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#### **Tues/Thursday Teachers:**

Candi Ives  
Jennifer Blankenship

Stay and Play: Beri Paradissis  
Lunch Bunch: Jennifer Blankenship

Preschool website: livinglordpreschool.com



Parent Handbook  
2021-2022

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**The mission of Living Lord Lutheran Preschool is to provide its students with a Christian environment that models and teaches strong moral and spiritual values while providing an excellent learning experience that prepares them for a life of faith and learning. We will accomplish this by:**

**G**UIDING each child through the natural stages of development with love and understanding and the assurance that God is ever present and working in all our lives for the good of ALL His children.

**R**ESPONDING to the physical, emotional, social, academic, and spiritual needs of each child with a curriculum that is developmentally appropriate.

**A**CKNOWLEDGING the individuality of each child and the unlimited potential for learning that they possess.

**C**ARING for the families of our students and creating a partnership between home and school to help insure success for every student.

**E**VALUATING the program on a continual basis and striving for excellence in all that we do!!!

## **WELCOME**

We welcome you and your child to Living Lord Lutheran Preschool. We consider it a privilege to have your child enrolled in our early childhood education program and share with you these precious and important years of your child's development. Living Lord Lutheran Preschool is offered as a service to the community through the outreach ministry of Living Lord Lutheran Church.

**MARK  
YOUR  
CALENDAR!**

Living Lord Lutheran Preschool welcomes all families who seek a Christian-based early learning program for their children. We do not discriminate on the basis of sex, race, color, religious faith, personal creed, national origin or ancestry in administration of its admission or educational policies.

We take great pride in knowing that Living Lord Lutheran Preschool has been recognized nationally as a quality early childhood learning program demonstrating excellence in leadership and programming. We continually strive to provide an encouraging atmosphere conducive to individual growth and development in which your child can grow to his/her potential intellectually, emotionally, physically, socially, and spiritually. The love and grace of God will be shown and taught naturally and incidentally within the classroom and reinforced through a weekly chapel experience (MWF program only).

This handbook was prepared to acquaint parents with the policies and operating procedures of the preschool and to the responsibilities we jointly assume in creating an optimal learning environment for our children. The success of our program depends on the cooperative efforts of parents and staff. We encourage every parent to read this handbook carefully and discuss any questions you may have with members of the staff. Please keep it handy for future reference.

## EDUCATIONAL PHILOSOPHY

This is a time of unlimited energy and natural curiosity for your young child. Living Lord Lutheran Preschool embraces a developmental philosophy which recognizes that growth is a sequential and orderly process through predictable stages of development. As educators it is our responsibility to understand these developmental stages and offer a program that will nurture and facilitate the growth of each child to his/her highest potential. Our developmental approach promotes academic skill acquisition within the context of the child's everyday activities and experiences.

## PROGRAM GOALS

The goal of our program is to provide a setting and a curriculum that is exciting, stimulating, and enjoyable where each child is actively involved in the learning process. Through **an approach that stresses the process rather than the product**, children are immersed in a learning environment where each child's imagination and sense of play carries them on a journey of interactive learning. Through the many opportunities provided for exploration and discovery, children become independent, self-confident, inquisitive, and enthusiastic learners.

Our overall goal is to provide each child with a positive introduction to

formal education. We believe a child's first school experience is important because it lays the foundation for all future learning.

Specifically we strive . . .

- To help each child gain independence and develop a positive feeling about him/herself and his/her own abilities to create and learn.
- To help children express their ideas and concerns in emotionally healthy ways and to appreciate the ideas and feelings of others.
- To promote both fine and gross motor development.
- To strengthen each child's language skills through listening, speaking and dramatic play activities that we believe are the basis for reading, writing, and other communication skills.
- To provide a curriculum which accommodates the whole range of individual learning styles and abilities developing in each child the foundational skills needed for entrance into Kindergarten.
- To encourage development of the whole child in ways which enable children to feel secure in the love of God and have a reverence for all life.

## **PROGRAM COMPONENTS**

Although our schedule is often dictated by the needs and interests of our students, a typical day will provide time for:

- Whole group teacher directed experiences designed to develop social and listening skills
- Small group encounters designed to enhance fine motor and social skills and provide individual attention with interactive activities centered around the areas of art, language, science or math
- Free choice activities that provide the child with problem-solving situations appropriate to his/her developmental stage, build self-esteem through satisfaction of achievement and allow for personal expression
- Snack time provides the opportunity to participate in informal conversation while developing the ability to eat independently
- Indoor/outdoor gross motor activities to develop coordination skills and interact cooperatively with others
- Music and movement time which provides an opportunity for the child to express feelings, moods and thoughts through songs and develop a sense of rhythm and movement

