

# *Zion*

*Lutheran Church & School*



*Parent Handbook*

*2020-2021*

4206 W Elm Street  
McHenry, IL 60050  
(815) 385-4488



### **Vision Statement**

*To become a family of learners growing in Christ through faith, love, education and service.*

### **Mission Statement**

*Zion Lutheran School provides Christ-centered academic excellence.*

### **School Purpose**

*The Zion Board of Christian Day School's life and mission includes partnering with parents in the development of their child. We offer young children a Christ centered setting in which to grow to learn. We strive to help them develop emotionally, intellectually, physically, socially, and spiritually using developmentally appropriate educational activities.*

Grades: Preschool – 1<sup>st</sup> Grade

School Colors: Purple and White

Mascot: Lion

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## Directory

School Phone: 815-385-4488

**Rev. Mark Buetow, Pastor and School Administrator**

Ext. 303

[pastorbuetow@zionmchenry.org](mailto:pastorbuetow@zionmchenry.org)

**Brandy Curtis, Administrative Assistant**

Ext. 300 or 307

[school@zionmchenry.org](mailto:school@zionmchenry.org)

**Susan Buetow, Preschool**

Ext. 313

[susan@zionmchenry.org](mailto:susan@zionmchenry.org)

**Joelene Isfalt, Preschool**

Ext. 308

[joelene@zionmchenry.org](mailto:joelene@zionmchenry.org)

**Donna Kus, Pre-K**

Ext. 306

[donna@zionmchenry.org](mailto:donna@zionmchenry.org)

**Joanne Kushman, Kindergarten & 1<sup>st</sup> Grade**

Ext. 312

[joanne@zionmchenry.org](mailto:joanne@zionmchenry.org)

**Jennel Lawson, Pre-K Aide**

Ext. 306

[jennel@zionmchenry.org](mailto:jennel@zionmchenry.org)

**Liz Stade, Preschool**

Ext. 313

[liz@zionmchenry.org](mailto:liz@zionmchenry.org)

## Enrollment

### Enrollment

Children are required to furnish a birth certificate at the time of enrollment. A dental examination, physical examination, proof of immunization and an eye examination must also be provided (K & 1<sup>st</sup> only).

### Emergency Forms

At the beginning of each year, parents are asked to complete a student Emergency Form. It is necessary that you keep these current. It is the information on these cards that our teachers'/school office use to reach you when an emergency or questions arise during the school year. Please contact us any time if you need to change a portion of the information on the card.

## Enrollment Forms Checklist

### For All Students

- Registration Form
- Parent Handbook Acknowledgement
- Parent Volunteer Form
- Emergency Card (yellow)
- Media & Directory Release
- Birth Certificate
- Extended Care Registration Form  
(If using extended care)

### Additional Items required for K & 1st

- Medical Form
- Dental Form
- Eye Exam Form
- McHenry Schools Transportation Form  
(If using school bus system – must be 5 years old)

### Registration Fee

The Registration fee for students must be paid at the time of enrollment.

## Tuition and Payments

### Registration and Tuition Rates

CLASSES	REGISTRATION FEE	MONTHLY TUITION	CHURCH MEMBER TUITION
2 Day Morning Preschool (3yo) T Th / 9:00am - 11:30am	\$100	\$150	\$105
Full Day Preschool (3yo) M – F 9am – 3pm	\$225	\$400	\$280
3 Day Morning Preschool (4yo) M W F / 9:00am – 11:30am	\$125	\$225	\$158
Full Day Pre-K (4yo) M - F 9:00am – 3:00pm	\$225	\$400	\$280
Full Day Kindergarten 9:00am – 3:00pm	\$225	\$400	\$280
First Grade 9:00am – 3:00pm	\$225	\$400	\$280

### Payments/Late Fees

Tuition is invoiced by email on the 10<sup>th</sup> of each month. All payments are due on the **25<sup>th</sup>** of every month. September tuition is due by **August 25<sup>th</sup>**. **The non-refundable registration fee is due at time of registration.** If a tuition payment is not received by the 25<sup>th</sup>, a **\$15 late fee** will be assessed and you will receive a Tuition Due Reminder letter. If payment is still not received by the 1<sup>st</sup> of the month and a payment plan has not been arranged, then your child/children will be removed from the class rolls and **will not be able to attend school** until all money owed has been collected.

### Paid in Full Discount

There is a 5% discount if the entire tuition is paid in full at the start of the school year.

### Member Tuition Discount

Members of Zion Lutheran Church who enroll their children pay a discounted rate as shown in the table above. A minimum attendance at three regular services of the church (Saturday, Sunday, or Wednesday) per month is required to receive the discount in a given month. If the attendance requirement is not met, tuition will be billed at the non-member rate for the upcoming month. If you are interested in becoming a member of Zion's congregation, please contact Pastor Buetow.

