

CONCORDIA LUTHERAN PRESCHOOL



**PARENT HANDBOOK
2009-2010**

CONCORDIA LUTHERAN PRESCHOOL PARENT HANDBOOK

TABLE OF CONTENTS

PRESCHOOL MISSION STATEMENT
CHURCH MISSION STATEMENT
AFFILIATION
PHILOSOPHY
ENROLLMENT/WITHDRAWAL
TUITION
NONDISCRIMINATION STATEMENT
CLASSROOM DAYS, TIMES AND CLASS SIZE
DROP OFF/PICK UP POLICY
SIGNING IN AND OUT
SCHOOL CANCELLATION
CURRICULUM AND CURRICULUM COMPONENTS
CLASSROOM RULES
TOYS FROM HOME
DAILY SCHEDULE
WORSHIP EXPERIENCES
OUTDOOR PLAY
HOLIDAYS
CELEBRATIONS
CALENDAR
CLOTHING
SNACKS
FIELD TRIPS
CLASSROOM SUPPLIES
BATHROOM POLICY
BEHAVIOR MANAGEMENT POLICY
ACCIDENT PROCEDURES
WHEN TO KEEP YOUR CHILD HOME
MEDICATIONS
MANDATORY REPORTING
PARENT RESOURCE CENTER
VOLUNTEERING AND VISITING
PARENT/TEACHER COMMUNICATION
TIPS FOR THE FIRST DAY
HOW YOU CAN HELP US!

PRESCHOOL MISSION STATEMENT

The mission of the preschool is to nurture vibrant, active and growing children – spiritually, intellectually, emotionally, socially and physically through a well trained and dedicated Christian staff and Lutheran curriculum.

CHURCH MISSION STATEMENT

The mission of Concordia Lutheran Church is to give glory to the Triune God and to present His loving message of grace to each other, the community and the world.

AFFILIATION

Concordia Lutheran Church and Preschool is a member of the Lutheran Church Missouri Synod (LCMS).

PHILOSOPHY

Concordia Lutheran Preschool believes that God has created children uniquely, each in his/her own special way. We believe that children learn through play and hands on experiences. We believe that faith in Jesus Christ permeates every aspect of learning. Our goal is to provide experiences to meet each preschooler's individual needs in the areas of physical, social, emotional, creative, intellectual and spiritual nurture. We allow children to explore all areas of learning in his/her own creative way. We believe in providing a Christ centered, safe, nurturing learning environment where children feel safe to explore and learn. We believe we can best minister to children by also ministering to their families.

ENROLLMENT/WITHDRAWAL

Concordia's preschool program is open to all children 3-5 years of age. Children must be fully potty trained, being able to communicate his/her bathroom needs and for the most part take care of bathroom needs independently. Training pants or Pull-ups are not acceptable.

Upon acceptance to the preschool, a completed information packet is required to be completed for our files (medical consent forms, allergy information, immunization records, emergency contact, etc.). These forms must be on file before a child can attend Concordia Lutheran Preschool.

If it should become necessary for you to withdraw your child from preschool, we ask for two week notification prior to withdrawal.

TUITION

Tuition is \$80 per month for the 2 day program, \$120 per month for the 3 day program, and \$200 per month for the 5 day program. Tuition is due on the first day of preschool for each month. A late fee of \$25 will be added to your tuition bill after a 10 day grace period. If the balance on the statement is not paid by the following month, your child will no longer be enrolled in the preschool program.

Scholarships are available. If interested, request a scholarship application. The preschool governing board reviews each application and awards scholarships on a case by case basis.

NONDISCRIMINATION STATEMENT

Concordia Lutheran Preschool will provide preschool to any child without regardless of race, sex, national origin, religion, or physical, mental, or sensory disability.

CLASSROOM DAYS, TIMES AND CLASS SIZE

We offer 2 day, 3 day and 5 day per week options for preschool. The 2 day program meets on Tuesday and Thursday. The 3 day program meets on Monday, Wednesday and Friday. The 5 day program meets Monday- Friday. Preschool runs from 9:00am-11:30am each day. The classroom size will not exceed 12.

We do provide early drop off and extended pick up for parents who need a more accommodating time. Children dropped off between 8:30am and 8:55am will have a supervised free play time before preschool begins. Children picked up between 11:35am and 12:00pm will participate in supervised free play or large motor activities. There is a fee of \$1 per child per day for early drop off and \$1 per child per day for extended pick up. A bill will be issued at the end of each month.

DROP OFF/PICK UP POLICY

Please be prompt when dropping off and picking up your child. Please be respectful of the teachers prep time and do not drop your child off exceedingly early. It is important that parents arrive on time to pick up their child. Being picked up late can be a traumatic experience for a child. If an emergency arises and you will be late, please call the office so that we can assure your child as he/she waits to be picked up.

Children will not be released to anyone other than the parents unless the teacher has been properly informed of prior arrangements. A note with the person's name and parent's signature is required for such a situation. Picture identification WILL BE REQUIRED of the person you arranged to pick up your child.