## April

Tues., April 19—Parent/Teacher Conferences for Tues/Thurs  
—NO SCHOOL

Apr. 15—NO SCHOOL Good Friday

Apr. 18 NO SCHOOL Easter Monday

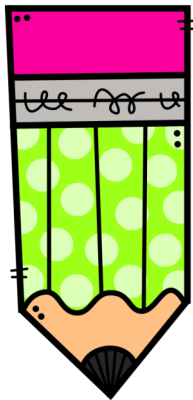
## May

Mon., May 16—Last day of school for MWF classes

Tues., May 17—Last day of school for Tues/Thurs classes  
And last day for Mrs. Adair's class

Tues., May 17—End of year program for Tues/Thurs classes—  
11:30 a.m. in sanctuary

Wed., May 18—End of year program for Pre-K classes—7:00 pm



## STAFF

Living Lord Preschool is dedicated to hiring degreed professionals. Teachers are selected based on their education, training, experience, character, and ability to relate well with young children. Background checks are conducted on all staff. Teachers are given the opportunity to participate in continuing education in the areas of early childhood development and developmentally appropriate practices.

## CURRICULUM

Our curriculum is continually being reviewed and evaluated to insure that we are implementing age and developmentally appropriate practices that will captivate children's attention and interest and help them to develop a true love of learning. It is the result of years of teacher experience interacting and observing young children and careful creative planning.

The Missouri Department of Elementary and Secondary Education, Early Childhood Division, has developed a set of educational standards stating the competency skills they believe most children should know and be able to do by the time they enter kindergarten. Living Lord Preschool has adopted these standards as the basis of our early childhood education program designing an innovative and interactive curriculum designed to stimulate, assist, support, and sustain emergent skills so that our preschoolers can meet or exceed the Missouri Learning Standards prior to entering kindergarten. With the addition of SMART-Boards in every classroom, we are even more confident in our ability to prepare our preschoolers for the next step in their educational journey.

Specific learning objectives for our Pre-K program are stated in our "Curriculum Learning Objectives" booklet available to all parents.

## FAITH BASED EDUCATION

We believe that spiritual growth is an integral and inseparable part of a child's well being. If nurtured properly, this spiritual growth occurs naturally in conjunction with the other aspects of a child's development. Children of all faiths are welcome at Living Lord Lutheran Church Preschool. We recognize that each family has its own heritage, values, culture, and traditions and we support these. Our objective is to provide all children with spiritual nurturing by way of our day to day actions, speech, and our non-denominational Christian curriculum.

We endeavor to show God's love for us by teaching and practicing the "Golden Rule", and we encourage an attitude of thanksgiving for God's gifts by teaching

and using simple prayers at snack time. Additionally, students in the 4 and 5 year old classes attend chapel in our sanctuary once a week.

## ADMISSION & WITHDRAWAL POLICIES

**ADMISSIONS:** The eligibility age for preschool enrollment corresponds with the age policies as set by the State of Missouri. We understand that these age requirements may be in conflict with individual family needs, however, due to our class sizes, staffing, and our age appropriate curriculum, students should meet these age requirements for enrollment:

**Tues/Thurs 3 and 4 year old class  
3 by August 1<sup>st</sup>**

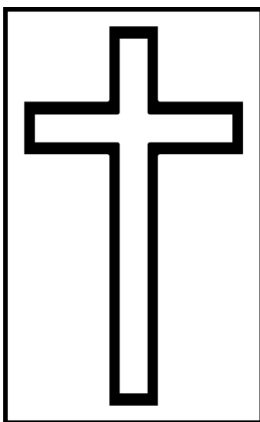
**MWF & Pre-K Plus 4 and 5 year old class  
4 by August 1<sup>st</sup>**

Any exceptions to these age requirements shall be made at the discretion of the Director in compliance with state agency regulations.

Students who are currently enrolled, their siblings, alumni, church members, MOPS participants, and families who have been on our waiting lists shall have priority admission for the following year being given the opportunity to register prior to the date set for “open” registration. Additional applicants are taken on a first-come, first-served basis. A waiting pool is formed for applications received after a class has been filled.

Students currently enrolled in the program who will not be able to register for the program but will be placed in offered. Morning spots moving up from the Tu/Th child may move to the am comes available.

In compliance with state regulations, all enrollment forms must be received prior to any child’s admission into the classroom with the exception of the immunization/medical received within 30 days of



rolled in the MWF am going on to kindergarten again for the Pre-K program if one is reserved for those Th program, however, the class if an opening be-

regulations, all enrollment forms must be received prior to any child’s admission into the classroom with the exception of the immunization/medical received within 30 days of

All children must be toilet trained prior to the first day of school.