## Referral Credits

Zion grows when you refer your friends and relatives to our school! In order to thank families for referring others to Zion, we offer a \$100 referral tuition credit. When a family you have referred to Zion enrolls and has made three tuition payments, your account will be credited \$100. This credit can be gained more than once, so keep telling others about Zion!

## Extended Care

Zion offers Extended Care for students both before and after regular school hours. Students will have the opportunity to play, read, work on homework, or participate in other activities during these hours.

## Extended Care Registration

To use extended care an Extended Care Registration form must be submitted to the school office. (This form is available in the Registration Packet). A child **may not use Extended Care** without this form on file.

## Extended Care Hours

	<b>Start</b>	<b>End</b>
<b>Morning</b>	<b>7:00 AM</b>	<b>8:45 AM</b>
<b>Afternoon</b>	<b>3:15 PM</b>	<b>5:30 PM</b>

## Extended Care Costs

There are several options for paying for Zion's Extended Care

### **Option 1 – Pay only when used**

Mornings: \$12 flat rate

Afternoons: \$15 flat rate

(billed weekly)

### **Option 2 - Unlimited Morning and Afternoon**

\$340/month (billed monthly along with tuition)

### **Option 3 - Unlimited Morning**

\$160 (billed monthly along with tuition)

### **Option 4 - Unlimited Afternoon**

\$185 (billed monthly along with tuition)

PLEASE NOTE: Cost for Option 1 is a flat rate, regardless of how long the child is there; for the Unlimited Options, you may select these at the beginning of the year. Because the Unlimited Options allow prepayment of Extended Care at a discounted rate, refunds will **NOT** be given for any unused Extended Care periods.

**LATE PICKUP FEES:** If a child is picked up after 5:30 PM, an additional \$10 will be billed. If the child is picked up after 5:45 PM, a further \$10 will be added to the bill.

## Unpaid Balances

Children with unpaid Extended Care balances will not be permitted to be in Extended Care until payment has been received.



# Drop-off and Dismissal Procedures

## Drop-off at School

Drop-off at school time is 8:45 to 9:00 a.m. Please use the **Main School Entrance**.

## Late Drop Off

After 9:00 a.m., please use the **Main Church Entrance** (you will need to ring the buzzer) and sign in at the School Office. So as not to disrupt classroom instruction, a staff member will escort students who arrive late to their classrooms.

## Dismissal from School

Dismissal time at Zion for ½ Day Preschool is 11:30 a.m. and all other students 3:00 p.m. Pickup will be at the **Main School Entrance**.

**PLEASE NOTE: Students dropped off before 8:45 AM or picked up after 3:15 PM will be invoiced for Extended Care.**

## Doors Locked

The main school entrance will be unlocked from 8:45 to 9:00 AM each morning and again from 3:00 to 3:15 PM each afternoon. It will remain locked at all other times throughout the day. If you need to enter the building, please use the **Main Church Entrance** and check in at the Office.

## Early Dismissal

If a student needs to be dismissed from school early, a note must be sent to the teacher so that they can plan their instructional day accordingly. Please park in the lot by the **Main Church Entrance** and enter through those doors, checking in at the office to get your child.

## Extended Care Drop-off and Pick-up

Parents should use the **Main Church Entrance** to drop off or pick up students from Extended Care. Use the buzzer and the teacher staffing the Extended Care will unlock the door. You may proceed to the classroom to drop off or pick up your child.

## Non-Parent/Guardian Pickup

If at any time, students are being picked up by anyone other than a parent/legal guardian, we **MUST** have a note from home and phone call from parent / legal guardian, giving permission to release your child. Identification will be required.

## Changes in Pickup time for your Student

If it becomes necessary to change your student's departure plan on any given day, please call our office before 2:45 p.m. so we can get the message to your student and their teacher.

## Parking and Traffic Safety

We ask that all parents drive slowly and with caution in the parking lot. We also ask that parents who are dropping off and picking up students please **DO NOT ATTEMPT TO PASS OR PULL IN FRONT OF THE SCHOOL BUS.**

## Classroom Policies and Procedures.

### Attendance

Regular attendance at school is essential. If your child is going to miss a day of school, for illness or other reasons, we ask that you call our office at **(815) 385-4488 before 9:00 a.m.** If we do not receive such a call, an attempt will be made to contact parents at home or work, before noon, to verify the absence. With the convenience of our voice mail, we can accept phone calls before or after our regular school hours. A day of absence prevents your child from participating in all after-school or evening school events held on that day. **Please notify the office even if you have alerted your child's teacher.**

### Courtesy and Consideration

Although emergencies do arise and things such as doctor's appointments must be kept, please make every attempt to allow your child the benefit of a full day of school. Our staff needs every minute of the school day to deliver the maximum instruction to our students. Children who leave early/arrive late often disrupt the flow of instruction for the entire class.

