

Our Savior Lutheran School

Early Childhood Programs Handbook

2017-2018

**Preschool & Pre-Kindergarten
Early Childhood Extension Program**



Our Savior Lutheran School
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School Mission Statement

The ministry of Our Savior Lutheran School is to share Christ by teaching the Christian faith, promoting academic excellence and developing leadership skills for a life of Christian service.

“Train up a child in the way he should go; and when he is old, he will not depart from it.” — Proverbs 22:6

“Go ye therefore and teach all nations” — Matthew 28:19

From these words of Holy Scripture come the purposes for operating a Lutheran Christian School:

- ❖ To provide thorough instruction in God's Word so that your child:
 - May learn to know and trust Jesus Christ as their ever-loving Savior;
 - May be led by the Holy Spirit to do that which is God-pleasing;
 - May be prepared to live with God eternally in heaven.
- ❖ To assist the home in carrying out its role as commanded by God.
- ❖ To help children discover and develop their God-given talents and abilities, that they might use them to His glory and for the benefit of their fellow man.
- ❖ To maintain high standards of education at all grade levels, taught in the light of God's will and design.
- ❖ To assist parents in developing the kind of Christian character that will make the graduates of Our Savior leaders, serving God in church and in the world.

Vision: We desire to educate children grounded in Christian faith and moral values combined with high academic standards, technology skills and leadership skills for the 21st century.

Early Childhood Education Programs Philosophy

At Our Savior Lutheran School, we believe young children learn through play in a carefully constructed environment rich with intentional instruction and opportunities for exploration, creativity, critical thinking, and problem solving. Here, students are nurtured, supported, and challenged so that they may grow in every learning area. Most of all, we believe that character and faith development should be integrated into every activity, interaction, and situation throughout each day so that each child who comes through our program leaves as a loving Christian, lifelong learner, and a responsible citizen.

Program Descriptions

Preschool: At Preschool, children learn through play in a combination of teacher-directed and child-directed activities. Preschool is designed to meet the needs of children attending school for the first time. There is a large emphasis on the social, emotional, and physical domains of learning and children are encouraged to explore and solve problems while engaging in multisensory activities in the language, cognitive, and creative learning domains. The most important aspect of our program is the way we integrate faith development into all other learning domains with devotions, Bible stories, songs, and interactive lessons.

Pre-Kindergarten: At Pre-K, we use a play-based curriculum like in Preschool but the students engage in a larger portion of teacher-directed time and build on the skills acquired in Preschool. Through the use of small groups, each student is able to develop academic skills at his or her own pace while still developing socially and emotionally. Teacher-directed and

child-directed activities in Pre-K focus on preparing children for Kindergarten in a developmentally appropriate way. Faith development is also integrated in all areas of learning as Pre-K students engage in daily devotions, Bible stories, prayer, and attend weekly Chapel services with K-8th grade.

Early Childhood Extension:This program is a "pre-school" experience that provides flexibility for working parents and busy families. The multi-age classroom follows a structured schedule balancing teacher-directed and child-directed learning times including centers, group time, devotion, social mealtimes, and gross motor playtime while allowing for families' specific drop-off and pick-up time needs. Faith development is integrated through all learning domains and all parts of the day in mealtime prayers, conflict resolution, and activities that foster character development.

Admission Policy

Our Savior Lutheran School offers a two day per week half-day morning Preschool, three day per week half-day morning OR afternoon Pre-Kindergarten, and an all-day, five day a week mixed age Early Childhood Extension (ECE) classroom. Summer Day Camp (Panther Camp) is also available to students during the summer months (see Panther Camp Handbook).

Age Requirements:Preschool is available to all children who are **3 years old by the first day of school**. Pre-Kindergarten is available to all children aged **4 years by the first day of school**. The Early Childhood Extension classroom accepts children ages 3 and 4 throughout the year, though children must be **3 years old at the time of enrollment**.

