

Gurnee Christian School

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School Handbook for the 2016-2017 School Year

A handbook of the philosophy and policies of a Seventh Day Adventist School.
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Philosophy

Gurnee Christian School strives to promote true education, which is the harmonious development of the physical, the mental, and the spiritual powers. *Education*, page 13

Mission Statement

Gurnee Christian School promotes Christian education by:

- teaching each student to reflect a Christian character
- helping students gain a personal sense of mission
- encouraging students to recognize the worth of every individual
- assisting students in optimizing their academic achievements
- providing for students' spiritual, social, physical, mental and emotional development

A Word to Parents

"in the formation of character, no other influences count so much as the influence of the home..... "

Child Guidance, p. 54

Let them (parents) teach their children to be true to God, true to principle, and thus true to themselves and to all with whom they are connected.

Child Guidance, p. 319

Admissions Policy

Policy

Gurnee Christian School does not discriminate on the basis of race, color, religion, ethnic background, country of origin or gender in administration of education policy, application for admission or extracurricular programs.

Age

Students wishing to enter Kindergarten must be 5 years old on or before September 1 of the year they apply for admission. Students who are applying for the first grade and are first-year students must be 6 years old on or before September 1 of the year they apply for admission.

New Students

For students entering school for the first time or for transferring students, parents must submit:

The child's birth certificate or legal verification of the child's age.

A record of compliance of the Illinois Health Code.

Transfer Students

Students transferring from another school must furnish adequate academic and medical records from the previous school attended before being given permanent status.

Probation Period

All new students are admitted on a six-week probationary standing. Once the student demonstrates good character and academic competence, the probationary standing will be dropped.

Registration

It is recommended the child(ren) accompany the parent(s) or guardian(s) during the registration process. Early registration is encouraged and the forms are available from the principal. Student admission will only be considered after registration forms have been completed.

The School Board is the Admissions Committee and is responsible for reviewing each student registration before admission is approved.

Philosophy

Regular school attendance is a crucial requirement for the academic development of each student. Parents are an integral part of their student's academic progress.

Absence

The following are examples of excused absences:

Extreme emergencies

Approved Pre-arranged Family Absences

Illness

Death in the Family

If at any time it is necessary for the child to be absent, the parent(s) or legal guardian is required to notify the school: which may not necessarily excuse the child. All absences will be automatically considered unexcused unless a written note is received on the day the child returns, at which time a determination will be made to excuse the absence(s). The school encourages the parents to schedule the student's dental and medical appointments outside of school hours. The student is expected to complete all missed schoolwork per the teacher's direction. Patterns in absences may result in disciplinary action. Any student with unexcused absences of 15 days per semester may be retained at the same grade level. If a child misses more than 10% of the school year (18 days), we must report the student to the Illinois State Board of Education for truancy.

Tardiness

The school day begins promptly at 8:30 a.m. A student who arrives late will be counted as tardy.

School Hours

School hours are from 8:30 a.m. to 3:30 p.m. Monday through Thursday and from 8:30 a.m. to 2:00 p.m. on Friday.

Please make it your priority to have children here no later than 8:25 each day.

6:00-8:15 -Before School Care (fee)

8:00-8:15 -Faculty Devotions

8:15-8:30 -Students may enter building

8:25 -Students report to classrooms

8:30 -Instruction begins

8:30- Any student entering school late must come in through the preschool entrance

3:30 Dismissal – all grades (Friday dismissal- 2:00 p.m.)

3:45-6:00 -Aftercare (fee)

DROP-OFF AND PICK-UP PROCEDURES

Please follow traffic patterns as driveway is marked and refrain from all cell phone usage while dropping off or picking up children. Properly following morning and afternoon transportation procedures will ensure the safety of each student, as well as create an efficient flow of traffic. Please note the following important times:

Morning Schedule

- 6:00-8:15-Morning Care- Fee Charged for enrolled students. Drop-off is at preschool door.
- 8:15 –8:30 School students may be dropped off at the school doors.

