

**Zion Christian  
Pre-school  
2023 - 2024**



**Building  
For  
The  
Future**

*As the Father has loved me,  
so I have loved you ...*

*John 15:9*



**Zion Christian Pre-School  
Millstadt, Illinois**

**Purpose**

1. To provide a quality Christian pre-school program for the child's social, spiritual, emotional, physical and intellectual growth.
2. To provide a planned environment designed to spark the interest, imagination and enthusiasm of the child, and to assist him/her in moving from one successful learning experience to another.
3. To supplement the child's home life by striving to assist the child in:
  - A love for the Lord
  - Reaching his/her individual potential;
  - The use of language and language development
  - Building positive attitudes toward school
  - Learning to work and play independently, and to be at ease in being away from home and in accepting help and direction from adults other than parents
  - Getting along effectively with other children
  - Seeing himself/herself as having competency and worth
  - Strengthening physical skills and developing large and small muscles
  - Learning to channel aggression creatively and without harming himself/herself or others
4. To provide the child with specific skills that will be adaptive in Kindergarten including:
  - Knowing and being able to print his/her first name
  - Counting
  - Art activities
  - Music activities
  - Identifying colors and shapes
  - Following directions
  - Understanding such values as love of family, responsibility to others and the rights of oneself as well as others
  - Emphasis on letter recognition and sounds
  - Pre-reading skills

**Location and Phone**

Zion Christian Pre-school is located at 117 W. White, Millstadt, Illinois. The phone number is 476-1778 Ext. 4.

## **Philosophy**

Zion's philosophy is that children develop at various rates, and this will be recognized by creating an open environment filled with varied activities in which a child can participate, depending upon his/her particular interests, but which doesn't structure his/her rate of development. A pre-school center is a place where children can go to play and where they learn chiefly through play activity, guided by adults who respond to children's interests, and who, through questions, answers, and planned new experiences, extend those interests to wider learning and new competencies.



## **Program**

Each day will include:

- A period of free dramatic play where children can choose various activities, including a writing center
- Chapel time
- Learning center which will include stories, discussion, language development, computer center, art projects, and science projects
- A nutritional snack
- An opportunity for outdoor or large motor tasks

## **Ownership and Operation**

Zion Christian Pre-school is owned and operated by Zion Evangelical Church. Finances and program policy is set by the Board of Christian Education. Immediate direction and curriculum development is provided by the teacher. All classes are taught by a state-certified teacher qualified to teach under the standards set forth by the Board of Christian Education at Zion Evangelical Church. In addition a teacher's aide is present during all classes.

## **Age Limit**

Enrollment will be limited to children who will be three or four years of age by September 1 and are fully toilet trained.

### Calendar and Hours

Zion Christian Pre-school meets on Monday, Wednesday and Friday mornings from 8:15 AM until 11:15 AM.

We will observe all legal holidays observed by our local school district. We will also observe the same Thanksgiving, Christmas and Easter vacation holidays. You will be advised of all holidays during the school year.

### Snow Days

Snow days will also be taken as needed, consistent with Millstadt Consolidated School District 160. Please watch your local TV stations for closure. If you are still in doubt, please call Millstadt Consolidated School at 476-7100 for verification.

### Religious Policy

Zion Christian Pre-school's religious policy is to acknowledge Christ as our Savior. Children will be introduced to Jesus' offer of salvation by His grace and an understanding that we all fall short of God's perfection and are in need of Jesus' saving grace.

### Fees

A non-refundable registration fee of \$50.00 will hold a place in Zion's pre-school. A one-time supplies fee of \$50.00 will be due upon registration per child.

A monthly fee will be due the first pre-school day of each month. Tuition for three days a week is \$200. All tuition and fees should be paid by check made payable to Zion Church Pre-school.

A second or third child, of the same parents, who is enrolled at Zion Christian Preschool will be accepted at the reduced rate of 10 percent off each additional child.

