

GRACE LUTHERAN PRESCHOOL

2 and 3 Year Old Parent Handbook

2017



A Place To Grow In Christ

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Dear Parents,

Welcome to our Grace Preschool Family! The Staff at Grace Lutheran Preschool is committed to providing a very strong partnership with families for what might be your child's first experience away from home! We promise to provide a safe and loving environment for your child!

Our weekly Bible Lessons will teach and nurture Christian Faith, while academic lessons and play will promote kindergarten readiness and a life-long love of learning.

Sincerely,

Julie Crews Sarah Rapp Cailey Crews

HOW DO WE KEEP OUR FAMILIES INVOLVED?

Families of children attending Grace Preschool are encouraged to be involved in every aspect of their child's preschool experience. We have an open door policy, and encourage families to stop in during the day to have lunch with their child, or join in during activity time. We also ask families to participate in the following activities:

MONDAY FAMILY READING PROGRAM!

Family members are encouraged to read to the children each Monday at either 12 noon or 2:00pm! We understand that there may be a better day for family members to read...please talk to your teacher about this! There will be a sign up sheet on your classroom door!

WEDNESDAY CHAPEL @ 11:30A.M.

We invite all parents to stay and come to Chapel with us each Wednesday! Pastor Lingsch and Director of Christian Education, Kami Jo Mogelvang lead worship and the children get to lead songs and help light the candles on the altar each week.

ALSO...

- *Attend Meet The Teacher Day
- *Participate in our Trunk or Treat Activity
- *Attend our Thanksgiving Feast
- *Attend our Christmas Program
- *Attend Graduation of our VPK class

OUR DISCIPLINE POLICY

Our goal is to create a positive, secure atmosphere in our classrooms. Your child's teacher will clearly state and model acceptable behavior at all times. Good behavior is noticed and praised. The children learn that it is not acceptable to hurt another person, either emotionally or physically. Teachers observe behavior at all times and the children are taught proper ways to handle their anger or frustrations.

Our teachers use positive redirection when a child is exhibiting inappropriate behavior. A student showing aggression toward another child will be directed away from the situation for a cool down period. When the child is calm, the teacher will talk with the child and help the child learn better ways of handling frustration and anger.

INCIDENT/ACCIDENT REPORTS:

If your child gets hurt at school, an **ACCIDENT** report will be filled out by the teacher who witnessed the accident.

If your child pinches, bites, hits, or pushes another child down, and the other child receives an injury, an **INCIDENT** report will be written.

You will be asked to sign the accident or incident report and a copy will be given to you.

**By law, the staff is not allowed to tell you the name of the other student involved in the accident or incident.*

ATTENDANCE AND TUITION

We have flexible days and hours available for
2 and 3 year olds:
All classes begin at 8:30 a.m.

2 Days:	12:30pm	=	\$155.00
	2:30pm	=	\$205.00
	4:00pm	=	\$255.00
3 Days:	12:30	=	\$255.00
	2:30	=	\$305.00
	4:00	=	\$405.00
4 Days:	12:30	=	\$305.00
	2:30	=	\$355.00
	4:00	=	\$455.00
5 Days:	12:30	=	\$355.00
	2:30	=	\$405.00
	4:00	=	\$565.00

Tuition is due no later than the 15th of each month, August through May.

Summer months are charged on a weekly tuition basis.

If not paid by the end of each month, your child will not be permitted to attend school until tuition is paid.

EXTRA CURRICULAR ACTIVITIES:

Monday is “Music and Movement Day”

Tuesday: Ms. Kami Jo (our Director of Education) reads to the children

Wednesday is Chapel Day in our Church Sanctuary. Parents are always welcome!

Wednesday OR Thursday is Science with Wacky Wanda Day!

Friday is Fun Friday. We cook hot lunch with the children today!

The Fire Department, the Dentist, and other community helpers visit us each year.

Unfortunately, we must give you...

A LIST OF CONCERNS THAT COULD JEOPARDIZE YOUR CHILD’S PRESCHOOL PRIVILEGES:

1. Failure to make timely tuition payments.
2. Failure to supply necessary paperwork for your child as required by the State Of Florida. (30 days from enrollment is allowed)
3. Failure to comply with the policies of our preschool as stated in this Parent Handbook.
4. Failure to follow our hours of operation guidelines.
5. Continued unacceptable behavior by a child or a child’s parents.

If situations arise that you feel need to be addressed, please follow the following guidelines:

1. Talk to your child’s teacher about your concerns.
2. If you still have concerns, talk to the director.
3. If further problem solving is need, the Board of Christian Education at Grace Lutheran Church will be called in for a meeting with the director and then with the parent.

WHAT CURRICULUM IS USED AT OUR PRESCHOOL?

The staff of Grace Lutheran Preschool diligently works to create an effective curriculum for the children.

We use a well-rounded weekly schedule based on the **Creative Curriculum**

These curriculums allow teachers to focus on the “whole child”.

Each week our lessons will change to focus on the “letter of the week”

Your child will participate in daily activities that will enhance skills in fine motor, gross motor, science studies, art exploration, and problem solving.

You will not see daily worksheets at our preschool. Each day is planned with activities that will help your child succeed.

****Our weekly lesson plans are posted in each classroom.**

Social and emotional skills are so important at this time in your child’s life. Our goals are to continually guide your child along the path of happy and healthy ways to express proper emotions and nurture peer relationships.

