

PARENT & STUDENT HANDBOOK 2021-2022



IMMANUEL LUTHERAN PRESCHOOL

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Dear Parents/Guardians,

We welcome you and your child to Immanuel Lutheran Preschool. We are a ministry of Immanuel Lutheran Church. All aspects of our program are Christ-centered:

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts, impress them on your children. Talk about them when you sit at home and walk along the road, when you lie down and when you get up.”

Deuteronomy 6:5-7

The curriculum is developmentally appropriate for young children and provides a balance of teacher-directed and child-directed activities. Daily routines include Jesus Time, music, small group time, circle time, art, physical education, sharing, outdoor time and work time.

Special programs include field trips brought into the classroom, parent-teacher contact week, weekly chapel services, cooking, holiday and birthday celebrations, Grandparents Day, activities during National Lutheran Schools Week and a Preschool graduation program.

We hope that this Parent Handbook answers many of your questions. Please keep it for future reference. If you have any questions do not hesitate to call on us for any further information.

In closing, we ask you to pray for the Preschool, its staff, its student body, its programs and all connected with it, that the Lord may shower His blessings upon the Preschool throughout the year, so that all successes and gains may be to the glory of God and for the promotion of Christian education.

God’s richest blessings to your family!

Mr. Tyler Kopp
Principal

Ariana Evers
Lead Teacher

Immanuel Lutheran Preschool Philosophy and Mission

The mission of Immanuel Lutheran School is to partner with parents and Immanuel Lutheran Church in providing a quality education that nurtures life-long learners who are rooted in Christ, built in faith, and growing in love.

We believe that children are special gifts from God, each unique and individual, yet part of one family in our Savior, Jesus Christ. During the early years of life, young children are most believing, dependent and vulnerable. They are developing spiritually, socially, emotionally, intellectually and physically faster than at any other time in their lives.

The Preschool is committed to providing a program relevant to student needs. Young children benefit from an environment in which they have significant interaction with Christian adults as models and helpers in leading a Christian life. The members of the staff are committed to providing an atmosphere of personal warmth and supportive love, which stems from a love of our Lord and a genuine love for the children. Jesus expressed His love and care for the children:

“Let the children come to me.....then He took the children in His arms.....and blessed them.” Mark 10:14-16

Immanuel Lutheran Preschool is a service to the members of Immanuel Lutheran Church & School and its community. Proverbs 22:6 provides the foundation for Christian education:

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

Parents/Guardians have the primary responsibility and privilege to provide this training for the child. Our early childhood program is an extension of our church, and helps to strengthen, assist and support the parents/guardians in this responsibility.

We encourage parents/guardians to be faithful in the use of God’s Word and faithful in worship service participation. Children of families who are not members of Immanuel Lutheran Church are welcome to enroll at the Preschool, and these families are encouraged toward active membership in their own Christian churches, or if they are not active members of a local church, they are always welcome to join us at Immanuel Lutheran.

***“Go ye therefore and teach all nations, baptizing them in the name of the Father, and the Son and of the Holy Spirit. Teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the world.”
Matthew 28:19-20***

Immanuel Lutheran Preschool Staff 2021-2022

Lead Teacher

Ariana Evers

Preschool Teacher Assistant

Kimberly Neubauer

Classroom Aides

Beverly Koetting

Kristin Gledhill

CURRICULUM

Our curriculum at Immanuel Lutheran Preschool is creative. This curriculum provides a balance of teacher-directed activities as well as child-directed.

Our curriculum includes weekly themes as well as instruction in Bible, reading, art, math, social studies, language arts and science. We introduce the children to letters, colors, shapes, numbers, cooking projects, physical activities and sharing.

We focus on kindergarten readiness. We feel it is important to introduce these concepts to the children to help them succeed in kindergarten.

SCHEDULE

PRESCHOOL SCHEDULE

The Preschool is open Monday – Friday from 7:00 a.m. to 5:30 p.m. The preschool is ongoing throughout the year.

Our Immanuel Lutheran Preschool goal is to meet the needs of the children. Our schedule is designed to allow for teacher-directed time as well as time for the children to free play. Each day the teacher will record activities on the parent information board/calendar by the door. This sheet will help inform you, the parents/guardians, about what your child has done throughout the day. You are encouraged to read this information each night as you pick your child up.

We do encourage regular attendance. Your children will become used to the routine, teachers and the other children much sooner if they are here on a regular schedule.

