

Our Savior Lutheran Church and Preschool Parent Handbook

Contents

- Welcome.....1
- Church Mission Statement & Philosophy2
- Non-Discrimination Policy2
- Members of the Preschool Board.....2
- Enrollment and Health Requirements3
- Registration and Tuition3
- Classes, Hours, Days of Attendance.....3
- Arrival and Pick-up Procedures.....4
- Newsletters and Communication4
- Progress Reports and Parent/Teacher Conferences.....4
- Snack.....4
- Discipline Policy5
- Illness, Medication, and Absence Policy5
- Accident and Illness Procedures5
- Dress Code6
- Mandated Reporter6
- Fundraisers6

Welcome

This handbook is designed to help you and your child learn about Our Savior Lutheran Church Preschool. We are pleased that you have chosen us for your child’s early learning education. It is our goal to ensure that your child is offered a well-rounded, Christian program. As a ministry of Our Savior Lutheran Church, the most important part of the Preschool is sharing the love and forgiveness of our Savior Jesus Christ. In addition, our Preschool seeks to provide a variety of age-appropriate, developmentally sound activities to foster the social, emotional, intellectual, and physical development of children. If you have any questions, please contact us at 309-444-4030.

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Church Mission Statement & Philosophy

Our Mission:

TO KNOW CHRIST PERSONALLY ... AND MAKE HIM KNOWN TO OTHERS

Our Savior Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God. LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture.

Our Savior Lutheran School and Preschool uses the standards and beliefs set forth by the Lutheran Church— Missouri Synod. We want to ensure that current and prospective families have a clear understanding of what we believe, and what will be taught in our classes. Understand that you do not have to have the same beliefs, but that our ideals will not be compromised in our curriculum and classrooms.

Non-Discrimination Policy

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

Members of the Preschool Board

Director & Teacher	Laura Livengood:	(309) 453-5396
	preschool@oslwashington.org	
	Church Office:	(309) 444-4030
Teacher Assistant	Karen Watt	
Chairman	Matthew Porter	(309) 371-8482
Secretary	Lynn Armstrong	(309) 744-2571

Our Savior Lutheran Church and Preschool Parent Handbook

Enrollment and Health Requirements

Enrollment will be taken on a first come, first serve basis to all children who meet the age requirements. To enter the 3-year-old class, a child must be 3 on or before September 1st of the school year. To enter the 4-year-old class, a child must be 4 on or before September 1st of the school year. All students must be toilet trained and able to use the facilities by themselves. We must have a photo copy of their birth certificate, a physical exam, a lead screening, a record of current immunizations or a parental statement. (The Illinois Department of Health asks that children attending preschool should have the following vaccines: Hep. B, Polio, DTP, MMR, Varicella and Hib) The physical must be dated within the six months of admittance. All necessary forms must be filled out, signed, and returned to the preschool prior to admittance.

Registration and Tuition

Tuition fees should be given to the teacher in cash, check or ACH deduction. Please make all checks out to Our Savior Lutheran Preschool. If cash is used, please be sure it is in a sealed envelope labeled with your child's name. Tuition fees are due on the first school day of each month. Please inform our staff of any extenuating circumstances that hinder payment.

\$40 Nonrefundable deposit due at sign up. \$90.00/month (2-day/week) \$100.00/month (3-day/week).

Classes, Hours, Days of Attendance

Morning sessions for 4 to 5-year-old children, operate from 9:00 AM to 11:30 AM, Monday, Wednesday and Friday. Afternoon sessions for 4 to 5-year-old children operate from 12:30 PM to 3:00 PM Monday Wednesday and Friday. Morning sessions for 3-year-old children operate from 9:00 AM to 11:30 AM Tuesday and Thursday.

A school calendar will be provided before the start of the year. We will follow Central District #51 school calendar for holidays and school closures. At times Central District #51 may be closed due to inclement weather.

Each school day, your child will be engaged in various activities in small groups and large groups. The activities include Jesus time, free play and center time, snack time, circle time, and instructional learning time for social emotional, language arts, mathematics, science, social studies, art, and physical development and health activities. As the school year approaches, the teacher will send home a copy of a specific monthly calendar.

Our Savior Lutheran Church and Preschool Parent Handbook

Arrival and Pick-up Procedures

Drop off should be between 8:50 a.m. and 9:00 a.m. at the Preschool entrance on the North side of the Church. During the registration process, you will fill out a form stating who can and cannot pick up your child. For the safety of your child, we will not release your child to any unauthorized person. Persons responsible for picking up your child need to sign your child in and out. Please be aware that there may be an additional fee for habitual late pick-ups. Please walk your child to the classroom. For pickups, we ask that parents wait outside the classroom door, and the teacher will open the door and dismiss students to his/her pick up person.

Newsletters and Communication

A monthly communication will be sent home with each child including information about the curriculum and upcoming classroom events. Additional copies can be provided upon request.

Progress Reports and Parent/Teacher Conferences

Over the preschool year, each child in the 4-year-old class will receive two progress reports one in November and one in March. Each child in the 3-year-old class will receive a progress report in March. If at any time you would like an update or have concerns, please contact the Teacher directly.

Snack

We will serve a snack every week. Each child will be responsible for providing healthy snacks for the week according to the schedule. Snacks need to be store bought prepackaged, and nonperishable. You may purchase large packages of snacks the teacher can portion out for the students. Please reserve cookies and cupcakes for birthday and holiday celebrations. Please send a filled water bottle labeled with your child's name each day. Water bottles will come home each school day.

Please alert the teacher of any food allergies your child might have.

Our Savior Lutheran Church and Preschool Parent Handbook

Discipline Policy

The staff shall use discipline measures suitable to help children learn self-control and assume responsibility for their actions. We offer praise and positive reinforcement to help children gain an understanding of acceptable behavior in the classroom. When incidents do occur, the teacher will first talk with the child and offer guidance on how to handle the problem in a more appropriate manner. If necessary, students may be removed from the group or activity for a reasonable period. Parents will be notified of any major behavior issues. If a child displays repeated violent behaviors (hitting, kicking, biting), teachers may ask the parent to pick up their child for the remainder of the preschool day. Additional disciplinary issues will be referred to the Preschool Board for further action.

Illness, Medication, and Absence Policy

Please do not bring any child to class that is showing signs of an illness. This includes fever over 100°, rash, diarrhea, vomiting, or thick nasal drainage. Please inform the preschool right away if your child becomes infected with lice, chicken pox, fifth disease, pink eye, etc. Your child must be symptom free for 24 hours without the aid of medication to return to class. In the event of an illness, please call the church office (309-444-4030) to let her know your child will not be in attendance. The teachers will not be responsible for administering medication unless it is needed for emergency purposes. Please give the teacher all emergency medications (inhalers, EpiPen, etc.) with written instructions on its use.

Accident and Illness Procedures

If a child is injured or becomes ill after arriving at school, the parent will be called. The Parent Information sheet requires home, office, and emergency numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned.

If a child needs immediate medical attention, the teacher will call 911. Then the parent or the child's physician will be called. If we cannot reach the parent, the emergency contact will be phoned. A teacher who witnessed the emergency will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries or possible illnesses.

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Dress Code

Children should be dressed appropriately for class according to the weather and for busy play. Please make sure they have shoes on that are appropriate for active play as well. Close toed shoes, and no flip flops please!

Mandated Reporter

If we suspect child abuse, we are required by law to notify the Department of Child and Family Services.

Fundraisers

Throughout the year, the preschool will plan one or more fundraisers.