Bathroom Independence: Our Savior Lutheran School's Early Childhood Programs require that a child be fully bathroom independent to attend. To enroll, children must be able to use the toilet and sink without adult assistance, including all clothing items, excepting buttons and zippers, with minimal "accidents". Additionally, children must wear underwear beneath clothing to school- NO PULL-UPS or training pants are permissible.

Enrollment Information:Preschool and Pre-Kindergarten classes **will not** enroll new students after **February 1st** for the current school year, but students may join the Early Childhood Extension class at any point throughout the year. Students enrolling in Preschool or Pre-Kindergarten after the start of the school year must still meet the minimum age requirement (3 or 4 by the **first day of school**), but students must only be 3 by the **first day of attendance** for enrollment in ECE. Families may enroll students in either Preschool **OR** Pre-Kindergarten (based on age at enrollment) **AND** Early Childhood Extension, or may choose just one program. Students are not required to be enrolled in Preschool or Pre-Kindergarten to enroll in the Early Childhood Extension class, but may participate in both based on the family's needs.

Hours:
Preschool (3's): Tuesdays & Thursdays 8:05am-11:15am
Pre-Kindergarten (4's): Mondays, Wednesdays & Fridays 8:05am-11:15am
OR 12:05pm-3:15pm
Early Childhood Extension (3's & 4's): Monday-Friday 7:00am-6:00pm

* Please see annual School Calendar for complete schedule(start/end dates, holidays, etc.).

Account Balances: All accounts must remain current. Account balances must be paid in full prior to enrolling and being admitted into another program such as Summer Camp or a new school year.

Required Forms: State of Michigan Licensing requires that proper paperwork is completed and on-file for each child. **All listed forms MUST be completed and returned prior to your child's first day in attendance. No student will be admitted without all required forms. Forms are available online in our registration portal, TADS.**

- ✓ Enrollment Application
- ✓ Enrollment fee
- ✓ Birth Certificate
- ✓ Child Information Record
- ✓ Copy of child's immunization record
- ✓ Health and Immunization Statement
- ✓ Health Appraisal
- ✓ Medication Permission form filled out if your child will need to receive medication while at OSL

Fees & Payments

Our Savior Lutheran School uses TADS to track charges and payments for all accounts. Payments are credited to your account in TADS when they are received and may be made online through TADS when invoiced. Payments may also be brought in or mailed to the school. There are metal drop boxes for your payments located in the Early Childhood Extension classroom and outside the school office for your convenience.

Preschool and Pre-Kindergarten: Tuition Contracts are made available in the spring once a student(s) is enrolled. Tuition is paid directly to the school and is billed on a 10-month basis starting in August and running through the following May, unless a special arrangement is made with the school office. A discount is given on total tuition for families with multiple children enrolled. Parents have the option of prepaying their tuition in full and receiving a discount if paid by August 1.

A non-refundable application fee is due with enrollment forms. For enrollment in Preschool or Pre-Kindergarten, tuition contracts are required. **Contracts specify that parents are committed to paying tuition for the full contract year regardless of student attendance. Refunds will not be given due to student absences. Parents may be held responsible for the entire unpaid balance on their contract regardless of withdrawal (see withdrawal policy on page 6).**

Early Childhood Extension (ECE): Weekly charges will be billed in advance during the week prior to usage. Rates are subject to change as announced. Please see enrollment application for current fees.

Families will be billed for the days and times in which students are enrolled. There will be no refunds for absences for any reason. This is due to the fixed cost of running the program. A two-week written notice is required to make a permanent or temporary change in your child's ECE days and hours. If parents need to make an emergency/unexpected addition to a child's schedule (hours or days), you must call ahead to see if there is space for your child to attend, as we must also adjust our staffing schedule.

Scheduled School Days Off

Preschool and Pre-Kindergarten classes will be closed on scheduled days as printed in the annual school calendar. The Early Childhood Extension classroom **may** be open based on

parent need. Sign-up sheets will be available approximately three weeks prior to the day off so that you may sign your child up to attend on those days. If your child is not enrolled in ECE, but you would like your child to attend ECE on a scheduled day off, you must complete an enrollment form (which can be completed at any time, but must be on-file prior to attendance). If you do not sign up for these days, there will be no charge. Approximately two weeks prior to the scheduled day off, an announcement will be made on whether or not ECE will be available to families based on the number of students signed up to attend.

