



# **CHRIST OUR SAVIOR LUTHERAN PRESCHOOL**

## **PARENT HANDBOOK**

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## MISSION STATEMENT

The mission of Christ Our Savior Lutheran Preschool is to teach young children and their families about God's love and his plan for salvation, to guide them in applying their faith to life and sharing their faith with others, to furnish them with spiritual and educational support, and to provide them with social, mental, physical, and emotional growth in a Christian environment.

## GOALS AND OBJECTIVES

Christ Our Savior Lutheran Preschool takes seriously its obligation to teach and train children in accordance with the Savior's command "*Therefore go and make disciples of all nations,...teaching them to obey everything I have commanded you,*" **Matthew 28:19-20**, and "*Feed my Lambs,*" **John 21:15**. Thus the goal of our preschool program is to nurture and train God's lambs as followers of our Savior.

Although parents have been given the primary responsibility for the training of their children, the church and preschool are to assist the parents in their God-given directive to impart in their children the knowledge and instruction of the Lord. Complete cooperation between the home and preschool is absolutely necessary for the welfare of the children. Therefore, it shall be the objective of this preschool to:

1. Assist our parents in teaching their children the truths about God's wonderful plan of salvation for all people.
2. Help the child grow in Christian stewardship of time, gifts, and talents.
3. Help the child give expression of his/her faith as it pertains to his/ her relationship with others, especially peers.
4. Help the child develop his/her mental talents through new learning experiences.
5. Help the child develop emotionally.
6. Help the child to take care of and to develop his/her body, which is a temple of God.
7. Help the child become acquainted and comfortable with the school environment in preparation for Kindergarten.

Even though there is a correlation and overlapping among spiritual, social, emotional, mental, and physical growth, the following specific processes and activities are included in the curriculum:

### **Spiritual growth includes:**

1. Recognizing his/her sin and the Lord's forgiveness.
2. Knowing that our Lord loves and protects him/her.
3. Believing and trusting Jesus as his/her Savior from sin.
4. Knowing God the Father as his/her loving protector.
5. Believing in heaven.
6. Learning that Christ's love should motivate him/her to live as the Lord expects (recognizing right from wrong).
7. Learning to show his/her love for Jesus through prayer and by daily life.
8. Realizing that the good news of Jesus' birth, death, and resurrection is a message to be shared with all people.

### **Mental growth includes:**

1. Developing a sense of the time of day and night.
2. Increasing attention span.
3. Beginning deductive thinking.
4. Learning simple organizational skills.

5. Learning communication skills.
6. Developing reasoning and problem solving skills.
7. Learning mathematical skills.

**Social growth includes:**

1. Learning independence.
2. Accepting compromises.
3. Learning to share.
4. Assuming responsibility for care of self and possessions.
5. Taking turns.
6. Recognizing how one's behavior affects others.
7. Showing respect to others.
8. Developing awareness regarding the behavior and roles of Christian boys and girls.

**Physical growth includes:**

1. Developing large and small muscle coordination.
2. Caring for one's own physical needs:
  - a. Eating
  - b. Dressing
  - c. Personal hygiene

**Emotional growth includes:**

1. Learning appropriate ways to respond to others' feelings.
2. Learning appropriate ways to express feelings.

**Play:**

Children learn to use their bodies and minds as they play. Through role-playing and the children's "Center time" their experiences will be broadened. The children will be provided with many experiences involving their senses, the God-given doors of perception, which open worlds for children.

**Experiential Learning:**

1. Language communication
  - a. Speaking activities (sharing time, creative dramatics, role-playing).
  - b. Listening activities (finger plays, story telling, reading books, puppetry).
  - c. Reading readiness (names, shelf labels, letter-of-the-week).
  - d. Writing readiness (scribbling, drawing, letters, names).

**Music:**

Children will learn to use their gift of voice to sing praises to their Creator as well as to learn fun songs.

**Art:**

The children will participate in age appropriate art and craft activities each session. The activities will be of an instructional and creative nature.

**Science:**

The children will learn the wonders of God's creation through scientific observation and exploration geared to the interest and experience of young children.

**Licensed by the State of Michigan**

Christ Our Savior Lutheran Preschool is licensed by the state of Michigan. All licensing records are kept in a binder in the 4's classroom and are available for parents to review at any time. Our license is renewed every other year.

## RELIGION CURRICULUM

We use the Concordia Voyages Preschool Curriculum. During the course of each month we will be looking at several Bible lessons. We will use many different, fun, and exciting learning activities to lead the children to learn to apply the truths in their lives.

By teaching God's Word in this way it is much easier for young children to find joy in learning God's Word, and hopefully it will lead them to share their love for the Lord with others.