Please enter the property using the east driveway and proceed as far as you can into the drop off area before letting your children out of the car. DO NOT pass on either side, but wait until the cars in front are ready to leave before proceeding. This door will be locked until 8:15. Until 8:15 children must report directly to before care.

- 8:30 - Instruction begins. Students arriving after 8:30 should enter through the preschool entrance.

Afternoon Procedures

- Aftercare students will be sent to aftercare at dismissal time.
- For parents picking up their students, dismissal is at 3:30 via carline. Students will be held indoors until your arrival.

For pick-up to be smooth, please follow the directions below.

Enter the school's driveway and drive to the end of the drive. You will need to pull up as far as possible and wait for your child to walk to your car. Teachers will provide assistance.

We request that if you need to enter the building at pick up time, that you park and enter from the preschool to help with the traffic flow of pick up. Help us keep this process efficient and safe, and hold your conversations with teachers or other parents until later, or contact them via email. On all days, if a child is still waiting in the dismissal area at 3:45 when the teachers complete pick-up duty, the child will be taken to the formal After School care program. Parents are required to register and pay for this service.

Weather Announcements

In case of inclement of weather, all school closings will be broadcast via e-mail, text message, phone call, or over the stations cooperating with the Emergency Closing Center. A notice listing these stations will be provided.

BEFORE and AFTER CARE PROGRAM

Before Care and After Care is a service provided by Gurnee Christian School. All school families in need of the Before Care/After Care Service must register their child. To register, complete and submit a Registration Form with a \$15.00 non-refundable fee, Emergency Form and Health Inventory Form to the Director of Before/After Care Service. All forms can be obtained from the school office.

Hours of operation are 6:00-8:15 a.m. and 3:30-6:00 p.m. Monday through Thursday and beginning at 2:00 p.m. on Fridays. The school students who arrive before 8:15 a.m. must sign in to Before Care in the preschool. There is a fee for this service.

Tuition and Fees

Policy

Tuition payments are set up on a ten-month billing system with the first payment due the first week of August. Tuition payments are due and payable on or before the tenth of each month. The first tuition payment is due on or by registration day.

Tuition payments may be mailed to the attention of the school treasurer or dropped into the mail slot at the school's office.

There is a \$50.00 charge for non-sufficient funds on returned checks.

Delinquent Accounts

A \$25.00 late fee will be charged on the 24th of the month to any account that has not had a payment of at least \$100.00 for the month. After giving 10 day notice to parents, any family whose tuition becomes 60 days overdue will jeopardize the student's enrollment and re-enrollment status.

Registration Fee

In addition to tuition, the registration fee is an annual payment for each child due at the time of registration. Registration fees pay for school textbooks, office supplies and student accident insurance.

Textbooks

The majority of textbooks are supplied for student. Occasionally a teacher may require the purchase of a novel or other classroom need. Near the end of each school year the staff will examine the condition of each student's textbooks. Any damage will be assessed and charges will be made accordingly.

Before and After School Care

Children are expected to be picked up at the time of school dismissal each day. Students aged 9 and under may apply for before and/or after school care in the Gurnee Christian Preschool, located in the lower level of the school. Contact the Director at 847-360-9042 for prices and details.

Supplies

Parents are responsible for needed supplies. Supply lists for every day materials may be obtained through the school office. Supplies may need to be replenished throughout the school year.

Field Trips

Field trips are off-campus experiences related to the classroom curriculum. Advance notice is sent home with the student. Permission slips must be signed and returned to the teacher. Students may not go without signed permission slips. An information slip will be sent to parents prior to each field trip. Parents may be asked to help chaperone, and for many trips, must be cleared to attend by completing a back ground check. The school uniform is to be worn on all school trips unless the teacher informs each parent via the information slip.

Lost and Found

Found articles with names will be returned to the child's classroom teacher. Other items will be placed in the lost and found closet, with access given through the office. Several times a year, items will be on display. Unclaimed articles will periodically be given to a local charity.

