

HOPE LUTHERAN PRESCHOOL HANDBOOK 2016-2017



Hope Lutheran School
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National Lutheran Schools Accreditation

MISSION STATEMENT

Hope Lutheran Preschool strives to develop and foster spiritual, social, physical, and cognitive growth in young children and to assist them and their families in becoming productive members of God's kingdom.

PHILOSOPHY AND GOALS

Hope Lutheran Preschool has a combined goal of:

- 1) Being distinctively Christian
- 2) Providing excellence in education.

We strive to:

- ❖ Lead the child to appreciate the wonders of God's creation and His great love in sending Jesus as Savior.
- ❖ Provide a Christian atmosphere of approval for the creative growth, experimentation, and development of the individual
- ❖ Encourage a positive self-image
- ❖ Help each child toward achieving readiness for kindergarten
- ❖ Foster independence
- ❖ Provide intellectual stimulation
- ❖ Promote creativity
- ❖ Encourage socialization
- ❖ Promote physical development
- ❖ Help each child learn more about our world

CURRICULUM OBJECTIVES

The preschool curriculum is based on a thematic approach, integrating language, science, math, social skills, and small and large motor skills in a manner that is developmentally appropriate for young children. We follow a Creative Curriculum approach to foster higher-level thinking through creative experiences and open exploration of the environment.

STUDENT PLACEMENT

Students will be placed at the discretion of the teachers. If a student has academic needs to be considered before placement, parents should request a conference with the teachers at the time of enrollment.

ENROLLMENT INFORMATION

Applications for admission may be obtained from the preschool office or the school office. Necessary forms for enrollment include:

- Enrollment form
- Family history
- Health form (signed by physician)
- Notarized emergency form

Required immunizations for admission:

- DPT –4 doses
- IPV (Polio) –3 doses
- MMR –1 dose
- Varicella (Chickenpox) –1 dose
- Hepatitis A –2 doses
- Hepatitis B –3 doses
- HIB –4 doses
- Prevnar –4 doses

Enrollment/re-enrollment for our fall session will begin in the spring. It will be open first for those children currently enrolled, then to Hope congregation, then currently enrolled day school families, and then to the public.

Hope Lutheran Preschool does not discriminate in regard to race, color, national origin, ancestry, sex, or physical handicap.

ENROLLMENT AND ADMISSIONS TO HOPE LUTHERAN ELEMENTARY SCHOOL

Enrollment in Hope Lutheran Preschool does not automatically guarantee enrollment in Hope Lutheran Elementary School. In the event of classroom overcrowding due to shortage of classroom space and/or teachers, the order of admission to Hope Lutheran Elementary School is defined as:

1. Re-enrollment from previous years
2. Children of Hope Lutheran Church congregation
3. Brothers and sisters of present students
4. Present Hope Lutheran Preschool students
5. All others

In order for a child to make applications in kindergarten, he/she must be five years old on or before August 31st of that school year. Kindergarten students may be required to participate in an educational screening procedure prior to acceptance. Please see the Hope Lutheran Elementary School Handbook for further information and entrance requirements.

TUITION SCHEDULE

The non-refundable registration/activity fee is due at the time of enrollment. This includes the cost of special programs/field trips during the year. The first monthly tuition is due August 1st. Thereafter tuition is due on the first of each month through April 1, with a total of nine payments. Tuition is based on an annual fee that is divided into 9 even payments. Some months will have more days, some less. You may either mail the payment to the school office or leave the tuition payment in the drop box outside the preschool classrooms.

HOPE LUTHERAN PRESCHOOL TUITION PAYMENT POLICY

Hope Lutheran Preschool is operated and maintained by Hope congregation for the education and spiritual fulfillment of young children. This goal cannot be accomplished without the proper funding. The congregation's contributions are not sufficient to keep and maintain the quality conditions of the preschool; therefore, it is essential that tuition payments are received in a timely manner.

