS requirements, children may not be excluded from school with a minor illness unless the following exists, in which case exclusion from school is required:

1. Illness that prevents the child from participating comfortably in program activities.
2. Illness which calls for greater care than the staff can provide without compromising the health and safety of other children.
3. Rash combined with fever over 101F (oral).
4. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness.
5. Diarrhea.
6. Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration.
7. Mouth sores associated with the child's inability to control his/her saliva, until the child's physician or local health dept. states the child is noninfectious.
8. Rash with fever or behavior change, unless a physician has determined the illness is noncommunicable.
9. Purulent conjunctivitis, until 24 hours after treatment has been initiated.

10. Impetigo, until 24 hours after treatment has been initiated.
11. Strep throat, until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours.
12. Head lice, until the morning after the first treatment.
13. Scabies, until the morning after the first treatment.
14. Chicken pox, until at least six days after the onset of rash.
15. Whooping cough, until five days of antibiotic treatment have been completed.
16. Mumps, until nine days after onset of parotid gland swelling.
17. Measles, until four days after disappearance of the rash.
18. Symptoms which may be indicative of one of the serious, communicable diseases identified in the IL Dept. of Public Health Control of Communicable Diseases Code.

If your child needs medication while they are in attendance please fill out a medicine slip and make sure you read and date our medicine policy.

If your child or a family member has a contagious disease, please notify the school so other parents of classmates may be informed of possible contamination. If a medical emergency involving your child occurs at school, please be assured each teacher has first aid training and CPR certification. If the staff feels they need assistance in a particular situation, we will call 911. A fire station and EMTs are minutes away from our facility. Every effort will be made to contact the child's parent(s) by telephone.

We do not offer individual health and accident insurance for each student, so parents are responsible for their own child's insurance coverage.

Behavioral Expectations

It is our goal to provide guidance to all children as they learn acceptable classroom behavior and methods of conflict resolution. Classroom rules are few and easily understood by the children. These rules set the limits of behavior required for the protection and well-being of the group and individuals. Teachers will speak to the children in a positive, yet firm manner and will never use words or a tone of voice that is abusive, threatening, or demeaning.

If a student exhibits unacceptable behavior or language, a teacher will stop the child and briefly explain what he or she has done. In a case of a disagreement between two or more children, the teacher will guide them to resolve the differences between them, encouraging compromise and kindness. Efforts will be made to re-direct behavior. Positive statements about behavior will be made. At no time will corporal punishment be used.

Teachers strive to help children develop self-control and social skills appropriate for their age, and help them assume responsibility for their own actions. Limits and consequences will be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.

In our efforts to provide a safe, nurturing environment, the Preschools at First Federated Church will not tolerate physical aggression. This would include, but is not limited to: hitting, biting, kicking, spitting, or evasion. Verbal aggression by students or parents/guardians also will not be tolerated, such as swearing, screaming, threatening, or other inappropriate language.

Attempts will be made to work with families to meet each child's individual needs. However, any child who is a risk to himself or puts others at risk, or who demonstrates the inability to benefit from the type of program offered by our school, or whose presence is detrimental to the group shall be discharged from the facility.

★ *Please refer to Discipline Policy for dismissal procedures (page 7.)*

Clothing

The children will be playing outdoors as well as playing on the floor when they are indoors; thus, comfortable, sturdy play clothes should be worn. Try to avoid pants with difficult snaps or zippers. Outdoor clothing, such as coats, hats, mittens, boots, etc., should be marked with the child's name. On days when the weather is so bad that boots are needed, we shall not go outside; thus, unless your child needs to wear boots to and from school, boots are unnecessary. We do not provide a change of clothes for children, so please make sure they have an extra set of weather appropriate clothes at school. Please make sure all your child's belongings are clearly labeled as well.

Birthday Celebrations

Children enjoy sharing their “special day” with their friends. However, because the school provides nutritious daily snacks according to DCFS regulations, you must consult with a teacher if you wish to bring a birthday treat as children in their class may have allergies to certain foods.