## Living Lord Lutheran Preschool 2021-2022 School Calendar

### September

Tues., Sept. 7—First day of school for Tues/Thurs Program  
Wed., Sept. 8—First day of school for Pre-K Program

### October

Thur., Oct. 14—School photos for Tu/Th Classes  
Fri., Oct. 15—School photos for MWF Classes  
Thur & Fri. Oct. 28 & 29 Fall Break NO SCHOOL

### November

Mon. & Tues. Nov. 1st & 2nd— NO SCHOOL Fall Break  
24-26 NO SCHOOL Thanksgiving

### December

Thur., Dec. 16 Program 7:00pm  
Dec. 17—Jan 2—NO School—Christmas Break

### January

Jan. 4—School resumes for Tu/ThProgram  
Jan. 3—School resumes for MWF Program  
Mon., Jan. 17—NO SCHOOL—Martin Luther King Jr. Birthday

### February

Mon., Feb. 7—Parent/Teacher Conferences (MWF)—NO SCHOOL  
Mon., Feb. 21—President’s Day—NO SCHOOL

### March

March 21—March 25—NO SCHOOL-Spring



## PARENT GRIEVANCE POLICY

Differences and disagreements are a part of life and Living Lord Preschool recognizes the need for healthy communication and a way to handle grievances based on Jesus' model in Matthew 18:15-22.

If you have a complaint, we ask that you go directly to that person first and explain your concern. If you feel the issue is unresolved, then go to someone of higher authority (i.e. Preschool Director, the Associate or Senior Pastor). Please do not engage in destructive gossip which undermines the foundation of mutual respect and understanding upon which this pro-gram is built. We truly appreciate your support and partnership in dealing with any issues that may arise.

### TIPS FOR A POSITIVE PRESCHOOL EXPERIENCE

- Your attitude is contagious! Be positive and confident about your decision to enroll your child in preschool. You have made a wise decision! Your preschooler will reflect your confidence and positive attitude.
- When dropping off your child in the morning, but sure to tell your child good-bye and remind them that you will be there to pick them up in a little while. A quick, clean, confident break will be best for both you and your child. As soon as you are gone, your child will quickly become absorbed in the activities of the day. You are always welcome to call the school and find out how your child is doing.
- Be sure your child gets plenty of sleep and a good breakfast before coming to school.
- Please arrive on time both at the beginning and especially at the conclusion of your child's day.
- Encourage your child to tell you about his or her day at school, however, don't press the issue if your child doesn't seem to have much to say—some kids just don't keep their parents informed as well as others! Let them know, however, that what they do when they are away from you is important and interesting.

## Enrollment of Children with Special Needs:

It is the desire of the preschool to enroll children with special needs when it has been determined that the staff and/or facility can provide a beneficial classroom experience for the child without causing undue burden on the preschool staff and/or student body.

At the time of application to the preschool, parents shall be required to fully disclose any known special needs of their child. Based on the nature of the child's condition, it is the prerogative of the school to request that the child be evaluated prior to admission and that any medical or other pertinent records be offered to the school for consideration of enrollment.

**WITHDRAWAL:** As required by the Mo. State Department of Health Services, a child will be asked to withdraw from the program if the family fails to submit documented proof that the child has been immunized or has laboratory evidence of immunity. Such documentation is required within the first 30 days of enrollment. (If your child is immunization – exempt, an Immunization Exempt Card must be on file the first day of school.)

We request a two-week written notice if a parent decides to withdraw a child from the program for any reason. Monthly tuition payments cannot be refunded or pro-rated for early withdrawal, however, tuition that has been paid **in advance** will be refunded.

Certain circumstances or conditions may arise under which Living Lord Preschool may be unable to adequately and safely provide services to children with various types of behavioral, physical, or social needs. In these situations, continuation in our program will be considered on an individual case basis with the final decision being made by the Director.

Living Lord Preschool reserves the right to request immediate withdrawal from the program when the school in its sole unfettered discretion determines that a child's participation in the program is detrimental in any way to either the said child or any other participant in the program.

**EXTENDED LEAVE:** Living Lord Preschool's expenses do not change when individual students take an extended leave of absence from the classroom, therefore, tuition payments need to be made in full during the period of absence. If the child is removed from the program with the intent of returning at an unknown later date, the above stated procedures must be followed to secure the child's placement. If the child's place is not secured with regular tuition payments, the child may return only if space is available but will not be charged an additional registration fee. The preschool offers no guarantee that openings in the classroom will not be filled during the time the student has voluntarily withdrawn.

## TUITION INFORMATION

**TUITION:** The yearly program tuition is divided into 9 equal installments for convenience with the monthly tuition due on the first class day of each month. Tuition is as follows:

- 3 and 4 year old classes (2 days a week) - \$1260/year**  
**9 monthly payments of \$140**
- 4 and 5 year old classes (3 days a week) - \$1620/year**  
**9 monthly payments of \$180**
- 4 and 5 year old extended class (5 days a week) - \$2700/year**  
**9 monthly payments of \$300**

The tuition payment may be placed in the tuition payment box located on the information table in the entry area . **Please make checks payable to Living Lord Lutheran Preschool.** Payments are the responsibility of the parent and monthly reminders are not given unless payment has not been made by the 10<sup>th</sup> of the month. When paying in cash, please bring the exact amount as change is not available and be sure that cash is inside a sealed envelope. Credit and debit cards are not accepted forms of payment as we do not have the means for processing such funds.