### Birthdays

It is up to the classroom teacher to establish specific rules for celebrating birthdays. **You will be informed should there be classmates with particular dietary/allergy restrictions.** Traditionally, students celebrating a birthday bring treats to school to share with members of the class.

To avoid hurt feelings, we ask that your child refrain from distributing birthday invitations at school, unless there is an invitation for each member of the class.

### Discipline in the Classroom

Specific rules for classroom behavior will be set by each teacher. Teachers will notify parents if a student's behavior warrants such a notification. Teachers and the School Administrator will work together with parents as needed to resolve any situations involving a student's negative behavior.

### Dress Code

Children should dress properly for the weather (coats, snow pants, boots, caps and mittens for winter weather). Hats/caps may be worn TO and FROM school, however, may not be worn in the classroom during the school day. In addition, the following is NOT allowed:

- Clothing displaying words or pictures of any drug, alcohol, tobacco products or gang colors
- Tops with spaghetti straps, no straps or open mesh fabric
- Tops/bottoms which expose the midriff

- Short shorts (above the tip of the fingers when arms are hanging at one's side)
- Flip-flops (for recess), we ask that gym shoes or sandals with a back strap be worn.

### Cell Phones and Electronic Games

Cell phones and electronic games/devices are NOT prohibited from being brought to school. However, they **MAY NOT BE USED** during the regular school day. These items need to remain in the students' backpacks until they leave the building or are in extended care. If these items are found outside the backpacks, they will be taken by the teacher and returned at the end of the day. (*Zion is not responsible for lost, damaged or stolen items*)

### Communication with Teachers

You may contact your child's teacher through the school phone number or their Zion email. (See the Directory information in this handbook). Teachers will establish a system for notes, updates, etc., in their respective classrooms.

### Fire/Tornado Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows prescribed routes as quickly as possible. Fire, Tornado and other emergency and safety procedures are posted where required and available in the Administrator and School Offices.

### Homework

Teachers may assign work to be done with the parents at home. Please complete and return this work as assigned by your child's teacher. Work outside of the classroom is an opportunity for parents and children to work together in improving the child's skills and retention of material learned.

### Illness

#### Fever

A fever is a warning that all is not right with the body. A child should be kept home if their temperature is 100 degrees or greater. **Do not allow the child to return to school until he/she has been fever free (without the use of medicine) for at least 24 hours.**

#### Cough, Colds and Sore Throat

The common cold presents the most frequent problem to parents with symptoms of cough, runny nose and sore throat. A child with a heavy cold and hacking cough belongs home in bed, even though he/she may not have a fever. A cough may be a sign of another illness, so consult your doctor if you have questions.

### Vomiting and Diarrhea

Consult your doctor if your child has a stomach ache which is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep food down and is eating normally again. A child with diarrhea should be kept at home. Call your doctor if symptoms persist.

### Rashes

A rash or itching may be the first sign of many common childhood ailments including chickenpox. A rash or spots may cover the entire body or appear in only one area. Do not send your child to school with a rash until your doctor has said it is safe to do so.

Please let the school know if your child has been diagnosed with the following contagious diseases: **Influenza, Chickenpox, Fifth Disease, Strep Throat, any contagious rash or skin disease, or Lice/Mites.**

***If a child is determined to have a temperature of 100 degrees, is vomiting, or has diarrhea - a parent / guardian will be notified to pick up the child from school.***

### Lost and Found

A "Lost and Found" bin is maintained in the hallway by the School Director's office. It is not unusual for students to find jackets, coats, mittens and shoes that were somehow misplaced. Items left in the Lost and Found for more than a reasonable period of time are donated to our rummage sale. One way to prevent the loss of important items is to label with the students' name.

### Lunch

Students will bring their own lunches to school. Lunch is not provided. Please avoid sugary beverages and high-sugar snacks. The food eaten at lunch provides the "fuel" for your child's afternoon learning. ***Please include UTENSILS for your child's food items or need.***

### Snacks

Snack assignments and procedures will be set by each teacher. Allergy restrictions or exclusions will be noted by teacher.

### Money

If you give your child money for school, please seal it in an envelope marked with your child's name, and the purpose for which the money is being sent. Exact change is required, as neither the teachers nor the office have the ability to make change.

