

Grace Lutheran Church Pre-School Parent Handbook

Welcome to Grace Lutheran Church Pre-School! Our goal is to provide a loving and caring environment for your children. We believe children learn by experiencing hands-on activities and we provide many opportunities for them to learn at their developmental level.

We are a Christian Pre-School and children will sing Bible songs, read Bible stories and have a Bible verse each month with a corresponding project. All children will say a prayer before snack. The three and four-year old classes will have chapel time in the sanctuary with the minister or DCE representative each week. One of the ministers or the DCE representative will visit the one and two-year old classrooms for their chapel time.

Information on church sponsored activities will be posted on the Pre-School bulletin board and we invite Pre-School families to participate.

ADMISSIONS AND REGISTRATION

- Children who turn one year old on or before August 15th may enroll in the one-year-old class. (MWF or T/TH)
- Children who turn two years old on or before August 15th may enroll in the two-year-old class. (MWF or T/TH)
- Children who turn three years old on or before August 15th may enroll in the three-year-old class. (MWF or T/TH)
- Children who turn four on or before August 15th may enroll in the four-year-old class. (MWF, T/TH or M-F)
- Children who were enrolled for the 2012/2013 school year are grandfathered to the old birthday cutoff (September 30th)

ENROLLMENT PROCEDURES

- Classes are filled on a first come/first served basis.

- The first week of registration is for church members. The second week is for pre-school families. The third week of registration is open to the public.
- As classes are filled, children's names may be placed on a waiting list until openings occur.
- Registration fees and supply fees are due at registration and are payable yearly. Children will not be placed on the enrollment until the registration fee and supply fees have been paid.
- Registration fees: \$40 for MWF classes, \$30 for T/TH classes and \$50 for the M-F four-year-old class.
- Supply fees: \$60 for MWF 1 and 2-year-old classes, \$40 for T/TH 1 and 2-year-old classes, \$80 for MWF 3 and 4-year-old classes, \$60 for T/TH 3 and 4-year-old classes, and \$100 for M-F 4-year-old class.
- Registration fees and supply fees are not refundable after July 1st.
- If you do not inform the pre-school by August 15th that you are going to withdraw your child, you are subject to owe one month's tuition.

EXCEPTION TO BIRTHDAY CUT-OFF DATE

- Exceptions may be allowed on a case-by-case basis.
- Parents must submit a letter requesting an exception to our current birthday cut-off of August 15.
- Parents must visit both rooms (the room the child should be in based on birthday and the room in which the parent wants the child to be enrolled) to review age appropriate curriculum.
- Parents must complete a questionnaire regarding specifics of why an exception would be in the best interest of the child.
- The child will have a tentative spot, as long as there are openings available.
- The letter and questionnaire will be brought before the board's March meeting.
- If the exception is approved, the child will keep their spot.
- Exceptions will only be considered for children whose birthdays fall between August 15th and August 31st.
- Parents must sign the DHS disclaimer letter concerning entrance into CMCSS kindergarten.

- Parents and/or the school have the option to revert to the age appropriate classroom if needed and space is available.
- The Pre-School Board will make the final decision

SUMMER REGISTRATION EXCEPTION PROCEDURE

- Parent must submit a written request for the exception.
- Parents will meet with the Director and review age appropriate curriculum.
- Parents will complete a questionnaire stating specifics of why the exception would benefit their child.
- The Pre-School Board will meet as early as possible to make the final decision.

DAYS AND HOURS OF OPERATION

School will be session for nine months beginning the last Monday in August. The Pre-School year will end approximately two weeks before Memorial Day unless we have exceeded out snow day maximum during the school year and need to make up some days. If your child is enrolled in a MWF class and the Pre-School is closed **more** than three of his/her school days due to inclement weather or other unplanned closings, we will offer up to three make-up days at the end of our school year.

If your child is enrolled in a T/TH class and the Pre-School is closed **more** than two of his/her school days due to inclement weather or other unplanned closings, we will offer up to two make-up days at the end of our school year.

If your child is enrolled in the M-F class and the Pre-School is closed **more** than five of his/her school days due to inclement weather or other unplanned closings, we will offer up to five make-up days at the end of our school year.

Specific details concerning excessive closing make-up dates will be shared with parents as the need arises.