When more than one child from a family is enrolled in the program, we offer the following discounts:

**More than one child in two different programs: full tuition for the first child and a \$20 discount on the second.**

**More than one child in the same program: full tuition for the first child and half price for the second.**

Parents are encouraged to keep their tuition payments current as the pre-school is self-supporting and depends on that income to meet its obligations. There is a returned check charge of \$20. Your cancelled check will be your receipt unless otherwise requested.

Holidays, school breaks, conference days, etc. have all been taken into consideration when determining fees required to operate the school. If a child is absent for an extended period of time, it is expected that the monthly tuition will continue to be paid unless there are extenuating circumstances. In this case, the director in conversation with the parents will determine the most appropriate course of action.

- Clear, consistent limitations that are gently enforced
- Encouragement of internal, self-discipline
- Modeling and teaching positive behaviors
- Facilitating a positive self-esteem by accepting children's feelings
- Modeling problem-solving techniques

We believe that positive reinforcement, encouragement, offering choices, redirection, and joint problem solving are the most effective tools of discipline.

We state rules positively and use natural consequences and positive correction. Discipline may be carried out by verbal correction, separation from peers or the situation, or by the removal of privileges. The developmental stage as well as the individual needs of each child will be a guide in the enforcement of rules. Corporal punishment is NOT practiced at the preschool which includes spanking or shaking. No teacher will inflict a mental or emotional punishment such as humiliating, shaming, or threatening a child.

For the safety and enjoyment of all, we expect each child to behave in a positive manner toward the teachers and other students at all times. A child's behavior should never cause harm to another person or require constant monitoring by the teacher. In either case, the quality of the instruction has been compromised. Any and all behavioral concerns will follow a specified plan of action. Parents will be notified of the behavior or area of concern and together with the teacher and/or Director will determine the appropriate course of action.

Conditions and/or behaviors which may warrant consideration for **immediate** removal from the program include but are not limited to:

- Inability to be separated from their primary care provider and adjust to the preschool classroom setting in a reasonable amount of time.
- Physical aggression toward children and/or adults in the way of deliberate pushing, hitting, kicking, or biting.
- The intentional damage or misuse of toys or other classroom equipment on a continual basis.
- The use of verbal obscenities.
- The exhibition of medical or educational conditions that are beyond the experience, knowledge, or abilities of the Living Lord Preschool staff.

**PARENT EVALUATIONS:**Parents of children going on to kindergarten will be given the opportunity to evaluate the program through an annual exit evaluation form and survey distributed in May.

## PARENT INVOLVEMENT/VOLUNTEERS

As parents become involved in their preschooler's education, they will develop new insights into their child's development and behavior. There will be several opportunities throughout the school year to assist with school wide activities such as our Fall Festival or Senses Fair for example. We encourage you to ask your child's teacher about how you might become involved in the classroom if interested. Parents might also provide assistance to the teacher with things that can be done at home such as cutting out patterns, etc. Parents with special talents or occupations that might be of interest to the children are invited to come and be a guest speaker.

To insure a positive experience for all, parents volunteers are asked to make arrangements for classroom visits with the teacher in advance and follow these guidelines:

- Let the Director know that you will be in your child's classroom.
- Be prepared to interact with the children in their activities and lend both guidance and assistance as expressed by the teacher. Please make other arrangements for siblings – we ask that you do not bring infants or toddlers into the class with you.

## DISCIPLINE/GUIDANCE

We believe that “it takes a whole village to raise a child” and take seriously our joint responsibility for helping each child grow into a responsible citizen with a positive self-image and a strong moral foundation.

Our goal is to enable a child to learn self-control and gain confidence in their ability to resolve conflicts. Discipline/guidance begins even before the children arrive through thoughtful planning of appropriate environments and placement of materials within the classroom to prevent potential problems.

When working with young children, our approach to discipline and guidance will be characterized by:

- Consistency, firmness, and benevolence

## GENERAL INFORMATION AND POLICIES

Enrolled families are responsible for reading, understanding, and following all school policies and state regulations as specified in the Parent Handbook or other school documents.

### CLASS TIMES:

**3 and 4 year olds – Tuesdays and Thursdays**  
**9:00 – 12:00p.m.**  
**Class Ratio – 12 / 1**

**4 and 5 year olds – Mondays, Wednesdays, and Fridays**  
**9:00 – 12:00 p.m.**  
**Extended class— Monday thru Friday**  
**9:00 a.m.—12:00 p.m.**  
**Class Ratio—12/1**

**Stay & Play – Wednesdays**  
**12:00 p.m. – 2:30 p.m.**  
**Class Ratio—12/1**

**Lunch Bunch—Tuesdays (Tu/Th Program only)**  
**12:00 p.m.—1:30 p.m.**  
**Class Ratio—10/1**

**SCHOOL CALENDAR:** The preschool will determine its own yearly calendar referring to the Wentzville School District's calendar only with regards to scheduling spring break. A school calendar is located at the back of this publication.