Health Policy

Medications

If your child needs prescription and/or over-the-counter medication administered at school:

- NO MEDICATION (prescription or over-the-counter, including cough drops) will be administered in school or at school sponsored activities without a written parent/guardian's authorization completed on the PARENT'S REQUEST TO ADMINISTER MEDICATION AT SCHOOL.
- The medication must be hand-delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medications to and from the school.
- All medication must be in its original container, properly labeled, and consistent with the physician's order.
- All prescription medications must be in a container labeled by the pharmacist/physician.
- All non-prescription/over-the-counter medication must be in the original sealed container with the label intact.

*This form and the GCS Medication Policy and Procedures can be obtained from your child's teacher or at the school office.

Illness Policy

Although no comprehensive list is possible, the following conditions are considered reasons for a student to stay home from school:

- Vomit/nausea
- Loose runny stools/diarrhea
- Temperature 100° or above with or without symptoms
- Undiagnosed rash
- Head lice
- Suspected communicable disease
- Red, draining eyes
- Persistent runny nose with yellow/green discharge
- Persistent productive cough
- Severe pain
- Chest pain
- Suspected fracture
- Head injury with symptoms

Students should NOT return to school until they are symptom-free for 24 hours without medication. If sent home during the school day, students are expected to be absent the following day at a minimum. If a child has restrictions from the doctor about their return to school, these must be provided to the school in writing from the doctor.

Mandated Reporting

By state law all teachers and staff are trained in detection of child abuse and neglect and are mandated to report all cases of suspected child abuse or neglect to the State of IL human services department.

Food Allergy Policy

Food allergy is an immune system reaction that occurs soon after eating a certain food. Even a tiny amount of the allergy-causing food can trigger signs and symptoms such as digestive problems, hives or swollen airways. In some people, a food allergy can cause severe symptoms or even a life-threatening reaction known as anaphylaxis.

The best way to prevent an allergic reaction is to know and avoid foods that cause signs and symptoms. For some people, this is a mere inconvenience, but others find it a greater hardship.

Also some foods —when used as ingredients in certain dishes — may be well hidden. This is especially true in restaurants and in other social settings such as the school setting.

There are an increasing number of students who have food allergies with a variety of food including nuts, fruits, eggs, wheat and more.

If your child has food allergies, we ask for your partnership by:

- Providing GCS with a doctor's note containing pertinent information regarding your child's allergy.
- If needed, providing an Epi-pen and/or Benadryl and by filling out an emergency care plan that will be signed by you and your child's health care provider depending on your child's need and according to AACCS medication at school policy.
- Providing non-perishable snacks that are special to your child. The teacher will keep the snacks in the classroom for your child to enjoy on special occasions when group snacks are shared. Parents may request that the group snack be sent home in a zip lock bag at the end of the day for their approval.

LUNCH and SNACKS

Healthy eating is essential for good learning. Please consider this as you prepare your child's lunch options. In addition, we need to look out for the health of all students, so we must always be mindful of the food allergies in every classroom. (See our Food Allergy Policy in this document for more detail.)

Lunch: There is no hot lunch program at GCS so all students must bring their own lunches. We ask that you refrain from pork products or other unclean meats as stated in Leviticus.

Snacks: Younger students may have a mid-morning snack. Children having snacks are requested to bring fruit, cheese, raisins, nuts, etc., rather than sweets.

Birthdays: A treat, such as cupcakes, may be sent to school as a celebration of your child's birthday. Please check with the teacher in advance to arrange for a convenient date and time. At all times, students with food allergies are encouraged to keep alternate snacks in the classroom.

Food

There is to be no sharing of food on school property.

Gum

No gum is allowed on the school property.

EMERGENCY DRILLS

Emergency drills are conducted monthly. These include fire drills, tornado drills, earthquake drills, and drills that prepare staff to respond to violent threats. Every effort is made to conduct these in a way so as not to scare the children, but rather to matter-of-factly work through a procedure that would give us the best chance to be prepared in the event of a variety of potentially threatening situations.

SCHOOL DRESS CODE

To ensure a neat appearance and simplicity, Gurnee Christian School students are expected to dress according to the dress code as outlined below.

Hair should always be neat, clean, and well groomed. Extreme, faddish, or unnatural appearing hairstyles- such as shaving a portion of the hair, cutting designs in the hair or dyeing the hair an unnatural color are not permitted. Hair length for young men should be above the collar and out of the eyes.

