

## **Parent Handbook - (rev 6/1/09)**

***LET THE LITTLE CHILDREN COME TO ME, AND DO NOT HINDER THEM, FOR THE KINGDOM OF GOD BELONGS TO SUCH AS THESE.*** MARK 10:14

### **Mission**

In keeping with the mission statement of Lutheran Church of the Redeemer, "to teach our children about God's love through actions and words," the Kingdom Kids Preschool provides a program that addresses the needs of the whole child and reflects the heart of Jesus for children and families, so they may know His tenderness and love for each individual.

### **Goals**

- Address the needs of the whole child including spiritual, emotional, social, cognitive, and physical.
- Help children grow as enthusiastic learners.
- Provide a warm, supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as individuals and as a group.
- Help each child feel accepted in the group.
- Help children learn to communicate and get along with others, and encourage feelings of empathy and mutual respect among children and adults.
- Provide physical and emotional security for each child.
- Help each other to know, accepted and appreciate who they are and develop a sense of independence.
- Through words and actions, introduce children to Jesus, who loves them, and help them learn to love Him.
- Involve parents and families in the preschool program by providing opportunities to volunteer and participate in their child's activities.
- Recognize parents as their child's first and most important teachers, involve them in planning for their child's preschool experience, and provide support to them in understanding their child's development.

### **Organization**

The preschool board consists of seven members who oversee the preschool.

The board members are:

- Jean Schubert
- Gloria Hacko
- Joy Costa
- George Maciejewski
- Eric Nagy

The Minister of Education of the Lutheran Church of the Redeemer, or a representative thereof, presides on the preschool board and is the liaison between the church and the preschool.

The preschool operates under the church's non-profit designation. The Board determines the amount of tuition based upon the anticipated expenses for the year.

Monthly tuition applied to the teacher's salary, the teaching assistant's salary, insurance, equipment, and supplies.

### **Tuition Payment**

Tuition is \$120.00 per month for a three-day school week. You may place your tuition payment in the box inside the entrance to the preschool or send it to the church office, Post Office Box 70, Chimacum, WA 98325. After September's payment, tuition is due the first week of each month in which classes are held, October through May.

Some partial scholarships are available based on need. Ask the staff Board member for an application.

### **General Information**

#### **Classroom Atmosphere**

Class is a quality learning-through-play-time for children. Interruptions are distracting to the learning experience and should be kept to a minimum. While siblings are an important part of a child's life, their presence in the classroom can be distracting. On days when a parent arranges to be present in the classroom, it will be best for learning if siblings do not attend. In the event it is necessary for a sibling to come with a parent, please talk with the staff at the earliest possible time to discuss arrangements.

#### **Reaching the Staff**

The preschool has a phone in the room. You may reach staff on the preschool phone before and after class by calling the church at 385-6977. The phone in the classroom is turned off during school hours, but a message may be relayed to the staff through the church office.

#### **Attendance**

Please call the staff when your child is not able to attend school or if your family is planning to be away on a vacation.

Attendance at preschool should be a regularly scheduled event in your child's life, with absences discouraged except in cases of illness, emergency, or family vacation.

Making attendance "optional" confuses the child as to the importance of school and lessens the bond the children feel to one another and to the staff. The routine of coming to school regularly forms a vital part of your child's readiness for kindergarten. Please inform the teacher of any absences by calling the church office, 385-6977.

## **Transportation and Arrival**

Please bring your child on time and pick him/her up on time.

Prompt arrival to class is best for all children, to maximize ease of joining in and to minimize separation anxiety issues. Children should arrive no earlier than 5 minutes before class.

Please accompany your child into the classroom when arriving. Classes begin at 9:00 a.m. and ends at 12:00 p.m. on Tuesday, Wednesday and Thursday.

Notify the teacher in advance, if someone else is to pick up your child. If car pools are formed, inform the teacher which of the children are participating.

Lastly, and important enough to be stated again, please be on time when picking up your child. It is bewildering to the children to be "left" when all other class members have gone home. Preschoolers thrive on routine. Being on time for preschool, whether arriving or leaving, is an important part of being ready for the definite scheduling of kindergarten. Call the school immediately if you will not be on time to pick up your child. Make other arrangements so that someone is there for the child when school ends.

## **Health & Safety**

We ask that you do not send your child to school if he/she has a fever of 100 degrees or more, severe cough, runny nose (not related to allergy), vomiting, diarrhea, or contagious rash. If a child comes in with symptoms of illness or develops them during class time, a parent may be asked to take them home at the discretion of the staff.

Accidents do happen, so if your child becomes injured, we need to be able to contact you or another adult. Please be sure to keep us informed of any changes on your child's emergency contact list.

