PEACE LUTHERAN SCHOOL

PRESCHOOL HANDBOOK

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Contact Information

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Board of Education Members: If you would like to contact a member of the BOE, please contact our school office at 734-422-6930 or admin@atpeacewithgod.org
Chairman: Eric Ruth
Treasurer: Dan Block
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Introduction & Purpose of Peace Lutheran School

Peace Lutheran offers a preschool program for three and four year olds. Our mission statement is the same as our Lutheran Elementary School.

The purpose of this Handbook is to give you a brief description of the theological foundation of Peace Lutheran Preschool, explain our philosophy of education, and provide information you will want to know about how the school operates on a daily basis.

Since enrollment at Peace Lutheran Preschool indicates subscription to the policies stated in this handbook, please contact the Director with any questions about our school's policies. As Christian parents and guardians, we have the solemn responsibility to train our children in the Word of God. The Apostle Paul gave us the command in Holy Scripture, "Bring them (our children) up in the training and instruction of the Lord." Ephesians 6:4.

Realizing the importance of Christian education, Peace's congregation established a Lutheran Elementary School in 1956 to assist parents in carrying out God's command to bring up their children in the training and instruction of the Lord. Our school accomplishes this goal by teaching God's Word, but also by teaching all other subjects in the light of God's Word.

We also realize that we must not only nurture those children found within our church but also reach out to the unchurched and to those who are seeking God's pure Word. Peace Lutheran School has a dual purpose. We strive to bring the Gospel message to those who are already in Christ's fold; in addition, we strive to bring the Gospel message to those who don't know their Savior.

The mission of Peace Evangelical Lutheran School is to provide a Christ-centered environment where students and parents experience a nurturing family, well-rounded education, and everlasting peace.

Our Objectives

Peace Lutheran School has established the following objectives:

- To teach and apply the Scripture in its truth and purity.
- To teach the basic Christian doctrines contained in the Bible.
- To teach God's plan of salvation as found in the Bible.
- To equip the child spiritually by…
    - providing a Christian environment in which the child can grow in faith.
    - encouraging the child to live the Christian faith, using their time, talents, and abilities. ○ instilling in the child a love for God's Word and His house
    - encouraging family devotions and regular public worship
- To equip the child mentally by…
    - Instructing the child in all appropriate branches of learning.
    - Treating each child as an individual in accordance with their academic needs.
    - Encouraging each child to use God-given talents.
    - Providing experiences which will help the child meet and deal with the problems of life.
- To develop the child physically by teaching the child to respect the body as the temple of the Holy Spirit.
- To prepare the child socially by instilling respect for each other, those in authority, and property.

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Eligibility

Peace Lutheran Preschool requires your child to be 2 years, 9 months old by September 1st in order to be eligible for our programs. Due to health code regulations, each child must be toilet-trained in order to attend our preschool. If this policy is a concern for you, please talk to the director.

Behavior Code

For Peace Lutheran School to achieve its goals, objectives, and purpose, it is necessary for rules and guidelines to assure efficiency and orderliness in the classroom and the school in general. Willing adherence by the students to the following guidelines is expected:

- *Always do your best for God*
- *Love your neighbor as yourself*
- *Be Respectful*
- *Be Safe*

Admissions Policy

Before parents enroll a child, they are asked to subscribe to the following provisions:

- That parents are willing to have the child instructed in the doctrines of the Wisconsin Evangelical Lutheran Synod (WELS).
- That the parent will permit the child to take part in usual school activities and scheduled church services throughout the school year.
- The principal and the Board of Education may, by agreement, accept the enrollment application of a student whose parents are members of another church.
- All non-WELS members are invited to attend a Bible Information Class so that they understand the doctrines their children are being taught here.

Non-Discriminatory Policy

Peace Lutheran School 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, admissions policies, and athletic and other school administered programs.

Required Forms

The State of Michigan sets certain requirements that we must also honor. Before your child can attend the first day of school, they need to have these forms completely filled out. We require:

- FACTS Enrollment Form - Parents must complete the required registration form for entry into Peace Lutheran School.
- Health Appraisal Form - signed by a doctor (including up-to-date immunizations and a health examination completed within the last 12 months.)
- Field Trip Permission Form and Photo Permission Form signed by a legal guardian
- Child Information Record
- Articles of Agreement
- Written Information Packet

Tuition

Tuition Payments

All tuition shall be paid prior to the due dates on the current tuition schedule. Late payments will be subject to a monthly late charge. If the monthly tuition payment becomes 60 days in arrears, the child(ren) may be dismissed from school.