Students who are out of dress will be given a warning. Repeated infractions will result in students being sent to the office to call their parent(s) to come to school to bring proper attire. Students who are consistently out of dress could call into question their standing at GCS and could therefore forfeit their position at the school.

- **General Dress Code:** Clothing should be modest, clean, in good repair and of the appropriate size (not tight fitting or baggy). Make-up should be natural in appearance and jewelry (rings, earrings, necklaces, bracelets, etc.) shall not be worn. Athletic headbands, hats, caps, and other extremes in dress are to be avoided. Shoes and socks are to be worn at all times in the classroom. A pair of boots should be available for outdoor winter use only.
- **Girls' Dress Code**
 - Navy Blue Jumpers, Skirts, or Full Length Slacks, Skirts below the knee, knee length uniform shorts, or uniform capris
 - No Jeans or Jean-Type Pants.
 - A Light Blue Collared Dress Blouse or Polo Shirt
 - A navy blue cardigan sweater or navy blue sweater vest may be worn for warmth.
 - Navy, white or black socks or Tights
 - Navy blue sweat pants may be worn during PE class and during recess periods.
 - A second pair of tennis shoes should be available for indoor P.E. These shoes must be scuff resistant.
- **Boy's Dress Code**
 - Navy Blue Full Length Slacks, or uniform shorts
 - No Jeans or Jean-Type Pants

Light Blue Dress Shirt or Polo Shirt

If an undershirt is worn, use plain white only.

A navy blue cardigan sweater or navy blue sweater vest may be worn for warmth. Black, Navy Blue or White Socks

A second pair of tennis shoes should be available for indoor P.E. These shoes must be scuff resistant.

- **Performance Uniform**

Boys: Black Pants, White Shirt, Red Tie (School Provides), Black Shoes

Girls: Black Skirt, White Blouse, Red Tie, (School Provides), Black Closed Toe Shoes

CASUAL DAYS/FREE DRESS DAYS

Casual days/Free dress days are occasionally given to students individually or as a whole school. Blue jeans, khakis, and casual pants may be worn along with casual shirts, sweaters, or sweatshirts and footwear. Clothing must not have holes or tears or bear any offensive messages or pictures and must fit properly according to our guidelines. Uniform shorts or shorts at least as long (knee length) as the uniform shorts are permitted. No short shorts. Casual day is a privilege; treat it that way. Students who are non-compliant will lose this privilege.

VALUABLES

Students are discouraged from bringing large amounts of money and other valuables to school. Electronic devices are not allowed in the classroom or outside at recess. If an electronic reader is used with a teacher's permission, it must be used under the supervision of the teacher, and only for acceptable classroom purposes. Any electronic device found at school or used in unapproved ways will be taken by the teacher and stored in the office until a parent arrives to pick it up.

DISCIPLINE

Young students are learning proper behavior both at school and at home and are beginning to understand how their actions can affect and hurt or help others. Children are most effectively taught when school and home partner together to train children to follow godly principles. We desire to partner with parents in training students to make wise decisions and helping them understand that their decisions – wise or unwise – have consequences. We teach them to admit and learn from their mistakes; and that regret is a good thing, because it turns us to repentance and restoration. As God forgives us all, we forgive others and allow him to do his work in our lives, making us more like him.

DISCIPLES – Principles of Diligent Disciples

The following principles are taught throughout Gurnee Christian School. They are in use throughout the school as identified goals for all our students. Students are encouraged to memorize the principles, put them into practice, and consider them as they make choices in behavior and attitude.

Do your best-and learn from your mistakes.

Integrity - do what is right, even when no one is looking.
Stewardship – make good use of all God has given you.
Courtesy –good manners show your respect for others.
Ignore distractions – keep little things little.
Plan your time, your goals, and make things happen.
Learn all you can – be curious and ask good questions.
Encourage one another – you’re part of a team.
Share what you have, what you know, and who you are – you are unique

GURNEE CHRISTIAN SCHOOL EXPECTED STUDENT BEHAVIORS

To please God in my interaction with others, I will:

Respect and obey the adults in charge.

