



PARENT HANDBOOK

2024 – 2025

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**AGAPE Preschool, located 1401 Wagner Road in Glenview,
offers quality early childhood programs for 2 through 6 years of age.**

Mission Statement

AGAPE is committed to providing a nurturing environment where children develop emotionally, socially, spiritually, cognitively, and physically through center-based lessons and activities. Our certified teachers are specially trained and work closely with families to meet the needs of every child.

AGAPE'S Philosophy

AGAPE and staff believe in the fact that children learn through play and hands on learning. Therefore, each child is given the opportunity to play, explore, discover, gain a sense of self, develop self-esteem, and learn to cooperate with others. At AGAPE, children are offered a variety of individual and group activities that enable them to learn. It is important to us that each child has a positive learning experience, one that lays a solid foundation of self-confidence and growth.

The classrooms offer areas for blocks, small and large motor activities, quiet time, discovery, dramatic play, science, art, and math. Lesson plans align with the Illinois Learning and Developmental Standards.

Early Learning Center Programs

Doves	Age 2	T, TH M, W, F M-TH M-F	8:45 – 11:30am 8:45 – 11:30am 8:45 – 11:30am 8:45 - 11:30am
Fishermen	Age 2 1/2	T, TH M, W, F M-TH M-F	8:45 – 11:45am 8:45 – 11:45am 8:45 – 11:45am 8:45 - 11:45am
Disciples	Age 3	M – TH M-F	8:45 – 1:00 pm 8:45 – 1:00 pm
Apostles	Age 4	M - F	8:45 – 2:00 pm
Saints	Kindergarten	M - F	8:45 – 3:00pm
Enrichment Program	Disciples	2 days 3 days 5 days	1:00 – 3:00pm 1:00 – 3:00pm 1:00 – 3:00pm
Enrichment Program	Apostles	2 days 3 days 5 days	2:00 – 3:00pm 2:00 – 3:00pm 2:00 – 3:00pm

Disciples and Apostles Daily Program

Activity Time	<input type="checkbox"/> A variety of activities, both structured and unstructured, to socialize and make choices to foster independence
Circle Time	<input type="checkbox"/> Structured activities pertaining to the unit of the week
Morning Snack	<input type="checkbox"/> Students are required to bring a snack (peanut free) and water
Lunch	<input type="checkbox"/> Students are required to bring Lunch for Disciples, Apostles & Saints Classes
Recess	<input type="checkbox"/> Indoor or outdoor play, depending on the weather
Afternoon Snack	<input type="checkbox"/> Students are required to bring a snack (peanut free) and water
Enrichment	<input type="checkbox"/> Class schedule to be provided

Dove and Fishermen Daily Program

Activity Time	<input type="checkbox"/> A variety of activities, both structured and unstructured, to socialize and make choices to foster independence
Circle Time	<input type="checkbox"/> Structured activities pertaining to the unit of the week
Morning Snack	<input type="checkbox"/> Students are required to bring a snack (peanut free) and water
Recess	<input type="checkbox"/> Indoor or outdoor play, depending on the weather
Closing Circle Time	<input type="checkbox"/> Music & Movement, Good-bye routine
Enrichment	<input type="checkbox"/> Class schedule to be provided

Saints Daily Program

Arrival/Morning Work	<input type="checkbox"/> Journal Writing, Language Arts, Math, Music, Phonics
Circle Time	<input type="checkbox"/> Opening Prayers, Calendar, Morning Meeting
Centers Snack Math Centers/Guided/Independent	<input type="checkbox"/> Science, Reading, Handwriting, Social Studies, Writer's Workshop Students are required to bring snack and lunch daily. Reading Centers, Math Workshop, SEL
Lunch	<input type="checkbox"/> Students are required to bring Lunch for Saints Classes
Recess	<input type="checkbox"/> Indoor or outdoor play, depending on the weather.
Greek Language Instruction Afternoon Snack	<input type="checkbox"/> Students are required to bring a snack (peanut free) and water
Enrichment	<input type="checkbox"/> Class schedule to be provided

Entrance Requirements

- Student must be appropriate age by 9/1/2024.
- Student, age 3 years and up, must be independent in toileting and feeding.

