

Calvary Lutheran Preschool
Parent Handbook



School Readiness is our goal as we support children in the Christian lifestyle and get them ready to enter the academic world at the school of your choosing. Developmentally Appropriate, Best Practices, for preschool children, guide our planning and curriculum to make this an outstanding preschool to attend.

Mission Statement

Calvary Lutheran Preschool is a vibrant ministry of Calvary Lutheran Church, a way of meeting the needs of all children and their families, including sharing the gospel and love of Jesus Christ. We are committed to creating a Christian atmosphere in which social emotional skills, spiritual growth, physical development and developmentally appropriate pre-academic opportunities are of the utmost importance. Calvary Lutheran Church views children and families as a precious resource, given by God, and acknowledges its responsibility to assist parents in providing for their children's future and care. Proverbs 22:6 says, "Train your children up in the way they should go, and when they are old they will not depart from it." **Welcome to the Calvary Lutheran Church Family!**

CLASS OFFERINGS

Calvary Lutheran Preschool is open from September through May. We offer developmentally appropriate settings, times and days to best fit what your child needs. Our offerings include multiple opportunities designed with your child's best interest in mind. Therefore, our classes are age specific, 36 - 47 months and 48 months - Kindergarten entrance, and curriculum is designed accordingly.

3 year old classes - Must be 3 years old by September 1st

- Tuesday/Thursday - 3.25 hrs
 - 8:00 - 11:15 - \$119/month
 - 12:15 - 3:30 - \$99/month

4 year old classes - Must be 4 years old by September 1st

- MWF
 - 8:00 - 11:30 - 3 ½ days/wk - 3.5 hrs/day - \$183/month
 - 8:00 - 3:30 - 3 full days/wk - 7.5 hrs/day - \$392/month
- MWTWTHF
 - 8:00 - 11:30 - 5 ½ days/wk - 3.5 hrs/day - \$337/month
- TWTH
 - 12:15 - 3:30 - 3 ½ days/wk - 3.25 hrs - \$167/month

Before School Fun available 7:15 - 8:00 - additional fee - \$5.00/day

Before School Lunch time available 11:45 - 12:15 - additional fee - \$5.00/day

Punch cards available for each option.

A \$50.00 non-refundable registration fee is required to complete the registration process.

Calvary Lutheran Preschool is a licensed program by the Department of Human Services. It is owned and operated by Calvary Lutheran Church and is licensed to serve 32 children, at one time, ages 36 months to kindergarten entrance. Liability insurance coverage of more than \$100,000/\$300,000 is provided by Calvary Lutheran Church. **Required Paperwork required by state licensing**, including student information, a permission form, a Health Care Summary completed by the child's current medical care provider and record of Immunizations must be received before your child can attend.

Calvary Lutheran Preschool welcomes students of any race, color, sex, national or ethnic origin, or religious affiliation of the child and family. We will provide to the best of our ability to provide for the enrollment for children with special needs. We reserve the right to unenroll a child, after consultation with the parents, when the best interest of the child cannot be met or the other children's needs are at risk of not being met.

If you have questions or concerns about Calvary Lutheran Preschool or the license to operate that cannot be satisfactorily answered by staff, you may contact the Department of Human Services, 44 Lafayette Road N., St. Paul, MN 55155 or by phone 651-431-6500.

Contact Information

Connie Good, Director 320-763-5178 preschool@calvaryalex.org www.calvaryalex.org/preschool

Goals

The **SPIRIT** of Calvary Lutheran Preschool embraces all children in their School Readiness preparation as we support children in a Christian lifestyle and get them ready to enter the academic world at the school of your choosing. Best Developmentally Appropriate Practices for preschool children guide our planning and curriculum to make this an outstanding preschool to attend.

SPIRIT

Social Skills - the foundation for school success.

Pre-academics - necessary introduction to the benefit and joy of learning.

Individualize - each child is at a unique place in their learning and will be provided with next experiences.

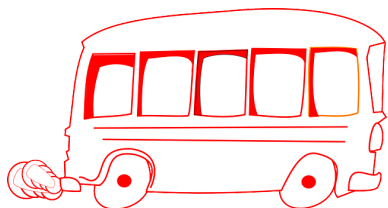
Respect - Christian values are expected and to act in a way to show love for Jesus and others.

