

Immanuel Lutheran Preschool

Under the Umbrella of Immanuel Lutheran Church

807 West 11th Street

Rolla, MO 65401

Family Handbook

“ Train up a child in the way he
should go and when he is old
he will not turn from it”

Proverbs 22:6

Welcome to Immanuel Lutheran Preschool

Our goal is to provide a safe, secure, Christian environment for your child that fosters physical, social, emotional, cognitive, and spiritual development. Parents are a child's first and most important teacher and therefore a vital part of our program. While you are participating in the program, we hope to develop a partnership, between home and preschool, which benefits the development and growth of your child. In Proverbs 22:6, the author says "Train up a child in the way he should go, and when he is old he will not turn from it." We are here to assist you in providing your child with a quality Christian education. We ask that you read this handbook and feel free to ask questions.

Objectives

1. To provide a rich Christian environment for your child and acquaint him/her with our loving Savior and Lord.
2. To increase your child's ability to get along with other children and adults outside the family situation.
3. To help your child to share, wait, take turns and be patient.
4. To learn to follow simple directions.
5. To develop strong bodies through development and controlled use of their muscles.
6. To encourage your child's ability of creative expressions through music, art, dramatic play, literature, nature and games.
7. To stimulate your child's awareness and interest in the world around him.
8. To provide a happy, safe atmosphere where each child can derive pleasure and enjoyment.

Child Guidance Policy

We strive to develop a positive relationship between the teacher and each child. We believe that if an interesting and challenging program is offered to the child, discipline problems will be at a minimum.

If a discipline problem does arise, we use a positive approach, praising the child's good behavior and/or redirecting his/her activity. Redirection is the primary approach. The teacher may never use physical punishment or any punishment that is humiliating to the child. The intention of all discipline is to teach the child self-control. If redirection with positive reinforcement is not sufficient and there are no physical causes attributing to the child's behavior, the child may be removed from the group but kept in sight of an adult. If the behavior persists, the family may be called to have a conference with the teacher and the director.

Non-Discrimination Policy

Immanuel Lutheran Preschool admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, and or other school administered programs.

Tuition and Payments

Parents may choose to set up a monthly payment using the FACTS program. Information and pamphlets are available in the school office. Parents are to otherwise set up a payment plan with the director, either weekly, biweekly or monthly. Payments are to be placed in the payment box on day of payment or before. If payment is late, a reminder note will be sent. If payment is 1 week late there will be a \$10.00 late fee. If payment is 2 weeks late there will be a \$25.00 late fee and the child will not be allowed in class until payment is made.

Operational Hours

Immanuel Lutheran Preschool is operated on a year-round schedule. We are open Monday through Friday 6:00 a.m. – 6:00 p.m. We are closed for the following holidays: New Year's Eve and Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day, subject to change. Because our families work, it is our policy to be open regardless of school closings for staff development or inclement weather. If an emergency closing should occur, **Immanuel Lutheran Preschool** will have such closings announced on KTTR (99.7 FM/1490 AM), KZNN (105.3 FM), KXMO (95.3 FM), KDAY (97.5 FM)/ KMOZ (1590 AM) and KMST (88.5 FM).

Arrival and Pick Up

Children are to be brought in and signed in with the teachers. Because teachers have other commitments outside of the center, we ask that all parents pick up your children on time. A late fee of \$10.00 for the first 10 minutes and \$1.00 per minute after that will be assessed if pick up times and/or arrival times are abused. If a child is not picked up by 6:30 p.m. we reserve the right to take them to the police station. We do understand that emergencies can and do happen. Please communicate with us! If someone different than normal will be picking up your child, they must bring a photo ID and be listed as an authorized person on your emergency form. A parent may give verbal or written permission to the director or the teacher in emergency situations.

Sign-In and Sign-Out

Every child must be signed in and out each day. The State Licensing Department requires this for your child's safety. The sign-in sheets are located in the child's classroom. Teachers use this to check attendance, verify ratio, and in emergency situations.

Drop Off

In order to ensure both the child's safety and the teacher's peace of mind, we require that each child be brought into the building by an adult. Older siblings sometimes assume they can make it on their own. This also does not allow you check-in time with the teacher and your child check-out time with you.

