

Immanuel Lutheran Preschool Parent Handbook



**2565 Airline Dr.
Bossier City, LA 71111
318-746-2215**

Parents,

Welcome to Immanuel Lutheran Preschool!

We are glad you chose to be a part of our preschool family for the 2020-2021 school year. We consider it a privilege to partner with you in the development and educational foundation of your child. Consistent and clear communication is one of the keys to a positive and successful experience for both you and your child. We desire to develop a secure and trusting home/preschool relationship for the optimum benefit of everyone. Your involvement is essential and warmly welcomed.

Please note that we follow the Bossier Parish Schools calendar. The first day of school for the 2020-2021 school year is Wednesday, August 12. Our first day will include an orientation for the parents. Please arrive between 8:15 a.m. and 8:30 a.m. Orientation will begin at 8:30 a.m. You will have the opportunity to meet your child's teacher, visit the classroom, and review our policies. You will receive a copy of the school calendar at orientation, plus a list of dates of activities and celebrations.

This handbook contains specific information and requirements set forth by Immanuel Lutheran Preschool. The parent handbook outlines the policies and guidelines for the students and their parents. Immanuel Lutheran Preschool reserves the right to add to, modify, or delete policies of this handbook at any time. Parents will be notified of changes through a letter or email. The importance of abiding by the policies and procedures is vital for the effective and efficient operation of the preschool. Please carefully review each section. Please keep this handbook as a reference throughout your child's year at Immanuel. Please feel free to contact the preschool office with any questions or concerns.

The signed acknowledgement form is required to complete registration. Please sign the acknowledgement form and return immediately. A copy of this verification will be kept in your child's file.

Please return this sheet signed to the school.

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

Date _____

Child's Name _____

Address

Email _____

Phone number _____

Child's Date of Birth _____

Parent/Guardian Signature _____

Parent/Guardian Name (Please print) _____

The original will be kept in the student file in the administrator's office.

For Office Use Only

Date received by the school _____

School Staff Signature _____

Staff member's name (printed) _____

A BRIEF HISTORY OF IMMANUEL LUTHERAN PRESCHOOL

The history of our school begins in 1968 when members of Immanuel Lutheran Church desired to provide a Christian education for their children. While members strongly believed that the religious training of their children was their responsibility, they felt that opening their own school would be a strong supplement to that.

THE ADMINISTRATION OF IMMANUEL LUTHERAN PRESCHOOL

At Immanuel Lutheran Preschool, we are a ministry and mission of Immanuel Lutheran Church. It is under the authority of the Preschool Director and/or Principal, the Pastor, the Board of Preschool, and the Church Council.

OUR PURPOSE

At Immanuel Lutheran Preschool, we believe that the Christian school is one of the mission arms of the church. Jesus instructs us to “Go therefore and teach all nations...” (Matthew 28:19). Being that parents are the primary educators of children and in keeping with God’s directive, ILP commits to assist families by providing a loving and nurturing environment for their children.

We believe that each child is a unique creation of God with his/her own gifts and abilities. It is our philosophy that each student is an individual learner and advances at his/her own pace. We provide a classical Christian curriculum and strive to encourage each child to reach their potential in the areas of spiritual, emotional, social, physical and intellectual development.

To ensure the best learning environment for each student, our teacher to student ratio is kept below the state requirements.

We believe that our program is the perfect transition for children to begin learning classroom instruction. An environment rich in manipulative lessons and play areas aide the total development of the young mind. We believe that children can learn during instruction and at play. Repetition and hands on activities with many choices are areas in which each child progresses most satisfactorily. Our teachers will help your child with language arts, math, science, social studies, health and safety, socialization, creative opportunities and free play.

CHAPEL SERVICES:

Chapel services are held regularly and are mandatory. Our teachers, principal, pastor, and guest speakers lead these services. Parents and family members are always invited to attend these services. ILC members and the preschool board members are also invited to attend chapel services.

HELPFUL HINTS

Starting preschool for the first time often causes anxiety for children and parents. It may be required that you visit the preschool with your child before the first day of school allowing him/her to meet some of the staff. We want both the child and the parent to be familiar with the preschool environment and comfortable with the program. A parent's positive feelings towards the preschool experience will help the child with any separation anxiety the child may have. Our staff will assist you and your child to make this adjustment period as smooth as possible. The length of the transition process differs with each individual child. It is important that you give your child at least six weeks to completely adjust to the early education experience.

