

PHILOSOPHY AND OBJECTIVES

During the early years, children need a stimulating environment which will provide them with experiences that will aid them in developing to their potential. They need supportive experiences which will help them develop a positive self-concept.

In light of this, Messiah Lutheran Preschool offers a program which will provide the child with a wide variety of learning experiences. In a Christian environment, your child will be free to explore his/her environment and will receive guidance in participating in activities in which he/she will be able to experience success.



Although specific learning experiences will be planned for each day, the atmosphere will not be highly structured in order that developmental learning can be used to its fullest.



Our goals are to provide experiences and activities which will enhance your child's basic individual needs: spiritual, emotional, social, intellectual and physical:

- SPIRITUAL:** To provide for Christian learning of Jesus Christ as Lord and Savior through Bible stories, prayer, songs and conversation.
- EMOTIONAL:** To provide opportunities to help your child develop a healthy self-concept which includes accepting his/her self-limitations and talents as God has given.
- SOCIAL:** To provide guidance as your child becomes less self-centered and starts taking part in small group and large group activities.
- INTELLECTUAL:** To provide interests and experiences which stimulate your child's curiosity and imagination in developing ideas and concepts, preparing him/her for future schoolwork.

PHYSICAL: To provide materials and activities that encourage your child's development of large and small muscle coordination and concern for his/her own health and safety.

ENROLLMENT REQUIREMENTS

Enrollment is open to any child between the ages of 3-5 regardless of race, color, creed, sex or national origin.

- To be enrolled in the **Tuesday -Thursday** class, the child must have reached the age of **3 before December 1** of the school year, even if they do not enroll until the second semester.
- To be enrolled in the **Monday-Wednesday-Friday** class, the child must have reached the age of **4 before December 1** of the school year.



Children must be completely toilet trained and be able to perform basic bathroom skills independently. Teachers are not expected to assist the children with bathroom functions. Children should wear clothes that enable them to dress and undress on their own.

The registration form must be completed and returned with a **NON-REFUNDABLE FEE OF \$30.00**. Both the form and the fee are required for enrollment, thus ensuring your child of a spot in our program. Please do this as soon as possible, as admission is granted on a first come, first served basis. In the event of full classes, a waiting list will be kept. A minimum enrollment of eight (8) children is required for each class.

NONDISCRIMINATORY POLICY

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

SCHOOL SCHEDULES

The school year consists of 30 weeks of scheduled classes and activities.

Sessions are offered as follows:

Tuesday and Thursday (am and pm) 3 year olds
 Monday, Wednesday, Friday (am and pm) 4 year olds

- Morning sessions meet from 9:00 to 11:30 am
- Afternoon sessions meet from 12:30 to 3:00pm

Classes generally begin around the second week in September and run through mid-May. A complete school calendar will be provided to parents before school begins.

In case of poor weather conditions, please tune into the local TV and radio stations for closing information.

FEES AND TUITION INFORMATION

Tuesday-Thursday Class (3 year olds)

Members of Messiah - \$47.50 per month for 9 months \$427.50 per year
 All Others - \$95.00 per month for 9 months \$855.00 per year

Monday-Wednesday-Friday Class (4 year olds)

Members of Messiah - \$60.00 per month for 9 months \$540.00 per year
 All Others - \$120.00 per month for 9 months \$1080.00 per year

Tuition payments are to be made one month in advance and are due on the 10th of each month, **beginning on August 10, 2008**. Families who enroll more than one child will receive a 10% reduction from their total tuition bill.

Monthly payments are scheduled for parents' convenience. Other payment arrangements may be made by contacting the director.

Please make all checks payable to MESSIAH LUTHERAN CHURCH.

No billings will be sent unless you are delinquent in your payments. A fee of \$10.00 will be added when tuition payment is more than 30 days late or for a check returned for non-sufficient funds. If preschool tuition is more than 30 days behind the scheduled payment date, parents or guardians may be asked to remove the child from the program

The preschool is self-supporting and the staff contracts are made on a yearly basis. Therefore, no refunds are made when a child is absent for illness, vacations, etc.

One month's advance notice and payment is required if it becomes necessary to withdraw a child from the program during the school year.

The preschool participates in the SCRIP program to assist families in defraying tuition costs. Tuition assistance is also available to families when a need is shown. Information is available upon request at enrollment.

HEALTH AND SAFETY

Your child's health is a matter of major importance to us all. **The Green Health Appraisal Report** (enclosed in this packet) must be completed and turned in at or before the first session attended by your child. This is a state requirement. Your child must have a medical examination and the immunizations must be up-to-date. Your doctor's signature and the date of your child's physical examination must be included on the form. If for some reason your child cannot have the required immunizations, you must sign a waiver form and attach it to the health form.

IMMUNIZATION REQUIREMENTS:

DPT	4 DOSES
POLIO	3 DOSES
MEASLES, MUMPS AND RUBELLA	1 DOSE
HIB	4 DOSES
HEPATITIS B	3 DOSES
VARIVAX (or have had chicken pox)	1 DOSE
PNEUMOCOCCAL CONJUGATE	COMPLETE SERIES

Encourage your child to come to preschool as long as he/she is feeling well. Sick children must not be brought to school. **Please call the school before the usual time of arrival if your child will be absent.** Should a child become ill while at school, he/she will be isolated from the others and a parent (or designated back-up person) will be contacted. In case of minor injury, he/she will receive first aid. A note explaining the accident and method of treatment will be sent home with your child.