Intiative - increase children's ability to start an activity independently along with increasing self help skills.

Transitions - moving from one activity to the next smoothly.

A wide variety of activities include both group and individual, calm and active, chosen and directed. Teachers will include bible stories and Christian values in their conversations with children. The Child Care Program plan is available at your request along with lesson plans. Daily schedules are posted in the classroom. Monthly newsletters are sent home at the beginning of each month for you to reinforce what has been taught, if you so choose, at home. Parents are welcome in the classroom at any time. Your input is encouraged and important to us.

Transportation



You are responsible for your child's transportation to and from preschool. All person's picking up your child must be authorized in writing in the child's Required Student Information form. If in an emergency you send someone else we will ask to see identification. Upon request we can provide a class list with phone numbers for possible carpooling. If you choose to use Rainbow Rider a teacher/assistant will be watching for them and go out to get them off the bus. Please bring your child into the building to drop them off and come in to get them at the end of the day. Assistants will be helping other children get off/on the Rainbow Rider.

Please know we are excited to see your child each day. However, teachers and Assistants are getting classrooms ready before the arrival of their students.

Children may not arrive any earlier than 5 minutes before class. Before school care is provided for an additional fee.

School Closings



Calvary Lutheran Preschool follows Alexandria Public Schools calendar for vacation and conference days.

School closing due to inclement weather will correspond to Alexandria Public School. We will be closed if Alexandria Public School is closed. **When**

Alexandria Public School is 2 hours late ½ day morning preschool will not meet, however all day classes will start 2 hours late and afternoon classes

will be in session. If Alexandria Public School closes early we will close as well and afternoon may not be in session at all. Please listen to Local radio stations for Alexandria Public School announcements. (We are unable to refund tuition for illness, school closings or vacation days.)

Outdoor Play and Temperature Policy and Clothing



Outdoor play is an important part of our curriculum and children will be going outside everyday. The playground is age appropriate and provides many opportunities for large muscle development.

Temperatures below 0 degrees Fahrenheit and/or a windchill of -10 degrees Fahrenheit determines children will stay inside. Also the playground is checked daily by staff and if it is determined it is too wet or slippery to be safe, the children will stay indoors.

Clothing needs to be provided for outdoor play. **PLEASE label snow pants and boots as they can be easily interchanged. And an extra bag for winter clothing is very helpful for children to be responsible for their own items.**

School Bags and Clothing



Please send a **School Bag** with your child everyday. They will be responsible for unpacking and packing their bag each day. It is helpful when the bag is big enough to easily put an 8x11 piece of paper or standard notebook in their bag. **PLEASE label their backpack.**

Clothing for school should be “play” clothing as the children will be using markers, paint, glue, play dough and other messy fun things at school. Please have children wear shoes or send them during “boot” season. Please avoid flip flops in the fall and spring to avoid injuries on the playground.



Mystery Bag

Students will have an opportunity for an interactive conversation experience using our Mystery Bag. The Mystery Bag will go home each day with one child. The child will get to pick what item they would like to share with the class. There will be a piece of paper in the Mystery Bag you and your child will fill out with clues to give to the class and have them try to guess what the item is in the Mystery Bag. Each child will have a few opportunities to share throughout the year depending on the number of days they attend.



Snacks/Lunch/Water Bottles/Birthdays

Snacks will be served daily, once daily in half day programs and twice in all day programs. Please be sure you have indicated allergies or sensitivities on your child's enrollment papers.

You will be asked to provide a nutritious boxed item and juice for your child's class on your designated week. Please avoid candy and fruit snacks. If your child is here for **lunch** it is your responsibility to send a bag lunch and we will store it in the refrigerator until lunch time. Please remember to send a beverage as well. A **water bottle** is allowed for children to have during the day if you so desire. We do celebrate your child's **Birthday** at snack time. It will be celebrated as close to the day as possible and if your child has a summer Birthday we will schedule a half Birthday sometime during the year. The children are encouraged to share treats if they want to on their special day. Food items must be store bought and packaged.

Field Trips

Calvary Lutheran Preschool students and staff may occasionally go on field trips. You will have signed a permission form for field trips included in your packet. You will be notified if we are going somewhere either walking or on a bus. Please let us know if you would like to join us!