## UNIT CURRICULUM

The unit curriculum will focus on a particular subject area or theme each month. Each unit lesson will center around the learning of the subject or theme. The field trips and related special activities will also coincide with the unit for the month. All concepts (numbers, letters, shapes, colors, etc.) are dealt with in a creative fashion under our monthly unit theme. Our preschool classroom is set up in *centers* so that these concepts can be explored concretely by the children through play.

## ADMISSION POLICY

### **Non-Discriminatory Policy:**

Christ Our Savior Lutheran Preschool admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, or national origin in its educational policies or admission policies.

### **Member and Non-member Admission:**

Children will be admitted on a first-come, first-serve basis. However, consideration will be given first to our church member's children, for whom the program was primarily established, then to legacy families, then to current preschool families and finally to the general public.

### **Enrollment in Three-Year-Old Program:**

Children must reach the age of three years old by December 1<sup>st</sup> and be toilet trained to enroll in the three year old program. Class size is limited to 15 students. Two adults will staff the class: one Teacher and one Teacher-Assistant or two Teachers that will Team-Teach the curriculum.

### **Enrollment in Four-Year-Old Program:**

Children must reach the age of four years old by December 1<sup>st</sup> to enroll in the MWF four year old program. Children must reach the age of 4 years old by December 1<sup>st</sup> to enroll in the TTh four year old class. Class size is limited to 16 students. Two adults will staff the class: one Teacher and one Teacher-Assistant or two Teachers that will team-teach the curriculum.

## SCHEDULES

Christ Our Savior Lutheran Preschool will begin its school year after Labor Day in September. The last day of school will be the week before Memorial Day in May. We will follow the Rockford Public School District's calendar for vacations and legal holidays. A complete school calendar will be available in September.

## TYPICAL DAILY SCHEDULE

### 3 Year Old Sessions

8:45-9:10 a.m.	Teacher Preparation
9:10-9:15 a.m.	Children arrive
9:15-10:15 a.m.	Center Time - Welcome Children/Free Play/Art
10:15-10:20a.m.	Clean Up Time
10:20-10:40 a.m.	Calendar Activities, Zoophonics
10:40-11:00 a.m.	Snack Time
11:00-11:20 a.m.	Word of God Time
11:20-11:40 a.m.	Group/Movement Activities/Story
11:45 a.m.	Dismissal

### 4 Year Old Sessions

8:30-8:55 a.m.	Teacher Preparation
8:55-9:00 a.m.	Children arrive
9:00-10:10 a.m.	Center Time - Welcome Children/Free Play/Art
10:10 -10:15a.m.	Clean Up Time
10:15-10:45 a.m.	Calendar Activities, Movement, Word of God Time
10:50-11:10 a.m.	Snack Time
11:10-11:25 a.m.	Movement Activities, Zoo Phonics, Story
11:25-11:30 a.m.	Review the Day
11:30 a.m.	Dismissal

## ARRIVAL AND DISMISSAL

Please accompany your child to the classroom when you arrive. It is unsafe to drop children off in the parking lot and let them run into school. Entering with your child gives you a chance to speak with the teachers. It also gives your child the opportunity to share some part of preschool that is important to him or her -- special toys, friends, books, etc. Students may start arriving 10 minutes prior to the start of preschool to get ready for their day.

It is equally important for you to enter the building when you pick up your child at the end of the preschool session. If someone is picking up your child other than a parent please notify the teachers. We must have on file the names, addresses and telephone numbers of individuals permitted to drop off and pick up your child from preschool. If someone arrives to pick up your child and his or her name is not in our file we cannot allow your child to leave with that person

## DRESSING FOR PRESCHOOL

Please dress your child in clothing that is comfortable, washable and allows for self-dressing. Dresses with ruffles and bows and pants with difficult belts and fastenings should be avoided. Label all articles of clothing, including boots and mittens, in the winter.

A large school bag or backpack to carry home artwork and correspondence is suggested for each child. Please label the school bag with your child's name.

## PERSONAL ITEMS AT PRESCHOOL

Guns, swords and toys that could hurt other children will not be allowed at preschool. Cartoon-inspired toys encourage specific sorts of play and keep children from exploring the open-ended activities that we provide. Please keep these toys at home. We ask that children not bring personal belongings to preschool without prior permission.