No medication will be dispensed during the 2 ½ hour class period. However, if your child is in need of medical treatment due to a medical condition i.e. asthma or allergies, contact the teacher so that we can try to meet your child's needs. We do have a form to be completed by your doctor in regards to your child's specific condition. You may pick up this form in the Preschool Office.

Children will be instructed to wash hands after toileting and before and after eating. We will also instruct them to cough and/or sneeze into their elbows to help reduce the spread of germs.

Staff will follow universal precautions when handling body fluids and are trained in Blood Borne Pathogens yearly. Equipment, toys, and other surfaces are cleaned and sanitized per use or as needed.

EMERGENCY CONTACT INFORMATION CARD

An Emergency Contact Information Card, authorizing emergency care, must be completed and returned to the school before the child's first day of preschool. Emergency numbers for reaching the parent or guardian, another authorized person, the child's physician, and hospital preference must be indicated. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers and other pertinent information.

EMERGENCY PROCEDURES

This preschool takes every potential emergency situation seriously. Therefore we have established policies regarding fire, tornado and medical emergencies. If you wish to review these policies, you may do so at the Preschool Office. Parents/Guardians may pick up their children in the event of a tornado watch or any other severe weather, but it is not required. In the event of a tornado warning, the teacher will take the children to the designated shelter area in the building until the warning is canceled. In the case of a medical emergency, the teacher will notify the parents and call medical emergency personnel.

In the event we need to evacuate the building, we will walk the children to the Plainfield Public Library, and call the parents to inform them once there.

ARRIVAL AND PICKUP OF STUDENTS

Use the north upper level doors for arrival and departure. When arriving, we ask that you bring your child into the building. Coats are to be hung in the hallway. The classroom door will not open until **5 minutes** before each session at which time your child will be greeted by the teacher or aide. **UNDER NO CIRCUMSTANCES** leave your child in the preschool hall or classroom without a teacher present.

At dismissal time, your promptness will be appreciated. The children will remain in the classroom until picked up by the parent or authorized person. No child will be released to a person not authorized by the parent.

We should be notified by the parents of any changes. If you know you are going to be detained, please make arrangements and notify the school immediately so that we can reassure your child. **Please be sure to leave a message if you get the answering machine.** Someone will check it. **Consistent lateness after school dismissal is not allowed.**

SNACK TIME

We serve a mid-session snack. These snacks will be provided by the parents on an assigned basis, scheduled each month. Suggestions might include crackers, breads, fresh fruits and vegetables, cheese, popcorn, cookies, jello, etc., as well as a drink. Please inform us if your child has special dietary needs. Parents are welcome to send special holiday and birthday treats, which will also be on the monthly calendars. Occasionally the children may have the opportunity to cook or otherwise prepare their own snacks.

DISCIPLINE POLICY

Limits are set to teach your child about safety, care of property, good health habits and consideration of others. Rules are explained in a cheerful, positive manner, making sure they are understandable to the child. When trouble occurs, we will try to redirect a child's activity offering an acceptable solution to the problem. Occasionally a "time out" is needed. The child will be temporarily removed from the group. This will be done in a gentle way, making sure the child understands the reason for such action. Discipline will always be followed by forgiveness and acceptance of the child. In the unlikely case where a child is about to cause injury to self or another child, the teacher or aide will intervene to prevent such injury. If discipline problems persist and become disruptive or harmful to others, the parents will be advised.

+ADVOCACY

It is the duty of Messiah Lutheran Preschool to maintain its role as an advocate for every child attending the preschool

SPECIAL NEEDS STUDENTS

We will do our best to provide a quality Christian program for each child enrolled in Messiah Lutheran Preschool. Every preschool program, however, is not able to meet the needs of every individual child. If we are unable to meet the special needs of a child within our program, we reserve the right to request and will assist in finding, to the best of our ability, placement in another program.

FIELD TRIPS

Various field trips will be taken with the Monday-Wednesday-Friday classes throughout the year. These trips are planned as an extension of the learning that takes place in the classroom. Parents/Guardians will be informed in advance of any field trips planned. Your signed permission for these trips is included in the registration form.

We will ask for parent volunteers to accompany us on our trips and to assist with driving. Strict transportation and supervision guidelines, meeting all state requirements will be followed to insure your child's safety.

CONFERENCES

Conferences will be set up in the fall and spring to inform you of your child's progress. In the meantime, do not hesitate to call at any time if you have questions of information concerning your child. Leave a message, and the teacher will be happy to return your call. Please do not discuss your child in his/her presence.

MISCELLANEOUS NOTES

Please dress your child for play. Clothing should also be able to be easily removed for using the restroom. Remember there will be messy art activities and plenty of action. Paint smocks will be provided by the school. Because of the climber, sneakers are preferred. Without advance notice, we will not be going outside in the winter.

A school bag, labeled with your child's name, is recommended to take treasured papers and show and tell items home. It might also be helpful to keep an extra pair of underwear and pants for emergencies.

Except for show and tell, we ask that your child leave toys at home or in the car. If he/she has a book that may be of interest to all the children, we will appreciate this being shared with the class, but we ask that it be left for a few days. It must have your child's name in it. **Please, no guns or weapons, play or otherwise, in school.** Also, please leave chewing gum at home.

Parents are welcome to visit our program at any time. Please remember that children often respond differently when parents are present in the room

To help with carpooling, play groups, etc., a class list containing children's and parents' names, addresses and phone numbers will be distributed for each session. If you **do not** want any or part of this information released, please inform the director **in writing** when registering.