Health

Your child's health is important to us. **Your child's Immunizations must be up to date before the first day of preschool.** We will be retrieving Immunization Records from Minnesota Immunization Information Center (MIIC) after we receive all of the required child information from you. **Please let the director know if your family conscientiously objects.** A **Health Care Summary** signed by the child's Primary Health Care Provider must be submitted before your child may attend.

The teachers and assistants are trained in First Aid and CPR. If your child should become ill or injured while at preschool, he/she will be placed on a cot, apart from the group, but within the room where she/he can be observed by the teacher or assistant. We will attempt to reach you by phone, using numbers listed on the permission form. If your child has an accident that requires immediate medical attention, the teacher will contact your child's Primary Health Care Provider. If you cannot be immediately reached by phone, an ambulance service and Alomere Health will provide any necessary emergency care and transportation. You will be expected to assume responsibility for any expenses associated with emergency services.

You will be notified immediately if your child suffers a head injury of any kind.

All other accidents not needing medical attention will be logged and reported to you upon pick up or phone call. We are not able to administer medications of any kind without documentation and permission from you and the child's Primary Health Care Provider. Examples: epipen, inhaler any medications for possible life threatening pre-existing conditions.

Please call 320-763-4099 if your child will be absent from school.

Please keep your child at home if he/she has experienced in the previous 24 hours:

- Vomiting/diarrhea
- A fever of more than 100 degrees fahrenheit
- Sore throat, chills, earache
- Unexplained rash
- Chicken pox, impetigo, lice, scabies



If your child becomes sick or experiences any of the above at school you will be called to take them home.

This will help prevent the above being shared with their friends at school.

If your child has any communicable disease, please notify us upon diagnosis so we can notify other children's parents.

Family Support

Sometimes things happen in families that are helpful for us to know at preschool. Please let us know when a situation arises that might disrupt your child's routine or temporarily upset your child (a move, death, new sibling, family changes). We will offer tender care and support to your child.

If you experience financial hardship during the year please call the Director to work out payments.

Information will be shared via email or telephone. If your family does not speak English the teacher will secure a translation app on their phone to provide needed information.

If you or your child is unhappy about something that is happening at school, please talk with your child's teacher first and if it seems unresolved please call the Director. We will address the issue immediately. We want your child's experience to be positive and joyful!

Calvary Lutheran Preschool staff are **mandated reporters**. If a staff person suspects a child has been maltreated (abuse or neglect) a report will be made to Social Services for the protection of the child. A copy of the Maltreatment of Minors Mandated Reporting policy will be available at Orientation.

Behavior Guidance

A complete copy of the Behavior Guidance policy is available upon request and will be discussed at Orientation. The following is a condensed version. The teachers and assistants will be a positive role model for the children during all classroom activities including:

- Use of positive language
- Children's appropriate behavior will be reinforced using labeled praise
- Clear expectations of appropriate behavior will be taught during the first week of school
- Developmentally appropriate methods will be used
 - Redirection
 - Direct Commands
 - When then statements
 - Sit and Watch
- Children will all all times be kept safe from each other and themselves
 - Children will be taught self regulation skills
 - Children will experience problem solving skills by example from the teachers
 - Children will provide restitution for inappropriate behavior to the injured (emotionally or physically) person
- Aggressive behavior will be addressed immediately by removal from the classroom
 - You will be notified if your child has been separated from the group more than 3 times in one day, five or more times in one week, or eight or more times in two weeks
 - Separation may mean
 - Sit and watch in a chair - 1 minute, 5 seconds of quiet
 - Removal from the classroom to calm with an adult
 - Child must be calm before returning to the group and comply with the first request.
- No Staff of Calvary Lutheran Preschool will use any means of corporal punishment or emotional stress or physical restraint unless it is to protect the child or others



Conferences

A meeting with a teacher or the director can be scheduled anytime a parent or teacher has any questions or concerns about the child.

Scheduled conferences include:

Orientation: Parents and children come to meet the teacher and assistant for their class. As the children get comfortable in their room, the Director will meet with the parents to explain the Parent Handbook and review philosophy, policies, and goals as well as talk through the behavior guidance plan.

Fall Conference: Parents will have the opportunity to see their child's work in a portfolio as well as review with the teacher their child's cognitive, social/emotional, fine motor and large motor assessment. This provides a baseline to inform the teacher's instruction and activities to help students move to the next level of developing pre-academic and social/emotional skills.