If your child will be absent at any time, please call the preschool phone: 573-496-3580.

DAILY SCHEDULE

7:00-8:00	Arrival/ Centers/Lunch Count
8:00-8:30	Jesus Time/Calendar/Weather
8:30-9:00	Bathroom Break/Wash Hands/Breakfast
9:00-10:30	Circle Time/Centers/Small Group Curriculum
10:30-10:45	Bathroom Break/Wash Hands/Pray
10:45-11:15	Lunch
11:15-12:15	Recess
12:15-12:30	Bathroom Break/Wash Hands
12:30-12:40	Story Time
12:40-2:40	Nap Time
2:40-3:00	Wake-Up Routine/Bathroom Break/Wash Hands
3:00-3:15	Afternoon Snack
3:15-5:30	Free Choice Activities (Inside/Outside)

ADMISSION POLICIES

EQUAL OPPORTUNITY FOR STUDENTS

Immanuel Lutheran Preschool admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of gender, race, color, national or ethnic origin in administration of our educational policies, admission policies and other school administered programs. The Immanuel Lutheran Preschool's 2 year program is open to 3-5 year olds and is open year round.

Enrollment is limited by State of Missouri regulations concerning child-staff ratios of 1:10 and maximum building capacity. In the event it becomes necessary to limit enrollment because of these restrictions, preference will be given to:

- 1) Current students of Immanuel Lutheran Preschool
- 2) Children of members of Immanuel Lutheran Church
- 3) Siblings of current students of Immanuel Lutheran Preschool or School
- 4) Anyone not covered by the preceding

To be accepted for enrollment into Immanuel Lutheran Preschool a child must meet **all** of the following criteria:

1. The child must be 3 by August 1 of the academic year they wish to attend.
2. The child must be able to communicate orally (speak English) with all staff members and students.
3. The child, along with his/her parent/guardian, must agree to and adhere to all of the policies of the Preschool.
4. The child must be completely toilet trained.

Definition of toilet trained:

- a. The child must be able to tell an adult the need for both bowel and bladder functions.
 - b. Must be able to control bladder long enough to get to the bathroom.
 - c. Be able to clean himself/herself after using the toilet.
 - d. Be able to pull pants up and down (we will help with fasteners or zippers)
 - e. Should not require a diaper/pull-ups for any portion of time spent at the preschool.
5. The child must be able to eat solid foods with utensils.
 6. The child must be able to drink from a cup without a lid on it – not sippy cups.

Any child who cannot meet these requirements may not attend until he/she can meet the requirements.

All students already enrolled in the Preschool will have an opportunity to pre-enroll for the next school year. This pre-enrollment will take place during Spring Parent Contact Week. Parents/Guardians of current students will be given two weeks to complete the enrollment forms for the upcoming year.

ENROLLMENT PROCEDURES

FORMS

Applications for enrollment may be obtained from the Principal, School Secretary or Lead Teacher. Necessary forms include:

- Immunization Form
- Annual Physicians report (signed by physician)
- Emergency Contact Form
- Consent Form
- Handbook Agreement
- Tuition Agreement
- General Information Form

All students must be up-to-date on all immunizations before starting Preschool. In addition, the Parents/Guardian will be asked to provide a physician's documentation of a wellness exam performed within 30 days prior to child's first day of attendance.

All forms must be completed and returned to the Lead Teacher on or before your child's first day. According to Missouri law a child is not allowed to attend without completed health forms.

Our Preschool is NOT equipped to serve as a disciplinary center for exceptional children with exceptional needs.

We reserve the right to meet with all students for placement before the student is admitted. We also reserve the right to insist that a qualified psychologist test the students for learning disabilities or emotional problems at the expense of the Parent/Guardian. Refusal to have your child tested as requested will result in automatic rejection of your child's application.

HEALTH POLICIES

ILLNESS (THESE POLICIES WILL BE STRICTLY ENFORCED)

A child ***MUST*** be kept at home if any of the following symptoms have been present in the past 24 hours:

- ◆ Upset stomach (vomiting, diarrhea). This requires no vomiting or diarrhea for a 24-hour period, i.e., if your child has diarrhea at 6:00 a.m. on Sunday morning they may not return to school prior to 7:00 a.m. on Monday.
- ◆ Your child should remain home if running a temperature of 100 and not return to school until their temperature has been normal for 24 hours.
- ◆ Discharge from eyes or bloodshot, swollen eyes (If pink eye, child must be on eye drops for 24 hours prior to returning to school).
- ◆ Head lice or body lice; free of all nits.
- ◆ Symptoms for hand, foot and mouth disease; your child must have no open lesions for 3 to 5 days.

