

Parent Handbook



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The preschool is a non-profit
organization.

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Mission Statement

The mission of Our Redeemer Lutheran Preschool, a ministry of Our Redeemer Lutheran Church-Missouri Synod, is to share the Good News of salvation through faith in Jesus Christ, to teach the children the truths of God's Word and to help them develop a strong positive self-worth as valued children of God.

Objectives

The objectives of Our Redeemer Lutheran Preschool are to:

- Emphasize the love of Jesus Christ
- Promote spiritual development through the Word of God
- Provide a safe and secure Christian environment
- Provide specific cognitive learning experiences designed to enhance each child's social, emotional, intellectual, physical and spiritual development
- Provide a strong learning foundation for each child, helping to ensure future success

Class Days and Times

3 & 4 Year-old PS Class.....Monday, Wednesday, Friday.....8:45am - 11:45pm
Preschool Lunch Bunch.....Wednesday.....11:45am-12:45pm
Parent's Day Out.....Wednesday.....8:45am-12:45pm

All students enrolling in the 3 & 4 year-old preschool class must be three or older by October 1 to attend, and must be toilet-trained. All students enrolling in Parent's Day Out must be 1 year or older by October 1 to attend.

Classes are held beginning after Labor Day through May. See yearly calendar for specific dates.

Registration

A non-refundable registration fee of \$50 is charged and collected at the time of registration.



Tuition/Fees

3 & 4 Year-old Class.....\$155/month

Preschool Lunch Bunch.....\$16/month

Parent's Day Out.....\$75/month

Additional Sibling Discount.....10% per month

- Tuition envelopes will be included with monthly newsletters. All tuition payments are due by the 5th of each month. A late fee of 5% of monthly tuition will be added to each week after the 5th. Please pay with check or money order only, payable to: Our Redeemer Preschool. Tuition envelopes will be placed in the lockbox inside the preschool entrance, and collected by the preschool board.
- Tuition is established on the basis of the total school time for the year and divided equally by nine. There will be no refunds for time out of school due to vacations (family or school calendar), or illness.
- A one-time supplies fee of \$50 is charged and collected by February 1.

Withdrawal Policy

A 30-day written notice must be submitted to the preschool prior to withdrawal.

Arrival and Dismissal

All P.D.O. children should be accompanied by a parent and enter through the office entrance of the education building. All preschool children can be dropped off in carline at the Preschool entrance or accompanied in by a parent. The doors to your child's classroom will open at 8:45 A.M. Please make every effort to be on time so your child can get the most out of their preschool experience.

In order for your child to feel secure, please walk them into the classroom, assure them that you will be back, and make your exit within a few minutes. If your child is having difficulty separating from you, the teacher will assist you. We will notify you if your child continues to be extremely upset after you leave.

For the first week of school, you will drop-off and pick up your child in the classroom. This will help the teachers to put names and faces together. It will also help the

children make an easier transition. After the first week, you will begin dropping off and picking your preschooler up in car pool line. Form a line starting at the preschool entrance. Please stay in your car while the teacher puts your child in the car. You can then pull forward a full car length or into a parking space to buckle your child's seat belt. This will help the line run smoothly.

If someone other than a parent will be picking up your child, please inform their teacher. Make sure that whoever is picking them up can provide the teacher with a photo I.D.

NOTE: There will be a late charge for those who pick their child up after 11:55 a.m. The charge will be \$5.00 for every five minutes. School ends at 11:45 a.m. Monday and Friday, and 12:45 Wednesday.



Sample Schedule

Preschool			Parent's Day Out		
8:45	8:55	Arrival	8:45	9:45	Arrival & Center Play
8:55	9:05	Bathroom Break	9:45	9:55	Book and Bible Time
9:05	9:20	Theme Circle Time	9:55	10:15	Bathroom Break and Snack
9:20	10:25	Center Play & Project Tables	10:15	11:15	Project and Center Play
10:25	10:30	Clean Up	11:15	11:45	Playground/Indoor Large Motor
10:30	10:45	Bathroom Break and Snack	11:45	12:15	Bathroom Break and Lunch
10:45	11:00	Bible Circle	12:15	12:45	Playground/Indoor Large Motor
11:00	11:30	Playground/Indoor Large Motor	12:45		Dismissal
11:30	11:45	Letter Circle & Dismissal			

Curriculum

Each day will be spent exploring different themes, Bible stories, and letters. This will be done through hands-on projects, learning centers, books, and other age-appropriate activities. Each month you will receive a calendar and newsletter explaining what subjects we will be covering.

The core of our curriculum is the development of Christian faith. We use the “One In Christ” curriculum published by Concordia Publishing House that includes a Bible study each day using activity centers to add to the spiritual life of the child. We also offer regular chapel times with Pastor.

The children learn by doing what they enjoy most: hands-on activities that are developmentally appropriate for each individual child. The indoor and outdoor environments have area for spiritual growth, dramatic play, music and creative movement, art activities, block building, housekeeping, manipulatives, science, math, pre-reading, sand and water play, and large motor movement.

Chapel Time

Your Preschooler will have the opportunity to attend chapel on a regular basis. The children will meet in the Sanctuary where our Pastor will share a Bible story. The children participate by singing, answering questions and praying. Chapel dates and times will be included in the monthly newsletter.