In addition to the above fees, parents will be expected to provide snacks for the entire class on a rotation basis throughout the course of the school year. **Due to health regulations, all snacks must be store bought and individually wrapped.** No homemade goodies are allowed. A snack schedule will be provided.

**Tuition and Delinquent Fees**

**FEES ARE DUE THE FIRST DAY OF THE MONTH**

If the monthly fee is not paid by the end of the first week of the month, a notice will be sent advising the family. If tuition is not paid by the end of the second week a delinquent fee of 10% of the monthly tuition will be added to the amount due. If the tuition and delinquent fees are not paid by the end of the second month, the child will no longer be admitted to pre-school. In order for the child to be reinstated, all past tuition and fees must be repaid in full. If there are extenuating circumstances, please contact the teacher or Pastor Darrell Weber at 618-476-1778, ext. 2.

All tuition and fees should be made payable to Zion Christian Pre-school.

**Your Check is Good Here.**



**CHECK POLICY**

**By using a check for payment, you agree to the following terms:** In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

866/860-5906

**Re\$ubmitIt**

**Snow Day Credit**

A credit to tuition will be made in May, for any session experiencing more than five snow days in a school year. A sum of \$10.00 per session will be credited beginning with the 6th snow day in a session. This credit will apply to full tuition rates only. If a child is withdrawn from school before the end of any calendar month, no credit will be given for any sessions remaining in that month.



**Field Trips**

From time to time, field trips may be scheduled. You will be notified in advance, however, and may be asked to help provide transportation and to serve as a chaperone. A permission form will be provided for you to sign for each trip. If you decide to not allow your child to participate in a given trip, the child should be kept home on that day. No refund in tuition will be allowed.

**Transportation, Arrival and Departure**

The center has no provisions for daily transportation of children; therefore, parents are responsible for transportation. **PARENTS ARE ASKED TO BRING THEIR CHILDREN NO EARLIER THAN 8:10 AM AND PICK THEM UP PROMPTLY AT THE END OF THE SESSION.** If anyone is to pick up or deliver the child other than the parent, the parent must notify the teacher in writing ahead of time. Please bring the child directly into the room and be sure one of the staff members of the school is aware of his/her presence.

**Whoever drops off and picks up the child at any given session will be required to sign the child in upon arrival and sign the child out upon dismissal. A sheet will be posted for this purpose.** This person must be someone who is listed on the application or who the center has been advised, in writing, that they may pick up the child. The center reserves the right to require a photo I.D. of someone picking up a child.

**Child Passenger Protection Act**

All children under age 8 must be transported in an approved safety seat. A child over 40 pounds may be transported in an approved booster seat. Children under 40 pounds must be in an approved car seat.

## Health

To protect the health of the children at the center, each parent will be required to have a medical form completed by the child's physician which includes an immunization record. If children are not immunized because of religious beliefs or medical reasons, you will need to provide a letter of exemption from your child's physician.

If your child becomes ill while the program is in session, the parents will be notified and encouraged to pick up the child, as soon as possible. If your child is exposed to a communicable disease, it is essential that this information be reported to the teacher. Parents will be notified if their child is exposed to a communicable disease at school.

In the case of an accident or injury that requires emergency action, the following plan will be followed:

1. The Millstadt Ambulance Service will be called.
2. Emergency first-aid will be administered, if necessary.
3. Parents or the emergency number listed on the application form will be called.
4. After the ambulance arrives, necessary action will be taken and the child will be transported to the hospital specified on the application form, unless the ambulance personnel decide that the action would not be feasible, in which case the child would be taken to the closest appropriate emergency medical facility where the child would receive the needed treatment. A staff member of Zion Evangelical Church will accompany the child to the hospital, if the parent is not available.

If the child receives a minor injury that is easily treated with minor first-aid, the child will be treated and the parents will be notified of the injury and what treatment was used. If a child receives an injury that is severe but not an emergency, the parents will be contacted immediately and their instructions for treatment will be followed.