## SNACKS

Snack time is an important part of our daily routine. It is a time for children to socialize and learn to use manners. Paper products are provided by the preschool. Parents will furnish a snack and drink each day for their own child except on special cooking activity days. If the child does not bring a snack or drink, the preschool will provide one. The snack will be brought in a Ziploc bag or clear plastic container labeled with child's name. The USDA Food and Nutrition recommends snacks containing 2 of the 4 following components:

### **Food Components**

#### **Fruit/Vegetable**

- Juice, fruit and/or vegetable

#### **Grains/Bread**

- Bread or
- Muffin or
- Cereal or
- Cookie or
- Cereal bar

#### **Meat/Meat alternate**

- Cheese or
- Eggs or
- Yogurt

Some snack suggestions are:

- 100% fruit juice and goldfish crackers
- water, crackers and string cheese
- Trail mix (cereal, raisins, m & m's) and 100% fruit juice
- Cereal bar and milk
- Grapes, pretzels and water
- Popcorn and 100% fruit juice
- Yogurt and 100% fruit juice

**Unless the teacher indicates otherwise, please do not send any product containing nuts, peanuts or peanut butter.** In order to provide the healthiest snacks for the child, please do not send brownies, cake or cupcakes! If you have any questions, we would be happy to help you.

Please notify the teacher if there are any specific allergies that your child may have.

### **FIELD TRIPS**

Both the 3's and 4's classrooms will go on several field trips throughout the school year. Parents will be notified with specific information prior to each trip. Volunteer drivers may be needed for each trip. Prior to our field trip any adult wishing to transport another preschool child must have filled out a driver's verification form and provide a photocopy of their driver's license.

### **NEWSLETTERS-HOME/SCHOOL COMMUNICATIONS**

Once a month, a newsletter will come home with your child. It will include themes of study, activities, special days, field trips and information for that month. Please keep us informed about significant events in your child's life (new baby brother or sister, death in the family, illness, etc.). If we are aware of your child's excitement or anxiety, we will be better able to meet your child's needs at preschool.

### **PARENT/TEACHER CONFERENCES**

Keeping open communications between parents and teacher is necessary. A formal conference is scheduled in January to discuss the progress of your child. You will be contacted and asked to make an appointment when conferences are being scheduled. Any time you have concerns about your child, please feel free to talk to the teacher. Please call the teacher outside of school hours and either discuss the problem over the phone or make arrangements for an appointment. Our staff is always nearby to lend support, answer a question or discuss the needs of your child.

### **HEALTH AND SAFETY**

1. **Child Information Card:** Each parent must fill out an information card. This data will allow us to take action during a medical emergency.
2. **Health Appraisal Form:** Each child must have a completed Health Appraisal Form on file. Vaccinations must be up to date, or a waiver must be provided.

### **EMERGENCY PROCEDURES**

In case of an emergency, the staff will make every effort to reach the parents or the alternate listed on the "Child Information Card." Parents are asked to notify the school immediately in case of any change in address or telephone number.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be held on a regular frequency to familiarize the students with the alarms and the emergency procedures. Fire drills will be conducted three times in the school year. Tornado drills will be conducted twice during the tornado season.



## **ILLNESS POLICY**

**Parents need to call the preschool when their child is absent due to illness.** It is in the best interest of your child and the other students to keep your child at home when he or she is ill. Please keep your child home if he or she shows any of the following symptoms:

- Cough or sore throat
- Fever or headaches
- Skin rash
- Inflamed or swollen eyes
- Stomach pain or diarrhea
- Head lice

After a fever, your child's temperature must be normal without medication (98.6°) for 24 hours before returning to school.

If your child becomes ill while at school, you will be called and asked to take your child home.

## **HEALTH CARE PLAN**

The hands of children and staff shall be thoroughly washed prior to joining Center time, handling food, and before eating.

Hand Washing Procedure:

- Have a clean paper towel available.
- Turn on the water to a comfortable temperature between 60 F to 120 F.
- Moisten hands with water and apply soap.
- Rub hands together until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nailbeds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

### **Handling children's bodily fluids**

We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Non-latex gloves are available and cleaning/sanitizing may be done.

### **Cleaning and sanitizing of all equipment, toys, and other surfaces**

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

To help stop the spread of germs, preschool children need to be able to blow and wipe their own nose and be able to cough or sneeze into their elbow. Children should be able to use the bathroom without help.

### **SCHOOL DELAYS OR SCHOOL CLOSINGS**

In times of inclement weather, Christ Our Savior Lutheran Preschool usually follows the policy of the Rockford Public School District. If Rockford schools close, Christ Our Savior Lutheran Preschool usually closes also. Christ Our Savior Lutheran Preschool will be listed on the bottom of the screen on WOOD TV 8 and also at woodtv.com.

If it is necessary to have a delayed start, we will adjust our start time to 10:00 am. The adjusted time for classes will appear on WOOD TV 8 and also woodtv.com. We will have class for 2 ½ hours, which makes the dismissal time at 12:30pm. If you choose not to send your child on that day due to the weather, please contact the church office at 866-1881.