- ★ Encourage your child to have a pleasurable experience going to preschool.
- ★ Pray regularly for your child, their teacher and our preschool. (Moms in Prayer meets on Thursdays. We welcome your participation.)
- ★ Please read to your child regularly.
- ★ Ensure your child attends regularly.
- ★ Practice punctuality.
- ★ Communicate to the teacher anything that will be helpful concerning your child.
- ★ Show interest in the things your child brings home from school.
- ★ Display confidence in your child, in the teacher, and in the preschool.
- ★ Avoid discussing negative feelings about the teacher, the preschool or the classmates in the presence of your child.
- ★ Label everything brought to preschool.
- ★ Keep your child home when they have symptoms of an illness .
- ★ Read all communications from the preschool.

FAMILY INVOLVEMENT:

PARENT TEACHER LEAGUE: Parents automatically become members of our P.T.L. and are invited to attend meetings which provide an opportunity for fellowship with other parents and staff members, education in areas of parenting and service to our school and community.

The gift that only you can give is that of yourself and your time. Adult volunteers emphasize by example to our students that they are part of a caring and sharing community. Volunteering at the school involves you as a supportive family member in the "family" of Immanuel Lutheran Preschool, the school you have selected to provide your child's early education.

ADMISSION

Students should be 3 years of age before October 1st to enter the 3-year-old class and 4 years of age before October 1st to be eligible for the 4-year-old class.

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

- ★ Registration forms filled out completely
- ★ Registration fee paid in full
- ★ Copy of birth certificate
- ★ Copy of immunization record
- ★ Acknowledgement of receipt of Parent Handbook

Information necessary for each child's file is to be completed by the parents prior to the first day of school. All children must have current state mandated immunization records at the time of enrollment, and these must be kept up to date. All documentation will be reviewed by the Board of Preschool.

Children will be evaluated individually during the first two weeks of school.

Immanuel Lutheran Preschool admits students of any race, color, national and ethnic origin with all the rights, privileges, programs and activities accorded or made available to students at the school. We do not discriminate because of race, color, national, or ethnic origin in administration of our educational policies, admission policies, and other school administered programs.

Children must be completely potty trained upon enrollment. The child must be in cloth underwear and not in diapers, pull ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fastening will be given if necessary.

REGISTRATION FEE :

All parents who have children in Immanuel Lutheran Preschool are assessed an annual registration fee of \$200.00. To alleviate some of the financial burden at the beginning of school, one-half of the registration fee (\$100) is due at the time of registration for the Fall semester. Likewise, one-half (\$100) is due in January on the first day of the new semester. If a student registers at the mid-point of the school year, their registration fee will be \$100.00 due to the school year being halfway over.

TUITION FEE:

Tuition of \$250 is paid monthly and is due by the 10th of the month. If tuition is not paid in a timely manner, a \$25.00 late fee will be assessed. After the 15th of the month, the child will not be allowed to attend until all financial responsibilities are fulfilled. Please note that delinquent accounts will be turned over for collection. We accept checks and money orders. Please make checks/money orders payable to Immanuel Lutheran Church with "Preschool" in the memo space. CASH IS NOT ACCEPTED. If a hardship occurs, please notify the Director. The Director will take the matter to the Board for consideration

REFUND POLICY:

Tuition is NON-REFUNDABLE. Tuition is not prorated due to vacations, illness, snow or ice days, withdrawal from the program or any other closing beyond the control of the Director. Weather-related closings ARE NOT MADE UP unless there are extenuating circumstances. The decision is made at the discretion of the Director and Preschool Board. If the school is closed temporarily due to health precautions, weather conditions, or any other reason beyond the control of the Director, normal tuition fees will continue to accrue.

RETURNED CHECKS:

All returned checks will be charged a fee of **\$36.00** per transaction. If this situation occurs, Immanuel Lutheran Preschool will only accept cashier's check or money orders thereafter.

SCHOOL AND OFFICE HOURS:

Immanuel Lutheran Preschool follows the Bossier Parish Schools calendar. School hours are 8:30 a.m. to 12 noon. All children are expected to arrive at school between 8:20 a.m. and 8:30 a.m. each school day. When a child arrives after 8:30 a.m., please escort him/her to the classroom via the Education Wing entrance. The school office is open for business and phone calls from 8:15 a.m. to 5:00 p.m.

LATE PICK UP FEE:

Children should be picked up promptly at dismissal time. There will be a charge of \$5/5 minute increments with a maximum of \$25 per hour for each child left on the premises after 12:20 p.m. In case of emergency, please call the church office at 318-746-2215.

ATTENDANCE/ABSENCES:

Since many subjects taught are cumulative in nature, regular attendance is extremely important. Irregular attendance is costly and interferes with a student's academic progress because the student has missed class instruction and the opportunity to learn.

DISCIPLINE:

Expectations of behavior are guided by developmental norms for 3 and 4-year-old students, tempered by respect for individual differences. The staff will employ positive reinforcement strategies for desired behavior. Our goal is to instill a love of learning, love for Christ, and respect for others. We will work cooperatively with parents to resolve any issues that might arise.