Supplies Needed

For Preschool: Please send your child to school each day with a large tote bag or back pack. Their bag should always include a full change of clothes in case of an accident. Please remember to change clothing items when the seasons change. Please label bags and all other items with your child’s name. Please check their bag/cubby each day for important notes and artwork.

For Lunch Bunch: Please send your child with a healthy lunch on Wednesday. Lunches must include one protein, one grain, and two vegetables or one fruit and one vegetable. Please keep an ice pack in your child’s lunchbox.



For Parent's Day Out: Please send your child with large tote bag or diaper bag containing plenty of diapers/pull-ups, wipes, a change of clothing, and any morning bottle/healthy snacks. PDO students will also need a lunch.

Guidance

Our Redeemer Lutheran Preschool's attitude toward guidance is one of loving concern and positive reinforcement. It is important to us that the children learn the give and take of being in a group of their peers. We want to help them to develop self-control and positive ways of dealing with conflict. Positive reinforcement and redirection will be our primary forms of guidance. We will implement the age-appropriate classroom strategies of 1-2-3 Magic. If a problem continues to occur, the teacher, director, and parents will all be involved in the process of solving the problem. At no time will guidance methods be detrimental to the child.

Parent Communication



Each month, you will receive a calendar and newsletter. This will inform you of weekly themes, Bible stories, Star of the Week, and other special news. This will also be a good starting point in talking to your child about what he/she has done in school. It is important to check your child's school bag daily for any notes or art work that might come home.

Conferences

Parent conferences for preschool students will be held in the fall and the spring. They will be held after class hours or on a Tuesday or Thursday. If you would like to schedule a conference at any time, please speak to the teacher.

Preschool Snacks

Each week, a student from the class will be chosen as Star of the Week. Their names will be listed on the monthly calendar. The Star of the Week has the very important job of being line leader and helping with other classroom tasks. They will also provide the class with a morning snack. We ask that the snack be nutritious and easy for the teacher to distribute. If you need a list of suggested healthy snacks, please see the teacher. Parent's Day

Dress

In order for your child to enjoy all the activities we have to offer, we ask that you dress them in casual, comfortable, washable clothes. Appropriate shoes should be worn for playtime: no flip-flops, clogs, or unsafe dress shoes. When sweaters or jackets are a part of your child's outfit, please make sure these items are labeled with their name. It is also important that your child has a full change of clothes in their school bag everyday. We are very understanding when accidents happen.

Outdoor Play

Because fresh air is of great importance to the health of children, we will have thirty minutes of daily outdoor play whenever possible. We will be playing outside as long as it is not raining, and the temperature is above 32 degrees. Please make sure you send proper attire (warm coat, hat, gloves, etc.) Please make sure all items are labeled with your child's name. When there is inclement weather, we will have our large motor activities in the Fellowship Hall of the education building.

Weather/Disaster Emergency Plan

We will have fire, earthquake, and sever weather drills so the children become comfortable with the processes should an emergency occur. If a true emergency occurs, parents will be notified.



Snow Days

When announcements are made that Fayette County Schools will be closed due to snow, ice, or other hazardous weather conditions, we will also be closed.

Security

In order to provide a safe and secure atmosphere, all doors to the education building will be kept locked. The only door that will remain unlocked is the Pastor's office entrance. If anyone other than the custodial parent is picking up a child, the teacher must be given written permission. The person picking up the child will be required to show a picture identification. We must allow a child to go with either parent unless you have an alternative custodial agreement. If this is the case, we must have a copy of the custodial or guardianship agreement on file.

Insurance

ORLP has liability insurance to cover the children during preschool hours and activities.

Child Abuse Policy

Our Redeemer Lutheran Preschool is required by the State of Kentucky to report any and all SUSPECTED cases of child abuse or neglect. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse, emotional abuse, as well as failure to provide understanding and nurturing necessary for a child's psychological growth and development.

Non-Discrimination Policy

Our Redeemer Lutheran Preschool does not discriminate on the basis of race, color, religion, or ethnic origin in administering policies of any kind.

Health Policies

All enrolled children are required to provide a current Kentucky Certificate of Immunization within 10 days of enrollment. If your child receives new immunizations

healthy preschool. In order to do this, please do not send your child if they have any of the following symptoms within 24 hours:

- Fever over 99 degrees
- One incident of vomiting
- Two incidents of diarrhea
- Eye(s) that are itching, swollen, or pink with or without discharge
- Chronic cough
- Rash
- Inflamed sores or blisters
- Excessive green or yellow runny nose

If they develop any of these symptoms at school, we will notify you immediately. Please pick up your child in a timely manner (preferably within the hour of being notified). We also ask that you don't send your child if they have a communicable disease such as strep throat, chicken pox, fifth's disease, mumps, etc. If your child does have one of these illnesses, you must notify the teacher, so that we can post a notice to inform other parents to watch for the symptoms in their children.

Medication will only be given in an extreme emergency. Dispensing of medication must be pre-arranged with the Preschool Director. A medical form must be filled out in order for the medication to be dispensed. Non-emergency medications will not be dispensed or kept on campus by the preschool staff.

In the case of an extreme emergency, a CPR/First-Aid qualified staff member will administer first aid while another staff member calls 9-1-1 and notifies the parents immediately.

Parent/Emergency Information

It is important that all information is correct throughout the year. Please keep us informed of any changes that occur. We will keep emergency contact information with us at all times.

**"We are God's children"
Romans 8:16**

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