Children requiring medication during school hours must have parental permission on file and a note from the doctor. Even non-prescription drugs require a doctor's written order. Please try to schedule medication administration outside of school if possible.

## **Clothing**

Please send your child to school in play clothes. We do have aprons; however, many of the "fun" activities can soil clothes. Also, please dress your child appropriately for the weather in jackets, hats, mittens, and boots. We will play outside even when drizzling. Please dress your children appropriately for independent toileting (belts and overall fasteners can be very frustrating in an emergency).

## Snacks

We will have time for the children to be able to eat together with their friends.

Please provide a small snack for your child to bring each day. Because this is a snack, and not a lunch, it can be kept to a small amount of low-sugar foods.

We will have some crackers available if a snack is forgotten at home. Parents are encouraged to pack a snack that is nutritious and not highly sweetened.

Such foods as fruits, crackers, veggies, pretzels, or cheese would work well.

**Please be advised that if there's a child in the class with a peanut allergy we will inform you and ask that you do not include ANY peanut products in the snack.**

We use our snack time as a learning opportunity for the children: table setting, manners, eye-hand coordination, good nutrition, small motor (muscle) development, trying new foods, and so on.

The preschool will provide cups, bowls, napkins, and utensils. Snacks should arrive at the beginning of school. Please do not send cake or cupcakes unless it is your child's birthday. To avoid confusion, please do not send food for snack time if it is not your turn. If you wish to send an extra treat home with classmates for any reason, place the take-home treats in individual bags.

## Discipline

Our goal in the area of discipline is to encourage children to respect themselves, other people and their property. We use a positive approach to managing children's behavior to help develop feelings of self-esteem, self-confidence, and self-control.

As a result, the children can feel good about themselves and others in an environment they know is safe and secure for everyone.

Physical punishment, name calling and other punitive methods are not allowed at our center by staff, parents, or volunteers.

Some of the techniques we use are:

- Prevention—through the design of our classroom and our daily routine;
- Positive redirection—redirecting unacceptable behavior;
- Modeling—of appropriate behavior and communications;
- Limit setting—we have a few clear, simple rules;
- "Time out"—used as a last resort, to help children gain control of their emotions.

In situations where a child needs additional help or structure managing his or her behavior, the staff will talk directly with parents to work out a plan. Strategies may include requiring a parent to be present in the classroom until the situation is successfully resolved

## **Grievance Policy**

The Kingdom Kids Preschool recognizes the right and responsibility of program parents and community members to express concerns of safety, process, or procedures. The issue should be brought to the attention of the staff in order to correct the situation. If the result is not satisfactory or if a parent is unable to discuss the situation with staff, then the matter should be brought to the attention of a member of the Board (see roster at front of handbook). Incidents will be investigated and assessed, and corrective action will be taken as appropriate.

## **Volunteers**

Parent volunteers are a very important part of our program. It provides additional staff to the classroom and helps your child to grow when they see that you are involved in, and a part of their school. Arrive early enough so that you can be orientated to the days schedule and directed toward the area where help is needed.

As a volunteer, we asked that your time is spent assisting the children, at child level, and with respect to child directed play. Occasionally a child may say something that might be considered a private family issue and we ask that you act with professionalism and keep it confidential.

## **Special Days**

School Calendar - A copy of the school calendar is attached to this handbook.

### **Magnificent Me**

Each child will have a turn to participate in Magnificent Me. It's a day of opportunity to be a special classroom person. Children will be encouraged to bring interesting items from home that highlights their life. It may be special toys, music, important people, animals, food, etc. We will give parents an opportunity to request certain days and try our best to respect your choice.

### **Birthdays**

We would love to celebrate your child's birthday during class time. You may wish to sign up snack on or near your child's birthday. Speak with the teacher if you wish to plan something else. We will celebrate the summer birthdays on the last week of school.

### **Snow Days**

The preschool will be closed when the Chimaicum Schools are closed. Call the Chimaicum School District automated phone line at 360-732-4090 or listen to KIRO 710 AM for closure information.

## **Worship Opportunities**

Sunday school - 9:30 to 10:20 a.m.- Classes for children ages three and up

Adult Bible Study

Services

8:00 a.m. Traditional Lutheran Service

10:30 a.m. Contemporary Service

**Nursery Care**

A paid attendant is available from 9:00 until the end of the second service.

**Pastoral Care**

Pastor Don Pieper has a special place in his heart for children and families, and will be coming into the preschool occasionally to share stories and get acquainted with the children. If you do not have another church home, we encourage you to consider this "your church." If you are in need of pastoral services such as counseling, baptisms, weddings, hospital calls or any other pastoral care, please talk to Pastor Don. An appointment may be made through the church office, 385-6977.

**No-Discrimination Policy**

The Lutheran Church of the Redeemer 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. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, and school administered programs.