Student Forms (Required)

Parents/Guardians must complete and have on file the following form before your child begins the program:

- Enrollment Application/Emergency Information and signed by the parents/guardians.
- Developmental History Form
- Signed Terms and Conditions Form
- Signed Guidance and Discipline Policy
- Physical examination within the last six months showing **ALL immunizations**, and a lead screening test, or a signed lead risk assessment. **All medical forms are to be completed and signed by your child's physician and parents.**
- Certified Copy of Birth Certificate. Children enrolled in AGAPE programs are required to provide a certified copy of the child's birth certificate **within the first 30 days of enrollment**. We will make a copy of the certificate and return the original to the parent/guardian.
 - If a certified birth certificate is not available, the parent/guardian must submit a passport, visa, or other governmental document as proof of the child's identity and age with an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate. AGAPE is required by law to notify the Illinois State Policy or local law enforcement agency if the child's proof of identity is not submitted within the 30-day timeframe.
- Medication Consent Form (if needed)
- Medication Dispensing Form (if needed)

Tuition Auto-Debit Schedule (9/1/24- 5/1/25)

AGAPE fees are based on a full 9-month program and are separated into monthly payments. Fees will be auto debited each month.



2024-2025 AGAPE Scholarship Application

AGAPE Scholarship Fund is available for families in need of financial assistance. If you are interested in applying for assistance, please contact Julie Mantice, Director, for the AGAPE Scholarship Form.

Drop Off / Pick Up

Drop Off: All children will be dropped off curbside at the Saints Peter and Paul Community Center entrance between 8:45-9:00am.

Pick Up: At dismissal time, parents will pick up curbside at the Saints Peter and Paul Community Center entrance.

When driving around the facility, please drive slowly and refrain from using your cell phone or any other form of electronic devices. Please stay in line and do not pull around another vehicle. We appreciate your cooperation in our efforts to provide a safe and enjoyable environment for your child, as well as others.

*The following procedures must be followed at **DROP OFF:***

- Staff will approach the parked vehicle to assist student out of vehicle. Parent assistance may be necessary.
- Student will carry personal items and will be escorted to classroom.

*The following procedures must be followed at **PICK UP:***

- Parent/guardian or authorized person will pick up your child curbside at designated time.
- Staff will verify approved parent, guardian, or authorized persons per student.

*The following procedures must be followed at **PICK UP for Enrichment program:***

- Parent/guardian or authorized person will pick up your child curbside at designated time.
- Staff will verify approved parent, guardian, or authorized persons per student.
- Staff will escort student to the vehicle.
- Verified pick up person will sign out the student.

Authorized Pick-up List

Your child can be released only to adults designated by you on the Authorized Pick-Up list. Persons not known to the staff will be required to provide a current and valid photo ID (driver's license, state issued ID or other form of photo ID to establish identity) at the time of pickup. If someone other than those authorized must pick up your child for any reason, we must be notified in writing (or email) from the parent/guardian listed on the "Enrollment Application & Emergency Information" form. The note from the parent/guardian must include the following information: The adult's full name, address as it appears on their photo ID, and signed permission to allow this person to pick up your child.



Illness Policy

Health, Injury, and Illness Procedures / Reporting

Medication: If your child needs to take medication while at school, please fill out the Medication Consent Form. This form should be turned in with your Enrollment Packet. Medication must be in its original container, labeled with your child's name, and will be held by the Director or authorized personnel.

Injury: In the event of a student injury, we will provide basic first aid. Depending on the extent of the injury, the Director will notify the parent, or will use the alternate phone number provided on the Enrollment form, after a call to 911.

Contagious Illness: To help keep all students and staff healthy, if your child develops a contagious illness (i.e., COVID-19, chicken pox, head lice, pink eye, strep, etc.), you must report this to the Director at your earliest convenience upon diagnosis. Based on the reported case, staff will determine the best notification plan for close contacts.

If a child becomes ill during school, a parent will be notified and asked to pick up the child as quickly as possible. If a parent is unable to pick them up, the emergency contacts will be called. Student may not return to school until symptom and fever-free for **24 hours without medication**. We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.



Emergency Plans

It is critical that the “Enrollment Application & Emergency Information” form for each child is accurately maintained. It is your responsibility to keep this information current.

Emergency Closure:

If AGAPE must close due to severe weather or other conditions, parents/guardians will be informed by the Director. **We will NOT make up days due to weather or other emergency closures.**

Accident / Incidents:

Staff members are certified in First Aid/CPR training. **Any child who is injured or ill will receive immediate care, an Accident Report will be completed by staff, and parents will be notified of the injury or illness.** If the situation is serious, the Director or the teacher will call the paramedics immediately and then notify the parents/guardians. If we are unable to reach a parent/guardian, names will be called in order found on the emergency list. And then, if necessary, the child will be taken to the nearest hospital in the company of a staff member, and arrangements will be made to meet the parents/guardians at the hospital.

Staff will administer first aid for minor accidents, such as scrapes, bloody noses, bumps, etc. The “Terms & Conditions” form which gives AGAPE staff permission to apply ice, to assist in cleansing a wound, or to apply a bandage.

Parent/Guardian Communications

Consistent communication between parents/guardians and AGAPE staff is critical to ensure your child’s experience is a positive one. Teachers will inform parents/guardians of how their child’s day has gone, and parents/guardians are asked to share any information pertaining to their child and family that is of importance to the staff.