- A. Tuition is due in full on or before the first of each month.
- B. Tuition is considered late if not received by the second of each month.
- C. If tuition remains unpaid for a period of thirty days, the parents must immediately arrange to meet with the Board of Christian Education's Tuition Committee to resolve the delinquency and agree upon a payment plan or such other course of action as may be acceptable to both parties.
- D. If parents or guardians fail to meet with the tuition committee or if progress has not been made toward payment, the student's enrollment will be terminated until tuition is brought current.
- E. No child will be allowed to start school if the registration fee or any outstanding tuition balance has not been paid.
- F. Any family with tuition or other balance due at the end of the school year must meet with the tuition committee at that time to make satisfactory payment arrangements. If this procedure has not been followed by May 31st, the student's re-enrollment status will be terminated.
- G. Termination of a student's enrollment does not relieve the parents of their obligations of indebtedness to Hope Lutheran Preschool.
- H. Tuition is based on an annual fee divided into equal payments over the school year. If your child does not attend preschool due to sickness, vacations, etc. your obligation to pay tuition remains.

PROGRAMS

For 3 year olds

Children must be three **on or before August 31st**. This program meets two days per week on Tuesday and Friday.

9:00 a.m. - 11:30 a.m.

For 4 and 5 year olds

Children must be four on or before August 31st.

The 3-day program meets three days per week on Monday, Wednesday, and Thursday.

9:00 a.m. – 11:30 a.m.

The 4-day program meets Monday, Tuesday, Wednesday, and Thursday.

9.00 a.m. – 11:30 a.m.

There is an optional Music and Movement class for all preschool programs that meets on their class days from 8:30 a.m. -9:00 a.m.

ARRIVAL AND PICK-UP TIMES

There will be a teacher or staff member waiting at the Preschool entry doors at 8:25 and again at 8:55. When bringing your child to school, an adult must come into the Preschool entry and sign your child in on the sign in sheet located on the table in the entry. **All children must be signed in and signed out every day.**

Teachers will dismiss the children to their parent or ride when the session is over. Please come into the building to pick up your child and sign out on the sign out sheet. We appreciate your promptness.

***Safety-**

Please take note of Kansas law concerning car/booster seats: *Children under the age of 4 years must be in a forward facing car seat. As of July 1, 2006, children ages 4, 5, 6, and 7 who weigh less than 80 lbs. must use a booster seat, provided by the parent.*

ABSENCES AND ILLNESS

Please keep your child home if your child:

has had a fever in the last 24 hours

has vomited within the last 24 hours

has a rash

has red or sore throat

has diarrhea

has an infection requiring antibiotics and has not been on the medication for a full 24 hours

If your child should become ill at preschool, we will attempt to isolate him/her from the group and call a parent to take the child home. Communicable diseases or infections should be reported to us so that we can take the necessary measures of informing those parents whose children were exposed.

Please call or email the office and leave a message if your child is out for more than one day with an illness, if there is a communicable disease, or if your child will be absent for family reasons.

CHAPEL

As part of our Christian education program the children in our 3-day and 4-day sessions will attend chapel every week, on Wednesday. The teachers usually lead the chapel service. An offering will be collected and given to a specific need that will be designated each month. Parents and grandparents are always welcome to join us for chapel!

CLOTHING

Comfortable, easily laundered clothes are the best choice for preschool. We will be painting, playing, etc. and do not want to be inhibited by "dressy" clothes. We recommend rubber-soled shoes because they grip the floor better. **Tennis shoes and socks are the best choice.** All shoes worn by children must be completely enclosed for safety reasons. Please no sandals, flip flops or cowboy boots. If your child wears boots in the winter, please send a pair of tennis shoes in their back pack to change into.

DISCIPLINE POLICY

At Hope Lutheran Preschool we think of the term “discipline” as the teaching of self-control, Christian attitudes, orderliness, and efficiency. All discipline will be completed in a loving and caring manner with forgiveness rather than punishment as a goal.

Through direct, caring communication with the child, the teacher will explain the expectation of appropriate behavior and coach the child in some alternate behaviors or strategies.

The parent will be contacted regarding prolonged inappropriate behavior that hurts or destroys. A visit with the principal may follow behavior that hurts or destroys.

EMERGENCY CLOSINGS

“Hope Lutheran School” will be announced on the local stations for cancellation due to weather conditions, it will also be posted on the school website, and Facebook account. Preschool will not be named individually—we are part of Hope Lutheran School. (Also be aware that there is a “Hope Day School” in Independence—that is not us.) If there is a delayed start in the morning, we will not have morning preschool.