Any exception must be handled through a written request to the Board of Education. It is the policy of Peace Lutheran School to reserve the right not to release our school records in the event of incomplete payment of tuition and/or fees. This would include the end-of-the-year report card and the transfer of school records to another institution.

General Payment Information

- The registration fee is due by July 15th in order to qualify for the early payment discount. This fee and all past school fees must be paid in full or arranged to be paid in full before any student may attend school. Parents may elect to roll the tuition and fees together into a monthly payment.
    - Payment plans for tuition are made through FACTS online.
    - Auto-debited accounts will have their tuition (and Registration Fee, if desired) debited from their account on an annual, semester, or ten-month payment plan. Ten-month payment plans start September 1st and end June 1st.
- Accounts that are past due will be handled in the following manner:
    - Tuition is due according to the tuition agreement. A late fee of $35 can be placed on an account after 30 days past due. Any exceptions must be handled by a written request to the Board of Education.
    - Any account over 60 days past due will receive a call from the Board of Education and may be placed on an automatic bank debit program.
    - A $25 service charge will be assessed on all returned checks for insufficient funds.
    - All payments not on auto debit should be mailed or given to the school secretary.

Home and School Cooperation

Parents and teachers must join hands in this team ministry by supporting each other's efforts on behalf of the children. Here are a few ways our school works to communicate with parents in this team ministry:

- ***Before and After School:*** You are welcome to talk with the teacher before and after each session.
- ***Phone Call/Text:*** Parents are encouraged to call or text the director with any questions or concerns.
- ***Special Conferences:*** You are welcome and encouraged to call the director and set up a special conference at any time during the school year.
- ***Weekly Newsletter:*** A weekly newsletter will be sent out via Class Dojo which highlights different events and information every week.
- ***Parent-Teacher Conferences:*** Parent-teacher conferences are held after the first quarter, and can be scheduled any time after.

Early or Late Drop-Offs/Pickups

In order to accommodate those parents who need to get to work early, Peace Preschool offers early drop-off at 7:30 a.m. Drop-off continues until 8:00 a.m. If you are running late, please inform the director so that you and your child will not be locked out or considered absent for the day.

It is important that you pick up your child immediately after the program ends. Half-day pick up is at 11:30 a.m. Full day pick up is 3:10 pm. If your child is not picked up by 11:40am/3:20 pm a $11 per 15 minute charge will be added to your family's tuition.

Arrival and Departure

For your child's safety, he/she will only be sent home with a parent/guardian, or an adult whose name is listed on his/her information card. Even if we recognize the person coming to pick up your child, we will not entrust your child to their care if his or her name is not listed on this form.

If an occasion arises that an adult, whose name is not listed on the form, needs to come and pick up the child, that adult must have a signed and dated form from you and provide it to the director. For example, if your child is invited to go home with another child after preschool, a permission form will need to be given to the director in order to release your child into their care.

Emergency School Closings

If it becomes necessary to close school early, parents will be notified by Remind and email as soon as possible. If there is severe weather and our local school district (Livonia Public Schools) closes or calls off school, Peace will do the same. **If Livonia Public Schools are closed due to weather, so is Peace. Peace closings for non-weather reasons will be listed separately, and you will be contacted through Remind. If Peace does not have school, all extracurricular activities are canceled for that day.** If Livonia Public Schools are closed due to maintenance or building issues, this will not affect Peace.

Meals

As we strive to help our community's children grow up safely and in good health, a strong focus on nutrition is essential. Our goal is to ensure that every child in our care experiences positive nutritional habits, foods, and experiences.

A morning snack, lunch, and an afternoon snack are scheduled every day. Breakfast is scheduled for children arriving before 8:00 am. Parents are required to send a sack lunch for their child. All parents are required to send a reusable and clearly labeled water bottle to school with their child daily. Use of water bottles allows our students to have easy access to water throughout the day. If a water bottle is forgotten, the school will provide a cup for children to use. When parents pack snacks and lunches, we ask that they consider what foods will best fuel their child's body and mind. A focus on independence and kindergarten readiness can also be considered, as parents pack foods that children can open and access independently.

Parents are required to inform their child's teacher of any food allergies or special dietary needs. All parents will then be notified of any foods that must be avoided in a shared snack, such as a birthday treat or other special occasions.

Because nutritional education is so important to us, we will take time to send home newsletters and provide other educational opportunities for parents.

Children will wash their hands and faces before and after eating meals and snacks.

Children will brush their teeth each day after lunch.

Care will be taken to ensure that children do not share items from their lunches in order to prevent any food allergy complications. A refrigerator is available if a child's lunch needs to be kept cold, and a microwave is available for lunches that need to be warmed.

Children attending morning extended care should also bring a separate breakfast to school each day, as needed. Each child's food should be clearly labeled with the child's name.

