

# HOPE LUTHERAN PRESCHOOL HANDBOOK 2018-2019



Hope Lutheran School  
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Shawnee, KS 66216  
913-631-6940

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[preschool@hopelutheran.org](mailto:preschool@hopelutheran.org)

National Lutheran Schools/AdvancED Accreditation



## **MISSION STATEMENT**

Building lives of excellence upon the foundation of Christ.

## **VISION 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. We also integrate the "One In Christ" Religion Curriculum into the program and offer the Jr. Kindergarten curriculum from Memoria Press.

## **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/supplies 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.

Tuition may also be paid through the "Facts" automatic withdrawal program. This program lets you choose an 11, 10 or 9-month option to pay and you choose from two different withdrawal dates towards the beginning or the end of each month. There is a startup fee to use this program. More information for this program can be obtained through the school office.

### **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 or will be automatically withdrawn if you have chosen the "Facts" program.
- 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 31<sup>st</sup>, 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 31<sup>st</sup>**. This program meets two days per week on Tuesday and Friday, or 3 days per week on Monday, Tuesday and Thursday.

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

#### **For 4 and 5 year**

**Children must be four on or before August 31<sup>st</sup>.**

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.

The 5-day program meets Monday, Tuesday, Wednesday, Thursday and Friday.

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. (It is included in the Pre K, Jr K hours)

The full day Pre K program meets from 8:30-3:35 Monday through Friday.

The full day Jr. Kdg program meets from 8:30-3:35 Monday through Friday.

The half-day Jr. Kdg program meets from 8:30-noon Monday through Friday.

Before and after school care is available for the **all day** programs

### **ARRIVAL AND PICK-UP TIMES**

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 at 9:00am in the entry or in Concord Hall at 8:20am. **All children must be signed in and signed out every day.** All children including all day Pre K and Jr. Kdg will enter at the Preschool entry. Children attending the before or after school care program will be given separate instructions by the teacher.

Teachers will dismiss the children to their parent or ride when the session is over. Please come into the building and sign out your child on the sign out sheet in the preschool entry. Children attending the all day programs will be signed out in their classroom. Parents must come into the building. We appreciate your promptness.

## **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 the school office or email Mrs. Pluff at [kpluff@hopelutheran.org](mailto:kpluff@hopelutheran.org) if your child will be absent for any reason before the start of class period or as soon as possible. Please also share with us if there is a communicable disease that we need to be made aware of.

## **CHAPEL**

As part of our Christian education program, the children in our 4-year-old programs will attend chapel every week, usually on Wednesday. It is a child friendly service that is usually teacher lead. 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, running, playing, etc. and getting messy! For safety reasons both, indoors and outdoors we recommend that all children wear tennis shoes with socks to school. The child's foot must be completely enclosed both toes and heels for safety reasons, especially for outdoor play and Music and Movement. If your child wears boots in the winter, please send a pair of tennis shoes to change into. Please no sandals, flip flops, crocs or cowboy boots.

## **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”-Shawnee, KS will be announced on KCTV5 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. We will also have a phone calling system with an automated message that will call the phone number we have on file for you, it will leave a message if you are not available to answer. If there is a delayed start in the morning past 9:30 am, we will not have morning preschool.

## **PARENT VOLUNTEER PROGRAM**

During the school year, you will be informed of ways that parents can help out in our Preschool programs. For example, the “Guest Reader Program”, classroom parties, field trips etc. Information in advance will be sent home in your child's take home folder, by email or on the website. Classroom parties can be signed up for at the Back to School open house.

## **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 check has been completed. Please fill these out at the beginning of the year if possible.



## **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 events, special events, and general news. It will be sent home with your child or by email the first of each month. 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 boards outside the classrooms will be updated. **You may also visit the website at [Hopelutheran.org](http://Hopelutheran.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 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. You may email your individual teacher or Mrs. Pluff if you need to request an additional conference besides the fall and spring opportunities.

## **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.

## **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. The Full day program will have a morning and an afternoon snack. Allergies will be discussed in advance with families.

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 placed on the school website, they are also currently listed on the 2018/2019 calendar.

## **STAFF**

Principal, Nancy Jankowski

[jankowski@hopelutheran.org](mailto:jankowski@hopelutheran.org)

Lead Teacher, Kathy Pluff

[kpluff@hopelutheran.org](mailto:kpluff@hopelutheran.org)

Teacher, Kim Johnston

[johnston@hopelutheran.org](mailto:johnston@hopelutheran.org)

Teacher, Karen Jaime

[jaime@hopelutheran.org](mailto:jaime@hopelutheran.org)

Teacher, Laura Baack

[baack@hopelutheran.org](mailto:baack@hopelutheran.org)

Morning Teacher Assistant  
Jon-Eric Taylor

Afternoon Teacher Assistant,  
Madison Hobbs

Administrative Assistant,  
Katherine Verschelden

[school.office@hopelutheran.org](mailto:school.office@hopelutheran.org)

Preschool Administrative Assistant,  
Lauren Kettner