



## **PRESCHOOL HANDBOOK**

### **PURPOSE**

The preschool of Christ the Lord is to serve as an agency of the church to assist the parents in their obligation toward their children to “*bring them up in the training and instruction of the Lord*” (*Ephesians 6:4*), as they prepare their children for lives of service in God's family and eternal life in heaven.

### **PARTNERSHIP IN LEARNING**

All children are precious gifts of God. They are the next generation and the promise of the future. Many hands join together to foster the growth and development of children. At Christ the Lord Preschool we recognize that parents have the primary responsibility for nurturing their children. By enrolling their children at Christ the Lord Preschool, parents are enlisting the help of an early childhood teacher and the staff at Christ the Lord. Teachers at school and parents at home create many learning experiences for children. These experiences help children learn about God's love for them and about his wonderful world. At the same time parents and teachers learn about child development by observing children and interacting with them. Parents will learn more about effective parenting skills by attending parenting information sessions conducted by the teachers at Christ the Lord. Through these sessions and daily contact with parents, teachers will also learn from parents. Children, parents, and teachers all learn from each other. The Christ the Lord Preschool experience is truly meant to be a partnership in learning.

### **PHILOSOPHY**

Christ the Lord Preschool is based on the philosophy that:

- God gives parents the primary responsibility for nurturing their children.

- We, therefore, assist parents in nurturing the growth of preschool children in a Christian environment.
- The preschool age child develops best in an atmosphere of Christian love, care, and respect.
- Developmentally appropriate preschool experiences provide children with “hands-on” activities that further their spiritual, physical, intellectual, social, and emotional development.

## **OBJECTIVES/GOALS**

Christ the Lord Preschool seeks to carry out the following goals for the children:

### Spiritual Development

- to help children learn that Jesus is their Savior
- to help children learn how valuable they are because God made them and redeemed them from sin
- to help children learn of the love of God through Bible stories, songs, and prayers
- to provide the children with daily opportunities to hear of God’s love for them through activities

### Social Development

- to provide an atmosphere of love and caring for each other based on God’s unconditional love for us

### Cognitive Development

- to provide a stimulating educational environment where children can use all five senses and their thinking skills

### Emotional Development

- to help each child feel accepted and confident as a redeemed child of God

### Creative Development

- to provide daily opportunities for developing self-expression through music, movement, drama, and art

### Physical Development

- to provide a safe and happy environment where children can develop their large and small motor skills

### Parent Involvement

- to understand that God gives parents primary responsibility for nurturing their children

- to understand the spiritual, physical, intellectual, emotional, and social needs of their children
- to understand the importance of communication between home and school
- to become involved with their child's learning through classroom visits and daily communications

## **ADMISSIONS POLICY**

Christ the Lord Preschool exists to provide spiritual growth and quality education for the children who attend. All children are welcome without reference to race, religion, national or ethnic origin, gender or ability. Members of Christ the Lord will have priority for admission. Members of other WELS churches or churches in fellowship with the WELS will have secondary priority. Children of the community will be admitted on a first-come, first-serve basis. Children must be 3 years old on or before September 1 to be eligible for enrollment. Children must be toilet trained.

## **ENROLLMENT INFORMATION**

Parents may call the school for information. They also can contact the teacher for a classroom visit. Children may not join the class after the school year has begun unless approved by the preschool teacher and principal.

Registration is complete when the parents have fulfilled their obligation as follows:

- Preschool Registration
- \$100 Registration Fee
- Medical and Immunization Record

Please refer to the website [www.christthelordbrookfield.org](http://www.christthelordbrookfield.org) for more information.

## **DISCHARGE POLICY**

### **Parental Decision**

Parents must give two weeks prior notice to be eligible for tuition reimbursement. Absence from six consecutive class periods, without the school being notified, will terminate a child's enrollment.

## **Mutual Decision between Preschool and Parent**

If both agree that placement in the preschool is inappropriate, enrollment will be terminated and the unused portion of tuition will be refunded.

## **Grounds for Preschool Termination**

1. If needs of the child cannot be served by the preschool
2. If parents are uncooperative, such as, but not limited to:
  - a. Failure to pay fees
  - b. Failure to submit required health information
  - c. Failure to observe rules of the preschool relating to arrival and departure times

## **PAYMENT POLICIES AND PROCEDURES**

- \$100.00 (Non-Refundable) Registration Fee. Please refer to the preschool brochure for current monthly fees.
- Payment Plan: An invoice will be sent home monthly. Payment is due upon receipt.
- No refunds or make-up days will be given for days missed because of inclement weather, illness, or family vacations or holidays. Registration and tuition fees are determined by the Board of Education, subject to yearly review.

