

Saints Peter and Paul Greek Orthodox Church
1401 Wagner Road
Glenview, Illinois 60025
(847)729-5814

AGAPE ORTHODOX CHRISTIAN
PRESCHOOL HANDBOOK
2018-2019

- ❖ Renée Tzakis, Director
- ❖ Kristine Bartholomew, Lead Fishermen Teacher
- ❖ Allison Vranas, Assistant Fishermen Teacher
- ❖ Stefanie Xamplas, Lead Disciple Teacher
- ❖ Sia Coorlas, Assistant Disciple Teacher
- ❖ Sandy O'Malley, Assistant Disciple Teacher
- ❖ Irene Kangadis, Lead Apostle Teacher
- ❖ Katerina Sotirakos, Assistant Apostle Teacher
- ❖ Sarah Tzakis, All School Art Teacher
- ❖ Fr. Panagiotis Boznos, All School Come and See Teacher
- ❖ Fr. Kosmas Kallis, All School Religion Education Teacher
- ❖ Eleni Soukoulis, All School Cooking Teacher
- ❖ Kristin Coorlas, Substitute Teacher

Mission Statement

AGAPE Orthodox Christian Preschool is committed to providing an educational experience which emphasizes the Orthodox Christian faith. We are also committed to providing a loving, nurturing preschool environment where children can develop spiritually, emotionally, socially, cognitively and physically.

Philosophy

We believe that play is the work of young children and by creating a curriculum centered on the idea of play, children are given the opportunity to learn in an effective way. Furthermore, as children are encouraged to play social interactions result. AGAPE Preschool believes that the social interaction that occurs through play is essential to the healthy development of children. We have found that children learn through social interactions with others. More specifically, the language and social skills children use when working cooperatively and collaboratively with peers and teachers promotes cognitive development.

Additionally, we believe in extending the atmosphere of unconditional love to your child as they take one of their first steps beyond home and family. Such love is a necessary ingredient for building self-esteem. They will learn more about this love through a greater knowledge of their Orthodox faith.

Child's Play: A developmental approach

Historically, play has been the heart of preschool programs, and using play is one of the most critical tools used in developing curriculum. Children's play results in learning and therefore, play is a process through which children learn.

The Purposes of Play.....

- ❖ Learn concepts
- ❖ Develop social skills
- ❖ Develop physical skills
- ❖ Master life situations
- ❖ Practice language processes

STAFF & CLASSROOM INFORMATION

DIRECTOR

Enrichment Teacher to 3's and 4's

Support Staff for Disciple Class

Renée Tzakis

Renée's cell & email **(312)404-7953**
Agape60025@gmail.com

TURNING 3'S CLASS-THE FISHERMEN

Tuesday, Wednesday, Thursday

9:00am to 11:15am

Lead Teacher: **Kristine Bartholomew**
sorrentinokristine@msn.com

Assistant Teacher: **Allison Vranas**

3-YEAR OLD CLASS-THE DISCIPLES

Monday thru Thursday

9:00am to 1:00pm

Lead Teacher: **Stefanie Xamplas**
Stefanie's cell & email **847-682-6352**
msxamplas@gmail.com

Assistant Teachers: **Sia Coorlas & Sandy O'Malley**

4-YEAR OLD CLASS-THE APOSTLES

Monday thru Thursday

9:00am to 2:00pm

Lead Teacher: **Irene Kangadis**
Irene's cell & email **(847)845-9701**
Neraida85@gmail.com

