

# Emmanuel Lutheran Preschool

## Parent Handbook

### 2017-2018



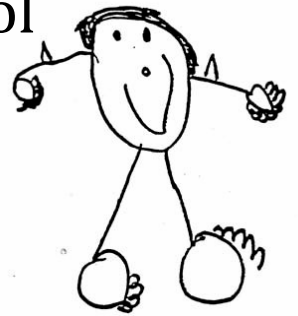
1036 West A Street, Moscow, Idaho 83843  
208-882-1463 (school phone)  
208-882-3915 (church office)  
www.emmanuelmoscow.org  
[emmanuel Lutheran preschool@gmail.com](mailto:emmanuel Lutheran preschool@gmail.com)

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# Welcome to Emmanuel Lutheran Preschool

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The purpose of Emmanuel Lutheran Preschool is to help carry the mission of Emmanuel Lutheran Church to the community by providing quality Christian education for young children.

Our mission includes assisting parents with the overall development of their young children. The activities are planned in the curriculum to enhance the social, physical, intellectual and spiritual development of each child. The foundation for curriculum development at Emmanuel Lutheran Preschool is making Faith real and alive for young children by nurturing in them appreciation for uniqueness of self, others and all the wonders of God's creation.

Listed below are the names of the Board of Directors who strive to ensure fulfillment of the mission of the Preschool. If you have any questions concerning the operation of the Preschool, its programs or practices, please call upon any member listed below. Parents are welcome to attend any Board meetings.

Pr. David Daug, Advisor—509-431-2988  
Tara Roberts, Chair [tarabethroberts@gmail.com](mailto:tarabethroberts@gmail.com)  
Mindy Davis, Treasurer/Book keeper—883-3748  
Nikki Cox, Preschool Director - 882-1463 [emmanuel.lutheran.preschool@gmail.com](mailto:emmanuel.lutheran.preschool@gmail.com)  
Terri Schmidt, Teacher 882-1463 [preschoolterri@gmail.com](mailto:preschoolterri@gmail.com)  
Sinora Shrestha, Teacher Assistant - 882-1463  
Marnie Langworthy, Teacher - 882-1463 [pmlangworthy@gmail.com](mailto:pmlangworthy@gmail.com)  
Tina McClure, Music Teacher and Teacher Assistant - 882-1463

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



## **Class Schedule**

Classes are held from 9:00 to 11:30 a.m. and 12:45-3:15 p.m. Unless children are checked into extended hours, parents must remain with their child outside the scheduled class times.

Children left at the school outside of preschool hours will be checked into extended hours and billed accordingly.

## **Extended Hours**

This program is provided as an option for those who need to bring their children early or pick them up later than regular school hours. The program is available to you on a regularly scheduled or drop-in basis.

Extended hours will be offered before school from 7:45 a.m. - 9:00 a.m. and after morning preschool from 11:30 a.m. - 12:15 p.m. The charge is \$4 per 1/2 hour your child is in extended hours, with a minimum charge of \$4 per day. A log sheet will be filled in each day to keep track of the hours.

If there is a day when your child will NOT be staying the regularly scheduled extended hours (due to illness, etc.), please let your child's teacher know as soon as possible.

## **School Calendar**

School begins the day after Labor Day and ends at the end of May. First Semester is September 6<sup>th</sup>-Jan. 19<sup>th</sup>. Second Semester is Jan. 22<sup>nd</sup>-May 25<sup>th</sup>. All other schedules follow the Moscow Public Schools schedule. (See special Preschool Calendar.)

## **School Closures**

The Preschool will follow the same policy as the public schools concerning weather and emergency closures. Listen to area radio stations for school closure information. Tuition for snow-days is non-refundable.

## **Registration**

Upon payment of your registration fee your child is guaranteed a space in our program for the upcoming school year. We do this in good faith, counting on timely and complete tuition payments. A \$75.00 **NON-REFUNDABLE** registration fee is required upon registration. Early registration will be open to Emmanuel Lutheran church members, as well as, families and siblings of children that are currently enrolled.

## **Supply Fee**

A \$25 per semester supply fee will be due at the beginning of each semester.

