

CALVARY LUTHERAN Preschool Handbook 2023-2024



1314 N. Michigan Street
Plymouth, IN 46563
574-936-2903

preschool@calvarylutheranplymouth.org

PLEASE NOTE THAT THIS HANDBOOK IS SUBJECT TO CHANGE

Statement of Philosophy

The goal of Calvary Lutheran Preschool is to meet the developmental needs of the three, four and five-year-old child. The program is designed to foster spiritual, physical, emotional, intellectual, social and creative growth of the preschool-aged child. This is accomplished through activities carefully planned by our teachers. Our Christian environment is considered an essential factor in the overall development of a child.

Program Description

Daily activities are planned to provide opportunities for growth in all areas of a child's development. The daily schedule will be balanced with quiet and active times, group and individual times, teacher-directed activities and free choice, as well as inside and outside play (weather permitting).

The materials and projects in the classroom will be age appropriate allowing for individual differences. Topics related to themes and holidays are designed to be challenging and interesting. Play is an important component of the preschool program. It is a means by which your child learns about his or her world.

Eligibility

Children are eligible for enrollment in the three-year-old classes if they are three years old on or by August 1st of the year of enrollment and potty-trained.

Children are eligible for enrollment in the four-year-old classes if they are four years old on or by August 1st of the year of enrollment.

Children are eligible for enrollment in the five-year-old class if they are five years old on or by August 1st of the year of enrollment. We want to be sure that children in this class are ready for the design and structure that it entails. Children entering this class

should exhibit mastery of letter recognition and sounds, number recognition, writing his or her name and other basic skills. Daily journaling, reading skills, and mathematics skills are taught and reinforced during teacher directed centers.

*Please note that meeting the age criteria does not ensure that your child is ready for a preschool experience. Parents are encouraged to meet with the preschool administrator/staff to discuss the recommendations for the upcoming year. The Preschool staff is readily available to discuss your individual child's specific needs. An appointment may be necessary to accommodate these discussions.

Registration

A non-refundable fee is required to hold your child's place in the program until classes begin. This fee is due when you submit the registration form. It covers some of the costs associated with registration and the loss of income when students fail to follow through with attending Preschool. A separate fee is required for each child enrolled in the program. The registration fee is \$25.00.

Student Records

It is important for the Preschool staff to have information about your child in order to meet his or her needs. All personal information that is shared with the staff formally or informally is kept confidential. A variety of forms have been developed to help us gather this information. Each child must have the following forms completed and on file at the school in order to attend class (some of these will be filled out at orientation or when your child begins classes):

- Student registration form
- Parental release form
- Student information card
- Texting information

Student Supplies

Children attending Calvary Lutheran Preschool will need one backpack (large enough to carry a 9" x 12" sheet of paper/folder). We also suggest an extra change of clothing to be placed in the child's backpack daily for unforeseen accidents that may occur. Most craft supplies and materials are provided for the children and are paid for with the activity fees outlined later in the handbook.

Class Meeting Times

The class meeting times are as follows:

3 year olds	Tuesday/Thursday	8:30 a.m. – 11:00 a.m.
4 year olds	Monday/Wednesday/Friday	8:30 a.m. – 11:00 a.m.
Pre-K	Monday – Friday	8:30 a.m. – 11:30 a.m.

School Calendar

For the 2023-2024 school year, Calvary Lutheran Preschool will start school on Monday, August 21, 2023 (4's & Pre-K) and Tuesday, August, 22 2023 (3's).

We observe the same holiday and vacation calendar as the Plymouth Community School Corporation. Preschool will be closed when Plymouth Community School Corporation is closed. When Plymouth Community School Corporation has a 2-hour delay, Calvary Lutheran Preschool will have a 1 ½-hour delay and Preschool classes will begin at **10:00 a.m.** **ALL morning dismissal times are adjusted as follows: 3/4 class dismisses at 11:45, 4/5 classes dismiss at 11:45, Pre-K class dismisses at 12:00.** Parents have complete authority to pick up their child whenever necessary but we ask that you inform the teacher for planning purposes.

Scholarship Grants

Calvary Lutheran Church members award scholarships to families who demonstrate financial need. Please contact our Administrator or the church secretary to obtain a scholarship application. All information obtained in the scholarship application process remains confidential.

Tuition & Activity Fees

Calvary Lutheran Preschool provides parents and guardians a choice of the following methods of payment for tuition:

1. One annual payment due in August.
2. Two semi-annual payments due at the beginning of each semester (August and January).
3. Ten monthly payments **due by the 5th of each month** August through May.

In addition to tuition, activity fees are assessed at the beginning of the year to cover the costs of supplies, field trips and special events. These activity fees and August's tuition will be due at the orientation.