Meals

In order to remain in compliance with recent changes in DCFS requirements for nutrition and food service, the school will provide a nutritious snack and juice each day. Lunches are a variety of healthy options that are made daily by our cook. We use fresh fruits and vegetables to ensure we are providing the best options for your child. No homemade treats are allowed. If your child has a food allergy, please fill out the appropriate paperwork to inform the teacher and Director. Outside food or food from home is not allowed in the building. If your child has a special diet they need to follow we must have a signed doctor note as well as instructions.



Field Trips

There will be fieldtrips throughout the school year. Further information will be provided during the school year. Professional transportation will be secured and The Preschools at First Federated Church will cover the cost for the student. If a parent/ family member chooses to chaperone they must pay their own fees associated with the field trip. Siblings will only be allowed if there is enough room and will be at the cost of the parent.

Communication With Staff

We encourage parents to participate in their child's experience here. We will answer any questions you have regarding your child. If you would like an extended discussion with your child's teacher, please set up a time to meet outside of classroom time. Parent teacher conferences will occur two times per year. Please refer to the calendar.

Parents may contact teachers in person or by calling the main office. Parents also need to indicate on the parent contract and registration if texting, calling, or email is the easiest and most efficient mode of communication for your family.

Our goal is to guide children's behavior positively by creating a supportive environment. If your child is struggling we invite you to share more about your child and his behavior at home.

Parents are also welcome to volunteer in the classroom. Parents volunteering in the classroom will need to arrange an appropriate time with the classroom teachers.

Assesment

All children are assessed using work samples and developmental checklists. Teachers evaluate the students on an ongoing basis and share the results twice a year during parent teacher conferences. If you have concerns about your child's academic progress, please contact your child's teacher to schedule a meeting.



Confidentiality & Photo/Social Media Release

Any information we have about your child is held in confidence. This includes medical records, parents' names, home address, and phone number. Before we can release any information for a specific purpose, we will ask for written permission from a parent or guardian.

During the school year, the teachers may take photographs and/or video of the children participating in classroom activities. These photos will always be available for parents to view and will only be used for display in the classroom or hallway, or occasionally anonymously in the church newsletter or the church website/Facebook page.

- ★ *By signing the photo consent form you are giving your consent for The Preschools at FFC and First Federated Church to use pictures of your child for our website, social media accounts, including Facebook, and/or promotional materials. If you do not want your child's pictures to be used please indicate that on the consent form.*

Classroom Video Recording

The safety of our students and staff is our #1 priority at The Preschools at First Federated Church. To better help us ensure the safety of everyone, we have implemented video camera in all of our classrooms. The video cameras do record and the recording will be kept for one month before being automatically recorded over. There will not be a live feed option for parents as well as no audio recorded. The preschool director as well as FFC administration will have access to the recordings. They will not be shared with anyone or used for purposes other than safety.

Pest Management

According to DCFS regulations, a pesticide management company inspects the facility regularly. The scheduling of the inspection is handled through the church office. Any treatments are done when children are NOT present. Parents will be notified when treatments are to be done, at least two business days, but not more than thirty days, prior to any pesticide application.

Child Custody

In cases of child custody, copies of legal documents and pertinent court orders must be presented to the Preschool Director and kept in the child's file. It is the responsibility of the custodial parent to notify the Director of any changes in custody, orders of protection, etc. and provide updated legal documents.

Chapel Time

As part of our weekly schedule, students will gather in the FFC Chapel once a week for 15 minutes to sing child-friendly songs and learn about a Bible story.





Where Love &
Learning Come
Together!



Phone: 309.685.5258 • Fax: 309.685.5451

Website: ffcpeoria.com

Email: info@ffcpeoria.com

3601 North Sheridan Road • Peoria, Illinois • 61604

Office Hours: Monday - Friday • 8:30 am to 4:30 pm