### **DISCIPLINE POLICY**

The staff will use positive methods of Christian discipline that encourage students to use self-control, self-direction and cooperation. Christ Our Savior Lutheran Preschool's policy regarding the discipline of children is as follows:

1. Adults will role model positive behaviors.
2. Gentle non-verbal and verbal reminders to redirect and reinforce good behaviors.
3. Reflective listening to a child who is having trouble and redirection to another activity in classroom.
4. A "time-out" (asking a child to sit in a chair and observe the appropriate behavior of others for no more than 3 to 5 minutes) followed by discussion with the teacher.
5. Conferences with parents may be requested by the teacher if the behavior of a child continues to interfere with the preschool program. It is imperative that home and school cooperate with mutual goals and procedures.
6. If disruptive behavior cannot be corrected, the preschool may have to request the parents to withdraw their child. Dismissal of a child is considered when the health, safety and welfare of that child or the rest of the children in the group are at risk.

All disciplinary action will be on the basis of God's Word and commandments, leading the child to God's forgiveness through Jesus Christ. The teacher will convey to the child both verbally and non-verbally the disapproval of his or her actions, not the child him/herself.

In accordance with state law, the staff will not use the following means of punishment:

1. Hitting, shaking, pinching or inflicting any form of corporal punishment.
2. Restricting a child's movement.
3. Inflicting a mental or emotional punishment, such as humiliating, shaming or threatening a child.
4. Depriving a child of snacks or necessary toilet use.
5. Confining a child in an enclosed area such as a closet, locked room, box or small cubicle.

### **CLASSROOM RULES**

The children will be expected to follow these rules:

1. Play safely
2. Be a good friend
3. Take care of the things in our room

### **START OF THE YEAR VISITS**

Mandatory Parent Information Meetings are held at the end of July or beginning of August as an opportunity for the teachers to meet the parents and students and give out information for the upcoming school year. This is a good time to ask questions and share ideas.

### **SPECIAL EVENTS**

1. An Open House will be held before the beginning of the school year. The preschool room will be set up for a typical day of school. Students and their families are invited to stop in for a visit.
2. *"A Craft Day with Mom"* will be held in early December. Moms and preschool students are invited to preschool for a time of fellowship. We will make a Gingerbread House to take home.
3. A short Christmas Program will be held on a morning in December for the 3-year-olds. The children will sing a few songs to celebrate the birth of our Savior and then parents may join their preschoolers for refreshments afterward.  
  
A Christmas Program will be held on an evening in December for the 4 year olds. The children will share the news about Jesus' birth during a short program. Parents can join their preschoolers for refreshments afterward.
4. *"A Craft Day with Dad"* will be held in the spring. Dads and students will gather for a time of fellowship, to make a craft and have a snack.
5. A Closing program will be held in May. Students will have an opportunity to share their favorite preschool songs.

### **VOLUNTEERS**

We are always in need of volunteers. We need and urge your assistance in picture day, classroom cooking activities, and recruitment of future students. We welcome parents and grandparents to accompany us on our field trips

For the safety of the children in our care, no volunteer or staff member will be allowed in an unsupervised situation with a child until there is a background check on file stating that the adult has not been convicted of child abuse or neglect.

We ask that you do not bring younger sibling into the classroom, when coming in the classroom to volunteer, unless you have discussed it with the teacher.

### **PARENT VISITATION**

The parent/teacher relationship is extremely important. Prior to visiting the classroom, please speak to the teacher as to when a good time would be to come in and we ask that you do not bring other children when you visit.

## TUITION

### **Three-Year-Old Program – 2 Days/Week**

#### **Four-Year-Old Program – 2 Days/Week**

- Yearly tuition is \$1,125. You may pay for the entire year or 9 monthly payments of \$125 due the 15th of each month. Tuesday/Thursday 4's **Extended Day is \$1,260/year or \$140/month.**
  - \$50 non-refundable fee due at the time of registration
  - There will be no refund due to absence and two weeks notice must be given if it becomes necessary to withdraw a child.
  - A late fee of \$10 will be added to accounts one week overdue.
  - If tuition is unpaid for two months your child will be withdrawn from the class unless the balance due is paid.

#### **Four-Year-Old Program – 3 Days/Week**

- Yearly tuition is \$1,440. You may pay for the entire year or 9 monthly payments of \$160 due the 15th of each month.
- \$50 non-refundable fee due at the time of registration
- There will be no refund due to absence and two weeks notice must be given if it becomes necessary to withdraw a child.
- A late fee of \$10 will be added to accounts one week overdue.
- If tuition is unpaid for two months your child will be withdrawn from the class unless the balance due is paid.