## **Tuition**

The total sum is billed at the beginning of the semester. The balance is due at the end of each semester. At the very least, payments may be made in monthly installments. If no payment has been made after two months, your child will be un-enrolled. We can give no refunds for absences. Payments are to be made to ELC Preschool and delivered to the director, or mailed to 1036 West A St, Moscow, Id. 83843. If paying with a credit/debit card, you will be charged a \$3.00 convenience fee.

**Five days a week:** First semester: \$1250 Second semester: \$1250

**Three days a week:** First semester: \$750 Second semester: \$750

**Two days a week:** First semester: \$500 Second semester: \$500

**Tuition payments are tax deductible according to the Idaho tax code.**

**Our tax number is 82-02-64-844**

### **Deficient accounts:**

Payments by check which result in insufficient funds (NSF) will result in the following action. The Preschool Treasurer will call the initiator to inform him/her. The check must be made good within five (5) business days or the child will be un-enrolled. This would include a personal contact with the parent.

A consultation with the executive members of the Preschool board of directors is required before a child is un-enrolled. The decision must be made by the executive board members.

If there are any unpaid balances at the end of the semester for which the parent or the guardian has not made arrangements with the Executive Board, they will be turned over to a collection agency. Also, be aware that, if you choose to remove your child from the preschool, no tuition will be reimbursed.

## **Scholarships**

Families may apply for a tuition scholarship established by Emmanuel Lutheran Church for assistance if they are experiencing times of adversity and hardship. The standard scholarship covers up to 40% of tuition. The scholarship funds provided will be based on enrollment and availability of funds.

Scholarship applications will be reviewed in September (for that current fall semester), November (for spring semester), and again in April (for the following fall semester).

## **Withdrawal Policy**

In the event you need to withdraw your child from Emmanuel Lutheran Preschool, our policy requires that you give **30 days notification** of withdrawal of your child from the school. The withdrawal notification must be in writing, be dated, and note the last day your child will be attending preschool. Tuition is required to be paid for 30 days after the initial request. Withdrawal forms are available from your child's teacher. If you intend to

re-enter your withdrawn child and the class is full, your child's name will be placed on a waiting list.



## **General Information**

**Age:** Children who are three years old on or before September 1 may enroll in the 3-year-old class. Your child must be toilet trained to attend classes at Emmanuel Lutheran Preschool. Children must be 4 years old on or before September 1 to enroll in the 4-year-old class.

**Immunizations:** The Preschool requires a copy of your child's **immunization record** at the time of registration in order to comply with state regulations.

**Release:** If your child is to leave Preschool with anyone other than his/her parent or guardian, your child's teacher is required to have written notification/authorization.

**Dress:** Children should be dressed casually, ready for outdoor play each day. Please help your child to learn to zip, button, and tie. During cold weather, don't forget labeled hats, gloves, etc.

**Bike helmets:** If you require your child to wear helmets while riding the tricycles, you will need to provide his/her own labeled helmet.

**Snacks:** Parents take turns providing **nutritious snacks** for their child's class. A schedule will be provided.

**Conferences:** Parent/Teacher conferences will be held each semester. In addition, please feel free to call your child's teacher with any questions or concerns you may have at any time.

**Newsletter:** Parent newsletter and snack schedule is provided monthly.

**Field Trips:** It is necessary for parents to sign the permission sheet allowing their child to participate in school field trips. Parents who are able to drive will need to fill in a driver insurance form and agree to a background check. Parents must provide the appropriate car seat for their child.

**Animals:** To ensure sanitary conditions and due to the possibility of allergic reactions, please check with your child's teacher before bringing any animals into the building for sharing. Animals are not permitted in the building at any other time.

## **Disciplinary Policy**

Our goal at Emmanuel Lutheran Preschool is to provide discipline in such a way as to encourage your child to develop self-discipline and self-control. Our staff stresses Christian values, such as sharing, taking turns, being kind, and being courteous when working with your child. The use of positive language when working with your child is seen as a very important model. For example “use walking feet,” rather than “don’t run”. Our staff also works with your child to find appropriate solutions to their problems with classmates. At no time is corporal punishment allowed at Emmanuel Lutheran Preschool. If a behavior is becoming a problem the staff tries to redirect the child to something that is appropriate. Choices will be given to the child throughout the discipline process to allow the child to take responsibility for his/her actions. If these attempts to halt or change the behavior do not work, the following steps are outlined for the staff.