DISMISSAL FROM PRESCHOOL:

The preschool director and/or the Board of Preschool reserve the right to dismiss a child from the preschool if we cannot meet the needs of the child. Before dismissal, all attempts will be made to work with your child to meet his/her needs

ACCIDENTS/INCIDENTS:

Please note that we do not administer medication. Parents are responsible for administering all routine medications and antibiotics. Minor injuries or illnesses (scraped knees, etc.) are dealt with by the staff. The school staff is required to give immediate emergency care only. The school is not equipped to care for ill or injured children for any length of time. Parents will be notified if their child is sick or has been seriously injured. All incidents will be documented. Documentation will be signed by the parents. The incident reports will be kept on file in the student's folder.

CONFIDENTIALITY POLICY:

We value the partnership created with the parents of children enrolled in Immanuel Lutheran Preschool and we want to maintain those relationships based on open, honest communication and mutual respect. For that reason, we consider the information you provide to us about your child and any other information about your child that we may accumulate during the year as confidential. Unless you direct us to do otherwise, we shall share that information only with persons who require the information to ensure your child's health, safety, and well-being while enrolled.

TOYS/ELECTRONIC DEVICES POLICY:

Please do not allow your child to bring toys to school, except for toys brought for designated days for "show and tell".

CUSTODY POLICY:

If you have been granted temporary or permanent custody of your child, please provide a signed copy of the order. Immanuel Lutheran Preschool cannot be placed in the position of arbitrating a child's release to a parent or the visitation rights of a parent or other family members. If you know of a specific person(s) who may try to pick up your child and is not allowed to, it is your responsibility to let the director and/or your child's teacher know.

AUTHORIZATION OF PICK UP:

Children will only be released to persons 18 years old or older whose names are listed on Emergency Release Information. Parents should notify staff when another person(s) will be picking up the child. Any person other than the child's parents will be asked to show photo ID.

SIGNING IN/SIGNING OUT:

Every child must be signed in and out on the clipboard. Parents are to put the time the child is dropped off or picked up along with their signature. If you are picking up a child other than your own, you must stop by the office to verify allowed release.

CAR SEATS:

By state law, every preschooler needs to be placed in a car seat when riding in a car. Please be sure that anyone who picks up your child from our facility has a car seat. Car seats cannot be dropped off and kept at the school as a convenience to the driver picking up your child due to lack of storage space. Please note that the staff will not place the child in the car seat.

SUNSCREEN POLICY:

Due to the possibilities of skin allergies, we will NOT apply sunscreen to your child. We ask the parents during warmer seasons to please apply an 8 to 12-hour full coverage sunscreen before you drop them off in the morning.

MEDIA RELEASE:

As part of your child's educational experience at Immanuel Lutheran Preschool, their photo might be published in conjunction with a school activity or craft, event, brochures, newsletters such as our electronic newsletter, local newspaper, website, Facebook, Remind, etc. Please notify us if you do not want your child's photo published as stated.

DRESS CODE:

Please dress your child in comfortable play clothes. Shoes without backs are NOT allowed. Girls need to wear shorts under their dresses. The school day includes recess, craft activities, and more. We make every effort to use washable art items but occasionally even washable products stain clothes.

Be sure your child is dressed in clothes they can easily remove by themselves in the restroom. Hats and hoods may not be worn in the classroom. Children will have outdoor recess when temperatures are reasonable. Please put your child's name or initials on all coats, hats, gloves, etc.

Please provide a seasonally appropriate change of clothes for your child in a large Ziplock bag labeled with your child's name to be kept at school in case of an accident.

ACTIVITIES/CELEBRATIONS:

Several of our activities coincide with our Christian calendar, such as Reformation Day (also known as Halloween), Christmas, Epiphany, Shrove (Fat) Tuesday, and Easter. Each of these celebrations will focus on Jesus Christ and the Word of God.

Christmas gifting practice is determined by the classroom teacher.

We would like to recognize every child's birthday by singing Happy Birthday. You may choose to bring in a special treat that day. Your child's birthday celebration must be scheduled in advance with the teacher. No balloons, party bags, or gifts please!

Other educational and fun activities include fire safety with a visit from our local fire department, dental health with Twinkle the Tooth Fairy and more.

BULLYING:

Immanuel Lutheran Preschool supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying behavior.

INCLEMENT OR EXCESSIVELY HOT/COLD WEATHER:

On days of inclement or excessively hot or cold weather, children's activities will be kept inside the classrooms. Special activities will keep children involved and comfortable.

REPORTING CHILD ABUSE/NEGLECT:

If we have reason to suspect that a child enrolled at Immanuel Lutheran Preschool is being abused or neglected, the staff will, pursuant to Louisiana law, report the suspected abuse or neglect to the appropriate state agency.