Snow Days

Preschool and Pre-Kindergarten classes will be closed any time Our Savior Lutheran School closes due to inclement weather. However, the Early Childhood Extension classroom **may** remain open on select Snow Days. Notification of closures will occur via News, Radio, Fast Direct and by phone and will include a message that ECE is available if it will be open that day. If your child is not enrolled in ECE, but you would like your child to attend ECE on a school snow day, you must complete an enrollment form (which can be completed at any time, but must be on-file prior to attendance). Conversely, if your child is enrolled in the ECE classroom, but you choose not to attend due to a snow day, you will be credited the amount billed for that day.

Late Pick Up

Preschool and Pre-Kindergarten students not enrolled in Early Childhood Extension must be picked up by each program's respective end times (see admission policy). If a child who is not enrolled in ECE is not picked up by the end of class, the child will be transferred to the ECE classroom. That family will then be responsible for the fees associated with attendance in that class. The Early Childhood Extension classroom closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of \$1.00 per minute after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling the names listed as emergency contacts on the Child Information Record to arrange pick up of the child.

Withdrawal Policy

Parents may withdraw a student from Preschool, Pre-Kindergarten or Early Childhood Extension at any time. However, a two-week written notice indicating withdrawal intentions is required. **Preschool and Pre-K families may be responsible for the remainder of tuition owed for the school year as there is a no-refund policy for those classes.** For ECE, families will be charged up until the final day of attendance as indicated in the written two-week notice. If proper notice is not given, families will be charged for the two-week minimum, regardless of attendance during that time.

Program Components & Typical Daily Routines

All early childhood classrooms will follow a daily schedule consisting of the components listed below. Daily Schedules are posted in each classroom and for each group. Schedules will be amended and re-posted as necessary.

Faith Development: In all Early Childhood classrooms, faith development is at the core of our curriculum. Children will engage in prayer, Bible stories, praise songs, devotion, and faith-based character-development. All classes will also participate in weekly Chapel services.

Large Group Learning: Large group time is teacher-directed learning implemented as a whole group, including brief lessons in math, language and cognitive domains with frequent technology integration.

Small Group Learning: Small group time is teacher-directed lessons implemented with 4-6 children encompassing objectives in all learning domains (cognitive, language, creative, social, emotional, physical and faith development).

Free Choice Learning Centers: Learning centers provide a wide range of activities and materials to promote growth in all learning domains. Students are encouraged to choose learning centers within the carefully constructed environment based on their unique interests. Teachers use this time to observe, assess and extend learning as they engage with children in their interest areas.

Outside (Gross Motor) Play:All Preschool, Pre-Kindergarten and Early Childhood Extension students will go outside everyday, morning and afternoon. Gross motor play may also include music and movement. Students remain inside and will have time in the gym when weather conditions consist of lightning, thunder, severe weather warnings, or when the temperature and/or wind chill is at or below 15 degrees Fahrenheit. During the warmer months, measures are taken to cool off (frequent breaks, shade, water bottles, indoor time) if the temperature and/or heat index is above 90 degrees.

- **Early Childhood Outdoor Classroom:** As part of our outside/gross motor curriculum, Our Savior's Preschool, Pre-Kindergarten, and Early Childhood Extension classes have access to and utilize an outdoor classroom feature. This space allows our students to experience a broad array of outdoor sensory, art, physical activity, gardening, and nature study lessons/exploration in a controlled environment, which expands the amount of time our classes can spend outdoors. Thus, parents should expect that their child may get wet, dirty, or otherwise messy in this space and plan to send children in clothing that can accommodate these activities daily.

Snacks:

Preschool/Pre-Kindergarten- Parents are responsible for bringing in one small, inexpensive snack contribution per month for the whole class. Teachers will distribute schedules regularly throughout the school year. Special snacks (i.e. birthday treats) are permitted in cooperation with the lead classroom teacher.