Winter Conferences: Parents will have the opportunity to see the child's progress in portfolio work and review and compare the fall assessment to the winter assessment. This conference may also answer questions for placement for the next year.

Class sessions offered

Children in our **three year old classes** must be three by September 1st and must be completely potty trained, as our classrooms are not equipped with an appropriate changing area. Imbedded in all curriculum are treasured bible stories with **Christian values and beliefs** supporting the social skills we are teaching.

Three year old curriculum is heavily focused on **Social Skills** including:

- Identifying and expressing emotions: most importantly love of God and each other
- Taking turns
- Using language to get what they need
- Using respectful and polite language with teachers and their friends
- Self esteem and independence
- Self - regulation: transitioning from a desirable activity to a less desirable activity with a calm body
- Increasing the ability to play cooperatively with others
- Following one - two step directions

A multitude of planned activities in classroom centers as teachers guide their actions and words.

Three year old curriculum Pre-academic Skills

are introduced throughout the year so the children start to:

- Recognize their name
- Identify and recognize some letters and numbers
- Reinforce identifying shapes and colors
- Encouraging sequencing and sorting
- Sit and listen to a story and answer a one or two questions.

Three year old options include:

TTH morning: 8:00 - 11:30

TTH afternoon: 12:15 - 3:30

Children in our **four year old classes** children must be four by September 1st and must be completely potty trained, as our classrooms are not equipped with an appropriate changing areas. Imbedded in all curriculum are treasured bible stories with **Christian values and beliefs** supporting the social skills we are teaching.

Four year old curriculum Social Skills build on the year before including:

- Identifying and expressing emotions: most importantly love of God and each other
- Participating in groups activities
- Learning and remembering the rules of the classroom
- Using respectful and polite language with teachers and their friends
- Showing self confidence, independence, and initiative
- Self - regulation: learning to control my body appropriately in multiple situations
- Learning how to be a friend with many different children
- Following two step directions
- Taking care of their own belongings - self help skills

A multitude of planned activities in classroom centers as teachers guide their actions and words.

Four year old curriculum Pre-academic Skills

are introduced throughout the year so the children can:

- Recognize and print their name - Handwriting Without Tears
- Identify and recognize all uppercase and some lowercase letters
- Begin practicing letter sounds
- Count to 30, recognize numerals, understand one - one correspondence
- Repeat a pattern
- Sit and listen attentively to a story and respond to questions.
- Sequence a story

Four year old options include:

3 days - MWF morning: 8:00 - 11:30

3 days - MWF all day: 8:00 - 4:15

5 days - MTWTHF morning 8:00 - 11:30

3 days - TWTH afternoon: 12:15 - 3:30

Daily Activities

Schedules vary with each teacher and group of children to make the day flow as seamlessly as possible. The following are activities that children will experience one or more times each day.

Guided Choice Time - Independent play, self regulation

Children choose a Learning Center to spend time with friends and get ready for the day. Centers include:

- Building and creating with blocks
- Manipulatives - puzzles, math, science activities, playdough, cutting, coloring, painting
- Writing Center
- Sensory Table
- Play and Learn (Dramatic Play)

Together Time - Social skills, taking turns,

Children gather as a group to listen to the teacher:

- Christian values - how we treat others - social skills
- Days activities are talked about
- Daily helpers are assigned
- Calendar and the weather are discussed
- Mystery Bag
- Small groups and the rotation are explained and assigned to children

Small Groups - Following instructions, peer teaching, independent play

Children move to their assigned small group activity. Groups may include any of the following:

- Handwriting Without Tears
- Teacher directed activity
- Table game
- Science activity
- Math Activity
- Books

Snack/Lunch - Self help, social skills

Children will be served a nutritious snack generously donated by you!

- All children required to wash their hands before we eat
- We will begin snack/lunch with prayer
- Unsweetened Juice
- Snack crackers

Literacy Circle - listening and communication skills

Children will be gathered to participate in:

- Listening and reflecting on the story of the week
- Answer questions and sequence the story
- Songs, music and movement

Outside Time - Large muscle activities, cooperation and fresh air!

Children will play in the fenced playground equipped with age appropriate climbing and play apparatus including:

- Slide
- Swings
- Sandbox
- Balancing board
- Games