

Immanuel Lutheran Preschool

2017-2018

Parent Handbook

Immanuel Lutheran Preschool

Dear Parents and Guardians,

We are glad that you are entrusting your children to us here at Immanuel Lutheran Preschool.

You parents are the primary teachers of your children, and we want to come alongside and partner with you during their early learning years. We desire to be an extension of the home and strongly emphasize good communication family and staff. The Lutheran Concordia curriculum "One With Christ" provides the framework for our daily lessons, and the love of Jesus is our theme throughout the year.

We want our school to be a positive experience for both you and your children. If you have any questions or suggestions, please let us know. We pray that God will bless your families as we team together for your children's continued growth and development.

Sincerely,

Cathy Ward and Donna Wilson, directors

Enrollment

Admission Policy

Parents wishing to enroll their children in the Immanuel Lutheran Preschool must register and pay all fees as listed on the enrollment form. Admission will be based on the following criteria:

1. Registration forms filled out completely.
2. Registration fee paid in full.

Information necessary for each child's file are required to be completed by the parents prior to the first day of school. All children must have current immunization records at the time of enrollment and these must be kept up to date.

Special Needs children are evaluated individually prior to enrollment. We are happy to welcome them if it is mutually determined that we can meet their needs.

Registration Fee

All parents who have children in Immanuel Lutheran Preschool are assessed an annual registration fee. This fee is due at the time of registration and are non-refundable and non-transferable.

Probationary Period

Immanuel Lutheran Preschool reserves the right to reconsider the application of any student during his/her first 15 days of attendance. If it becomes clear during the probationary period that the preschool is not a proper placement for the student, a meeting will be held with the parents, teacher, director, and a school board representative.

Tuition

Tuition is paid monthly and is due by the 16th, and it should be paid in a timely manner. Tuition is considered late on the 30th of the month.

Arrival and Departure

Students will be dropped off at the designated archway where teachers will greet them. Students will be picked up at the same location and teachers will escort the children to their cars.



Snacks

Snacks are served at mid-morning. Parents who wish to help with bringing snacks may contact their children’s teachers. Birthdays are an especially nice time to bring refreshments to class and we welcome parents on these days.

Classroom Discipline

The staff at Immanuel Preschool uses a positive approach to discipline, proactively establishing classroom rules and guiding the students in using the rules. If a child has difficulty in following the guidelines, he or she may be directed to an activity that will help the child refocus. We do not approve of shaming a child or of any sort of physical punishment.

Student Dress Code

Comfortable play clothes are recommended—ones that can be easily pulled up and down for “quick trips to the restroom”. Be sure the clothes are washable since no matter how careful we are, paint, markers and snacks sometimes get on them. Well-fitting rubber-soled shoes are needed for jumping, walking, skipping and running.

Health and Medical Policies



It is a state law that school children be immunized

Each child must have a current health form with immunization history and signed by a physician on file at ILP. Parents should notify the school if their child has allergies, especially to foods.

Teachers will notify parents when communicable diseases are present at the school and parents must let the school know when their children are sick with a communicable disease.

Children with the following may NOT be brought to school:

- Chicken Pox
- Conjunctivitis (pink eye)
- Whooping Cough
- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever

Unusual behaviors will be monitored closely and parent(s) will be contacted if other symptoms develop. Such behaviors may include cranky or less active behavior than usual, crying more than usual, exhibiting general discomfort or sickness, and loss of appetite.

Children developing any symptoms that require dismissal or if injured during the day, they shall be picked up by a parent. If we cannot contact a parent, we will call the emergency contact. Your emergency contact must be someone who can be available to pick up the child in case of a mild illness and can care for the child.

If the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.

Children may remain at preschool in the following situations:

- After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by the physician.
- When it has been determined that a child has a common cold unless the director and the parents agree that isolation precautions should be taken. The decision for the student to remain at school is based upon the teacher's discretion.

Children with one or more of the following symptoms may not be brought to the preschool and will be sent home:

- Diarrhea: More than one abnormally loose stool
- Headache or stiff neck
- Severe coughing
- Unusually dark, tea colored urine
- Difficult or rapid breathing
- Gray or white stool—yellowish skin or eyes
- Severe itching of the body or scalp, or scratching of the scalp
- Fever over 100 degrees
- Pink eye tears, redness of eyelid lining, irritation followed by swelling or discharge of pus
- An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin
- Unusual spots or rashes
- Vomiting
- Sore throat or trouble swallowing

Children sent home for illness

Children may return to school 24 hours after the disappearance of all symptoms including the absence of fever, Tylenol free. Children returning with any of the previous symptoms of illness will be sent home. This decision is at the discretion of the school staff.

Children returning after illness

When your child is ready to return and medication is required, a "Medication Authorization" form must be signed by the parent and placed on file so that it may be administered at school.

Medical Problem Information

Medical conditions of a chronic nature are to be reported to our school director. Examples are epilepsy, diabetes, asthma, heart conditions, hyperactivity, etc. You can help us care for your child by keeping your child's teacher and administration informed. We reserve the right to decline an educational opportunity to students whose medical needs we are unable or unwilling to meet.

Medicine in School

No medicine will be dispensed without a completed parental permission form on file. Written instructions must accompany the prescription medication. Any prescription medication must be sent to the school in a properly labeled pharmaceutical container. The director is to be informed of any prolonged or continuing medication.

Accident and Illness Procedures

If a child is injured or becomes ill after arriving at school, the parent will be called. If we cannot reach a parent, the emergency contact will be phoned.

If a child needs immediate medical attention, the teacher will call 911. Then the parent or the child's physician will be called. If we cannot reach the parent, the emergency contact will be phoned. A teacher who witnessed the emergency will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries or possible illnesses.



General Safety Practices

- Children are supervised at all times and ratios maintained
- All staff members are mandated to report any suspicion of child abuse or neglect
- Parent emergency information on file in children's files and on emergency directory
- Authorized pick-up information on file and on emergency directory
- If we are not familiar with the authorized pick-up person we will ask to see identification and will match the person's ID with the emergency directory information provided by the parent
- Emergency numbers are posted by each phone
- Emergency evacuation plans are posted in each room
- Emergency drills practiced
- Teachers keep roll and take head counts
- Teachers spread out on playground to ensure adequate supervision
- Medication administered only with written permission of parents
- Toys are checked frequently and broken toys are discarded

Parent Responsibility for Safety

- Keep current on children's immunizations and well child check-ups
- Keep location information current with the school
- Keep your authorized pick-up people current
- Teach your children good health practices at home

Please return this sheet signed to the school

I have read the preschool parent handbook and fully understand the content. I further understand that all fees/tuition will be paid in a timely manner.

Name _____

Address _____

Phone number _____

Parent Signature (s) _____

Date _____

Date received in the school _____

School staff signature _____