**ATTENDANCE:** If a child misses a day(s) for any reason, tuition credit will not be given for that day(s) he/she is absent. If a child has an extended illness or is hospitalized, tuition can be negotiated with the preschool director. **Please call the church office if your child will be absent.** We monitor attendance so that we are able to inform parents if there is an outbreak of the flu or any other communicable diseases.

**EMERGENCY CLOSINGS:** The preschool will notify all families via an automated call system, a school wide email and Facebook notification should inclement weather and/or poor road conditions necessitate the preschool close. If it is necessary to call off school for additional reasons at the discretion of the Director, these same means of communication will be used.

**ARRIVAL AND DISMISSAL:** Each child that you transport must be walked

to the classroom and delivered into the care of the teacher. Entering with your child gives you the opportunity to greet and speak with the teacher as well as take advantage of the information and resources made available to you in the entry area. We ask that you do not arrive earlier than ten minutes prior to the start of class unless previous arrangements have been made. Bringing preschoolers early on a regular basis leaves the staff without adequate preparation time.

Children arriving late will miss valuable play and learning time. We know that it isn't always possible to be on time and will welcome your child at whatever time he/she arrives. We ask that you help us by making late arrivals the exception rather than the rule.

It is equally important for you to enter the building and your child's classroom when you pick up your child at the end of the preschool session unless special needs require alternate arrangements provided by the Director and/or teacher. If you know you are going to be a few minutes late, please notify the school so that we can reassure your child that you are on your way. When coming to pick up your child, please wait in the hallway. The teachers will open the door when the children are ready to be dismissed at which time you will enter the classroom and meet your child.

Arrival and dismissal times are generally **not** good times for teachers to talk at length with parents. If you have questions or concerns that will take more than a minute to address, please schedule a convenient conference time with the teacher.

Please check and clear out cubbies of all the children leaving with you especially if you are a member of a car pool.

Please do not leave any children unattended in your car. If special accommodations need to be arranged, please let the Director know.

Due to regulatory restrictions, please do not bring pets into the building during arrival or dismissal times. Pets are welcomed on a **preplanned** basis by teacher request and parent notification and will enter the building through the classroom doors with direct access to the outside.

**SEPARATION FROM PARENT:** Being able to separate from the parent as the child enters and attends preschool is one of the most important early accomplishments of the young child.

At each age and developmental level a child will react differently to the separation process. As children mature they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

To develop an interest in activities outside of the home

## HOME/SCHOOL COMMUNICATION

Information that needs to be brought to the attention of a parent will come in many shapes and forms. Make it a high priority to read everything that comes home to keep up-to-date on all the latest happenings in the world of your preschooler! Please keep us informed of special events in your child's life. If we are aware of their excitement or anxiety, we will be better able to meet your child's needs at school.

The Director and/or Admin. Assistant is generally available from 8:30 a.m.—1:30 p.m. Monday—Friday. Teachers are available by phone or email as needed to discuss classroom issues or concerns regarding your child. Teachers are on site 30 minutes prior to arrival time and remain 30 minutes after dismissal and ask that phone calls be made during these times if at all possible.

**PARENT CONFERENCES:** We believe strongly in continuous open dialogue between parents and teachers and will inform parents of any issues or concerns regarding their child as they arise. There are conference days scheduled during the latter half of the school year if parents wish to have a formal conversation with their child's teacher. However, we encourage parents to schedule a meeting with their child's teacher at any point during the school year if desired.

We do not send home report cards or assessment forms during the school year. Again, if there are any developmental concerns, they will be addressed as we become aware of them. We also provide screening by the Wentzville Parents As Teachers organization which is extremely valuable in providing developmental information about each child.

**DIRECTOR'S MONTHLY NEWSLETTER:** On the last school day of each month, a newsletter will be sent home with each preschooler containing information pertinent to the following month. The newsletter can also be viewed online.

**INFORMATION TABLE:** The information table is located in the entry area and is exclusive to the preschool. It should be checked on a daily basis when entering or leaving the building as this is where you will find the Tuition Box as well as the Stay & Play and Lunch Bunch sign-up sheets.

**TEACHER "PROJECT NOTES" and "CAR TALKS":** When applicable, accompanying a child's art work or "project", a child's teacher will send home a project note giving insight into what activities took place in the classroom that will explain the skills learned and objectives met in the process of creating their masterpiece. "CAR TALKS" are also sent home on a regular basis with the intent of providing you with a conversation starter so that you can hopefully get a glimpse into what your child learned while at school and talk about it in the car on your way home.

**PARENT VISITS:** The parent-teacher relationship is extremely important. Parents are welcome to visit the preschool classroom at any time, but please check in with the Director first. We ask that you do not bring other children with you when you visit.

## SAFETY PROCEDURES

**FIRE DRILLS:** As required by the State Fire Marshall, fire drills will be held a minimum of 3 times during the school year (monthly if weather permits) to familiarize the students with the alarm and exit procedures that are posted in the classrooms.