Assistant Teacher: **Katerina Sotirakos**

ART INSTRUCTION-ALL CLASSES

Wednesday

9:30am to 12:00pm

Lead Teacher: Sarah Tzakis

ORTHODOX EDUCATION-ALL CLASSES

Thursday

10:00am to 12:00pm

Lead Teacher: Father Kosmas Kallis

RELIGIOUS INSTRUCTION ("Come & See")-Disciples & Apostles

Tuesday

10:00am to 10:30am

Instructor: Father Panagiotis Boznos

APOSTLE CLASS

A "Typical" Day at Agape Preschool for the Apostles - 4 Year Old Class

9:00 am - 9:15 am	Arrival and Hand washing
9:15 am - 9:35 am	Circle Time
9:40 am - 10:00 am	Specials*
10:00 am - 10:15 am	Phonics Activity/Letter of the Week
10:15 am - 10:35 am	Math
10:35 am - 10:40 am	Washroom Break
10:45 am - 11:00 am	Snack
11:00 am - 11:05 am	Independent Reading
11:05 am - 11:20 am	Recess
11:20 am - 11:30 am	Story Time
11:30 am - 11:50 am	Science/Music and Movement
11:50 am - 12:10 pm	Greek School
12:10 pm - 12:15 pm	Washroom Break
12:15 pm - 12:40 pm	Lunch
12:40 pm - 1:00 pm	Recess
1:00 pm - 1:40 pm	Centers
1:40 pm - 1:50 pm	Clean-up & Closing Prayer
1:50 pm - 1:55 pm	Pack Folders
2:00 pm	Dismissal

*Specials: Come & See (Tuesday), Art (Wednesday) and Orthodox Education (Thursday)

DISCIPLE CLASS

A "Typical" Day at Agape Preschool for The Disciples - 3 Year Old Class

9:00 am - 9:15 am	Arrival & Hand Washing
9:20 am - 9:35 am	Circle Time
9:40 am - 10:20 am	Free Choice
10:20 am - 10:30 am	Clean up and Washroom Break
10:30 am - 10:40 am	Snack
10:40 am - 10:45 am	Quiet Reading Time
10:45 am - 11:30 am	Specials/Music, Movement and Finger plays
11:30 am - 11:45 am	Recess
11:45 am - 12:15 pm	Greek language instruction
12:15 pm - 12:45 pm	Lunch and Recess
12:45 pm - 1:00 pm	Good bye, Closing prayer and Dismissal

FISHERMEN CLASS

A "Typical Day" at Agape Preschool for The Fishermen - Turning 3's

9:00 am - 9:15 am	Teacher Directed Red Table and Puzzle Time
9:20 am - 9:35 am	Circle and Music Time
9:35 am - 10:05 am	Free Choice Center Time
10:10 am - 10:25 am	Handwashing and Snack
10:25 am - 10:40 am	Recess
10:40 am - 11:10 am	Story Time and Art
11:10 am - 11:15 am	Closing Prayer and Dismissal

At AGAPE Preschool we consider seven different areas that promote the healthy development of preschool age children. These seven areas include:

- *SPIRITUAL*
- *EMOTIONAL*
- *SOCIAL*
- *LANGUAGE*
- *COGNITIVE*
- *FINE MOTOR SKILLS*
- *GROSS MOTOR SKILLS*

Developmental Objectives

Fishermen Class

SPIRITUAL DEVELOPMENT

GOAL:

To provide opportunities for each student to learn about and grow in the Orthodox Christian Faith and to demonstrate how it can be practiced daily.

OBJECTIVES:

- ❖ Learn to do cross and venerate icons
- ❖ Learn when and how to pray (children will learn a new prayer each month)
- ❖ Learn about fasting
- ❖ Learn about the lives of Saints and their feast days
- ❖ Learn about major feast days of the Church
- ❖ Learn various hymns of the Church
- ❖ Learn how to practice the Orthodox way of life using all five senses

EMOTIONAL DEVELOPMENT

GOAL:

To enhance each child's emotional development and build self-esteem.

OBJECTIVES:

- ❖ Child can successfully separate from parent(s) or primary care giver
- ❖ Child interacts appropriately with peers and adults
- ❖ Child responds appropriately to the redirection of a teacher
- ❖ Child enjoys being at school with peers and teachers

SOCIAL DEVELOPMENT

GOAL:

To provide many opportunities for socialization skills to be enhanced and improved throughout the school year.