SIGNING IN AND OUT

A binder will be located just inside the preschool room that has a sign in sheet for each child. Please write the time you pick up and drop off your child each day and sign your complete name (no initials please).

SCHOOL CANCELLATION

Generally, if inclement weather causes a school cancellation or late start for the Pullman School District, Concordia Lutheran Preschool will be canceled for the day. Our staff will do our best to contact each family if a cancellation does occur. In the event that preschool is cancelled more than two days, the additional cancellations will be made up at a later date.

CURRICULUM AND CURRICULUM COMPONENTS

Our program strives to provide young children with an environment in which they can safely and securely learn and grow physically, socially, intellectually, emotionally, and spiritually under the supervision of caring, trained adults.

The children in our program are encouraged to learn on their own through creative and imaginative play, hands-on activities, small and large motor activities, as well as quiet contemplation. We have group time, structured activities, independent choice time and one-on-one learning. We strive to understand the unique learning style and needs of each child and provide activities that will best enhance his/her learning.

The curriculum components are as follows:

- Dramatic Play
- Social Skills and Studies
- Science
- Math
- Health and Safety
- Cooking
- Music
- Language Arts
- Kindergarten Readiness
- Creative Arts
- Moments with God

CLASSROOM RULES

Our classroom rules are clear and simple. Please review them with your child prior to the beginning of preschool.

- Be kind to one another.
- Use inside voices inside.
- Keep your hands to yourself.
- Stay with the class always. Make sure you can always see a teacher.

TOYS FROM HOME

Toys from home are only allowed in the preschool classroom on days specified for show-and-tell. The exception to this rule is if a child needs his/her comfort item to be successful at preschool. Toy guns, knives, war toys or toys of destruction are never allowed in the classroom.

DAILY SCHEDULE

Consistent routine is essential for a successful preschool learning environment. This is a sample daily routine.

9:00-9:05	Arrival
9:05-9:25	Opening Circle
9:25-9:30	Handwriting Without Tears
9:30-10:15	Learning Centers
10:15-10:30	Jesus Time
10:30-10:45	Snack
10:45-11:00	Large Motor
11:00-11:20	Group Learning
11:20-11:30	Closing Circle

Times may fluctuate from day to day, however the order of activities will stay the same.

WORSHIP EXPERIENCES

Being a Lutheran Christian faith based preschool, worship is an integral part of each preschool day. Prayer will be incorporated at the beginning of class, the end of class and whenever needed throughout the morning. "Jesus Time" will be a part of the daily routine, being a time for singing, Bible lessons, and hand-on-learning about Jesus. A weekly chapel will be held with Pastor Nolting. It is our belief that our faith defines all areas of our lives, thus everything will be taught from a Christian perspective.

OUTDOOR PLAY

Children will have the opportunity for outdoor play daily. If weather does not permit outside play, large motor play will be held indoors. If the temperature is below 20 degrees, we will not go outside. Please be aware of the weather conditions and have appropriate outerwear for your child. Please do not ask that your child remain indoors during outdoor play time. Two teachers are required to supervise outdoor play. If your child is not well enough to be outside, he/she should not be at preschool.

HOLIDAYS

Christian holidays and national or community traditions will be observed. There is often a concern about the place of Halloween in our Christian setting. We will recognize Halloween as an event and talk about it if the children bring it up, but will not celebrate it. Our decorations will be happy and positive. We will hold a Pumpkin Party in which appropriate costumes will be allowed.

Christmas and Easter will focus on Christ, his birth and resurrection. Santa and the Easter Bunny will be discussed as the children bring them up.

CELEBRATIONS

Birthdays are exciting times for young children and may be celebrated in the classroom. Special treats are allowed to be shared with the class. Please make arrangements with the teacher prior to the special day. For those children with summer birthdays, we would encourage a ½ birthday celebration. Birthday party invitations may be passed out at preschool **ONLY IF EVERY CHILD IN THE CLASS IS RECEIVING AN INVITATION.**

CALENDAR

Preschool will start the Wednesday after Labor Day and go through the month of May. We will generally follow the Pullman School District Calendar with just a few exceptions.

CLOTHING

WE LIKE TO GET MESSY AT PRESCHOOL! When dressing your child for preschool, please consider the variety of activities that we have. We use washable paints, markers and stamp pads and use cover-ups for painting, but clothes still may come home with hard-to-remove spots. We play in the sand, mulch, and snow. Clothes should be comfortable and washable with fasteners which children can manipulate. Cowboy boots and other shoes with slippery soles are not safe on play equipment or in active group play. On days when your child wears winter boots, please send shoes also.

SNACKS

A healthy snack will be served each day.

FIELD TRIPS

Several field trips may be scheduled throughout the year. Permission slips will be sent home prior to the trip and must be returned in order for your child to attend. Three or more parent volunteers will be required for each field trip. Transportation will be provided by parent volunteers and all safety requirements will be met. Car seats will need to be left for use during the field trip.