Follow school rules.

Behave so that others can learn.

Treat others the way I would like to be treated.

Use appropriate language in speaking and writing.

Take turns and give others a chance to participate.

Work to solve problems with others, asking an adult for help if necessary.

Keep my hands and feet to myself, being careful not to hurt anyone.

Include them in my play.

Speak with kindness and not make fun of someone.

Never make threats about injuring or killing someone.

Admit when I have done something wrong.

Accept the consequences when I have broken a rule.

To please God in my learning, I will:

Attend school faithfully and be on time.

Do my school work to the best of my ability.

Work without disturbing others.

Listen attentively in class.

Do my own work without copying from someone else.

Ask questions when I don’t understand something.

To please God in my care of property, I will:

Take care of the school building and grounds, keeping them clean.

Take care of books and materials that don’t belong to me.

Never taking something that isn’t mine.

Use computers and technology responsibly.

Never pull a fire alarm unless there is an emergency.

Leave dangerous items, including matches, drugs, weapons and toy weapons at home.

Leave toys at home unless I have a teacher’s permission to bring them to school.

Follow the uniform code, keeping my appearance neat and clean.

GURNEE CHRISTIAN SCHOOL – Levels of Consequences

At all times, students will be counseled and disciplined in a Godly manner to bring about repentance, forgiveness, and reconciliation. Intervention for misbehavior is at the lowest level possible initially. Repeated infractions of a similar nature will require moving to a higher level or a

single infraction of greater seriousness will require an initial response at a higher level of intervention. A variety of interventions are used to bring about good behavior, with examples in the following chart.

Level 1

Classroom Level Interventions

Teachers and aides may use the following interventions or something similar to help the student change behavior at the classroom or recess level.

- Warning
- In-class time-out
- Letter of apology
- Loss of recess time
- Verbal apology
- Positive reinforcement for improvement
- Loss of privileges
- Behavior plan
- Use of problem-solving worksheet
- Written reflections about incident
- Seat change
- Parent contact
- Teacher conference with student
- Prayer and scripture application

Level 2 When Level 1 consequence/intervention has been ineffective

Teachers use the following interventions to help the students change behavior in the classroom. In some cases, referral to the school administrator may be helpful.

- Parent involvement
- Teacher and/or administrator counseling
- Phone call or letter to parents
- Behavior contract
- Parent contract
- Inclusion of one or more Level 1 items
- Parent to accompany child to class
- Parent conference

Level 3 When Level 2 consequence/intervention has been ineffective

- Office referral
- In-school suspension
- Parent notification
- Suspension (1-2 days)
- Extended loss of privileges

Detention
Referral for counseling
Behavioral probation
Discipline Committee may notified

Level 4 When Level 3 consequence/intervention has been ineffective

Office referral
Restricted activity
Referral for counseling
Reenrollment in question
Parent notification
Suspension (1-5 days)
Behavioral Probation
Discipline Committee notified (required)

Level 5 When Level 4 consequence/intervention has been ineffective

Office referral
Suspension (1-10 days)
Expulsion
Superintendent notified (required)
Discipline Committee notified (required)

The following behaviors are immediate Level 3 infractions and may result in a Level 3 consequence.

Student Conduct and Responsibilities/Harassment of Students

No person, including a school employee, agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Gurnee Christian School will not tolerate harassing or intimidating conduct, whether verbal, electronic, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Bullying

The term "bullying/cyber bullying" encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, electronic, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Using any form or type of aggressive behavior towards someone else and/or urging other students to engage in such conduct is prohibited.

Insubordination and/or Rudeness to School Personnel

All members of the school community should treat each other with respect at all times. It is an expectation of faculty and staff not to provoke insubordination or rudeness in any way. Students are not permitted to defy legitimate requests or to create scenes regarding such requests in front of their peers. Insubordination is the refusal to obey directions or instructions of school personnel or refusal to obey established and well-defined school rules and regulations. Failure to comply with this rule will lead to disciplinary action.