EMERGENCY DRILLS:

Immanuel conducts emergency drills during the school year to help our students respond in a disciplined and orderly manner in case of emergency. All students will receive instruction in how to exit the building safely in such situations.

COMMUNICATION

ROLE OF PARENTS:

Parents are encouraged to work with teachers in support of their child's education. Teachers will not discredit the child-rearing procedure of parents in the presence of their students but will always be supportive of parents. Parents must neither discredit teachers nor their efforts but must always be supportive in the presence of their children.

PARENT COMMUNICATION:

Monthly calendars and weekly newsletters are sent home as reminders of important upcoming dates, such as days off or events. These items will be placed in your child's bag. Please review activities planned with your child. This is a great way to talk with your child about his/her day. Please note that because the curriculum is planned in advance, some changes based on spontaneous learning opportunities, children's interests and needs can be expected.

LINE OF COMMUNICATION:

Out of Christian love and concern for everyone involved, parents are asked to follow an orderly procedure in dealing with a school-related concern, or misunderstanding. The line of communication for due process is as follows:

Step 1. Parent/Teacher Conference

If there is any question or concern regarding classroom work, conduct or any other student/teacher matters, these should be brought forward for discussion at an appropriate time

convenient for both teacher and parent. Informal day-to-day feedback will also benefit parents, students, and teachers. Never discuss conflicts or misunderstandings in front of children. Our teachers want to know the concerns of parents and students as soon as possible so they can be resolved in a timely manner. You can bring your concerns to a teacher without fear that the teacher will be upset with your child. Calm discussion is highly valued and appreciated.

Step 2. Parent/Director Conference

If the parent/teacher conference does not provide satisfactory results or if the matter is non-teacher related the parent should request a meeting with the director. Here again, any question or concern should be brought forward for discussion as soon as it arises. In most cases, a student/teacher issue that has not been brought to the attention of the teacher will be referred back to the teacher for attention before the director would intervene. However, the parent or teacher may request the director join any parent/teacher conferences after the initial meeting of the parent and teacher. Calm discussion is highly valued and appreciated.

PARENT TO PARENT COMMUNICATION:

No communication should be sent out to the parents of a class or entire school without being approved by the classroom teacher or the director. This includes any kind of solicitation.

HEALTH/ILLNESS/EMERGENCY PROCEDURES

EMERGENCY PROCEDURES:

Parent/guardian will be notified immediately of an emergency that occurs. It is vital that you keep your emergency contact information current. In an extreme emergency, 911 will be called first and then the parent/guardian will be notified. All accidents minor or major will be documented. A copy of the report will be sent home for the parent, as well as, a signed copy will be kept in the child's file.

ALLERGIES:

All allergies to medication and/or food must be stated on the emergency and medical forms. Information about children with allergies will be posted in all classrooms.

HEALTH/ILLNESS:

If your child is absent due to illness with a communicable disease such as chicken pox or strep infection, please let us know as soon as possible. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

Children with the following may NOT be brought to the Preschool:

- Chicken Pox
- Conjunctivitis
- Whooping Cough

HEALTH/ILLNESS, cont

- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever
- Flu

If your child displays any of the following symptoms, he/she must be kept at home:

- Fever of 100 degrees or higher.
- Diarrhea - two or more watery stools within the past 24 hours.
- Nasal secretion that is thick, yellow or green, which is an indication of infection. Cloudy or colored nasal secretions may indicate an allergy. Please check with your child's doctor.
- Sore throat with fever or throat spots.
- Vomiting or nausea.
- Eye drainage of any type should be checked by your physician to rule out bacterial infection.
- Unusual rashes.
- Child not feeling well, such as lethargic behavior and increased crying.

Your child may return to school after illness when:

- Fever has been broken for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection.
- Child is feeling well again and normal behavior has returned.

HEALTH/ILLNESS, cont.

If a child has been absent due to surgery, broken bones or other atypical medical conditions/symptoms, a physician's release may be required.

If your child becomes ill while at preschool, you will be contacted. A parent or authorized adult is expected to pick-up the child within 60 minutes of a call from the school. Sick children will be separated from other children until the parent's arrival and properly supervised by the administration of Immanuel Lutheran Preschool.

Unusual behaviors will be monitored closely and parent(s) will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Vomiting
- Loss of appetite
- A child with a temperature of up to 100° F by mouth or 99°F under the arm.

Please know that the decision for the child to remain at school is based upon the director's discretion.

CLOSING STATEMENT

A strong home and school environment are essential when building a good environment for young children. All our staff will do our very best to keep you informed and involved in our program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes, especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved in Immanuel Lutheran Preschool. We look forward to getting to know your child, you, and your family.