Things Needed and Not Needed

Each child needs a complete change of clothing labeled with the child's name. Also needed is appropriate clothing for the weather. Outside play is important for children and they should be properly dressed for outdoor play during all seasons of the year. Toys from home are not needed unless for special share days set by the teacher. Children sleep on cots and may also choose to bring a blanket, pillow, and small rest buddy. Please do not send large pillows or stuffed animals. Children who have not mastered cups will need their own non-spill cups.

Absence Policy

We would appreciate being notified when your child will be absent for any reason. You may call the office and leave a message for your child's teacher. If we have not heard from you before 10:00 a.m. we may call to make sure the child is safe.

Health Regulations

If your child has an illness associated with a fever or any communicable condition, please keep him/her at home. When a child is sick, home is generally the most comfortable place to be. It is important that your child remains at home until he/she is no longer contagious. If your child becomes ill while at school, you will be notified to come and pick him/her up immediately.

General rules for keeping your child home.

- A fever over 100
- Diarrhea (more than 1 in a 24 hour period)
- Vomiting (more than 1 in a 24 hour period)
- Rash
- Pink eye

- Lice or scabies
- Strep throat
- Ringworm

Please do NOT administer a fever-suppressant and or symptom reliever and bring your child to school. This is unfair not only to your child but also to the other children and teachers.

Medication

Occasionally, children will need to receive medication while at school. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for the preschool to assume that responsibility, the *Medication Authorization Form* must be filled out. Please give medication directly to the teacher or director rather than leaving it in the backpack or cubby. All medication must be in the original container with the child's name printed clearly on the label.

Procedure on reporting abuse/neglect

Each staff member shall be made aware of the identifying signs of abuse and neglect. Legally, the director and other staff members have the responsibility of reporting any suspected case of abuse or neglect. By state law, the staff are mandatory reporters.

Appropriate Clothing

We ask that your child be dressed in comfortable "play clothes" that permit freedom of movement and possible messy activities. The children will be using paint, glue, and other products that may stain clothing. Paint shirts will be used during these activities, but at this age, accidents happen. Have your child wear clothing that he/she can learn to fasten and unfasten. Dress your child for the weather. **Please label all outside clothing with your child's initials. In dressing and undressing these things are easily confused.**

Toilet Learning

We ask that you advise us on how you are toilet training at home. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child. Some extra changes of clothes may be necessary during this time.

Food Service

Weekly snack and lunch menus will be sent home and posted in the center. Your lunch cost is included in your tuition. Meals are served family style with children being encouraged, not forced, to eat. We encourage children to taste each item being served. Children may also bring their own lunch. If there are dietary restrictions please speak with the director.

Birthdays

Birthdays will be celebrated on the child's special day or the day nearest his/her birthday. You are welcome to send in something special for snack on that day. Your child may also bring special birthday napkins or plates.

Field Trips

Permission slips for all field trips will be signed at the beginning of the school year. Announcements about field trips will be in the monthly calendar and on the bulletin board. There may be a small fee for some field trips during the year. We will do our best to keep the fee to a minimum. If you know of an interesting place for the children to visit or know of someone who might visit us, please let us know. It is a State law that children under the age of 8 or less than 40 pounds must be secured in a federally approved child safety seat. Each child meeting these requirements must bring a child safety seat whenever we are transporting children in a car or van.

Communication

Immanuel Lutheran Preschool has an open-door policy for families.

Parents/grandparents/guardians are welcome to visit the school at any time; we welcome the opportunity to talk with them about their children. Parents are highly encouraged to assist on field trips and party days, etc. We do reserve the right to prohibit visitation when a court order has been filed. We believe it is important to keep the families well informed. We will do this in the following ways:

- Monthly classroom calendar of themes and activities
- Daily update forms when necessary
- Monthly newsletter from the Director
- Copies of articles on current issues

Parents with concerns should contact the Director by phone, in person, or via a written note. Mutual communication is a key ingredient in the relationship between the Preschool and families. If a parent or child has any problem or concern, the director should be notified. We are here to help both child and parents/grandparents.

Parent-Teacher conferences

Parent-teacher conferences are strongly encouraged. A week dedicated to parent-teacher conferences will be set aside twice a year, however please feel free to contact your child's teacher or the director any time you have a concern. We will also contact you if at any time we have a concern about your child. The more that we work together the better your child's year will be.