**TORNADO DRILLS:** Tornado drills will be conducted during the severe weather season. If a tornado warning is issued, parents are advised not to pick up their children until the warning is over. Children will remain in a safe place at the school until the warning has been lifted.

The preschool also has in place emergency procedures in the event of an earthquake, blizzard, power failure, intruder, a bomb threat or chemical spill.



To feel comfortable with a group of people who are not family members  
To understand and trust that all parents leave their children and come back for them  
To understand that parents often must concentrate on their own interests and duties which are separate and different from those of a child

As a general rule, we ask that you do not linger after saying goodbye to your child. All teachers are trained in dealing with an upset child, and experience has proven that most children will settle into the routine very quickly after the parent's departure.

**GUARDIANSHIP:** If a child is enrolled by a legal guardian rather than a parent, a copy of all appropriate legal paperwork should be on file at the preschool. This is especially important if the biological parents have no custodial or visitation rights.

**AUTHORIZATION FOR PICK-UP:** If a parent is unable to pick up a child from school, the parent should make arrangements for another adult already listed on the authorization form to do so. If this is not possible and an adult must pick up the child who is NOT on the authorization form, the parent must notify the Director in writing or by phone with the name and description of the adult to whom the child will be released. Your child's teacher will be informed and will ask for a picture ID before releasing your child. **We will not release a child to an unauthorized adult.**

If a parent wishes the teacher to release a child to an older sibling, the parent must make this desire known to the Director. If the staff feels that the sibling is not old enough for this responsibility or sees indication of inappropriate supervision, the parent will be notified of the concern.

We recognize that it is legal for either parent to pick up a child unless we have a copy of a court order restricting us to do so.

**CAR POOLS:** We cannot arrange car pools, but we can help you determine if someone from your area is attending the school. A roster of students in your child's class will be made available shortly after the beginning of the school year that can assist you in this effort. If you are a carpool driver, please make sure your insurance coverage is adequate. The driver of a car pool should be listed on the authorization section of the enrollment form for each child being transported.

**SNACKS:** Young children need to refuel their bodies frequently. Snacks are served midway through the preschool day with the beverage usually being water. The snack will consist of prepackaged crackers including pretzels and cheez-its. Heavily sugared and salty snacks will not be served with the possible exception of celebratory occasions such as a child's birthday. **If you would like to provide an alternate snack for your child due to personal preferences or your child has a confirmed food allergy, diabetes, gluten intoler-**

**ance or other medical condition, please be in conversation with the Director who will inform your child's teacher..** If you would like to provide a prepackaged snack for the entire class, please check with the teacher for an agreeable time to do so.

Theme centered special snacks may be served by the teacher when the snack supports the learning objective of the day—i.e. apples during apple week, popcorn during our unit on corn, etc.

Please take note that Living Lord Lutheran Preschool makes every effort to be a **nut free facility**. Snacks that are made on equipment that produce peanut/nut products but contain no peanut ingredient will still be served in the classroom with any child who has a diagnosed peanut/nut allergy being served an alternative snack if determined by the parent to be necessary.

**BIRTHDAYS:** We like to recognize and celebrate your child's birthday at school and encourage you to bring a "treat" for snack time to share with the children. **Please take note that chocolate and candy items are highly discouraged and according to our peanut free policy, we ask that only peanut/nut free store packaged products be brought into the classroom.** Be sure to coordinate your plans with your child's teacher. As a general rule, we do not celebrate half or summer birthdays.

We ask that invitations for private birthday parties NOT be passed out at school or put into the children's cubbies unless ALL students have been invited.

**CLOTHING AND PERSONAL PROPERTY:** All Living Lord preschoolers will receive a special tote bag to carry their belongings to and from school. Please check your child's bag for art projects, school newsletters and notes sent home by your child's teacher. There is a \$10 replacement charge for a lost tote bag.

Children should be dressed in comfortable, manageable, and washable play clothes suitable for sitting on the floor and playing outdoors and that will allow the child to function independently in the bathroom. Paint smocks are provided for art time or messy projects, but our best supervision is not always sufficient to keep children spotless.

Be sure to dress your child warmly during the cool months, since we do go outdoors regularly. Label all outer garments, including hats, with your child's name.

Your child will also receive a t-shirt imprinted with the preschool's logo to be worn on Wednesdays (MWF program), and on any other day that they desire. There is a \$10 t-shirt replacement charge.

It is important that your child's shoes be both comfortable and safe. Tennis

**BATHROOM ASSISTANCE:** Preschoolers are encouraged to be independent in caring for their own bathroom needs. Clothing should be easy for the child to undo – belts and suspenders can be tricky! Bathrooms are located adjacent to the classrooms and children are encouraged to use them frequently. However, accidents may occur and our staff will handle these with as little embarrassment to the child as possible. A "Bathroom Assistance Report" will be completed so parents are aware of who provided assistance to their child. If accidents are expected with your child, please supply a change of clothing and keep in child's tote bag.