Early Childhood Extension- Nutritious snacks are provided twice daily, in the morning and the afternoon. Either milk or 100% juice is provided with daily snacks. There will be a snack schedule posted in the ECE room monthly. Special snacks (i.e. birthday treats) are permitted in cooperation with the Early Childhood Director or lead teacher.

Lunch:

Preschool/Pre-Kindergarten- No lunches are served or consumed during Preschool or Pre-Kindergarten class times. Students are expected to eat lunch either after class (for A.M. students) or prior to arriving to class (for P.M. students), unless the child is also enrolled in Early Childhood Extension. Those also enrolled in ECE will eat lunch in that classroom.

Early Childhood Extension-Families with children enrolled in ECE must either provide a lunch from home or order hot lunch if students will attend during the scheduled daily lunch time. Parents can order hot lunches via a sign-up sheet provided each morning in all classrooms. Parents may also order just a milk (choice of chocolate or white) for their child if they are providing a lunch from home. Hot lunch order sheets will be taken to the kitchen staff by 9:15am, so any student arriving after that time must speak with a classroom teacher if a hot lunch and/or milk is needed. Meals and milks will be billed through TADS and can be paid in the same ways as tuition and other fees. Menus for hot lunch are published monthly and will be

posted in the Early Childhood Extension classroom. Lunches provided from home must be marked with the student's name and should contain an ice pack to keep items cool as necessary. Lunches from home should also include all eating utensils or other items necessary for the child to eat his/her meal. Items requiring warming are permitted and will be warmed using the classroom microwave.

Rest Time:

Preschool/Pre-Kindergarten- No set rest time is scheduled during these classes. However, children are permitted to rest briefly from classroom activities if necessary.

Early Childhood Extension-Students attending Early Childhood Extension have a scheduled rest time each day (see posted daily schedules). Parents must provide a sheet (crib sheets fit best) and a blanket with which to cover up, both labeled with the child's name. A special sleep toy may also be used during rest time and will be stored along with all provided bedding in a drawer labeled with the child's name. Drawers are 10"x14"x6" in size, and all rest time items must fit inside. All bedding will be sent home weekly for washing at home.

Parent Responsibilities

All Classes (PS/PK/ECE):

- Full size backpack
- Full set of extra clothes including pants, shirt, underwear and socks (2-3 sets is recommended)
- Weather-appropriate outdoor clothing
- Gym Shoes (for indoor use only - only one pair needed even if enrolled in multiple classrooms)

Preschool& Pre-Kindergarten ONLY:

- Two-pocket folder and other supply list items
- Monthly snack donation (as assigned by teacher)

Early Childhood Extension ONLY:

- Reusable water bottle (to be left in classroom - staff will wash daily)
- Rest time items (crib sheet or other mat covering, blanket, optional: pillow and one small stuffed animal)
- Cold Lunch from home or sign up for Hot Lunch in classroom

***Note:** Each child will have a cubbie in which to place their coats, backpacks and other belongings from home each day in each classroom. If your child shares a cubbie, please be sure to take all of your child's items home every night. **Please label all of your child's belongings with permanent marker with his/her name.**

Discipline Policy

All early childhood classrooms use positive methods proactively to build positive relationships between students and teachers so behavior issues are minimal. In the event of misbehavior, students' behavior is redirected to a more positive activity if possible. If misbehavior continues, students are given a warning and then teachers follow through with a logical consequence if necessary (i.e. moving to a different center if using materials inappropriately). All staff are trained annually in positive discipline methods, integrating faith-based character development and modeling appropriate peer interactions.

The following means of punishment by any/all staff shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment

- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

Students are expected to:

- Follow directions
- Speak in a Christian, God-pleasing manner
- Play in a kind, gentle manner

Health Care Policies

Handwashing: Staff and children wash hands using soap and running water before handling food, after using the bathroom, after blowing their nose, etc.