**STEP 1:** Stop the behavior. Use words whenever possible but physical assistance may be needed to stop the behavior. *For example:* an arm around the child’s shoulder or holding the child’s hands.

**STEP 2:** Discuss with the child why the misbehavior is inappropriate. Have the child explain in his/her own words why the behavior is inappropriate. After the child has told the staff member why the behavior is inappropriate tell the child the consequences if the behavior continues. *For example:* “if you continue to splash water on the floor you will have to leave the water table.”

**STEP 3:** Allow 3 warnings (or less if staff member deems appropriate). If behavior continues the child will be put in time out. The staff member will have the child state why they were put in time out. If the child cannot tell the staff member why, the staff member explains to the child the reason he/she was placed in time out. When the child can give the reason, he/she can rejoin the regular classroom activities.

**STEP 4:** Offer support to the child, encouraging positive behaviors and helping the child have a smooth transition back into regular classroom activities.

**STEP 5:** When having to use time out, the same staff member that placed the child in time out should continue with the child until he/she is back involved with regular classroom activities.

**STEP 6:** If misbehavior continues to be disruptive to the classroom or harmful to other students, parents will be contacted and asked to pick up their child.

**STEP 7:** Consistent behavior problems will be discussed with the parents, and every effort will be made to work with the parents in developing strategies to help the child.

**STEP 8:** Severe behavior that is unable to be resolved could result in the child being disenrolled.

## **Curriculum**

Curriculum is the framework for all the activities that contribute to the growth and development of the child. It is based on an understanding of how young children learn. Socialization is a primary concern and is integrated into all areas of the curriculum. Listed below are the curricular areas and general activities for Emmanuel Lutheran Preschool. A detailed copy of our curriculum are available upon request.

**Faith Development** - Demonstrate God's Love by caring for others; learn thankfulness through prayer and grace, and experience God's Word through Bible stories and monthly devotions with the Pastor.

**Socialization** - Emphasis on cooperation, sharing, taking turns, conflict management, leading and following the group, and fellowship.

**Language Arts** - Language experiences are gained through reading and writing activities; verbal interaction, listening skills are enhanced during story circle, calendar, and sharing time. Receptive and expressive language skills are enhanced through the use of finger plays, nursery rhymes, poetry, and discussions.

**Math** - Introduction to and enhancement of skills through direct experiences such as sorting, comparing, ordering, measuring and counting.

**Science** - Stimulate senses by encouraging observation, comparison, and problem solving.

**Nutrition/Health and Wellness** - Follow directions in sequence, develop good eating habits, cook and prepare snacks and special treats; gain exposure to units of weight and measurement, time, and the changes which occur in foods when they are being prepared for consumption. Introduction to new foods. Importance of sanitation (hand-washing), keeping hands away from face, covering mouth when coughing, eating healthy foods and adequate rest and exercise.

**Creative Arts** - Language development, creative movement, rhythm, tempo, following instruction, group cooperation, role playing and puppetry are some of the concepts emphasized. Creativity through choice, exploration of medium, and imaginative expression; enhancement of self-esteem and reinforcement of theme concepts.

**Social Studies** - Learning about self, home and family, transportation, and the community: Field trips involve the children in their own process of learning; visits from parents and community members are welcome.

**Music** - Development of music appreciation, listening skills, rhythm, contrast, pitch, volume, memory, and attention span. Participation is encouraged.

**Physical Activity** - Development of coordination, balance, large and small muscle skills in games and play situations. Enhance positive physical and mental health, self-esteem and socialization skills through group cooperation.

## **Emergency Procedures**

### **Building Evacuation**

Each teacher is required to keep a daily written roll call, with a class roster attached. During a fire drill or disaster, the children will be evacuated through the nearest safest exit. Each class will rendezvous at a safe distance from the building and roadside, and teachers will conduct a roll call to make sure everyone has been safely evacuated.