COMMUNICATION WITH TEACHERS:

Each year on the Thursday before school begins, we host a “Visit Your Teacher Day”. Each family will be contacted with a schedule for you to come in the classroom and spend some time with your child’s teacher.

Throughout the school year we want you to speak with your child’s teacher as often as you wish. We are here to answer questions and help you with any concerns you might have. We do ask that you be aware of an appropriate time to discuss concerns. (For example, if the children are engaged in circle time, it would not be a time to ask to talk to the teacher.)

SEPARATION ANXIETY

There will be days of preschool that your child just doesn’t want you to leave! If your child has difficulty when you are leaving the classroom, please be assured that your teacher will be there to comfort and reassure your child.

If this happens to you, the best thing you can do is give your child a hug and kiss, tell him that you will be back soon, and leave quickly! The longer you stay in this situation, the harder it will be for you to leave.

DROP OFF AND PICK UP PROCEDURES:

Our drop off point is in the playground where teachers will meet you at exactly 8:30a.m.

We ask that you do not try to drop your child off before 8:30. Our teachers use the times between 8:15 and 8:30 to get things organized for a great day with your child!

Afternoon pick up is in car line fashion. Details of this procedure will be explained in your Visit the Teacher Day. We ask that parents stay in their vehicle and let the teachers bring the child to the car.

LATE PICK UPS:

Please be aware that we charge a \$15 late fee for parents picking up after their scheduled time.

This applies to all 3 pick up times daily.

Late fee payment is made to the person who stayed late with your child.

ALTERNATE PICK UP ARRANGEMENTS:

When filling out your registration forms, please be sure to list anyone who might ever pick your child up. Your child will not be released to anyone who is not on the list unless we receive a call from a parent! The first time we meet a new pick up person we will ask for a picture I.D. We will not release a child without proper I.D.

SNACK AND LUNCH GUIDELINES:

Each month you will receive a snack calendar. This calendar will tell you what day is your child's snack day. In order for the children to receive well-rounded snacks, the snack calendar will list specific items for you to bring. As much as they are appreciated, we are not allowed to serve home baked goodies to the children.

WE CELEBRATE BIRTHDAYS ON A SPECIAL DAY EACH MONTH. THE PRESCHOOL WILL PROVIDE THE SPECIAL SNACK FOR THIS ACTIVITY!

We ask that parents send healthy lunches to school with their children. We call our healthy food "growing food" and encourage the children to eat this type of food before eating any desserts that are packed. Please do not include soda or candy in your child's lunch box!

We have adopted a "3 Container Lunch" policy. This allows the children to have enough to eat, without having too many choices, which sometimes overwhelms the children.

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WHAT IS APPROPRIATE FOR MY CHILD TO WEAR TO PRESCHOOL AT GRACE?

The kind of fun we have here at Grace Preschool sometimes leaves the children a little messy! We put smocks on the children at all times, but this does not mean they will come home spotless! Please send your child to school in clothes you do not mind getting dirty! Please also make sure that your child is able to get his or her clothes up and down by themselves.

BELTS are VERY difficult for children to manipulate and are not recommended.

For safety reasons, we ask that you only send your child in **CLOSED TOE SHOES!**
(Crocs need socks!)

Boots and **Sandals** are not appropriate shoes for school,
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NO TOYS FROM HOME:

We have adopted a No Toys From Home Policy.

Toys from home often get lost, broken, and cause a distraction in our classrooms.

Please do not allow your child to bring toys from home. This includes costume jewelry, watches

and stuffed animals. Thank you. 😊

AFTERNOONS AT GRACE:

Children who stay until 2:30 or 4pm will have a rest time each day between the hours of 12:45 and 2pm.

We provide a cot for your child to rest on.

Quiet Time Necessities from home:

Each child must have 2 linens available for quiet time...one to put on cot, and one to cover up with.

A fitted crib sheet and crib sized blanket fit perfectly on your child's cot.

***These items will be sent home for washing every Friday!**

Rest time items to leave at home:

Pillows and stuffed animals

Children staying until 4pm will be combined into one classroom from 3pm – 4pm each day.

They will have a snack, storytime, and playground time before coming to carline for pick up.



OUR SCHOOL CALENDAR:

Our Preschool is closed on the following dates during the year
2017- 2018

We follow Collier County Public School Calendars with the
EXCEPTION of Spring Break.

You will be given a specific yearly calendar at your family meeting
the week before school begins in August.

SEVERE WEATHER INFORMATION: (Hurricane Days)

We follow Collier County public Schools for closures or
delays in school start times. If the T.V. news says public
schools are closed, Grace Lutheran preschool will also be
closed.

If there are Hurricane Days that need to be made up,
we will make them up the same days as Collier County
Public Schools

THE HEALTH OF OUR CHILDREN:

Each child entering our school must have a current
physical and immunization record in our file.

In order to keep illnesses from spreading through our
school, we require the following:

1. Please do not bring your child to school if there are
symptoms of illness. A frequent cough or very runny nose
can spread germs fast in a preschool class. If your child's
nose must be wiped more than 4 times in an hour, please
keep your child at home.

If child develops a fever of 100* or becomes ill at
school, you will be called. **We have a strict 24 hour
fever free policy. Please note that Tylenol will bring
the fever down, but is not a cure for fever.**

**This also means if your child develops a fever at
school, he or she should not return to school the
next day.**

2. If your child is prescribed an antibiotic, we ask that
you do not bring him back until he has been taking
it for 24 hours.

If you are keeping your child home because of sickness,
please call and let us know. We like to stay informed of
our children's well-being!