Dishonesty

Students will be expected to deal honestly with all staff members. Examples of dishonesty that may result in disciplinary consequences include, but are not limited to:

- Lying to school officials
- Inappropriate possession of school forms/exams

Pranks/Vandalism

Gurnee Christian School does not tolerate pranks and/or vandalism of any kind at any time since they interfere with the learning environment and may present a danger to people and property. This includes, but is not limited to, writing on desks, damaging school or personal property, drawing graffiti, and other destructive acts. Severe penalties will be applied to students involved in prank activities. Penalties may include suspension, exclusion from the graduation ceremony, and/or recommendation for expulsion.

Fighting

Students who are involved in fights and/or other acts of violence on school property or in any school approved transportation/vehicle will be taken to the Principal's Office. The Principal will communicate with the parents and/or guardians. Students will receive out of school suspensions and will automatically be suspended for a minimum of five days for the first offense and ten days, with recommendation for expulsion, for the second offense. Students who aide or incite violent acts with provocative remarks and/or students who refuse to move aside when adults are attempting to break up a fight will receive a three day out of school suspension for the first offense, seven day school suspension for the second offense and a ten day school suspension for the third offense with a recommendation for expulsion. Violations of policy concerning fighting shall be cumulative over the student's school years.

Tobacco/tobacco Products

Gurnee Christians School recognizes the impediment to education posed by tobacco and pledges to provide a tobacco-free environment for our students by taking whatever lawful steps may be available toward achieving this goal. The use and/or possession of tobacco in any form on school property are prohibited by Illinois Statue and will lead to suspension.

Drugs and Alcohol

Gurnee Christian School recognizes that the use of alcohol and illicit drugs and the associated problem is becoming increasingly commonplace in our society. The misuse or abuse of alcohol and other drugs often precedes severe dependencies. The use or possession of alcohol and illicit drugs will lead to suspension.

Communications

Parent/Teacher Conferences

Parent/ Teacher conferences are scheduled in October and January for all students. At this time you will be able to go over your child's report card with the teacher. The report cards tell a part of the story, but meeting with your child's teacher is the best way to get a window into how your child is developing in all areas. At any time, should you have a need to meet with your child's teacher, please do not hesitate to ask for an appointment.

Classroom Visits

Parents are always welcome to visit the classroom to observe, participate, and assist. In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled at least 24 hours in advance through the school principal.

Telephone Calls

Phone calls for students will be made/received through the school office. Therefore it is vital that we have current contact information for parent(s) or guardian(s). Students may not carry or use cell phones during school hours.

EDUCATIONAL SUPPORT

GCS admits students of varying abilities, some of whom require extra educational support to be successful in the classroom. At Gurnee Christian School, opportunities exist for additional help. A certified special education teacher is available for consultation, preliminary testing, and classroom support. At all times teachers work together to meet the needs of their students. Psychological testing services provided by the Woodland Public School System through a school psychologist working with Gurnee Christian School, or parents may contract this privately or use their local public school system. For students with psychological testing in place, a 504 plan, is developed based on identified learning needs and on a student's classroom performance. Please contact your child's classroom teacher or principal for further information.

CHAPEL

Chapel is held weekly on Friday mornings. Each chapel service gives opportunity for worship through Scripture, singing, prayer, and praise, and may include plays, puppets, etc. Parents are welcome and are encouraged to attend. Pastors from our local Seventh Day Adventist churches come and share chapels with us.

Computer Use Agreement/Technology

Please reference the Computer Use Agreement concerning the school's computer use policy.

School Board

The responsibility of this school's daily operations and policies rests with the School Board, along with the Educational Superintendent of the Illinois Conference of Seventh-day Adventists.

If you have questions or concern, it should be handled in the following order:

Make an appointment with the teacher.

Make an appointment with the teacher and principal

Make an appointment with the teacher, principal, and School Board Chairperson.

The School Board reserves the right to make changes or additions to this handbook. Any policy adopted by the School Board and publicly announced is in effect as though published in this handbook. Parents/Guardians of students will be notified in writing of any changes to this handbook.

Phone Contacts

School Office 847-623-7773

Preschool Office 847-360-9042

Church..... 847-623-7770