**MEDICATIONS:** Only in very specific and unusual circumstances is the preschool staff allowed to administer any medications to your child which includes over-the-counter cough drops. We ask that parents apply lip balm, sunscreen, or other ointments on their children before they arrive at school.

The Preschool Director may administer medication following guidelines as set forth by the Mo. Dept. of Health. Please see the Director for additional policies and procedures.

**ALLERGIES:** If your child suffers from any kind of allergy, especially food related allergies, please notify the Director in writing in addition to completing the appropriate spaces on all of the enrollment forms.

**REPORTING OF CHILD ABUSE/NEGLECT:** Please note:

- We are required by law to report suspected or disclosed abuse.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.
- We are NOT permitted to contact the parent unless specifically directed to do so by the Department of Social Services or police.
- Reporting procedures are designed to protect the child.
- Our responsibility is to report our suspicions and/or disclosures, NOT determine if abuse has occurred.
- It is the responsibility of the Department of Social Services to investigate and decide if the child is in need of protection.

**SPECIAL GUESTS:** The Missouri Department of Child Care Safety and does not allow us to accommodate child visitors, so we ask that you do not bring houseguests, family members, or other young visitors to school hoping that they can enjoy the preschool session with your child.

Please do not bring dogs or pets into the classroom without permission from the preschool director. Calm and tame pets have been known to bite when stressed or excited, and we cannot risk bites or injuries to anyone on the premises.

**A word about head lice:** This is a very common occurrence in young children and has nothing to do with cleanliness. If head lice is found on your child, the following steps should be taken:

The child's head must be immediately treated with a product formulated to remove head lice.

Nits must be removed with a special nit comb included in product.

Child will be excluded from school until all evidence of lice and nits has disappeared.

All preschool parents will be notified that a case of lice has been diagnosed and informational handouts will be distributed. Please be assured that we will do everything possible to prevent infestation in our school. With your support, we can stop the lice from spreading.

**REPORTABLE ILLNESSES:** If your child is diagnosed with any of the following communicable diseases, please contact the preschool office immediately. We are required to notify the Missouri State Health Department of any occurrence of the following:

**Diphtheria-Pharyngal**  
**Giardiasis**  
**Influenza**  
**Viral Meningitis**  
**Pertussis**  
**Shigellosis**  
**Covid-19**

**Hepatitis-A**  
**Hepatitis-B**  
**Measles**  
**HIB**  
**Salmonellosis**  
**Tuberculosis**

Children must be on prescribed medication for 48 hours before returning to school. If you request your child to not participate in outdoor play due to illness, he/she is not ready to return to school.

If your child receives a minor scrape, scratch, or bruise while at school, we will provide basic first aid through the use of soap, water, ice and band aids and send home an "Ouch Report" to tell you what happened.

If a more serious injury occurs, our staff will make an immediate attempt to contact you or the designated contact person that is listed on our Emergency Form. We will take the necessary precautions for the comfort of the injured and prevention of further injury.

In the event of an extreme emergency, the school will immediately call 911 and the injured child will be taken to the Emergency Room of the closest hospital (St. Joseph West in Lake St. Louis) or another hospital as determined by ambulance staff, regardless of "preference" hospital listed on the enrollment form. Parents will be notified and told to meet the ambulance at the hospital.

Parents are financially responsible for emergency services, including but not limited to ambulance and emergency room costs. Living Lord Lutheran Preschool is covered with the appropriate liability insurance.

shoes, or other enclosed shoes, with no slip soles and either laces or velcro closures are the best choice. We discourage dress shoes or other slick soled shoes, flip-flops, Crocs and boots. These tend to cause trips, slips and falls when playing outside or doing large movement activities.

Children should not bring toys or personal items from home. Toys can be a distraction and a source of disagreement among children. If your child has a "security toy or blanket" which he/she needs to bring to school, he/she will be asked to keep the item in their cubby or book bag while school is in session. This will prevent an unfortunate loss or damage to something that might hold a special meaning to the child. We do, however, welcome a book, CD, tape, or object related to the theme of the day for appropriate use in the classroom at the discretion of the teacher. We do not have a show and tell time.

**STAY AND PLAY:** Our "Stay and Play" program is offered to children enrolled in the 4 and 5 year old morning classes. Stay and Play is offered on Wednesdays from 12:00p.m.- 2:30 p.m. Sign-up sheets go out on the 15<sup>th</sup> of the month for the following month's sessions. Preschoolers bring their lunches, and after eating with the Preschool Director in Room 2, return to Room 3 for two hours of enrichment and play activities. The cost is \$20 per session with 12 children in attendance per session. Payment is due on or before the morning of the day in which the child will be attending.

**LUNCH BUNCH:** Our "Lunch Bunch" program takes place from 12:00 p.m.—1:30 p.m. on Tuesdays beginning in Oct. It is offered to children in the 3 and 4 year old program only. Preschoolers bring their lunches, and after eating with the Preschool Director in Room 2, return to Room 3 for 60 minutes of free play. The cost is \$15 per session with 10 children in attendance per session. Payment is due on or before the morning of the day in which the child will be attending. Sign-up sheets go out on the 15<sup>th</sup> of the month for the following month's sessions.