A child exhibiting any of these conditions upon arrival at school or during school will be sent home.

Experience has shown that if a child is kept home at the onset of a cold or illness, complications resulting in greater ultimate loss of time for you or your child from work or school are less likely to occur.

Please instruct your child in the use of tissues and show him/her how to “cover a cough or sneeze”. If your child is not able to do these things, we will attempt to teach him/her how to do so.

Illness and First Aid

If your child becomes ill during the school day, we will have him/her lie down to rest. We may wait to see if he/she feels better before calling a parent. If your child is injured and needs medical treatment, we will contact parents first, or one of the other numbers on the emergency form. Our school is able to administer limited first aid for a minor injury (cuts, scrapes, etc.). We will clean the wound, bandage it, and give you a call or send an email. A first aid kit is available at all times.

Children having transmittable and/or communicable diseases may not attend school until the attending physician indicates return to school is appropriate. Notify the school immediately if a child is diagnosed as having a contagious disease such as strep throat, chicken pox, conjunctivitis (pink eye), hand, foot and mouth disease or ringworm. Children with strep infection or on any prescription medication must be kept home at least 24 hours after the first dose of the medication is given or longer if advised by your physician.

If a child is absent with a fever, they should be fever free for 24 hours before returning to school.

If a child has lice, please notify the school office. They must be nit free (no eggs) before returning to school. A child will be sent home even if only a few nits remain. Please notify us if your child has been exposed to someone with head lice. If your child has head lice, please use an effective shampoo, wash and clean all bedding, furniture, rugs, clothing, car seats, and call us. The office or your student’s teacher may also have helpful information to answer your questions on treatment.

In returning to school after the child has had, the following school day, the Principal will have the duty to enlist a qualified individual to confirm the absence of lice or nits. While a note from a doctor or a county health agency may be helpful, the final decision to re-admit the student will be at the sole discretion of the Principal in consultation with the qualified health care designee of the school. Should the parent or legal guardian of any student be concerned about the examination of previously infected students, they are welcome to bring in a 3rd party qualified individual to observe the school’s designee and to then consult with the Principal. Should the Principal be unavailable during any of the steps of this process, an appointed and informed member of the executive board of Immanuel Lutheran School Board or the Pastor of Immanuel may make decisions on re-admittance on behalf of the school.

Medication and Dispensing Medicine

No student is to have any medication (including aspirin, Tylenol, medicated cough drops, etc.) in their possession. All medication is to be kept in the school office and *must be in its original container and clearly labeled with instructions and the student’s name*. Students may bring in and use non medicated cough drops in the classroom, with a written parental permission slip given to his/her teacher. If non medicated cough drops become a distraction in the classroom, it is the teacher’s discretion to keep cough drops at teacher's desk. No aspirin, Tylenol, or other medication will be dispensed by the school staff unless directed by the parent or physician. The State of Missouri has established guidelines for the administration of medications during regular school hours and during school related activities. These guidelines will be followed at our school:

1. A medication form MUST be completed and on file in the school office. Forms are available in the school office.
2. Self-administration of medication by the student under the supervision of the Principal or Secretary is recommended and preferred if possible.
3. The Principal or Secretary may administer medication under limited circumstances.
4. Any exceptions to these guidelines must be authorized by a physician, and the authorization must be on file at school.
5. Any medication sent to school in a container other than its original will not be administered by school personnel.

ACCIDENTS, INJURIES, AND EMERGENCY MEDICAL CARE

In case of an accident or injury, an Accident Form will be filled out. The Parent/Guardian will be asked to sign the Accident Form so the form can be placed in the child's permanent file. The preschool will treat students who have minor accidents or ailments by using ordinary external supplies such as bandages, antiseptic solutions, adhesive tape, cold packs, etc.

If a serious incident occurs at the Preschool "911" will be contacted if deemed necessary and the Parent/Guardian will be notified immediately.

TUITION & FEES

Immanuel Lutheran Preschool operates as a self-supporting and educational non-profit organization. Tuition receipts, fundraisers and donations finance the Preschool.