Holidays and other closings will be the same as the Clarksville-Montgomery County School System (CMCSS).

If the public schools close or are dismissed early because of weather conditions, the pre-school will also close. If they start an hour late, we will also begin an hour late but our school day will still end at 11:55 a.m. If the public schools have a delay longer than one hour, there will be no pre-school on that day.

There will be no pre-school on those days the school system has $\frac{1}{2}$ days. (You can also check local television channels for information concerning the Pre-School's closing status).

The Pre-School day begins at 9:00 a.m. and ends at 11:59 a.m.

TUITION

Tuition is computed as a yearly fee and divided into nine equal payments for your convenience:

- MWF tuition is \$1,134.00 per year, or \$126 per month.
- T/TH tuition is \$900.00 per year, or \$100.00 per month.
- M-F four-year-old tuition is \$1,764.00 per year, or \$196.00 per month.

Tuition is due by the 5th of each month. Because tuition is an annual fee, no refunds are given for illnesses, snow days, or days lost due to acts of nature.

Make checks payable to Grace Lutheran Church Pre-School. Check payments may be mailed to the Pre-School, placed in the mail box outside the Pre-School office, or given to the director.

You may also go to the church's website (www.Grace-Lutheran-Church.org) and sign up to have tuition automatically deducted from your bank account or credit card. Just click on the Pre-School Payment Page to set up your payment. (If you choose to use an account that has transaction fees associated with it, you will be charged 5% of your payment to cover those transaction fees.)

If payment or prior arrangements have not been made by the 5th of the month, a statement will be sent. A second statement will be sent to all delinquent accounts on the 10th of the month. Failure to acknowledge this second notice in some way may constitute reason to request your child's withdrawal from the Pre-School.

PICK-UP AND DROP-OFF OF CHILDREN

No child is to be dropped off in his/her classroom prior to 9:00. Before this time teachers are in their rooms or around the Pre-School preparing for the day. Classroom doors will be closed until 9:00.

Parents are required to sign their child in and out each day so we are able to keep accurate attendance records. (A sign in/out sheet is located on top of the cubbies outside each classroom door.)

Classroom doors will open at 11:55 for the dismissal process. All children should be picked up by 11:59.

Parents are to make their own arrangements for transportation. A school directory will be sent to all parents to help with car pool arrangements, if desired. The person who comes for the child must be on the child's pick-up list, and wait outside the child's classroom until the teacher dismisses the class.

Children will not be allowed to leave with anyone except parents or persons designated on the registration or emergency form. If your child is to go home with someone who is not on your list, you must write a note giving permission for your child to be dismissed into their care.

EXTENDED HOURS

Extended hours are offered on Wednesdays and Thursdays. Pick-up time is 2:15. Extended hours are optional and an additional fee applies. The one and two-year-olds will be offered a nap after eating lunch.

Parents must sign up their children by the Monday or Tuesday prior to the Wednesday or Thursday the children are staying.

The fee for extended hours will be \$10 per day per child, \$8 for the second child in the same family, and \$6 for the third child in the same family.

Extended fees can be paid with the monthly tuition, or weekly.

Please send a lunch, clearly marked with the child's name (do not send glass containers). Don't forget the drink! Many children have peanut allergies, so we ask all parents to refrain from sending peanut products for lunch, even if your child is not allergic.

LATE FEES

Children are to be picked up at the end of the Pre-School day. In the event of an emergency, you are asked to call the Pre-School and inform the director of the situation if at all possible. Otherwise, late fees will be assessed as follows: \$1 per family per minute beginning at 12:00 (regular school days) and 2:15 (extended days) with a minimum of \$5.

If a parent is late more than three times during the Pre-School year, that fee will be doubled and you may be asked to withdraw your child/ren from Pre-School.

It is understood that children who are admitted to the Pre-School are to be enrolled for the entire year. If a child needs to be withdrawn, 30 days written notice is to be given to the director.

HEALTH INFORMATION

Each child is required to have an up-to-date immunization record on the TN Child Health Record form on file with the Pre-School. All children must have a physical examination prior to enrollment.

Regular attendance is expected unless the child is ill. The cooperation of parents is needed to prevent the spread of communicable diseases. Therefore, children who arrive at the Pre-School and are noticeable ill will not be allowed to stay.