**FIELD TRIPS:** It is the policy of the preschool **not** to take field trips with our preschoolers. As much as we would like to provide off site excursions, we would prefer not to transport our precious cargo on busy interstate highways most of the time of which are under construction!

We bring in many visitors during the course of the year who provide interactive, entertaining, and informative demonstrations on a wide variety of topics.

**SCHOLASTIC BOOK CLUBS:** Each month along with our preschool newsletter you will receive Scholastic Book Club order form. This affords you the opportunity to purchase quality books for your children, and it enables the preschool to acquire free books and materials for our classroom. Checks should be made out to Scholastic Book Clubs or orders may be placed online.

**CLASSROOM CELEBRATIONS:** Because young children can easily lack self control or feel out of sorts in party atmospheres, we prefer our classroom celebrations to be integrated into the regular classroom routine rather than replace them. Familiar classroom routines with special holiday interest centers are most comfortable for our preschoolers, however, the preschool does make an exception when celebrating Halloween with a Fall Festival and Christmas with a Birthday Party for Jesus. Because we are first and foremost a Christian institution, we will celebrate the religious traditions in regards to Christmas and Easter rather than the secular.

**NO SOLICITATIONS:** Living Lord Preschool requests that no solicitations be made by preschool parents to other preschool parents for their own private ventures. Ads and flyers are not to be placed on the school's bulletin boards or distributed within the classrooms. The preschool class list should not be used to contact parents for solicitations of business or invitations to private business parties. These lists are for use concerning preschool issues only.

## HEALTH GUIDELINES

### As Mandated by the State of Missouri—Dept. of Health

It is our highest priority to insure the health and safety of each one of our students. Living Lord Preschool is considered a "license-exempt" but regulated program inspected by three governing agencies once a year. Background checks are required for all staff every two years as well as TB shots. Verification of inspections is provided on the Notice of Parental Responsibility form provided at the beginning of the school year and signed by a parent. This signed form becomes part of each child's file.

Upon entering the preschool program, each child is required to have an initial physical with a doctor verifying that the child's medical history, immunizations and current state of health are satisfactory for participation in the program.

**IMMUNIZATIONS:** To protect the health of all children and adults associated with the preschool, it is necessary that each child provide evidence that all immunizations are up to date. Each child is required to have an official copy of his or her immunization record on file showing proof of immunizations for DTaP/DT,PCV (pneumococcal) IPV (polio), Hepatitis B, Hib, MMR, and Varicella. As children receive their regularly scheduled booster shots, these must be entered into our records as well. If your child has had the chickenpox, a written statement of verification (date and year) must be supplied by a physician and placed in your child's file.

If you have chosen not to immunize your child, your responsibilities are as follows:

- Complete an immunization-exempt card and have on file prior to the first day of school.
- You must be completely knowledgeable of the symptoms of any diseases your child has not been vaccinated for. If your child exhibits any of these symptoms, you must notify the Director immediately.

If a child in the school contracts a disease against which your child has no immunization, you will be notified (along with entire student body). Be prepared to keep your child out of school until the Director (in conjunction with the Mo. Department of Health) determines it is safe for your child to return. Understand in advance that this time period may be quite lengthy depending on the circumstances.

**ILLNESS:** Please be certain your child is in good health before bringing him/her to school. Listed below are symptoms of illness that are reasons for a child to be kept at home, or if observed, sufficient reason to remove a child from the classroom and contact a parent for pick up:

**Colds, Coughs, Flu and Ear Infections** – Consideration for others is paramount in controlling the spread of colds and flu at school.

Please do not bring children who have runny noses with thick whitish or greenish discharge or those who have frequent or heavy coughs – even if these symptoms appear to be caused by allergies.

**Fevers** – A child should not return to school until they have been free of fever for at least 24 hours.

**Impetigo** – This is a **highly contagious** bacterial skin infection which presents itself as pus-filled sores. Because the bacteria involved may be either "staph" or "strep", a doctor's care is required. Oral antibiotics are the best treatment, and 48 hours after beginning antibiotics a child may return to school as long as all sores are covered and there is a marked improvement in the rash – no new sores and those present begin drying up. Topical ointments are not as effective a treatment as oral antibiotics. If this method of treatment is used, children must remain at home until are sores have dried.

**Ringworm** – This is a **highly contagious** fungal skin infection which presents itself as itchy, scaly, red patches that grow into red round or oval "rings" surrounding a smooth center. It is transmitted by direct contact with infected people or animals, or items handled by infected individuals. A doctor's care is required for treatment and children may return to school with the sores covered after being on medication for at least 48 hours.

**Undiagnosed skin rashes**  
**Vomiting and/or Diarrhea**

**Lice**  
**Chicken Pox**  
**Pinkeye**