REGISTRATION FEE

A registration fee of \$50.00 is due at the time of registration. This is a one-time fee that places your child on the enrollment list. See enrollment priority list under Admission Policies for more information. A *non-refundable* deposit of \$50.00 for registration must accompany the registration form. If a child withdraws from the Preschool for any reason, the \$50.00 registration fee must be paid again if your child wishes to return to the Preschool.

TUITION

The Preschool's tuition is \$22.00 per day for members of Immanuel and \$27.00 per day for members of the community. Parents/Guardians will receive a bill at the beginning of the month for the whole month of scheduled days to attend. If a child does not attend on a scheduled day for any reason, the Parent/Guardian will still be responsible to pay full tuition according to the Tuition Agreement.

Payments are due by the 15th of each month and are to be remitted by mail or in person at the Preschool. If a family becomes delinquent in their payment the following steps will be taken until the payment(s) are made:

1. A reminder letter will be sent on the 16th (or the closest school day) of the same month along with a \$15.00 processing fee.
2. On the 23rd of the month the Principal will send a reminder via email. If an email address is not available, a second letter will be sent.
3. On the last day of the month the Principal will call and arrange a meeting where a plan will be worked out for catching up. A follow-up letter will be sent confirming the plan.

If the plan is not followed, it will be the decision of the Board of Education whether the child may continue to attend Immanuel Lutheran Preschool. If the child is allowed to continue attending Immanuel Lutheran Preschool, additional late fees may be added at the discretion of the Board.

Any check returned for insufficient funds will be charged an additional \$25 servicing fee. If fees are not paid, the fees may be turned over to a collection agency, and a 50% collection fee shall be added to the amount due.

HOLIDAYS

The Preschool will be closed on the following holidays:

- ◆ Martin Luther King Jr. Day
- ◆ President's Day
- ◆ Good Friday
- ◆ Easter Monday
- ◆ Memorial Day
- ◆ Independence Day
- ◆ Labor Day
- ◆ Thanksgiving Day and the Friday after Thanksgiving
- ◆ Christmas (see academic year calendar)
- ◆ New Year's Eve and New Year's Day

INCLEMENT WEATHER POLICY

Immanuel Lutheran School will determine if classes will not be in session due to severe weather. A message will be sent through our phone calling system that will let families know that a snow day has been called. During that day, the safety of the roads leading to school will be assessed, and the driveways, parking lots, sidewalks and entryways will be cleaned if possible. The final decision about school closing for the next day and additional days will be made by the Principal.

School closing because of weather will also be listed on KRCG TV channel13.

Late Start

If we have a late start, the school will open 2 hours later, but the day will still end at 3. For a 2 hour delay before school care will open at 9 and lunch still will be served at the same time. The preschool will open its doors at 9 and close at their normal time. Overall, the school day and preschool day runs normal just that we start 2 hours into the day.

GENERAL POLICIES

WITHDRAWAL

If it is necessary to withdraw your child from the Preschool, please notify the Lead Teacher immediately. **A TWO WEEK WRITTEN NOTICE** must be given. Full tuition is required until the day of withdrawal.

SIGN-IN/SIGN-OUT

A sign-in and sign-out sheet is located at the Preschool front door. **A PARENT OR GUARDIAN MUST SIGN A CHILD IN AND OUT DAILY.** Please escort your child into the Preschool and remain until the teacher is aware of his/her arrival. No child is to be dropped off outside.

When you leave with your child, please be certain the teacher is aware of this. As a safety precaution, parents/guardians **MUST** notify in advance if another person will be picking up your child.

If you have any special notes for the day please write them in the “Note” column of the sign-in book. For example, if someone else will be picking up your child, or to write a number you can be reached at for the day. A written message on the sign-in sheet will make it easy for other staff to see when they come on duty.

AUTHORIZATION FOR PICK-UP

At the time of enrollment you are asked to fill out a list of people who are authorized to pick up your child from the Preschool. If there is an emergency and someone different is picking up your child other than who is on the authorization list, please let us know ahead of time. Please let us know the time they will be picking them up, and a description of what they look like. The staff may ask to see their I.D. card at time of pick up. Parents/Guardians are responsible for updating this information.

THE PRESCHOOL WILL NOT RELEASE A CHILD INTO THE CUSTODY OF A PERSON WHO HAS NOT BEEN AUTHORIZED BY THE PARENT OR GUARDIAN.