When washing hands the staff and children:

1. Moisten hands with water and apply soap.
2. Rub hands together until soapy lather appears and continue for at least 20 seconds.
3. Scrub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
4. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
5. Dry hands with a clean, disposable paper or single-use cloth towels. If water does not shut off automatically, turn taps off with the disposable paper or single-use towel.
6. Dispose of the towel in a lined trash container.

Handling Bodily Fluids/Universal Precautions: OSL staff use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. All staff are required to take blood-borne pathogens training prior to unsupervised contact with students.

To handle saliva, nasal discharge, open skin sores, blood, urine, feces, or vomit all staff must employ the following procedures:

1. Put rubber gloves on.
2. Assist child.
3. Place any soiled clothes in a plastic bag and put child's name on it.
4. Throw away any paper product such as paper towel or tissue in a plastic bag and dispose in dumpster.
5. If bodily fluids have contaminated a table or chair area use Sani-Tyze cleaning agent.
6. If toys have become contaminated, rinse off any excess bodily fluid, wash with warm soapy water, rinse with warm water, spray with Sani-Tyze and let air dry.
7. If bodily fluids have contaminated the floor or carpeting: sprinkle Emergency Clean-up on the site and contact maintenance to let them know about the spot. Keep children away from the area by putting a chair over the spot. When spot is dry it can be vacuumed.

Cleaning and Sanitizing of Equipment, Toys and Other Surfaces:

The following steps are to be followed for cleaning and sanitizing:

1. Wash the surface or article vigorously with warm water and detergent or Sani-Tyze Spray*.

2. Rinse the surface with clean water if using detergent or wipe dry if using Sani-Tyze Spray*.
3. Submerge, wipe or spray the surface or the article with a sanitizing solution (Sani-Tyze)*.
4. Let the article or surface air dry.

*Cleaning and sanitizing is done before and after meals for tables and on a regularly set schedule for toys and other surfaces. Bathrooms are cleaned on a nightly basis and as needed. We currently use a commercial sanitizer, Sani-Tyze, which specifies on the label it is safe for food contact surfaces and is used according to manufacturer's direction.

Infection Control and Precautionary Measures Policy:**All children and staff are to be excluded from the program when experiencing symptoms of illness that include: diarrhea, vomiting, fever, jaundice, non-controlled coughing, open sores (which cannot be covered), or have a doctor-confirmed infection or communicable disease that can be easily spread from person-to-person.**All children and staff experiencing vomiting, diarrhea, or fever are not to return to any program or classroom until symptoms have subsided for at least 24 hours.

Health Related Resources/Online Resources:

The National Center for Disease Control and Prevention: www.cdc.gov

The Michigan Department of Community Health: www.michigan.gov/mdch

The Barry-Eaton District Health Department: www.barryeatonhealth.org

Accident/Illness/Injuries/Incident Plan

In the event of an accident, injury, incident or illness occurring or worsening at school, staff will notify parents in a number of ways.

Minor accidents/injuries/incidents- staff will complete a written report detailing the accident, injury or incident. If an injury has occurred that requires more than basic/minor first aid (i.e.-bandage or ice pack), staff will call parents to notify them and arrange for the child to be picked up. Care after pick-up will be the responsibility of the parent. Parents will receive a copy of the written report either at the end of the day (in cases of very minor injuries/incidents/accidents) or when they arrive to pick up their child if called for an early pick-up.

Serious accidents/injuries/incidents-staff will first procure medical treatment via emergency services if necessary (call 911). Staff trained in CPR/First Aid will attend to the injured child(ren) until emergency services arrive. A staff member will provide emergency personnel with the child's pertinent medical information (Child Information Record) and will also accompany the child to the hospital if possible until a parent arrives. At the earliest opportunity, staff will contact parents via telephone (numbers provided to the school on the child's Child Information Record at enrollment). If a parent/guardian cannot be reached immediately, staff will attempt to call any other listed Emergency Contacts provided by parents. Staff will also complete a written report detailing the accident/incident/injury and provide a copy of the report to parents.