OBJECTIVES:

- ❖ Child plays parallel to others while constructing or creating something
- ❖ Child plays in a group setting, with or without objects
- ❖ Child demonstrates cooperative interaction with other children

LANGUAGE DEVELOPMENT

GOAL:

To improve the overall language (receptive and expressive) development of each child throughout the school year.

OBJECTIVES:

- ❖ Child attempts to verbally communicate with adults and peers
- ❖ Child participates in story time activities with teachers and peers
- ❖ Child expresses needs and wants appropriately
- ❖ Child demonstrates appropriate listening skills and responds accordingly to teacher's directions
- ❖ Child participates in conversations with other children

COGNITIVE DEVELOPMENT

GOAL:

To improve the overall cognitive development (thinking ability) of each child.

OBJECTIVES:

- ❖ Child can rote count from number one (1) through number ten (10) and can put value on numbers one (1) through five (5)
- ❖ Child can recognize and name the four basic shapes: circle, square, triangle and rectangle
- ❖ Child can match and identify primary, secondary, and neutral colors
- ❖ Child can recognize written name (first name only and usually not till age 3)
- ❖ Child can sort according to size (3 items)

FINE MOTOR DEVELOPMENT

GOAL:

To improve the overall small muscle coordination throughout the school year.

OBJECTIVES:

- ❖ Child can correctly grasp pencil, scissors, and crayon
- ❖ Child can manipulate objects such as cookie cutters, blocks, pegs
- ❖ Child can complete a 4-7 piece puzzle
- ❖ Child can manipulate play dough
- ❖ Child attempts to print name with instructor assistance (3's only)
- ❖ Child attempts to control and use scissors (3's only)
- ❖ Child attempts to take off and put on outerwear
- ❖ Child attempts to perform zipping, snapping and buttoning

GROSS MOTOR DEVELOPMENT

GOAL:

To improve the overall large muscle coordination throughout the school year.

OBJECTIVES:

- ❖ Child climbs up and down climbing equipment
- ❖ Child attempts to run with control over speed and direction
- ❖ Child can move to music
- ❖ Child can throw and catch a medium to large ball with both hands
- ❖ Child can jump and hop
- ❖ Child can walk on tip toes

DEVELOPMENTAL OBJECTIVES

Disciple and Apostle Classes

SPIRITUAL DEVELOPMENT

GOAL:

To provide continued opportunities for each student to learn about and grow in the Orthodox Christian Faith, and to demonstrate how it can be practiced daily.

OBJECTIVES:

- ❖ The child will learn to do his/her cross and venerate icons
- ❖ The child will learn when and how to pray
- ❖ The child will develop an awareness of fasting
- ❖ The child will learn about the lives of the Saints and their feast days
- ❖ The child will learn about the major feast days of the Church
- ❖ The child will learn the hymns associated with the celebrated feasts
- ❖ The child will learn a new prayer each month
- ❖ The child will practice the Orthodox way of life using all five senses

EMOTIONAL DEVELOPMENT

GOAL:

To enhance each child's emotional development and build self-esteem throughout the school year.

OBJECTIVES:

- ❖ Child demonstrates the ability to focus attention on classroom activities
- ❖ Child interacts and responds appropriately with peers and adults
- ❖ Child responds appropriately to the redirection of a teacher
- ❖ Child can demonstrate self-control during conflict situations
- ❖ Child can handle changes in routines with control
- ❖ Child can express anger in a positive manner

SOCIAL DEVELOPMENT

GOAL:

To provide many opportunities for socialization/manner skills to be enhanced and improved throughout the school year.

OBJECTIVES:

- ❖ Child is able to name the children in class
- ❖ Child works cooperatively in a group constructing and creating
- ❖ Child interacts with a group, with or without objects
- ❖ Child interacts with a group, in role-playing activities
- ❖ Child uses "please," "thank you," and "excuse me," correctly

LANGUAGE DEVELOPMENT

GOAL:

To improve and refine receptive and expressive language skills throughout the school year.