Rest Time

Each child remaining more than 4 hours will have rest time every afternoon. If a child is unable to sleep, he/she may look at books quietly on his/her cot so as not to disturb the other children. Each child will be given his/her own cot to use while at the center. Parents are asked to provide their child's bedding, which will be sent home weekly for laundering. Sleeping buddies (stuffed animal or blanket) from home are encouraged if the child needs "a friend" to help get to sleep. Sleeping buddies will stay in the child's backpack or nap-bag before and after naptime.

Singing in Church

The preschoolers will be joining the elementary school during the monthly and Christmas Service. All preschoolers who meet the age requirement for Kindergarten the following year will be participating in a preschool graduation service at the end of the school year. The date for this will be on the school calendar, and reminders will be sent out as well. All preschoolers are invited to attend, but only those moving on to Kindergarten/Young 5's or leaving the program will participate. Please inform the director if a scheduling conflict arises.

Chapel

Chapel services are conducted on the last day of every school week (generally Friday). At this service, the children bring their offerings, which will be sent to a mission of the children's choice. Preschoolers will be attending every Friday chapel starting in October. Parents are always encouraged and invited to attend these chapel services.

Curriculum

Our program is licensed by the State of Michigan and follows all requirements made by the state. We also follow the Highscope Curriculum for preschool. The Highscope Curriculum lays out key developmental indicators (KDIs), that are the building blocks of thinking and reasoning at each stage of development. Highscope identifies 58 preschool KDIs organized under eight content areas.

A typical day includes the following activities: circle time, free play time, craft time, Jesus time, small group time (with a focus of one KDI per week), music time, snack time, and outdoor play time.

Assessments

In line with the Highscope curriculum, a formal assessment will be conducted at the beginning of the year, before parent-teacher conferences, and at the end of the year. These assessments will be mostly observations done by the director and the preschool aide, and will track the development and

progress of the child throughout the year.

To aid with the assessment process, pictures may be taken during the school day to track different activities and developmental progress, such as pencil grip, ability to hold scissors, etc. Photo permission will be requested at the beginning of the school year.

Withdrawal Policy

You must give a minimum of two weeks' written notice (14 calendar days) if you intend to withdraw your child from school. The written notice must be turned into the main school office and include the date the child will no longer be attending class. Tuition will continue to be due for this notice period. Any remaining final balance is due and must be paid.

Students with Special Needs

Our goals for serving students with special needs are as follows:

- To foster self-respect and respect for differences by creating an accepting environment where all children feel valued.
- To follow a developmentally appropriate curriculum while being intentional about tailoring teaching to the learning styles and abilities of each child.
- To support consistent communication between parents, creating partnerships to ensure that each child's unique needs are being met to the best of our program's ability.
- To act as a resource for families with opportunities to discuss and make individual student classroom plans.
- Provide a safe environment for students to learn, play, and eat by maintaining a classroom that teaches kindness, respect, and personal boundaries.
- Within confidentiality rules, ensure staff are trained in the emotional, physical, and academic needs of each student.
- Maintain consistency in the style of instruction for all staff and volunteers.

In order to ensure these goals are followed, the following steps will be used as needed:

- Talk to parents before the school year begins about any special needs or concerns.
- As needed, refer parents to pediatricians or specialists.
- Follow-up with parents on needed modifications.
- Keep in contact with parents about any modifications that may need to be put into place as the year progresses.

Christian Discipline

Discipline is the process of learning self-control, respect for others, and demonstrating love for our Savior. We expect our students to: ***Do their best for God, Love one another, Be respectful, and Be safe***.

Teachers assist students in the conflict resolution process to help your child learn how to exhibit acceptable behavior. The conflict resolution process encourages children to actively work on resolving problems with an adult's assistance.

For some incidents, your child will be given a warning. If the behavior persists, a timeout may be implemented. This allows the child to compose themselves before talking about the incident with a teacher. If a serious, inappropriate behavior continues, a conference between you and the director will

be held. In accordance with state licensing rules, discipline will never include: any form of corporal

punishment; restricting a child's movement by binding or tying him or her; inflicting mental or emotional punishment; depriving a child of meals, snacks, or toilet use; or confining a child in an enclosed area (such as a closet, locked room, box, etc.).

You Can Help Your Child By…

- Praying for your school and teachers.
- Attending church regularly with your child and by having daily family devotions and table prayers.
- Getting involved and volunteering in school activities.
- Encourage your child to respect the teachers.
- Refraining from being critical of school procedures in the presence of your child.
- Consulting with your child's teacher on any matters you might feel pertinent to your child's training.
- By limiting screen time.
- Ensuring that your child is regular and prompt in attendance.
- Do not set your expectations of your child too high. Children vary in ability.
- Working with your child's teacher.