The table below outlines the fee schedule for all classes. (Activity fees are NOT included in the annual, semi-annual, or monthly payments.)

<i>Classes</i>	<i>Activity Fee</i>	<i>Annual Payment</i>	<i>Semi-Annual Payment</i>	<i>Monthly Payment</i>
<i>3-year olds</i>	<i>\$30.00</i>	<i>\$800.00</i>	<i>\$400.00</i>	<i>\$80.00</i>
<i>4-year olds</i>	<i>\$40.00</i>	<i>\$1,000.00</i>	<i>\$500.00</i>	<i>\$100.00</i>
<i>Pre-K</i>	<i>\$60.00</i>	<i>\$1,550.00</i>	<i>\$775.00</i>	<i>\$155.00</i>

If a family has difficulty making tuition payments due to unforeseen financial circumstances, the family must notify the administrator/teacher immediately so that an agreement can be made to satisfy the tuition obligation. If tuition becomes more than a month behind, the child may not be able to return to class until tuition is caught up or an arrangement has been made with the teacher.

Families with more than one child enrolled in preschool will receive a 10% family discount for the 2nd child off the total amount of tuition per month.

Please make all checks payable to Calvary Lutheran Preschool. **A \$25.00 fee will be assessed for any returned checks and subsequent payments must be made in cash or money order.**

Curriculum

The curriculum of our Preschool program is based on the various areas of a child's development.

Spiritual growth

We integrate Christ-centered material in the curriculum as a natural part of a child's development. Weekly Bible stories and lessons are taught. Discussions are kept very general and simplified for the young child's comprehension. Chapel services led by the Pastor are offered, twice a month at Calvary. Families are encouraged to attend.

Cognitive growth

Learning activities will include language and vocabulary readiness skills, number concepts, size and shape differences, color recognition, sequencing, special relationships and various other age appropriate skills. Teachers will use games, directed projects, learning centers, literature, manipulatives and other learning tools to assist each child in learning these concepts at his or her own pace.

Creative growth

Art and craft experiences will provide an endless resource for learning and reinforcing concepts, while developing individual creativity. A wide variety of materials and activities will be offered to expand the child's awareness of color, form, and texture, with emphasis on self-expression. The children will also have

opportunities for dramatic play to imagine and act out real life situations.

Emotional growth

Feelings and emotions guide a young child's actions. We respect each other's feelings as genuine and foster positive and appropriate outlets for emotions through dramatic play, stories, active and quiet play.

Physical growth

Movement games and music provide opportunities for each child to enhance growth physically in both the large and fine motor areas. Throughout the day, puzzles, scissors and other small manipulative materials will be used to enhance fine motor skills. Our Fellowship Hall (gymnasium) provides an area to run, skip, hop, bounce balls, and play games necessary for large motor development. We also offer an enclosed outdoor play area with climbing and sliding equipment and will go outside when the weather allows.

Social growth

The development of social skills and positive self-image is an important aspect of our program. Many of the projects and topics used will encourage children to become aware of themselves and others, to work out problems in a positive way, and interact with peers and adults.

The Home and School Connection

The relationship between parents and teachers is a major factor in the success of a preschool program and your child's first school experience. Calvary Lutheran Preschool has established several methods to facilitate an open line of communication with parents, both formal and informal. Our program includes:

Orientation Day

An Orientation is scheduled prior to the beginning of school. Families are welcome to attend the orientation and ask questions about our Preschool and the class materials used. Children have

the opportunity to become acquainted with the classroom and his or her teacher.

Weekly or Bi-weekly Newsletters

Parents will receive a newsletter that will give them information about what skills the students are learning as well as themes, highlights, accomplishments, and upcoming events.

Progress Reports

Progress reports about each child's personal progress at Preschool will be sent home twice during the school year. These reports are a checklist format of developmentally appropriate tasks. You are always welcome and encouraged to talk to your child's teacher about your child's progress at school. Calvary Lutheran Preschool offers these reports along with a rich, developmentally appropriate curriculum and operates with the understanding that all children grow and learn at their own pace.

Open Door Policy

Parents are welcome and encouraged to visit school anytime provided the process of learning is not interrupted. Because the teacher's time during the day is best spent dedicated to the children, it is beneficial to schedule an appointment if you would like to meet with the teacher.

Parent Involvement

Parents can be involved in the Preschool in a variety of ways including driving and/or chaperoning field trips, reading a favorite book to your child's class, sharing a special interest/hobby, pre-cutting craft/art materials at home, and much more. We hope to see you often throughout the school year.

In the interest of student safety and for your own protection, you may be asked to fill out information for a criminal background check if you will be in the classroom on a regular basis.