Grievance Procedure

The objective of this policy is to establish guidelines for the resolution of disputes and grievances. These guidelines are to be followed whenever a parent (or legal guardian) has a dispute or grievance connected in a direct way to the preschool.

The following sequence which follows the line of command shall be used:

1. Parents talk the problem over with the teacher first.
2. If no satisfaction is attained, talk to the director.
3. If still unsatisfied, talk to the Board of Christian Education.
4. If there is still a problem, talk to the Pastor.
5. If no result is obtained, talk to the Church Council.
6. Finally, the Voters are informed, by Council, if necessary.

Termination Policy

Termination by family- Parents/legal guardians will notify **Immanuel Lutheran Preschool** when their child will no longer continue in the program. They must give two week written notice of termination to the center director prior to leaving.

- The final payment for any balance due must be paid in full on or before the last day of attendance.
- Failure to pay balance will result in:
 1. Written notice with \$25.00 late payment fee.
 2. Second written notice with second \$25.00 late fee.
 3. Third written notice, turn over to collection agency and \$25.00 service charge will be added to the bill.
- Any advance payments will be refunded

Mutual decision between preschool and family- Occasionally, a child is unable to function in a group setting. In this case the teacher, director, and parents/legal guardians have a

conference and mutually agree for a dismissal. **Immanuel Lutheran Preschool** will attempt to document three occurrences of unwelcome behavior prior to termination. Each document should be signed by parent/legal guardian and staff to encourage communication. Any advanced payments will be refunded.

Termination- **Immanuel Lutheran Preschool** reserves the right to dismiss a child when the child's individual needs cannot be met or when the child's behavior is such that it disrupts the functioning of the group.

- Failure to pay fees may result in dismissal.
- Failure to submit health forms may result in dismissal.
- Failure to observe rules relation to arrival and departure may result in dismissal.
- Failure to comply with **Immanuel Lutheran Preschool** or State policies may result in dismissal.

Leave of Absence - If for any reason you do not want your child to attend, you can withdraw from the center and re-enroll if space is available.

Educational Policy

Immanuel Lutheran School staff provides a well-balanced developmental program in the basic areas of child development. Age-appropriate activities are planned daily for all children. Our staff recognizes the importance of the self-image of the child as being fundamental to his/her growth as an individual. Academic goals are achieved only when certain emotional gains have been made, therefore, each child is treated with dignity and respect.

The importance of play cannot be overemphasized since a child learns actively through play. In free choice play, the child may choose from the schools equipment and materials. Dramatic play includes role-playing with puppets or dress up costumes, family living in the doll corner, or simply using a vivid imagination. Block play may include unit blocks, small table blocks or carpentry. Structured manipulative play includes tabletop toys such as puzzles, Lego blocks or lacing boards. Unstructured manipulative play includes sand, clay, water, bubbles, and finger paints.

All toys at **Immanuel Lutheran Preschool** have been selected for specific developmental growth. To prevent misunderstandings, damage, and/or loss, **Immanuel Lutheran Preschool** policy states that children may not bring toys from home except on designated share days.

Our learning activities and weekly themes are planned to meet the developmental level of each age group. Our daily program involves the basic skill areas and concepts in religion, art, language arts, mathematics, music and rhythms, science, physical fitness, and social studies. The following is a brief description of our curriculum areas:

Religion:

We help children discover their identity, as people who are deeply loved by a gracious heavenly Father and God who has shown His love by giving us His Son, Jesus Christ as our Savior, and fills us with his Holy Spirit to do His work in our daily living. Included in the daily program are opportunities to hear Bible stories, to learn prayers, and to sing songs with Christian focus. We will celebrate all major Christian holidays. Children will have opportunities to participate in worship and thanksgiving to God for His grace to us. Although **Immanuel Lutheran Preschool** is under the umbrella of Immanuel Lutheran Church, it is clearly Christian in orientation.

Art:

Immanuel Lutheran Preschool art experiences are usually free and unstructured encouraging freedom of expression. This produces creativity, fine muscle development, and perception of color and texture. Activities may include cutting, pasting, chalking, crayoning, making mobiles, and collages, and painting.