School Safety

Our faculty will use their best judgment based on circumstances to take reasonably necessary steps to ensure your child's safety at all times. If an emergency arises, the school secretary will call a parent or someone designated by the parent. Therefore, the school will need a phone number who will assume the care and responsibility of your child. Emergency contacts will be made out on F.A.C.T.S during registration and enrollment. Contact the school secretary with any changes or additions that need to be made during the year.

Our school follows reporting requirements and other regulations as set forth by state and federal law. (water testing, asbestos inspection, fire inspection, health permits, fire drills, tornado drills, lockdown drills, etc.)

Field Trips

During the school year, the preschoolers will have opportunities to take field trips that correspond to a classroom theme or a season of the year. These trips provide for hands-on experiences for the preschoolers. Due to the fact that we are not licensed to transport preschoolers, Peace preschool employees are not allowed to drive any students to the events. You are responsible for finding transportation and supervision for your child at these events.

Health

Please do not send your child to school if there is any reason to suspect that he or she might be

ill. We also ask that you be certain your child is completely recovered before returning him or her to

class. These measures will help to prevent a contagious illness from spreading through the classroom. You will be contacted and requested to pick up your child if he or she is vomiting, running a fever or listless.

- ***Fever:*** If your child has had a fever, he or she must have a normal temperature without

medication for twenty-four (24) hours before returning to class.

- ***Contagious Disease:*** All cases of contagious disease or conditions such as chicken pox or head lice must be reported promptly to the school office so that parents of exposed children may be notified as soon as possible.
- ***Vomiting:*** Your child may return to school after he/she has not thrown up for 24 hours and are back on a regular diet.
- ***Rash:*** Check with a doctor before bringing your child to school with a rash.
- ***Doctor Recommendation:*** If your child has been prescribed an antibiotic, check with a doctor to see if the child needs to be on medication 24 hours prior to returning to school.

Medication

If possible, administer your child's medicine before bringing him/ her to school. If medication must be administered during your child's time at Peace Lutheran Preschool, medication will only be given or applied to a child by the director or lead teacher, and only with prior written permission from a parent. For this purpose, parents will be provided with the Medication Permission and Instructions for Child Care Homes/Child Care Centers (CCL-1243) form. Topical nonprescription medication, such as sunscreen and insect repellent, requires written parental authorization annually. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. Prescription medication will be administered according to the instructions on the pharmaceutical label, and nonprescription medication according to the directions on the original container unless authorized by a written order from the child's physician.

Staff of Peace Lutheran Preschool will make sure all medication is kept in its original container, stored according to instructions, and clearly labeled for a specific child at the center. All medications will be kept in a locked box or a location that is completely out of reach for the children. Medication must never be left in a child's backpack. Medication will be returned to the child's parent or destroyed when the parent determines it is no longer needed or if the medication has expired. Peace Lutheran Preschool will maintain a record of the time and amount of medication administered (with the exception of topical nonprescription medication such as sunscreen and insect repellent) on the child's CCL-1243 form. The signature of the caregiver administering the medication will be included.

Note: Unless specified, "medication" refers to all prescription and nonprescription medications.

Other Information

- ***Pictures:*** Children will have individual pictures taken in the fall of the school year. Parents are under no obligation to purchase these pictures. The date and time of the picture taking will be announced in advance.
- ***Parent Orientation Night:*** In the fall, a parent orientation will be held. At least one parent in each household is asked to attend this meeting.
- ***Clothing:*** Children should wear comfortable play clothes for indoor and outdoor activities. It is important that you send your child in play clothes. We try to use only washable mediums; however, stains do occur.
- ***School Supplies:*** The director publishes a list of supplies that each student needs to have in class on the first day of school. This list will be provided following enrollment.
- ***Snacks:*** Each preschooler should bring their own nutritious snack and a water bottle to have

during snack.

- ***Lunch:*** Each preschooler should bring their own nutritious lunch to have during lunch.
- ***Outdoor Play:*** The children will be given outdoor play time every day as the daily schedule permits. We stay indoors only if the day is very rainy or if the temperature is below 10 degrees Fahrenheit, including wind chill. Please dress your child in appropriate clothing. When it is snowing, hats, waterproof mittens, snow pants, and winter boots are a must.
- ***Birthdays:*** On your child's birthday, they may bring a special treat in on that day, or a day close to it. The treat has to be prepackaged. Any allergies will be made known to you before you bring in the treat. Children with summer birthdays can sign up for a day during the school year to bring in a special treat for their "half-birthday."