By enrolling my child and signing the medical release form in the appropriate place, I agree that the members of the staff of Zion Church have my permission to administer any first aid deemed appropriate, until proper medical attention can be reached.

They may transport my child to the hospital specified on the medical release form. If the emergency personnel decide that this action would not be feasible, the child would be taken to St. Elizabeth's Hospital in Belleville, Illinois, where the child would receive the needed treatment.

I understand that the members of the Zion Pre-school staff will do everything in their power to ensure the safety and well-being of every child, but that neither they nor Zion Evangelical Church can be held responsible for accidents which might occur due to factors beyond their control.

**Health and Sickness Policy**

Children will not be allowed at pre-school under the following circumstances:

1. Children suspected of having or diagnosed as having an infectious, contagious, or communicable disease;
2. Children with diarrhea;
3. Children with a fever (oral temperature of 100 degrees or higher or under the arm temperature of 100 degrees or higher) within the last 24 hours.

If your child is going to be absent for any reason please notify the school. If your child will be away from preschool for an extended period of time, you will still need to pay the monthly tuition to hold his/her spot.

**Nutrition Policy**

During each session, the children will be served a nutritional snack.

The children enrolled will take turns providing snacks. Parents should also provide milk or juice as an option when sending the snack.

The snack must arrive unopened as packaged by the bakery or manufacturer. The St. Clair County Health Department requires only store bought food.

### **Clothing**

Children at Zion Christian Pre-school will engage in active, busy play; exploring the environment indoors and out, and experimenting with materials of many kinds. Sometimes these materials are messy (*such as paint*); therefore, comfortable, washable clothing permits children the necessary freedom to participate in all activities, without undue concern about “*getting dirty*”. Shoes that allow for both indoor and outdoor activities, such as tennis shoes, are suggested. Clothing that is easy to manage and encourages self-help and independence is the best. Many toilet accidents are prevented if children can unbutton their pants or unbuckle belts without struggle. Just in case there is an accident, each child should have a change of clothing stored at the school in a shoe box or large zip-lock bag with the child’s name clearly marked.

Children will normally go outdoors for large motor activity. For cold weather, children should bring hats and gloves/mittens with them to permit them to play outdoors in comfort.

### **Parent/Teacher Conferences**

The teacher is always available upon request to discuss the child’s adjustment and to answer any questions parents may have. A scheduled end-of-year conference is held to assess the child’s advancement for next year’s placement.



### **Discipline Policy**

The staff of Zion Christian Pre-school will use disciplinary procedures which are designed and carried out in such a way to help the children develop self-control and to assume responsibility for their own actions.

The discipline will be directly related to the act, and the child shall be made aware of the relationship between the act and the consequences. Children will always be warned and given the chance to correct their own behavior prior to a staff member taking action.

No corporal punishment will be used at any time or for any reason. The only time a child shall be held against their will is when he/she is endangering himself/herself or others.

If a child is unable to correct his/her behavior or control it, then proper discipline will be given such as sitting on a chair or being removed from the group. The period of time he/she is sat on a chair or removed from the group will not exceed 5 minutes.

### **Discharge Policy**

After adjustment period of one month, if a child is still having problems which are disturbing or upsetting to the child or to the rest of the class, a conference will be held with the teacher and parents. After the conference, a one month trial period will be held using the various suggestions which came from the discussion. After one month, another conference will be held to evaluate the situation and if all parties involved feel the situation has improved, the plan of action will be continued. If the situation has not improved, the parents will be requested to remove their child from pre-school.

### **Open Door Policy**

Zion Christian Pre-school has an “*open door*” policy. We invite parents to visit at any time.

Zion Christian Pre-school  
117 W. White  
Millstadt, Il 62260  
476-1778  
[www.zionmillstadt.com/zion/preschool](http://www.zionmillstadt.com/zion/preschool)  
[preschool@zionmillstadt.com](mailto:preschool@zionmillstadt.com)

Revised: August 2023