LATE PICK-UP

All children must be picked up by 5:30 p.m. Any Parent/Guardian arriving late will have to fill out a form for documentation. The Parent/Guardian will be charged a late arrival fee of \$1.00 per minute for each child attending the Preschool for every minute late. The late arrival fee will be added to your next month’s tuition payment.

TRANSPORTATION

Immanuel Lutheran Preschool does not assume responsibility for the transportation of its students to and from school. Such responsibility for transportation of students must rest with individual Parents/Guardians with the understanding that Immanuel Lutheran Preschool will be of whatever assistance is possible within parameters of this policy.

PLEASE NOTE: NO PRESCHOOL AGE CHILDREN WILL BE ALLOWED TO RIDE OR USE THE DISTRICT SPONSORED SCHOOL BUS FOR DAILY TRANSPORTATION SERVICE.

In the event of school-sponsored field trips, Parents/Guardians who volunteer as chaperones and field trip drivers will provide transportation. For children to participate there must be a properly completed and signed permission form on file.

STUDENT DRESS AND APPEARANCE

A person’s heart, mind and soul are the essence of that person. A person’s character is of greater value than their appearance; however, outward appearance is important since that appearance can distract or enhance one’s Christian witness to the world. The Immanuel Preschool Dress Code aims

to keep all students neat, clean, well-groomed and appropriately dressed in a Christian environment. Our Dress Code has the following rules that need to be followed:

- ◆ NO spaghetti strap shirts are to be worn.
- ◆ Footwear such as sandals and tennis shoes must be worn at all times. **NO FLIP-FLOPS OR SHOES WITHOUT A BACK STRAP WILL BE WORN.** This is for safety reasons.
- ◆ Shorts must be worn under all dresses and skirts.
- ◆ Shirts **MUST** cover the entire stomach when arms are raised.
- ◆ NO hats, caps or visors are to be worn in the buildings.

CHANGE OF CLOTHING

Please provide a complete change of clothing in a gallon size Ziploc bag with your child's name on the bag to be kept at school. This should include two pairs of underpants, socks, an extra pair of pants (or shorts – depending on the season) and a shirt. Please mark all these items with your child's name.

BIRTHDAYS

Birthdays are special! If you would like to send a special birthday treat please notify the Lead Teacher in advance. We encourage you to send something easy for the children to manage and to send enough for all the children. If possible, include nutritious food such as: muffins, fruit, dip, crackers or small cookies. In order to avoid hurt feelings, party invitations may not be distributed at the Preschool unless all children of the same gender are included.

BAPTISM BIRTHDAYS

A Baptism birthday is an important celebration in your child's life. This is the day he/she became a child of God. We would like to celebrate this special day at school. Please let the Preschool know this date, so it can be in your child's records and can be celebrated during our chapel baptism birthday recognition.

FOOD

Each day we serve a nutritious mid-morning snack, a well-balanced lunch and an afternoon snack. All meals and snacks will be based on USDA nutrition requirements for the young child and will be planned to introduce new foods.

Your child will be encouraged to taste all foods that are served. Menus will be sent home in the school's weekly newsletter and will be posted on the parent information board at the beginning of the week. We hope you will discuss these with your child. We feel that mealtime should be a pleasurable and satisfying experience. Milk or juice will be served with all meals and snacks unless the child is allergic to these items.

IF YOUR CHILD SHOULD NOT EAT A CERTAIN FOOD, DUE TO A FOOD ALLERGY, PLEASE INFORM THE PRESCHOOL.

NO FOOD OR DRINK WILL BE ALLOWED FROM HOME UNLESS THERE IS A MEDICAL REASON AND NOTE FROM THE CHILD'S DOCTOR. BIRTHDAYS, BAPTISMAL BIRTHDAYS AND PARTY DAYS ARE THE EXCEPTION TO THIS RULE.

NAPTIME

ALL CHILDREN are required to lie down and rest during afternoon naptime. Parents/Guardians supply mats (size 5/8" x 19" x 45"). Your child should bring one blanket or light sheet; and a travel sized pillow from home. **BLANKETS & PILLOWS MUST BE TAKEN AND LAUNDERED WEEKLY. This is a Missouri Health Department requirement.**

DISCIPLINE

Our discipline policy is a reflection of modeling our love for God in response to His love for us. The Preschool Staff will make every effort to provide a safe and positive environment for all children within the Preschool. We choose to be pro-active in implementing our behavior management system to help create this safe environment.