OBJECTIVES:

- ❖ Child speaks clearly enough for adults to understand
- ❖ Child speaks in the classroom
- ❖ Child takes part in story-time activities with teacher and peers
- ❖ Child expresses needs and wants appropriately
- ❖ Child asks questions
- ❖ Child plays with rhyming words
- ❖ Child takes part in conversations with other children and adults

COGNITIVE DEVELOPMENT

GOAL:

To improve the overall cognitive development of each child throughout the school year. (Cognitive refers to a child's thinking ability)

OBJECTIVES:

- ❖ Child can recognize and print name (first name only)
- ❖ Child can recite the alphabet
- ❖ Child attempts to recognize the alphabet (upper and lower case)
- ❖ Child can rote count from number one (1) through twenty (20)
- ❖ Child can put value on number one (1) through ten (10)
- ❖ Child will continue to recognize the four basic shapes: Circle, square, triangle and rectangle

- ❖ Child will continue to match and identify primary, secondary and neutral colors
- ❖ Child can sort according to size (5 items)
- ❖ Child can accomplish one to one correspondence
- ❖ Child attempts to perform patterning skills

FINE MOTOR DEVELOPMENT

GOAL:

To improve and refine the overall small muscle coordination throughout the school year.

OBJECTIVES:

- ❖ Child can correctly grasp and use writing instruments appropriately and with control
- ❖ Child can manipulate objects with ease
- ❖ Child can complete a 7-24 piece puzzle
- ❖ Child can trace shapes: circle, square, triangle, rectangle
- ❖ Child uses scissors with control
- ❖ Child continues attempts at mastering zipping, snapping and buttoning skills

GROSS MOTOR DEVELOPMENT

GOAL:

To continue to improve the overall large muscle coordination throughout the school year.

OBJECTIVES:

- ❖ Child climbs up and down climbing equipment
- ❖ Child attempts to run with control over speed and direction
- ❖ Child can move to music
- ❖ Child can throw and catch a medium to large ball
- ❖ Child can hop on one foot
- ❖ Child can gallop
- ❖ Child attempts to skip
- ❖ Child can put on and take off outerwear

THE AGAPE PRESCHOOL CURRICULUM

HYMNS & PRAYERS	10 Commandments Beatitudes Psalm 23 The Fruits of the Spirit
ICONS	Used in Conjunction with every lesson taught
LITURGICAL YEAR	12 Great Feasts Saints' Days Sunday Gospel lessons
GREAT LENT	Clean Monday Sundays of Great Lent Palm Sunday Holy week
CHRIST	Nativity Presentation Baptism Miracles, Parables Crucifixion, Resurrection Ascension Pentecost
THE THEOTOKOS	Parents, Joachim & Anna Nativity Entrance into the Temple Annunciation, Archangel Gabriel Holy Protection
OLD TESTAMENT	Creation, Adam and Eve Noah, the ark, and the flood Moses, The 10 Commandments
ORTHODOX LIFE	Prayer, Prostrations Lighting candles, Venerating icons Fasting Works of Mercy

WORSHIP	Divine Liturgy, Prosforo Sacraments Memorials, Saturday of Souls, Kolyva Agiasmos
ANGELS	Guardian Angel, Archangels
PRE-READING	Alphabet letter recognition Phonics Sequencing pictures from stories
PRE-MATH	Sizing, sorting, sequencing Number Recognition Counting Shapes Time Days of the week, months of the year
SCIENCE	Seasons, Weather, Animal Kingdom, Life Cycles, Hibernation, Insect World, Butterflies, Bees Plant Kingdom, Seeds, Planting, Trees, leaves Birds, Migration, Nests, Eggs, Sea Life, Fish, and Shells
SOCIAL STUDIES	Community
ART	Color Recognition Color Wheel Combinations Coloring, Painting Crafts Famous Artists Creation
MUSIC	Singing Songs, Hymns Playing simple instruments Moving to Music
GREEK	Songs and finger plays Conversation Letters, shapes, colors Thematic units

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are formally scheduled each year in the fall and spring. Conferences offer an opportunity for parents and teachers to share information related to the academic, social, emotional, and personal growth of each child.