Language arts:

Our language arts program encourages receptive language skills such as listening, following directions, visual and auditory discrimination, reading readiness and an appreciation of good literature. It also includes productive language concepts such as “words communicate ideas and are also used to label things.” Our selection of books, records, visual aids for story telling, plus dramatic play encourages creative expression. The child is welcome to bring books and appropriate tapes/CD’s to share with his/her class. Each item should be marked with the child’s name.

Mathematics:

Our program consists of many and varied opportunities for free exploration for the children. Freedom to count objects, sort and classify, weigh and measure are all prerequisites for the development of math concepts such as sets, numbers, and perception of space and shape, and the development of other concepts such as size, weight, volume, temperature, and time.

Music and Rhythms:

Our selection of instruments, tapes, CD’s and songs encourage musical and rhythmic participation. Music is an international language and appeals to children of all ages. Participation in singing, creative movement, and the use of instruments develops physical fitness, coordination, vocabulary, visual and auditory discrimination and listening skills.

Science:

Children need to explore their physical environment through the use of their five senses and to be exposed to the workings of instruments, tools and machines. Our science program helps them to observe cause and effect and to relate seasons and weather to everyday life experiences. The three areas in life science we explore are plants, animals, and people, and the basic needs each has for life. Families will be notified of any visiting animals that children will have contact with prior to your child's first day or in writing.

Physical Fitness:

Our program contains activities for the development of large and small muscles. Fun ways to develop coordination include blowing bubbles, finger plays, building with Lego bricks, working puzzles, stringing beads, modeling with clay, painting, cutting, and drawing. The children also will enjoy jumping, climbing, balancing, tumbling and crawling. Music is frequently used as part of these activities. We make an effort to take the children outside twice per day, weather permitting.

Social Studies:

Our children learn about themselves, their own personal worlds, their families, their school, and their local community. Later, this learning is expanded to include the world community of different countries and languages, customs, and cultures. We encourage parents to share with us customs observed in their families.

Daily Format

Each day is divided into several types of activity periods.

- Teacher Directed Activities allow the child to choose from a variety of activity areas.
- Music/Group Games/Large Motor/Learning games and readiness activities are coordinated with the weekly theme.
- Jesus Time including Bible lessons, prayers, songs, finger plays, dramatic play or an art activity.
- Circle Time includes all children in a planned lesson. This will involve concept development based on theme, movement activities, stories, songs, or finger plays.
- Discovery Areas focus on planned learning experiences drawn from all areas of the curriculum and involves small groups of children with a teacher.
- Snack Time is an opportunity to eat and drink together, share conversation and learn proper table manners.
- Gross Motor emphasizes activities involving the large muscles, both in and outdoors. Social interaction is maximized at this time.
- Nap time occurs every afternoon. Children are encouraged to rest for 30 minutes. Those children, who have not fallen asleep within 30 minutes, will be allowed to do quiet activities until the nap time is over.

The First Day of Preschool

It is not unusual for a child (any age) to express fear the first day of preschool. However, in nearly all cases, children soon overcome their fears and find preschool to be a satisfying and enjoyable experience. In preparing your child, be calm and casual. Preparation for the first day begins with a good night's sleep, clothes specially chosen, and a good breakfast. The director, teachers, and aides will be on hand to welcome you that first day. Bring a book bag and a smile.



Child's Prayer for the First Day

Good morning, Jesus! Today is my first day of preschool. Sometimes I feel excited, sometimes I feel a little scared. But I feel better because I know that you will be with me. I will meet new friends; I will learn new things. Dear Jesus, thank you for going to preschool with me today. Amen.

Parent's Prayer for the First Day

Today is _____'s first day of preschool. I feel a little apprehensive... he/she is so small. Give me the courage to say good-bye. Guide his/her teacher. Help her to show him/her Your love too. Preschool will be a new experience for _____.

Go with him/her and guide him/her as he/she learns and meets new friends. I don't always know how to respond to the things he/she says or does. Be with me!

My praise and blessings I give to You for this child. Amen.

Dedication

Our staff wants to say *Thank You* for sharing your child with us. We are dedicated to working with your family as we provide a loving, caring environment for sharing Christ and nurturing your child's desire to learn.