The reasoning behind behavior management is to teach correct behaviors. Discipline is focused on the future. We discipline in order to teach correct behaviors. Disciplining is a more positive approach opposed to punishment. Children can learn by being lovingly, patiently, firmly and calmly taught by an adult. The result is that children will have better knowledge of what is expected, what their boundaries are, and they will have a feeling of security because their world is orderly. In turn the child gains positive self-esteem, wisdom, security and self-control.

Immanuel Lutheran Preschool does not allow any form of physical punishment while the children are under our supervision.

One of our Preschool goals is to lead children through positive, non-threatening teaching techniques to help them gain respect for themselves by leading them to become more responsible for their own actions. We hope to help the preschoolers to gain respect for the rights and feelings of other people.

Positive techniques used by the Preschool Staff include:

- ✓ **Logic-** If a child spills some milk, they can help wipe it up.
- ✓ **Apology-** "I'm sorry" if an accident happens.
- ✓ **Restitution-** If a child knocks down another child's blocks, they can help to rebuild them.
- ✓ **Peace talks-** Children are encouraged to talk out their problems and come to an agreement.
- ✓ **Class meetings-** Meetings called by the teacher with the class to discuss a certain problem and ways to help solve it.
- ✓ **Exclusion-** A period of time away from his/her classroom, to consider what positive actions can be taken.

SERIOUS INCIDENTS

The Preschool wants to ensure the safety of all children in our care. If a child shows signs of aggression including, but not limited to, biting, hitting, choking or any other type of physical harm to another child or a member of the staff, the Parent/Guardian will be notified and may be asked to pick the child up early. The Lead Teacher will use his/her best judgment in determining whether the Parents/Guardians will be asked to pick up their child early. In the event the Lead Teacher is absent the Assistant Lead Teacher will use her best judgment.

The Parent/Guardian will be called to immediately pick up the child from the Preschool if a child displays actions/words that are thought to be extremely violent by the staff and are threatening to those around.

Staff members will complete an Incident Report for any of these types of incidents. This form must

be signed by the Parent/Guardian and will be kept in the individual child's permanent file.

Payment is expected on days your child is gone from Immanuel Lutheran Preschool because of behavior.

PARENT/TEACHER COMMUNICATION

Communication is one of the many keys to success with the family. We STRONGLY believe in this. The Preschool has a parent information board located by the front door. There you will find a copy of the monthly calendar to see any important events coming up, a copy of the menu for the week, and the Daily Sheet (informs you what your child has done throughout the day.)

Along with the day-to-day contact with the teachers, Parents/Guardians will also be given the opportunity twice a school year for a Parent Contact Week. One Parent Contact Week will be scheduled in the Fall and the other will be scheduled in the Spring. Prior to Parent Contact Week your child will be evaluated in the areas of physical, spiritual, cognitive, social-emotional, speech and language growth. A progress report that documents your child's progress throughout the year will be sent home in conjunction with the Parent Contact Week. During these weeks, the Parents/Guardians or teacher may want to contact each other to discuss the child's progress. These weeks are the time to hold a conference if the Parent/Guardian or teacher feels it is necessary. Additional conferences may be scheduled at the request of Parents/Guardians or teachers. Dates for the Parent Contact week will be given in the monthly newsletter.

We encourage you, the Parents/Guardians, to be involved in your child's education. This is the most important time in your child's life as far as development goes. It is your job as the Parents/Guardians to read and follow the rules and procedures in this handbook. We also welcome any comments or suggestions you may have throughout the year.

Please let us know of any major changes that are going on at home that may affect your child's behavior.

Should you have any questions or concerns about your child's progress or experiences please speak with the Lead Teacher or your child's group teacher. If your issues are still unresolved, please contact the Principal. This is in accordance with the Matthew 18 principle.

CHILD CUSTODY DISPUTES

In a situation dealing with child custody, please inform the Lead Teacher in writing of approved arrangements. This will help us in dealing with your child. Important information that is important will then be passed on to the other staff members. Please do not discuss the details of the divorce or custody issue with the teachers. We just need to know the matters concerning your child's welfare while they are with us at the Preschool. We will not discuss personal information in front of your child or the other students.