SCHOOL-HOME PARTNERSHIP

Parents are a vital part the AGAPE Preschool family. We encourage parent involvement in the education of their children and firmly believe that it is of great benefit to the child. Parents are always welcome at school and are strongly encouraged to help their children by supporting their AGAPE Preschool in the following ways:

READ YOUR AGAPE LOVE NOTE EVERY WEEK!

You will be receiving a special weekly newsletter from the Director called "*The AGAPE Love Note*." This newsletter will update you on the school's activities, progress and important dates. Please read your "*AGAPE Love Note*" carefully each week. This note will be distributed by email unless you request a paper copy.

ATTEND SERVICES WITH YOUR CHILD!

We try our best at AGAPE to attend as many Divine Liturgies as possible. About once a month, we attend Liturgy while in school. We will inform you of these dates in the "*AGAPE Love Note*." By attending Liturgy with your child, you are sending the important message that worship is a necessary part of an Orthodox Christian way of life.

REINFORCEMENT OF LEARNING!

The AGAPE Parent Handbook provides an overview of what your children do in class throughout the year. We will also be providing copies of hymns, songs, prayers and weekly classroom updates throughout the year. This information will be provided so that you can help your child review the material at home and to inform you about what your child is working on at school. This will be especially important when preparing for the annual Harvest Festival, Christmas program and Graduation program.

TIME, TALENTS AND TREASURE

Agape parents have historically been involved in contributing their time, talents and treasures in helping to enrich the lives of our students and our academic program. Our program has three fundraisers over the course of the school year, a book fair, and room parent positions available in each of the classrooms. We encourage every parent to get involved!

NUT FREE SCHOOL

AGAPE is a NUT FREE school. This means that **NO FOOD PRODUCTS** containing nuts are allowed in the school. This is a school policy that must be adhered to without exception. Nuts pose a serious threat to the health and safety of some of our students. In other words, if any type of nut products enter our building it can be life threatening.

The safety of our students at Agape is our primary concern. To avoid any nut products entering our school we have adopted the following practices:

- ❖ **Parents are ONLY allowed to bring snacks for Name Day and Birthday celebrations.**
- ❖ Roughly one week before your child's name day you will receive a reminder about bringing a snack that is NUT FREE and STORE BOUGHT (listing ingredients).
- ❖ The Director will check any snacks brought to school at the car line. If the snack is not nut free it will be returned to the parents and not used in class.

SNACKS AT AGAPE!

Each child at Agape participates in snack time. During snack time we offer each child 5 ounces of 100% pure apple juice along with a snack from the following list: cereal, goldfish, pretzels, crackers, fresh fruit, yogurt, mini-bagels, fresh vegetables and cheese. Each family is asked to contribute apple juice and dry snacks in September and in January. Additionally, we ask that each family supply fresh vegetables/fruits for one week during the school year to help support our healthy eating snack initiative.

LUNCH SERVICES AT AGAPE

Every child in the 3 and 4 year old classes participate in our hot lunch program. Each child receives a hot lunch along with water (NOT JUICE). Lunch menus are distributed on a monthly basis. Each meal is a balanced representation of the food pyramid. We strongly believe that by exposing children to a balanced and healthy meal we are building a strong foundation for their future eating habits.

NAMEDAY CELEBRATIONS!

We invite parents to join us in the classroom on your child's Name Day. This is a wonderful opportunity for parents to visit the classroom and participate in classroom activities; for example reading your child's favorite book from home to the class. This is the **ONLY DAY** when we allow parents and children to bring in any **STORE BOUGHT SNACK in the original packaging**. This may include brownies (nut free), cupcakes, cakes, cookies, etc.