Illness occurring or worsening at school- trained staff will first attend to the child's needs by administering any necessary first aid and separating the child from the group for purposes of rest and quiet, if possible. Every attempt will be made at making the child as comfortable as possible while staff contact parents by telephone to arrange for an early pick-up. If a child exhibits any of the symptoms listed in the Infection Control Policy

(above), he or she will need to be picked up immediately. Parents are expected to make a suitable and timely plan with staff in these events. Per the Infection Control Policy, children may not be able to return to school until symptoms have cleared for at least 24 hours.

Medication Policy

No medication will be administered by school personnel unless parents have sent a signed permission form to school along with the medication ahead of time. The Prescription Medication Permission Form and Over-the-Counter Medication Permission Form are available in the school office and must be on file in the school office. Instructions for bringing in medications to school are included on the forms and must be followed. Students with prescribed inhalers may keep their inhaler accessible as needed.

Parents are required to provide any pain relief or over-the-counter medicines they wish their child to have while at school. Any prescription medication must be prescribed by a physician and taken according to the doctor's orders. All medications will be kept in the school office, with the exception of rescue inhalers and Epi-Pens for allergic shock, which will be held in the child's classroom in a marked container accessible only to staff.

Students with food allergies must indicate this on the OSL Health and Immunization form which will be copied to the food service director, staff, substitute teachers, and school office.

Absences and Illness

In the case of all absences, the reason the child is absent must be provided to the school office AND to the child's teacher through a message in FastDirector by calling the school office. If the school office does not have a record of a student's absence, parents will be contacted to verify the absence. The school is required by law to report daily absences involving certain illnesses.

Single-day absences for reasons other than illness should be arranged and excused with the student's teacher at least 24 hours in advance of the absence. Multiple-day absences for reasons other than illness or family emergencies should be communicated to all of the student's teachers a minimum of ten instructional days before the start of the absence in order to make arrangements for assignments and/or activities the student will miss. Parents are responsible for the student's progress.

Parents are encouraged to schedule appointments with doctors, dentists, or orthodontists after school hours or on school holidays. However, we understand this is not always possible. A written note or FastDirect should be presented to the teacher prior to the absence. If your child has a planned late arrival to school, please inform the school office AND teachers of the expected time of arrival.

If a child is to be kept in from recess or not participate in physical education classes, a written note signed by the parent is requested.

Tardies

When a student arrives late Preschool or Pre-Kindergarten classes (anytime after 8:15 a.m. for morning classes or anytime after 12:15am for afternoon classes), a parent or adult should check the student in at the school office. Absences and tardies are tracked in Fast Direct. An admittance pass will be needed by the tardy student to enter class after the beginning of the school day. **Because of the flexible, all-day format of the Early Childhood Extension classroom, children can arrive and be picked up at the parent/guardian's convenience and tardies do not apply.**

Notice Regarding Childcare Licensing

All Early Childhood Programs and classrooms at Our Savior Lutheran School are licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. As such, we are subject to and abide by all rules, sub-rules and statutes set forth by this governing body. In accordance with these rules, OSL has assembled and maintains a licensing notebook containing the center's current license, renewal/interim inspection reports, and any special investigation reports as required. This notebook is kept on premises at all times and is available for parent review by request during normal business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

For Questions or to Contact Early Childhood Staff

- Mrs. Windy Carroll, Early Childhood Director, 517-882-3550 Extension 108. Email: wcarroll@oursaviorlansing.org

- Mrs. Sara DeYarmond, Preschool and Pre-Kindergarten Lead Teacher, 517-882-3550 Extension 214. Email: sdeyarmond@oursaviorlansing.org

- Ms. Catie Berg, Preschool and Pre-Kindergarten Lead Teacher, 517-882-3550 Extension 106. Email: cberg@oursaviorlansing.org

- Mrs. Jessica Goschka, Early Childhood Extension Lead Teacher, 517-882-3550 Extension 213. Email: jgoschka@oursaviorlansing.org

- Ms. Leona Herrin, Early Childhood Extension Lead Teacher, 517-882-3550 Extension 213. Email: lherrin@oursaviorlansing.org

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