Parents should watch their child for symptoms of illness such as sore throats, nausea or vomiting, runny nose, diarrhea, skin rash, itchy or inflamed eyes, earache, coughing, flushed face or fever. For the child's own protection and others in the Pre-School group, parents should keep him/her at home if any of these symptoms are present and notify the Pre-School Director immediately so that a notice of exposure can be posted at the Pre-School.

If any child exhibits a fever of 100 or higher, vomiting, diarrhea, rashes, inflamed eyes or other signs of illness during the school day, the parent will be called to come pick up their child. Children should have a normal temperature of 98.6 (without the aid of fever reducers), and diarrhea/vomit free for 24 hours before they return to school.

The school will make every effort possible to protect the health and safety of all of the children by cleaning and disinfecting the classrooms daily.

EMERGENCY PLANS

We have emergency drills monthly (fire, tornado or intruder). In addition, if we ever had an emergency situation that forced us to leave the Pre-School we have permission from Hilldale Baptist Church (on the other side of Lois Lane) to use their facilities as an emergency shelter.

MEDICATION

If your child has a medical condition that requires medication to be given during the Pre-School day, you **MUST** discuss this with the director and complete a Medicine Administration form.

Please apply sun screen to your child at home if you feel they need it for outside play.

PERSONAL TOYS

Please do not bring personal toys from home. The exceptions are on show-n-tell days, and napping stuffed toys for the one and two-year-olds on extended days.

SNACKS

The Pre-School provides a snack for the children each morning. It will usually consist of water and a small snack. We encourage cooking in the classrooms and will often relate snacks to the curriculum theme.

Please be sure your child eats breakfast before arriving at Pre-School, as the snack provided does not provide enough nutrition to last until lunchtime.

BIRTHDAYS

Birthdays are a special day to young children and we like to honor them at Pre-School. Because young children get their feelings hurt very easily, we like to keep celebrations as uniform and simple as possible. Therefore, **NO PRESENTS** at school please. A small snack is welcome but please do not send cakes as they are difficult and time-consuming to serve. Mini cupcakes, mini muffins, cookies or doughnuts are preferred. Please discuss this with your child's teacher in advance.

CLOTHING AND PERSONAL ITEMS

All personal belongings and clothing are to be marked with the child's name and an

extra set of clothing should be left at school in the event of an accident. Socks should be included!

Please send your children in play clothes and closed toe shoes as our curriculum stresses active participation.

POTTY TRAINING

If your child is in the training stages the staff will provide assistance. If you have a child enrolled in the three or four-year-old classrooms who isn't potty trained, he/she will need to wear a pull-up until they are able to successfully wear underwear over the weekend (these classrooms do not have diaper changing stations).

FIELD TRIPS

Field trips are an important part of the pre-school experience. Parents will be notified in advance of upcoming field trips and will need to sign a permission slip in order for their child to go.

Parents who volunteer to drive on field trips will need to show proof of a driver's license and automobile insurance. The documents will be photo-copied and kept in our files. Each child is required to be buckled into individual car seats.

Depending on the field trip, we may collect an additional fee.

In order to maximize the field trip experience for the children in the class, siblings are NOT permitted.

INSURANCE

The Pre-School is required to carry an accident insurance policy on each child. This is a group policy and the premium is included in the registration fee.

DISCIPLINE

In the event of unacceptable behavior, re-direction is first attempted, then a brief time-out period is used. If the problem persists, the teacher will take the child to the Director's office and the Director will determine if a meeting should be arranged with the parents. Alternative methods to motivate a change in the child's behavior would be discussed at that time. Spanking or isolation is NEVER used.

COMMUNICATION WITH PARENTS

All teachers send home a monthly newsletter and calendar via email. Copies of these documents are posted outside each classroom's door. Paper copies will be provided if needed.

Parents should also check the classroom and Pre-School bulletin board for additional information. The director will send home a monthly newsletter as well.

Please make sure you remove all papers from your child's cubby and read all notes so you will be aware of what's going on in the classroom each day.

Conferences will be offered to all parents once during the year (usually in January). If a parent or teacher feels the need for an additional conference, a special time convenient to both will be arranged.

Arrival and departure times are hectic and the teacher's attention is devoted to the needs of the entire class. Any time a parent has a concern, question or comment about the pre-school, the director may be contacted and an appointment will be arranged.