If the building is found safe, class will resume. If longer evacuation is necessary, the children will be escorted to Arby's. Parents may pick up their children there, after notifying the teacher that they have arrived.

Safety drills will be held twice each semester.

### **Medical Emergency**

All parents and guardians are required to sign an emergency medical release form. If parents cannot be reached during an emergency requiring immediate intervention, children will be transported to Quick Care or Gritman Emergency Room. During any life-threatening emergency, or an accident involving possible neck or spinal injury, ambulance assistance will be summoned. For all accidents, parents will be notified as quickly as possible.

### **Illness and Medications**

Children who become ill during the day will be allowed to rest away from the group, and their parents will be notified to come pick up their child immediately. Any child who is ill should be kept home until he/she is no longer contagious, or running a fever. Returning to school too soon will slow your child's recovery and infect other children.

We do not administer medication (including sunscreen and neosporine) to children at school. If your child is on medication, you will need to give them the medicine before or after school.

All regularly employed teachers and aides are required to have current first aid and CPR certification, and up-to-date immunizations. (See Illness Procedures & Guidelines on following pages.)





## **How Parents can Help**

- ✓ Send your child to school clean, well fed, well rested, and ready to learn.
- ✓ Encourage and help your child to face new situations.
- ✓ Offer your time, if you are able, for providing transportation on our field trips, sharing a special talent, and/or becoming involved in organizing programs, fundraisers, etc.
- ✓ Tuition rates are kept low by doing active fund raising. All parents are encouraged to help with and support these activities.

### **Snacks**

Children need and enjoy snack time. It is our goal, with your help, to offer nutritious snacks each day. Each month a snack list will be sent home. Each child will be assigned a day to provide the snack for the classroom. If you cannot provide the snack on the assigned date, please arrange with another parent to exchange days. Your child will be assigned to bring the snack on or near his/her birthday. Birthday snacks can be more elaborate, if desired.

We will provide water to drink. Snacks should consist of something **nutritious** to eat. Please, no sweets except on party days. Parents may have many wonderful ideas about snacks, so feel free to use your own nutritious recipes or refer to the list of snack suggestions on the next page.

If you forget the snack on your assigned day, please bring something non-perishable to replenish our emergency snack supply on the next class day.

Please help your child take the snack to the classroom. If refrigeration is required, label the snack and request the teacher or aide to place it in the church refrigerator in the kitchen. We celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter with special parties. On those days, two children may be assigned to bring snacks.

**Thank you for your cooperation in helping to make our preschool year a successful one!**



**Snack Suggestions:**

Fresh fruit  
Dried fruit  
Commercially canned fruit  
Popcorn  
Finger Jell-O  
Cheese  
Crackers  
Dips  
Vegetables  
Quick breads  
Cereal, granola  
Muffins  
Mini pizzas  
Yogurt, frozen yogurt  
Pepperoni, salami  
Sandwiches  
Pretzels  
Eggs  
Pancakes  
Tortillas  
Bagels & cream cheese  
Soups

Juice popsicles  
Waffles  
Biscuits  
Pumpkin or sunflower seeds  
Cornbread  
Cottage cheese  
Burritos  
Rice cakes

**Peanut Free Snacks:**

Fruit  
Vegetables  
Cheese  
Yogurt  
Lunch meat  
Tortilla chips  
Popcorn  
Pretzels`  
Gold fish Crackers (regular and cheddar)  
Cheese Nips  
Teddy Grahams (honey, chocolate & Cinnamon)

**Birthday Cupcakes—Peanut free**

Betty Crocker Cake mixes (Party Rainbow Chip, Yellow, Dark Chocolate or Chocolate fudge)  
Pillsbury Creamy Supreme Frosting (chocolate fudge, cream cheese or funfetti Vanilla)

**Shopping Tips:**

Avoid food if you see the following information on the ingredient labels:  
peanuts, nuts, peanut flour, peanut butter, peanut oil, marzipan, almond extract, nougat

“May contain traces of peanuts/nuts”

“Processed on machines that may contain traces of peanuts/nuts”