BIRTHDAY CELEBRATIONS!

We also celebrate birthdays in school, but we do it without sugary sweets. Parents are invited to come in and read a book to their child's class and stay for snack. For birthdays we suggest snacks that are **STORE BOUGHT ONLY** fresh fruit, muffins, bagels and cream cheese, etc.

Please DO NOT bring in goodie bags or balloons on your child's birthday. Please save those special things for their parties outside of school.

SUGGESTED SNACK LIST FOR BIRTHDAYS

***All snacks must be store bought and in the original container**

- ❖ Store bought fresh fruit preferably (i.e. apples, bananas, grapes, oranges, blueberries, strawberries, pears, melon etc.)
- ❖ Store bought fresh veggies (i.e. carrot sticks, celery, broccoli, cauliflower, cucumbers etc.)
- ❖ Yogurt
- ❖ Crackers and Cheese
- ❖ Raisins, cranberries
- ❖ Pretzels
- ❖ Goldfish
- ❖ Vanilla Wafers
- ❖ Pudding
- ❖ Bagels and Cream Cheese
- ❖ Muffins

You are welcome to bring something that is not on this list, but please make sure it is healthy!

SUPPORT OUR ROOM PARENTS!

Since the establishment of AGAPE Preschool in 2001, the parents and staff have worked hard to create a loving nurturing environment for everyone affiliated with the school. The purpose of Room Parents is to provide support to our school and the parents in many different ways. Room Parents have worked hard over the last fifteen years to raise funds to help with the purchase of special resources. We need help from EVERYBODY to make our school successful.

We are soliciting help from our moms and dads to serve as Room Parents. There will be a minimum of two Room Parents per classroom. The Room Parents responsibilities will include helping with classroom projects, The Harvest Festival, The Christmas Program and Graduation.

IF YOUR CHILD IS GOING HOME WITH ANOTHER CHILD AND/OR PARENT PLEASE WRITE A NOTE IF THE PERSON PICKING UP YOUR CHILD IS NOT ON YOUR CARPOOL FORM!

All of our families should have completed an emergency form (orange) at the beginning of the year. Please list anyone on the carpool form that is authorized to pick up your child(ren). This may include an aunt, uncle, neighbor, grandma, grandpa, friend, etc. If your child has a play date with someone not on your carpool list you are required to write a note that specifies the date and person your child will be going home with. You should also include a contact number for that particular day (cell phone).

HEALTH

- Students are encouraged to practice good hygiene by frequently washing their hands and covering their mouths and noses when coughing or sneezing and to cough or sneeze into their sleeve at the elbow. Please keep your child home if they show any of the following signs:
 - Fever of 100 degrees or more within the past 24 hours
 - Diarrhea or vomiting within the past 24 hours
 - A cold (which includes thick yellow or green mucus and/or a chronic cough)
 - A virus
 - Sore throat, ear, stomach or muscle aches
 - Pink eye
 - Rash
 - Head lice
 - Any known communicable disease

Symptoms should be absent for 24 hours before the student returns to school (fever-free without medication) and a physician's note may be required. Children with communicable diseases will be excluded from school. Please contact your physician in these cases and notify the Director when a diagnosis is established.

PLEASE DO NOT SEND A SICK CHILD TO SCHOOL!

If your child should become ill at school...

- If your child comes down with a fever while at AGAPE Preschool, parents will be called and asked to pick up your child within an hour. Our center is equipped to isolate a sick child until parents arrive on site.
- If your child needs hospitalization, **the director** will accompany your child to the hospital, if necessary.
- If your child appears ill during school we will separate your child from class and call you immediately to pick up your child.

PLEASE BE EXTREMELY DILIGENT DURING DROP-OFF AND PICK UP!