FIELD TRIPS

Field trips may be taken during the school year. Parents will be notified well in advance about an off campus field trip date. Field trip transportation will be provided by parents or by a chartered bus.

Please take note of Kansas law concerning car/booster seats: *Children under the age of 4 years must be in a forward facing car seat. As of July 1, 2006, children ages 4, 5, 6, and 7 who weigh less than 80 lbs. must use a booster seat, provided by the parent.*

PARENT VOLUNTEER PROGRAM

At Hope Lutheran Preschool we have found that one of the best resources is our parents. Areas that parents are encouraged to assist with are:

- Field trips (providing transportation and supervision).
- Sharing a vocation or special interest with their child's class.
- Serving as a parent volunteer, guest reader or other opportunities determined by the teacher.
- Helping with Christmas or Valentine parties.

VOLUNTEER BACKGROUND CHECK AUTHORIZATION

In an effort to create a safe environment for your children and our staff, we will require background checks for our volunteers working directly with children. We have instituted this policy in light of what has been happening in schools across the nation. Working with children includes but is not limited to being a chaperone, driving on field trips, room moms, parent helpers or teachers aids. We have the ability to run a background check through a system called Protect My Ministry. All forms will be shredded after the background is checked.

SCHOOL-HOME COMMUNICATION

It is our belief that good communication between our preschool staff and parents is essential in order for us to be effective teachers and care givers to your child.

Our monthly newsletter will keep you up to date about our units of study, upcoming field trips, special events, and general news. It will be sent home with your child or by email the first of each month and published on the website. A weekly note will be sent home with your child focusing on events of the week, things we are working on, curriculum goals etc. Throughout the month additional "notes" and the bulletin board near the south classroom entrance will be used to keep you informed. **You may also visit the website at Hopeschoolkc.org for updated monthly information.**

CONFERENCES

Parents are their children's first teachers. The continued support of parents through a child's educational career makes a vital difference in the child's achievement. Fall and spring dates are set aside for parent-teacher conferences. These meetings give the parents and teachers an opportunity to meet one-on-one and work together to help children realize the greatest possible benefit from their classroom experience.

Please feel free to contact the teachers or director if you have concerns that need to be addressed. Because the children need our undivided attention during class time, we ask that you limit phone calls and visits with us to before and after school. If you send a note with your child requesting a phone call, please indicate a time that would be convenient for you.

RESTROOM POLICY

Children may use the restrooms anytime throughout the day simply by letting a teacher know. All children are encouraged to use the restrooms before snack and after recess. Children are expected to be toilet trained before they begin school. Occasional accidents may happen at school. In the case of a bowel accident, a parent will be called to take the child from school.

PARTIES

Each session will have a Christmas party and a Valentine's Day party.

The parties will be the last 45 minutes of class time. Parents will have the opportunity to sign up to help with a class party. For parents who work and are unable to attend, you may help by providing treats, favors, or party supplies.

Parents and **younger** siblings are welcome to attend the parties with their preschooler.

SNACKS

Snack time is an important part of our day. We will provide a daily snack and drink. From time to time we will be "cooking" or preparing our snack as part of our learning experience.

Birthdays are important to children, and at Hope we would like to make them special celebrations for the class. For children with a summer birthday, we will enjoy celebrating their half -birthday!

Parents may provide a snack-time treat in celebration of their child's birthday. We ask that you check with your child's teacher prior to the celebration to coordinate plans. Suggested snacks include: brownies, fruit kabobs, ice cream, party mix, finger sandwiches, cookies, rice crispy treats etc.. Your child's teacher will provide a list of any food allergies and the number of treats to bring.

Please do not send invitations to school for home parties that do not include everyone.

SPECIAL EVENTS

Throughout the year we will have special events for our families to give you an opportunity to get acquainted with the preschool staff and other families. Dates of these will be announced well in advance and also placed on the school website.

HOPE LUTHERAN SCHOOL 2016-2017 BIBLE VERSE

¹⁰so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God,"

1 Colossians 1:10

STAFF

Principal, Nancy Jankowski

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Lead Teacher, Kathy Pluff

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Teacher, Kim Johnston

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Teacher, Audrey McCoy

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Aide: Lauren Kettner

Part Time Aide: Alison Pluff

Administrative Assistant,
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