Child Guidance

Guiding a child's behavior is a part of the learning experience. To promote an environment conducive to learning, classroom rules are established. The rules are upheld with Christian principals of warmth and love. Every effort will be made to give honest praise for cooperation and appropriate behavior, in order that the child's positive, rather than negative, behavior is emphasized.

Our primary goal is to provide a safe and loving environment conducive to learning. In the event of violent, dangerous, or destructive behavior which continues despite intervention, a parent may be asked to seek an alternative preschool.

Arrival and Dismissal Procedure

School doors will open at 8:30 a.m. each day. Please do not drop off children early or prior to seeing a staff member greet your child. Our teachers use the time before school to prepare for the day's activities. In the event of late arrival, the parent must accompany the child to the classroom.

Students **MUST** be picked up at dismissal time. Only those persons authorized by the parent will be allowed to take the children from the school property. In any case, where a staff member is unfamiliar with a person picking up a child, a photo I.D. will be required. Any other arrangements are to be made with the staff in advance and must be in writing (a note from the parent is sufficient).

Teachers greet and dismiss children from the south entrance. Safety is of great concern when students are coming in and going home from school. The parking lot and alley are heavily traveled at those times and small children are difficult to see among the cars, trucks and vans. Please **do not use the spaces beyond the dumpster for parking at any time.** Also, we recommend turning your vehicle off when you leave your vehicle to escort your child to the doors or inside the school. Your cooperation and caution during arrival and dismissal times will help in keeping all children, including yours, safe.

Attendance and Illness

The staff requests that you make contact with your child's teacher directly or call the school on any day your child will be absent. Please keep your child home if he or she is ill which may include fever, vomiting, diarrhea, hacking cough, sore throat or conjunctivitis (pink eye). If a child has a temperature of 100 degrees or higher he or she will be asked to remain at home until it has returned to normal for 24 hours. Children with lice or nits will also be asked to remain at home until the situation is completely resolved. The staff at Calvary will not administer any form of medication to any child.

If your child becomes ill while at Preschool or lice and/or nits are discovered, he or she will be removed from the classroom. The staff will notify a parent or other designated person of such situations and request that the child is picked up immediately. It is important for the staff to be informed if a child has lice/nits or communicable disease (i.e. chicken pox, pink eye, etc.) which may affect the other children in the classroom. Please notify the staff immediately of these situations.

Snacks and Birthday Treats

Depending on teacher preference, parents will be asked to donate snacks periodically through the year for a classroom stock pile or will be assigned snack responsibility on a monthly rotating basis. Snacks should be purchased prepackaged from a retail store and drinks should be 100% fruit juice, small bottles of water or milk.

At times the staff has special lessons and topics which may involve cooking or food. During these special lessons, teachers may request special foods which will be used in the classroom to prepare the students' snacks, such as a bag of apples, a pint of blueberries, cheese, etc. Teachers will send a note home to the scheduled snack helper when special items are needed.

Birthdays are especially important to every preschool child. We make time for each child to celebrate the special day with school

friends. Snacks or a small token such as a pencil or sticker are a nice way to celebrate God's gift of life.

Dress

Children should wear comfortable, washable clothing that can be managed by the individual child. When the weather permits, the staff does plan activities outside; therefore it is also important to label items that the children bring to school such as coats, mittens, hats and backpacks.

Field Trips

The staff at Calvary Lutheran Preschool believes it is important that children learn by doing. Throughout the school year, the teachers will be planning various trips within our community that correspond with our thematic units. Information regarding field trips will be included in weekly newsletters. Permission slips must be completed and returned for each child to participate. We ask that parents assist us in providing transportation and supervision on these trips.

Safety is a primary concern when traveling. All children are required to be in a child safety seat or booster seat. Students must have such a seat or they will not be permitted on the field trip. Anyone who chooses to drive on a field trip, even if driving his or her own child only, must provide a copy of their valid driver's license and the name of the insurance company which provides their auto coverage. The information provided to the preschool will be kept confidential.

Chapel and Special Events

Parents are encouraged to attend to hear a short Biblical message given to the children, followed by a brief presentation by the children of songs, poems, and finger-plays which the class has been working on during the month. Chapel dates can be found on the monthly class calendar.

Special programs during the holidays and graduation are another opportunity to bridge the home and school connection. Notices

about these particular programs are given in advance, so that plans can be made for the child and family to participate.

Teaching Faculty

Current Preschool Classroom Layouts are as follows:

3/4 Classes

Classroom 5 & 6 – Teacher: Tabatha Standeford
Aide: Kristen Harman

4/5 Classes

Classroom 3 & 4 - Teacher: Anita Morrison
Aide: Emily Peterson

Classroom 5 & 6 - Teacher: Tabatha Standeford
Aide: Emily Peterson

Pre-K Class

Classroom 1 & 2 - Teacher: Jennifer Beatty

Administrator

Kyle Rettinger