## **HOURS**

Preschool is a morning session from 8:20 a.m. – 11:30 a.m. The preschool program is blended with both 3K and 4K children in attendance each day. 3K children must register for a minimum of 2 school days. 4K children must register for a minimum of 3 school days.

## **EXTENDED CARE**

Extended care is available beginning at 7:15 a.m. until 8:00 a.m. when the children are dismissed to their classrooms. At the end of the school day (11:30 a.m.), parents and other authorized persons should park closest to the gymnasium entrance and wait for the children to be dismissed. Extended Care is available beginning at 11:30 a.m. until 5:30 p.m. If your child is not registered for Extended Care and is not picked up by 11:45 a.m., we will call an emergency contact number.

## **DROP OFF AND PICK UP PROCEDURE**

Parents and other authorized persons are to use the gymnasium entrance for both drop off and pick up of their children. Children should be walked to the gymnasium doors to be greeted by a preschool staff member. At the end of the school day (11:30 a.m.) parents and other authorized persons are to park closest to the gymnasium entrance and wait for the children to be dismissed.

## **MEDICAL INFORMATION/ILLNESS**

The state of Wisconsin requires children to have a medical report on file, as well as an up-to-date record of immunizations. Non-compliance with this requirement can result in dismissal. You will be contacted if your child becomes ill during the school day. You will be required to pick the child up within one (1) hour of notification. If you cannot be reached, we will call one of the parties listed under EMERGENCY CONTACTS. Some reasons for pick-up could be, but are not limited to: fever of 100.4 degrees, diarrhea, and flu-like symptoms. **Your child may return to school when free of symptoms for 24 hours** (students must be fever-free for 24 hours).

There may be times when your child is exposed to a communicable disease while at Christ the Lord Preschool. A memo will be sent home from the school office. You must also notify the school if your child has been diagnosed as having a communicable disease. Communicable diseases include, but are not limited to: chicken pox, strep throat, scarlet fever, German measles, infectious hepatitis, measles, mumps, poliomyelitis, whooping cough, diphtheria, meningitis, impetigo, and ringworm.

## **CHILDREN'S CLOTHING**

Children must be dressed appropriately for weather conditions. Parents should bring an extra full set of clothing to keep at school in the event that a change of clothing is needed. Please put these clothes in a gallon Ziploc bag and have all clothing labeled. Clothes should be comfortable and easy for the child to manage. We require that your child wear shoes appropriate for their active play – no backless footwear.

## **CURRICULUM**

Our curriculum is designed to educate the whole child through a variety of multi-sensory activities that promote growth in all major developmental areas. Teachers act as facilitators as they guide and supervise play to foster learning. Our day consists of active and quiet times; individual, small, and large group experiences; and indoor and outdoor play.

## **SCHOOL SUPPLIES**

A list of supplies will be sent to you via email after July 1st. All supplies can be dropped off at school on orientation day. Please send a backpack with your child daily that is large enough to bring home a folder.

## **NEWSLETTER**

A newsletter will be sent home weekly to keep the parents informed of our activities and necessary reminders.

## **SNACK-TIME**

Parents provide individual snacks and refillable water bottles for their child each day. The snack should be in a lunch bag or box and labeled with their name. If parents send a perishable snack, please include an ice pack.

## **BIRTHDAY POLICY**

Birthdays and birthday treats are special. Thus, we will have special days planned for each child's birthday or half birthday. Please communicate with the preschool teacher to find out about any classroom allergies and to find the best date to bring in a birthday treat. There will not be refrigeration available for birthday treats.

## **TOYS FROM HOME**

We ask for your help in discouraging the children from bringing toys to school. Bringing toys results in confusion and broken items and will eventually cause tears. We do allow items from home when a child needs reassurance during the day. This might be a family picture or a soft toy to hold.

### **Christ the Lord Lutheran School**

1650 N. Brookfield Rd., Brookfield, WI 53045

**Phone** (262) 782-3040 • **Fax** (262) 782-3504 • **Website** [www.christthelordbrookfield.org](http://www.christthelordbrookfield.org)

### **E-Mail Addresses**

- Principal Ben Schramm: [bschramm@ChristTheLordBrookfield.org](mailto:bschramm@ChristTheLordBrookfield.org)
- Teacher Colleen Bauer: [cbauer@ChristTheLordBrookfield.org](mailto:cbauer@ChristTheLordBrookfield.org)
- Secretary Carrie Simon: [schooloffice@ChristTheLordBrookfield.org](mailto:schooloffice@ChristTheLordBrookfield.org)