CLASSROOM SUPPLIES

Each child should have a backpack or tote in which to carry papers and projects. A full change of clothing needs to be in his/her cubby at all times, this includes socks and underwear. A change of shoes is not required, but strongly encouraged.

BATHROOM POLICY

The following is the procedure used by preschool staff:

- Preschoolers shall be accompanied by a teacher when they need to use the bathroom.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- When a child has had an accident wetting or soiling their clothes, a teacher shall assist the child in changing their clothes in the bathroom. The teacher shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and sorted with the child's other belongs. The parents will be informed of the soiled clothing.
- The teacher will teach the children how to wash their hands according to the directions on the bathroom wall.

BEHAVIOR MANAGEMENT POLICY

We use positive, Christ-centered methods of behavior management. Children will be taught the boundaries of the classroom to insure their health and safety. When boundaries are crossed, the child will be re-directed to another activity. If the need arises, a child may be removed from the situation and placed in a "thinking time" to settle down and think about what happened. Children will never be belittled or treated harshly.

Teachers and parents will work together to find a solution to any behavioral problem that persists.

ACCIDENT PROCEDURES

Both teachers are certified in First Aid and CPR. If a minor accident occurs, a teacher will administer the appropriate first aid and fill out an accident report form which will be given to the parents at pick up. All injuries are dealt with using extra TLC.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

WHEN TO KEEP YOUR CHILD HOME

If your child is experiencing any of the following symptoms, he or she needs to stay home. We are committed to keeping all of the children as healthy as possible. If your child is brought to school sick, you will be asked to take him/her home. If your child becomes sick while at preschool, we will isolate him/her from other children and contact the parent to pick him/her up immediately. Children need to be with family when not feeling well. These guidelines will be strictly enforced to ensure the health and safety of all.

- Fever of 100 °F or higher
- Vomiting on two or more occasions within the past 24 hours.
- Diarrhea - three or more watery stools in a 24 hour period.
- Draining rash.
- Eye discharge or pink eye (must be treated for 24 hours before returning).
- Fatigue that prevents participation in regular activities.
- Lice or nits.
- Heavy (green or discolored) nasal discharge or constant cough.
- Communicable diseases (chicken pox, etc.)

MEDICATIONS

No medications will be administered by the Concordia Lutheran Preschool staff.

MANDATORY REPORTING

Concordia Lutheran Preschool staff are REQUIRED by Washington State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

PARENT RESOURCE CENTER

The Parent Resource Center is in place for parents to gather more information about the development of their child. Books are available to borrow while the brochures, articles and other information are free for the taking. Please take full advantage of this resource!

VOLUNTEERING AND VISITING

Parents should always feel welcome to come and spend time in the classroom. Important insights into your preschooler can be gained from time in the classroom and you are sure to have lots of fun! Parents are welcome to just observe, but full involvement is most beneficial for the children.

Watch the parent board for specific volunteer opportunities. Volunteers from the congregation and community may also be in the classroom from time to time.

PARENT/TEACHER COMMUNICATION

Families will receive a weekly preschool newsletter highlighting learning for the week ahead. Notes and helpful articles may also be sent home from time to time.

The parent board will be updated regularly and is a good source of information for parents.

Parents should feel free to set up times to speak with the teachers. Drop off and pick up are not good times for lengthy conversations since those time should be focused on the children. Teachers can be called at the church (not during class time), home, or contacted via email.

Parent/Teacher Conferences will be held in the spring. However, a conference may be set up as needed throughout the year. There will be no preschool on the days reserved for Parent/Teacher Conferences. However, the assistant teacher will be on site to have one-on-one time with your preschool child while you are in conference.

Your children are precious gifts from God. Please let us know how we can best serve them!

TIPS FOR THE FIRST DAY

The first few days of preschool can carry some anxiety for both children and parents! Rest assured that our loving and caring teachers will do whatever it takes to help your child through any difficult transition he/she may encounter.

Here are some tips that might help with the transition into preschool:

- If you have some anxiety about being separated from your preschooler, don't tell your child. Children tend to follow the cues of their parents.
- Talk about all the fun things your child will be doing at preschool.
- Several days prior to the first day, start a countdown. Make a big deal about it!
- Come to the preschool Open House and bring your preschooler.
- During the first drop off help take care of your child's things, tell your preschooler how much you love them, say good bye and leave. Teachers will be able to lovingly handle any tears that may ensue. Your child is well cared for!
- Don't skip saying good bye by just slipping out.
- Return promptly at pick up time ready to hear about all the fun things your preschooler did. Listen with excitement and be attentive.

HOW YOU CAN HELP US!

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Pray for the teachers and the preschool program!
- Communicate to us your concerns regarding our program or your child.
- Pick up and **read** the newsletters and notes sent home with your child.
- Pick up your child's papers/projects **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.
- Only ask questions about your own child. We have a strict policy against gossip. The only child we will discuss with you is your own.