Drop off in the car line begins at 9:00 am and ends at 9:15 am. If you do not want to use the car line you may walk your child into the school and drop them off in front of their classroom no earlier than 9:00 am.

The Fishermen carline begins at 11:15 am and ends at 11:25 am. The Disciple carline starts at 1:00 pm and ends at 1:10 pm. The Apostle carline starts at 2:00 pm and ends at 2:10 pm. If you do not want to use the car line you may walk into the school and pick your child up from the entrance. You **MUST** sign your child out every day. **If you are not here to pick up your child by 11:25 am or 1:10 pm you will be fined \$1 for each minute you arrive after the pick-up time ends.**

If your child has not been picked up 20 minutes after school ends, your child's teacher will proceed to contact the people you have listed on your son or daughter's emergency card list that may pick up your child. Only after every attempt has been made to contact all of the people listed on your child's emergency card will the school then call the police. Agape Preschool is responsible for the protection of your child until a guardian or the authorities arrive. Additionally, staff members will not discuss the issue of a parent's tardiness in front of a child or hold the child responsible for the parent's actions. Please do your best to arrive on time for pick-up or notify the school if there is a reason why you will be late.

Please keep the following things in mind when dropping off and picking up your child:

- Please drive slowly in the car line.
- Please do not talk on the phone in the car line.
- Please be patient, remember that safety is our number one concern and rushing children can deter us from keeping them safe.

FIELD TRIPS: There is no transportation required since our field trips are located near our early childhood facility.

We have two field trip at AGAPE Orthodox Preschool on a annual basis:

- Wagner Farm - we walk to the farm, which is across the street from our facility and expect parent volunteers to join us.
- Glenview Fire Department - we walk to the fire station or they visit our facility and will bring a fire truck for the children to explore.

YOUR CHILD'S PERSONAL BELONGINGS

Personal belongings that your child may bring to school

Provided is a list of personal items that your child may store in school:

- Change of clothing: pants, shirt, underwear, socks
- If you child brings a toy from home, AGAPE Preschool is not responsible if the items is lost.

CONFIDENTIALITY OF PERSONAL INFORMATION

Student and parent information is confidential. AGAPE Orthodox Christian Preschool guarantees that all information is stored in files that are secured in a file system that is not released to the public. The director is the only person who has access to the secured information.

SCHOOL CLOSURES

AGAPE Orthodox Preschool follows the Glenview School District calendar closures and winter storm cancellations. We do not make up or refund parents for days of school that are canceled due to school closures. You will be notified of school closures by phone and through email.

PHOTOGRAPHS

We routinely take photographs of the children as part of the curriculum. In addition, we may submit them to be used in the monthly church newsletter. If you object to your child's photo being used for publicity, you must notify the school in writing.

SCHOOL DIRECTORY

Each family's name, address and telephone number is included on a class list and school directory that is distributed to school staff and preschool families. If you object to your information being in the class directory you must notify the school in writing.

FAMILY RECORDS

All family records are confidential. Only staff has access to the files. "Staff" includes the director, teachers, aides, Father Panagiotis, and the AGAPE Preschool Board. No non-public information will be released without your permission.

MANDATED REPORTER

The state of Illinois requires all staff of a child care facility to report any suspected cases of child abuse to the Department of Children and Family Services. Everyone on staff is a Mandated Reporter.

ORTHODOX FAITH

Children enrolled at AGAPE Orthodox Christian Preschool are involved in Christian, specifically Orthodox activities. Christian from the Orthodox perspective based on the Bible and the Orthodox Canons. The Orthodox Church believes that the entire Bible is the Word of God, given by inspiration through the prophets by the Holy Spirit.

UNDATED RECORDS

The Preschool cannot be held responsible for anything that may occur as a result of false or omitted information provided by the parent. Should any information change, any time during the school year, please notify the school so records can be updated.