The Preschool will assume that each Parent/Guardian has the authority to enroll the child, have custody of them, and are allowed to give consent for the child to participate in different activities. If there is only one Parent/Guardian that has the authority to do so, at the time of enrollment that Parent/Guardian must provide the Preschool with a complete signed copy of the court decree, which describes the custodial agreement. When consent by both Parents/Guardians is required by the court in matters pertaining to school the undersigned Parent/Guardian represents that the other Parent/Guardian has been consulted and he/she consents to this enrollment. A copy of the latest

court order needs to be in your child's file at the Preschool in order for our staff to be in compliance with this request. It is the Parent's/Guardian's responsibility to provide us with this information.

PARENT INVOLVEMENT

We encourage Parents/Guardians to visit the Preschool at any time. There is always something to do or some way to help. Grandparents are welcome, too. At different times throughout the year we will have special events for our families. These events will give you the opportunity to get acquainted with us and with each other. The dates of these events will be announced well in advance.

There will also be times when we will need your help at the Preschool for various things such as: class parties, providing supplies, being a class speaker or working around the Preschool on projects as needed by the Preschool Lead Teacher. To help keep you informed of all activities, you will receive the Preschool newsletter (the frequency determined by the lead teacher), and a weekly school newsletter.

The Preschool Parents/Guardians are encouraged to participate in all Parent Teacher League (PTL) activities. A portion of the PTL's budget is allocated to the Preschool.

TOYS AND OTHER BELONGINGS

Toys and play equipment will be provided by the Preschool. We ask that you not allow your children to bring toys or other belongings except as listed below for **SHOW** and **TELL**. The toys may get broken and sometimes feelings get hurt when sharing becomes an issue. We will not be responsible for any lost or broken toys.

Frequently these items are damaged and lost. These items can also distract the child during learning times and inhibits socializing with the other children. **Items brought from home may be taken and placed on the Lead Teacher's desk for the day.**

SHOW AND TELL

Each child may bring something to school for Show and Tell. On these days, one toy may be brought from home. Please make sure the toy fits in their cubby. **NO GUNS OR VIOLENT TOYS ARE ALLOWED.** After Show and Tell is over, the children will put their item in their cubby, and it is to remain there for the rest of the day.

SUPPLY LIST

Your child will be provided with a cubby to store their belongings. We ask that each child bring with him/her on their first day the following items:

- An extra set of clothing in case of an accident (shirt, pants, underwear, socks) in gallon size sealable bag with your child's name on it.
- A small blanket to cover up with at naptime, a small travel sized pillow, and **one** snuggling toy for naptime.
- Four close-up pictures of your child that we may use for projects during the year.

MANDATED REPORTERS

Preschool staff members are obligated to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse

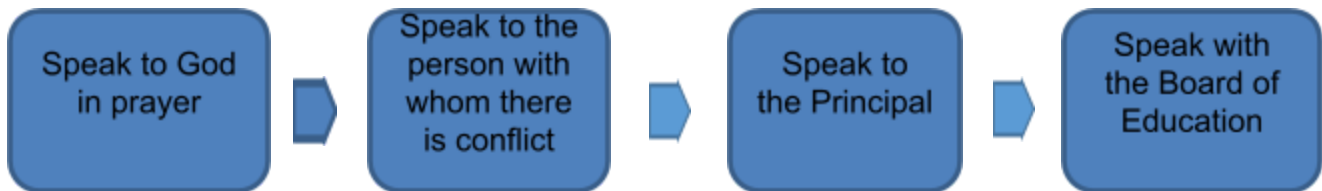
and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. ILS staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

HANDBOOK DISCLAIMER

This handbook is intended to describe the working relationships within Immanuel Lutheran Preschool, its practices, procedures, rules and regulations. The handbook may be supplemented as necessary. The handbook should serve as a code of conduct, but in no event is this handbook intended to constitute a contractual agreement and is not intended to be binding upon Immanuel Lutheran Church and School or the Immanuel Lutheran Board of Education. If you cannot find answers regarding who, what, when, where, or why in this handbook, you are strongly encouraged to ask for clarification.

The mission of Immanuel Lutheran School is to partner with parents and Immanuel Lutheran Church in providing a quality education that nurtures life-long learners who are rooted in Christ, built in faith, and growing in love.