### Parent-Teachers Conferences

Each year formal times are set aside to allow parents and teachers an opportunity to discuss student progress using a variety of measures. During the Fall conferences, every family is given the opportunity for a conference. Any time during the year a teacher/parent can request a conference if needed.

### Recess/Lunch/Rest

**Each day ALL full day students will go outdoors for recess** before their lunch period. After lunch students in Preschool and Pre-K will have a nap time. Kindergarten & 1<sup>st</sup> Grade students will have a shorter "quiet time" in their classroom. During inclement weather students will have their recess period indoors. We believe students need the fresh air and exercise of being outdoors for recess whenever possible. A doctor's note is required if your child must remain indoors for more than a single day.

### Singing in Church

Throughout the year, students will learn music that they will prepare for singing during the 9:00am worship service at Zion. Families are invited to join their children at these services, typically the fourth Sunday of each month (see the School Calendar below for specific dates).

## Zion Parent Network (ZPN)

All parents/guardians of a Zion student(s) are automatically members of the ZPN. It is our intent to promote relations between parents and teachers so they can cooperate in the education and welfare of the students at home and in school. In addition, the ZPN contributes monies from fundraising events to be used toward purchases that create and promote better educational facilities at Zion. Most meetings are held in the evenings. Watch emails and announcements for dates and times.

## NOTES

*Revised May 7, 2020*

# 2020-21 Zion Lutheran School

Thursday, August 13, 2020	Back to School Night - 5:00 pm - 7:00 pm
Wednesday, August 19, 2020	First Day of School
Wednesday, August 19, 2020	Blessing of the Backpacks (Chapel) - 11:00 am
Thursday, August 20, 2020	Back to School Picnic - 6:00 pm
Friday, September 4, 2020	NO SCHOOL - Teacher In-Service
Monday, September 7, 2020	NO SCHOOL - Labor Day
Thu. & Fri., September 10 & 11, 2020	Mums Sale Pick-Up
Mon. & Tue., September 14 & 15, 2020	Fall Class Picture Days
Thursday, September 24, 2020	Royal Oak Farm Field Trip
Sunday, September 27, 2020	Singing in Church - 9:00 am & Ice Cream Social
Monday, October 12, 2020	NO SCHOOL - Columbus Day
Sunday, October 25, 2020	Singing in Church - 9:00 am & Trunk-or-Treat
Wednesday, November 11, 2020	Veteran's Day Service - 11:00 am
Thu. & Fri., November 12 & 13, 2020	NO SCHOOL - Parent / Teacher Conferences *
Mon. & Tue., November 23 & 24, 2020	Scholastic Book Fair
Tuesday, November 24, 2020	Thanksgiving Feast - 11:00 am
Wed.-Fri., November 25 - 27, 2020	NO SCHOOL - Thanksgiving Break
Monday, November 30, 2020	Classes Resume
Thursday, December 17, 2020	Christmas Program - 6:00 pm
December 21 - January 1, 2021	NO SCHOOL - Christmas Break
Monday, January 4, 2021	Classes Resume
Monday, January 18, 2021	NO SCHOOL - Martin Luther King Day
Friday, January 22, 2021	Glow Party Dance - 6:00 pm
Mon.-Fri., January 25 - 29, 2021	National Lutheran Schools Week
Sunday, January 31, 2021	Singing in Church - 9:00 am
February 1-12, 2021	Early Enrollment
Saturday, February 6, 2021	Donuts with Dad - 9:00 am
Monday, February 15, 2021	NO SCHOOL - President's Day
Tuesday, February 16, 2021	NO SCHOOL - Teacher In-Service *
Wednesday, February 17, 2021	Open Enrollment Begins
Sunday, February 28, 2021	Singing in Church - 9:00 am
Friday, March 19, 2021	Bowl-a-Thon
March 29-April 2, 2021	NO SCHOOL - Spring Break
Monday, April 5, 2021	NO SCHOOL - Easter Monday *
Tuesday, April 6, 2021	Classes Resume
Friday, April 16, 2021	NO SCHOOL - Teacher In-Service *
Mon. & Tue., April 19 & 20, 2021	Spring Class Picture Days
Friday, April 23, 2021	Family Fun Night - 5:00 pm
Sunday, April 25, 2021	Singing in Church - 9:00 am
May 3-7, 2021	Scholastic Book Fair
Friday, May 7, 2021	Mother's Day Tea
Thursday, May 20, 2021 (Last Full Day of School)	Graduation: T/Th Class - 10:00 am MWF, Pre-K, K, & 1st - 6:00 pm
May 21, 2021	School Picnic - 11:00 am

<b>Revised 5/7/2020</b>	<b>*Variation from the District 15 Calendar</b>
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