GUIDANCE AND DISCIPLINE

The Bible teaches us that God disciplines us out of love. An atmosphere of unconditional love is maintained even when teachers need to discipline a child. We talk, redirect, help the child develop positive self-esteem and gain self-control of their own actions. We help the child learn what the better choice is and encourage the use of the new method when a problem arises again. Through the example of Christ's love and forgiveness, children can learn from their mistakes and to make better choices in the future. At AGAPE Preschool corporal punishment is NEVER used. Firm, positive statements about behaviors are the accepted techniques.

HOW STAFF IMPLEMENTS DISCIPLINE

- ❖ Distraction and redirection; suggest appropriate behavior
- ❖ A quiet, private talk; showing respect for the child's feelings. Getting down to the child's level, looking into the child's eyes and giving them our complete attention.
- ❖ Direct praise to the child who is behaving appropriately.
- ❖ Catching children behaving well and comment discreetly on that to the child. Avoid always catching children misbehaving.

- ❖ Indirect praise "I see that Sally is quiet and ready to go outside."
- ❖ Teaching by example. (When asking children to be quiet use a quiet voice)
- ❖ Logical Consequences (A child who intentionally pours out all the paint at the art center will not be allowed to finish their picture and must clean up)
- ❖ Arrange contingencies. For example, acts of physical aggression or other serious offenses, a "time-out" from the group is appropriate. Time outs last approximately one minute per each year of the child's age. The teacher will explain to the child the reason for the time out and ask them what they were feeling during the incident and why they did it.
- ❖ Staff will be diligent about responding positively and consistently to children regarding discipline issues.
- ❖ All staff members shall help children develop self-control and assume responsibility for their actions.

We at AGAPE understand that learning to express emotions verbally and honestly is a part of childhood. Teachers will help by modeling appropriate behavior and by teaching acceptable vocabulary to express anger, annoyance, happiness, sadness, loss, etc.

DISCIPLINE PROCESS

1. Child is shown displaying inappropriate behavior.
2. Teacher notices and tries to redirect child into more appropriate behavior.
3. Child is still displaying inappropriate behavior.
4. Redirection by staff once again, this time by walking up to child, looking at them at eye level and suggesting more appropriate behavior, explaining why present behavior is inappropriate (either not safe, not kind, or not neat).
5. Child is still being inappropriate with behavior.
6. Teacher directs child into a "time out" area in the room for a few minutes. After time out, discussion about why behavior is not kind, safe or neat will take place. The suggestion to avoid this situation in the future may be used. (for example: "If it is too tempting to throw the blocks maybe you should pick another activity at choice time.")

7. If child goes to step #6 (time out) three times in one week a note could be sent home to the parents and a meeting will be set up to discuss the behavior. The parents will always be asked for their input on what they feel should be done. A list of possible consequences and procedures could be drawn up and agreed upon by the parents, teachers and the director.
8. If discipline issues continue, a behavior management specialist may be required at the expense of the parent. A plan will be developed with the parents, teachers and specialist involved. All staff working with the child will receive training on implementing the plan.
9. If AGAPE Orthodox Christian Preschool decides it is in the best interest of the child to terminate enrollment, the child and the parents needs will be considered by planning with the parents to meet the child's needs when they leave the facility, including referrals to other agencies or facilities.

REASONS FOR DISENROLLMENT

AGAPE Preschool reserves the right to disenroll any child from the program for the following reasons:

- ❖ A child endangers himself or others
- ❖ The child's behavior is uncontrollable
- ❖ A conflict of interest occurs
- ❖ Unresolved parental disputes
- ❖ Tuition is not paid according to the Tuition Agreement

AGAPE ORTHODOX CHRISTIAN PRESCHOOL

VERIFICATION OF RECEIPT

I/WE _____
(Please print name)

Parents of _____, hereby

Certify that I/we have received a copy of the AGAPE Orthodox Christian Preschool Handbook and fully understand all the rules and regulations.

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

Both parent signatures are required