Knowing when something significant has happened makes us aware of ways in which to assist your child.

Directory of Families: At the beginning of the school year, parents will be asked for their consent to be included in the AGAPE Family Directory.

Kaymbu APP: At the beginning of the school year, your child’s teacher will send you an invitation to access the Kaymbu APP. Communication, which includes newsletters, calendars, field trip information, daily photos and videos will be communicated through the Kaymbu APP.

Room Parent: We are requesting volunteers for room parent/guardian. Responsibilities include assisting with seasonal holiday parties, parent socials, and end of year celebration.

Conferences

Conferences are held twice per year. Teachers will inform you of the dates during the school year.

Clothing

Please provide a full change of clothing, including underwear and socks. This is necessary, because we participate in messy activities (play in the snow, experiments, or spill during lunch!) In addition, please make sure that your child has appropriate clothing for the change of seasons and that all clothing is labeled with his/her name.

In the winter, we will be going outside every day, weather permitting. Make sure your child is dressed appropriately, with coat, snow pants, boots, hat and mittens as everyone goes outside. If the wind-chill factor is less than 20-degree Fahrenheit, we will play inside. Please note, if your child does not have weather appropriate clothing at school, they will not be able to participate in outdoor activities.

During the day, it important that your child be dressed in comfortable clothing that allows him/her to jump, run, and climb as is easy to manage. Rubber soled shoes are the best for running and climbing.

Guidance and Discipline Policy

In our programs, discipline is viewed as teaching the child. This consists of both setting consistent limits and enforcing the limits, if necessary. The child is to be given guidance through such positive reinforcement as praise, hugs, and special recognition.

As a staff, we are to work towards strengthening each child's self-confidence and self-esteem, making them feel good about themselves and taking responsibility for their own behavior. Positive relationships are to be encouraged, as well as development of trust.

When a conflict arises, children are to be given the chance to talk about what happened and how they feel. This will help them to use words, rather than physical action.

If a situation occurs in which a child needs to take some time out from an activity to calm down, it will be no longer than one minute per year of age. This is not viewed as punishment, but as an opportunity to practice self-control. As a staff, we feel these methods are both effective and most respectful to the children. Given respect, children feel an important part of the group and have a sense of self-reliance.

Guidance and Discipline Policy (cont.)

When working with children, staff will implement this policy in the following ways:

1. Find out the cause of the behavior.
2. Set a standard of behavior and maintain it. Act with consistency.
3. Allow the children to help make and enforce the rules.
4. Think before they act. Be fair and just, not judgmental.
5. Follow through with discipline and treat all children fairly.
6. Make limits clear and understandable to the child.
7. Inform the Director and parents/guardians of any behavior concerns they are having, as the Director and/or parents/guardians may be able to provide some insight.
8. Document any behaviors that are consistent and of concern.

Parents/Guardians need to help implement the policy in the following ways:

This policy statement is listed in our handbooks which parents receive at the time of enrollment in our programs. Parents/Guardians will be informed of any behavior concerns we are having. Parents are a wealth of knowledge on their child and can help by sharing what works for them and their concerns. It is important that parents know that we are a team and want to work together in the best interest of each child.

The child's role in implementing the policy is as follows:

The children help to determine classroom rules, which are presented to them with clarity and followed with consistency. When talking with a child about his/her behavior, staff will ask him/her what he/she feels the right thing is to do and what rule to follow so they know the child understands the situation and behavior.

Steps taken between parents/guardians and staff to phase out a child's disruptive behaviors:

1. Parents/Guardians will be informed of any behavior concerns staff is having.
2. Parents/Guardians will be asked to share what works for them at home.
3. Parents/Guardians and staff will work together to figure out what might be causing the behavior.
4. Staff will set-up a conference with the parents/guardians to go over the above items and set-up a plan to phase-out the child's specific behavior. A date for a follow-up conference will be set at this time to go over the child's progress and what steps come next. The time frame will depend on the severity of the behavior.
5. During a second conference, staff and parents/guardians will review if progress has been made. If necessary, staff and parents/guardians will revise the plan and set a date for a third conference to include the Director.
6. Preschool age children who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by the AGAPE, or whose presence is detrimental to the group, shall be transitioned to a different program.

Guidance and Discipline Policy (cont.)

As stated in our Terms & Conditions, if it is determined in a conference with the Director and staff that it is in the best interest of the child to be transitioned to another program, every effort will be made to meet the needs of the family. This includes arriving at an acceptable transition date, referrals to other agencies, and counseling by the AGAPE staff. After the child is transitioned, the Terms & Conditions agreement is cancelled.
