

Zion

Lutheran Church & School



Parent Handbook

2024-25

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 – 4th Grade

School Colors: Purple and White

Mascot: Lion

Contents

CONTENTS	3
DIRECTORY	5
SCHOOL PHONE: 815-385-4488	5
ENROLLMENT	5
<u>ENROLLMENT</u>	5
<u>EMERGENCY FORMS</u>	5
<u>ENROLLMENT FORMS CHECKLIST</u>	6
FOR ALL STUDENTS	6
<u>REGISTRATION FEE</u>	6
COMMUNICATION FROM THE SCHOOL	6
TUITION AND PAYMENTS	7
<u>REGISTRATION AND TUITION RATES</u>	7
<u>PAYMENTS/LATE FEES</u>	7
<u>CONVENIENCE FEE</u>	7
<u>PAID IN FULL DISCOUNT</u>	7
<u>MEMBER TUITION DISCOUNT</u>	7
<u>REFERRAL CREDITS</u>	8
<u>EXTENDED CARE</u>	8
<u>EXTENDED CARE REGISTRATION</u>	8
EXTENDED CARE HOURS	8
<u>EXTENDED CARE COSTS</u>	8
<u>UNPAID BALANCES</u>	8
DROP-OFF AND DISMISSAL PROCEDURES	9
<u>DROP-OFF AT SCHOOL</u>	9
<u>LATE DROP OFF</u>	9
<u>DISMISSAL FROM SCHOOL</u>	9
<u>DOORS LOCKED</u>	9
<u>EARLY PICK UP</u>	9
<u>EXTENDED CARE DROP-OFF AND PICK-UP</u>	9
<u>NON-PARENT/GUARDIAN PICKUP</u>	9
<u>CHANGES IN PICKUP TIME FOR YOUR STUDENT</u>	10
<u>PARKING AND TRAFFIC SAFETY</u>	10
CLASSROOM POLICIES AND PROCEDURES.	10
<u>ATTENDANCE</u>	10
<u>COURTESY AND CONSIDERATION</u>	10
<u>BIRTHDAYS</u>	10
<u>DISCIPLINE IN THE CLASSROOM</u>	10

<u>DRESS CODE</u>	10
<u>CELL PHONES AND ELECTRONIC GAMES</u>	11
<u>TOYS FROM HOME</u>	11
<u>COMMUNICATION WITH TEACHERS</u>	11
<u>FIRE/TORNADO DRILLS</u>	11
<u>HOMEWORK</u>	11
<u>ILLNESS</u>	11
FEVER	11
COUGH, COLDS AND SORE THROAT	12
VOMITING AND DIARRHEA	12
RASHES	12
COVID	12
<u>LOST AND FOUND</u>	12
<u>LUNCH</u>	12
<u>SNACKS</u>	13
<u>MONEY</u>	13
<u>PARENT-TEACHERS CONFERENCES</u>	13
<u>RECESS/LUNCH/REST</u>	13
<u>SINGING IN CHURCH</u>	13
<u>ZION PARENT NETWORK (ZPN)</u>	13
<hr/>	
<u>NOTES</u>	14
<i>REVISED JULY 11, 2024</i>	14

Directory

School Phone: 815-385-4488

Rev. Mark Buetow, Pastor and School Administrator

pastorbuetow@zionmchenry.org

Brandy Curtis, Administrative Assistant

school@zionmchenry.org

Rana Adams, 3rd & 4th Grade

rana@zionmchenry.org

Susan Buetow, Preschool

susan@zionmchenry.org

Donna Kus, Pre-K

donna@zionmchenry.org

Joanne Kushman, Kindergarten

joanne@zionmchenry.org

Jennel Lawson, Pre-K Aide

jennel@zionmchenry.org

Cheryl Plummer, 1st & 2nd Grade

cheryl@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 – 4th 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 – 4th

- 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.

Communication from the School

We communicate School-wide via a weekly email and text messaging service. Please make sure to check your email. Please sign up for texting by sending a message to 815-240-0546 and following to the registration link.

Tuition and Payments

Registration and Tuition Rates

CLASSES	REGISTRATION FEE	MONTHLY TUITION	CHURCH MEMBER TUITION
Full Day Preschool (3yo) 9:00 a.m. – 3:00 p.m.	\$250	\$450	\$315
Full Day Pre-K (4yo) 9:00 a.m. – 3:00 p.m.	\$250	\$450	\$315
Full Day Kindergarten 9:00 a.m. – 3:00 p.m.	\$250	\$450	\$315
1 st Grade 9:00 a.m. – 3:00 p.m.	\$250	\$450	\$315
2 nd Grade 9:00 a.m. – 3:00 p.m.	\$250	\$450	\$315
3 rd Grade 9:00 a.m. – 3:00 p.m.	\$250	\$450	\$315

Payments/Late Fees

Tuition is invoiced by email on the 10th of each month. All payments are due on the **25th** of every month. September tuition is due by **August 25th**. **The non-refundable registration fee is due at time of registration.** If a tuition payment is not received by the 25th, a **\$15 late fee** will be assessed and you will receive a Tuition Due Reminder letter. If payment is still not received by the 1st 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.

Convenience Fee

A 3.5% Convenience Fee is added to all invoices to facilitate payment by Credit or Debit Card. **This Fee is removed for all cash or check payments.**

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 (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

	Start	End
Morning	7:00 a.m.	8:45 a.m.
Afternoon	3:15 p.m.	5:30 p.m.

Extended Care Costs

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

Option 1 – Pay only when used

Mornings: \$17 flat rate

Afternoons: \$20 flat rate

(billed weekly)

Option 2 - Unlimited Morning and Afternoon

\$375/month (billed monthly along with tuition)

Option 3 - Unlimited Morning

\$175 (billed monthly along with tuition)

Option 4 - Unlimited Afternoon

\$200 (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, for every 15 minutes beyond 5:30 p.m.

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**. Parents may walk their child to their classroom for the first week of School. After that, they may be dropped off at the door (the door is always manned by a staff member).

Late Drop Off

After 9:00 a.m., please use the **Main Church Entrance** (you will need to ring the buzzer) and check in at the 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 is 3:00 p.m. Pickup will be at the **Main School Entrance**. Students will be dismissed to their parents from the door. On **Fridays**, parents are invited to pick up students from their classrooms.

PLEASE NOTE: Students dropped off before 8:45 a.m. or picked up after 3:15 p.m. will be invoiced for Drop-In Extended Care.

Doors Locked

The main school entrance will be unlocked from 8:45 to 9:00 a.m. each morning and again from 3:00 to 3:15 p.m. 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 Pick Up

If a student needs to be picked up 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. 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 are 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*)

Toys from Home

Toys from home should not be brought to school except for Show-and-Tell, as indicated by the teacher. Any toys brought from home will be kept in the students' backpack during school and extended care hours.

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.

Covid

Zion will follow all current CDC and ISBE guidelines for confirmed Covid cases including quarantines and mask wearing.

Please let the school know if your child has been diagnosed with the following contagious diseases: **Covid, 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.

Return to School after Illness: Students may return to school only after they have been free of fever, diarrhea, or vomiting for 24 hours.

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. 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 needs.***

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 students will go outdoors for recess before their lunch period. After lunch Preschool and Pre-K students will have a nap time. Kindergarten through 4th 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 sing during the 9:00 a.m. 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 July 11, 2024

Zion Evangelical Lutheran Church & School
4206 W. Elm Street
McHenry, Illinois 60050
(815) 385-4488