"If possible, so far as it depends on you, live peaceably with all." Romans 12:18



If you have been hurt, offended, or feel that a conflict has occurred, please follow the flow chart above. After speaking to the Lord in prayer and asking for the guidance of the Holy Spirit, approach the person directly at the appropriate level. The following plan is based on God's Word and can be used to reach a peaceful resolution and reconciliation. Pastor can always be considered as a resource to encourage and guide you, if needed, in order to help you follow these steps and to provide spiritual guidance in order to promote Christ-centered communication all throughout the process.

Biblical Conflict Resolution and Reconciliation Plan

Step 1: Take the matter to God in prayer.

"What causes quarrels and what causes fights among you? ... You do not have, because you do not ask."
James 4:1-2

Step 2: Remain confidential at each step and avoid gossip.

"For lack of wood the fire goes out, and where there is no whisperer, quarreling ceases." Proverbs 26:20

Step 3: Go directly and privately to the person with whom there is a conflict.

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother." Matthew 18:15

Step 4: Sympathize, empathize, and listen before attempting to solve the conflict.

". . . let every person be quick to hear, slow to speak, slow to anger; for the anger of man does not produce the righteousness of God." James 1:19

Step 5: Attack the problem and not the person. Strive for good communication and understanding.

"A soft answer turns away wrath, but a harsh word stirs up anger." Proverbs 15:1

Step 6: Repent. Forgive. Receive forgiveness.

"Therefore, confess your sins to one another and pray for one another, that you may be healed. . . " James 5:16
"Pay attention to yourselves! If your brother sins, rebuke him, and if he repents, forgive him," Luke 17:3

Step 7: If the conflict is not resolved, continue to move through the flow chart as you ask the next person for assistance as you again approach your brother or sister in Christ with whom you are in conflict.

"But if he does not listen, take one or two others along with you," Matthew 18:16

IMMANUEL LUTHERAN PRESCHOOL
HANDBOOK AGREEMENT

FOR: _____
(child's name)

I, the undersigned, having read the policies and procedures of the Immanuel Lutheran Preschool as described in the parent handbook, agree to:

1. Abide by and support the policies and procedures outlined in the handbook.
2. Work with the teachers and staff to provide a consistent environment for my child.
3. Address all issues of concern and/or praise with the teachers and staff individually as needed according to Matthew 18:15-17.

“And if your brother sins go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer.”

By affixing my signature to this page, I confirm that I have read and agree to abide with all of the policies and procedures outlined in the Immanuel Lutheran Preschool Parent Handbook for the 2021-2022 school year.

Parent/Guardian Signature

Date

Lead Teacher's Signature

Date

IMMANUEL - HONEY CREEK PRESCHOOL

TUITION AGREEMENT

Tuition Agreement for: _____
(child's name)

I, the undersigned, have read the policies and programs of the Preschool, as described in the Preschool Handbook. I agree:

1. To pay Immanuel - Honey Creek Preschool the sum of \$22.00 per day (members of Immanuel) or \$27.00 per day (community partners) for the care of the above named child. My child's monthly tuition will be due the 15th day of attendance of each month. Checks should be made out to Immanuel Lutheran Preschool or ILPS.
2. To present all registration and information forms prior to the child's entry into the Preschool, to present immunization records prior to or the day of entry. A child will not be allowed to attend without completed immunizations records.
3. When my child is ill, he/she may not be accepted into the Preschool program that day.
4. To give a two week notice to the Lead Teacher if I plan to withdraw my child at any time, to assure financial responsibility for the 14 days following the date of notice of intent to withdraw.

Parent/Guardian Signature

Date

Lead Teacher's Signature

Date

IMMANUEL - HONEY CREEK PRESCHOOL

GYMNASTICS AGREEMENT

Gymnastics Agreement for: _____
(child's name)

Immanuel Lutheran Preschool offers gymnastics thru Jefferson City Gymnastics each Monday. This is an introduction to gymnastics for boys and girls. It helps strengthen the children's gross motor muscles. Gymnastics also helps preschoolers learn body awareness. Allowing your child to participate in gymnastics while at Immanuel Lutheran will help them gain independence while working on basic skills.

I understand that gymnastics is an optional class activity at Immanuel Lutheran Preschool. The only time a class will be credited to my account is if the YMCA has to cancel a class or if Immanuel is closed due to inclement weather. The cost of gymnastics is \$4 per session.

_____ I agree to enroll my child in gymnastics at Immanuel Lutheran. I understand that this agreement will go into effect for one year (August 2021-August 2022).

_____ I do not wish to enroll my child in the Preschool gymnastics program.

Parent/Guardian Signature

Date