

Hosanna-Tabor Lutheran Early Childhood Center

Preschool Parent Handbook



Robyn Wiggins—Director
Lisa Gross—Preschool Teacher
9600 Levene
Redford, MI 48239
(313) 937-2424

INTRODUCTION

Welcome to Hosanna-Tabor Early Childhood Center! We are a Daycare and Preschool and a subsidized ministry of Hosanna-Tabor Lutheran Church. We are governed by the Hosanna-Tabor Lutheran Church Council. We look forward to developing a relationship with you as we work together to bring your child up in the way of the Lord.

This handbook outlines the procedures of Hosanna-Tabor Lutheran Preschool. We reserve the right to amend this handbook when necessary, and will give you written notice of any changes in policies and procedures. Please read this handbook so you fully understand our policies and then sign the parent agreement (the very last page) and return it to us.

Our program is licensed by the State of Michigan. We follow the rules and regulations set forth by the Michigan Department of Human Services—Bureau of Children and Adult Licensing. Our maximum enrollment and room capacity are based on state guidelines. Although we will use all possibilities to provide the best supervision possible, within state guidelines, we cannot be held responsible for any illness and/or accident to your child while in our care.

MISSION STATEMENT

We, the staff of Hosanna-Tabor Lutheran Early Childhood Center, will partner with parents to meet the needs of all children in our care and provide a safe, nurturing, Christian environment.

CHOIR

The preschool class will participate in choir, and will sing in church services a few times each year. During the beginning of the school year, you will be given a schedule of the choir performances.

COMMUNICATION

Communication is essential to a healthy relationship. A classroom newsletter will be emailed regularly. Center-wide notes will be sent home to inform you of any special or unique events.

CONTACT US

Phone numbers
(313) 937-2424

Fax number
(313) 937-2173

Address
9600 Leverage
Redford, MI 48239

Web page
www.hosannatabor.org

Who to contact:

- Robyn Wiggins: rwiggin@hosannatabor.org
Contact Robyn for information about daycare, questions about daycare and preschool policies and enrollment, and for any grievances unable to be solved by your child's teacher.
- Lisa Gross: lgross@hosannatabor.org
Contact Lisa for information about any preschool activity.
- Laura Goodman: lgoodman@hosannatabor.org
Contact Laura, one of our office administrators, for information about enrollment in the preschool and Concordia Lutheran School or for questions about tuition and fees.
- Lillian Harmon: lharmon@concordials.org
Contact Lillian, one of our office administrators, for information about enrollment, for questions about activities scheduled, or for questions about our church.
- Pastor Paul Undlin: PastorPaul@hosannatabor.org
Contact Pastor for questions about new member classes, baptizing your children, doctrinal questions, and for any grievances unable to be solved by the director.

CURRICULUM

Preschool is a great time for your child to adjust to formal schooling. While our classroom is more unstructured than a typical K-8 classroom, your child will be moving towards being ready to be in a kindergarten classroom. Listed below are a few of the things you may expect your child to learn and practice during our year together.

- Respecting rights of others
- Getting along with others
- Showing self-control
- Playing cooperatively
- Taking turns and sharing readily
- Saying short prayers and joining in worship
- Describing Jesus as a Friend and Savior
- Recognizing the Bible as God's Word
- Expressing frustration in appropriate ways
- Participating in cleanup
- Accepting responsibility for actions
- Responding favorably to suggestions made by adults
- Writing name
- Recognizing letters and letter sounds
- Recognizing numbers
- Recognizing colors
- Recognizing shapes
- Participating in classroom activities
- Cutting and gluing
- Coloring and drawing neatly
- Counting
- Exploring basic science concepts

DAYS AND HOURS OF OPERATION

8:30 a.m.-11:30 a.m.

Three-year-olds: Tuesday and Thursday

Four-year-olds: Monday-Friday

If requested, we can attempt to make accommodations (as space permits) for four-year-old parents who wish to have their children enrolled for only three days. These days would need to be determined at the beginning of the year and remain consistent throughout the year. A Monday, Wednesday, Friday schedule is the most easily accommodated, as well as being most beneficial to the child.

Please see the preschool calendar for our start and end dates as well as our days off.

DISCIPLINE

Hosanna-Tabor Early Childhood Center works hard to encourage developmentally-appropriate, acceptable behavior from all of the children. While discipline and developing appropriate behavioral habits is primarily the parent's responsibility, teachers, caregivers, and parents must work together when the child is in preschool.

Physical or corporal punishment is not used. Rather, positive methods, which encourage self-control, self-direction, self-esteem, and cooperation, are employed. Parent-teacher consultations may be requested if a child is

excessively uncooperative or disobedient. In all cases, the least disruptive method of intervention that will be effective is to be employed.

Intervention should be explained to the child as natural and logical consequences of the behavior. The methods of good child management practices are:

- verbal and non-verbal communication with the child,
- re-direction of a child to another activity or area,
- encouragement of the child to make restitution for the misbehavior (comfort or take care of a person who is hurt or help a child repair or replace damaged object),
- loss of privileges, and
- isolation of the child in an area visible to the teacher until the child is ready to rejoin the group.

We will work cooperatively with the child and parent offering suggestions and substitute behavior for the child to learn.

If the behavior does not subside, and in fact, escalates in occurrence, a conference will be held between the teacher, director, and parent, and the child may be dismissed.

Preschool Classroom Rules

Be kind.

Keep your hands to yourself.

Follow directions the first time.

I feel that these rules cover most behavioral problems. Throughout the year, they will learn examples of kindness and how to follow directions. If during the year I find that these do not work, they will be changed to reflect the current situation. We talk about the 10 Commandments and the Golden Rule throughout the year and discuss how our classroom rules help us to follow God's commands.

Consequences for Good Behavior Choices

Friends like playing with you.

You have a classroom that is nice to be in.

You get praise from the teacher and other caregivers.

You receive stickers and other small prizes from time to time.

Consequences for Poor Behavior Choices

- Verbal warning and child is redirected away from problem.
- Time out (student must be quiet and still), after which student and teacher have a private conversation about the rule that was broken, how it was broken, and what the child could do differently next time. If a child acts out violently (hitting, pinching, kicking, etc.), he or she will immediately be removed from the classroom setting. You may be called to pick up your child if the behavior warrants it.

DISMISSAL POLICY

Hosanna-Tabor Early Childhood Center may terminate services for the following reasons, but not limited to:

- Non-payment of fees
- Excessive absences
- Non-compliance with Hosanna-Tabor Preschool policies and guidelines
- Failure to meet physical and immunization requirements (or waiver)
- Disruption of program due to behavior problems that interfere with child's personal growth or that of others
- Behavior that negatively affects other children
- Behavior or development is such that the child requires one-on-one care giving

We will work together with the child and parents, offering suggestions and support where appropriate. If a problem behavior does not subside and we have exhausted all reasonable methods of behavior management, the child may be released from the program.

If you wish to withdraw your child from the program, you must supply the director with two weeks written notice. If two weeks written notification is not provided you will be expected to pay all tuition and fees from your last day until the two weeks are up. If you would like to re-enroll your child, the registration will be charged to you and you will be given the next available opening.

DIAPERING AND TOILET TRAINING

Your preschooler needs to be fully potty-trained before you enroll him or her in the preschool. Daycare is an option for those preschool-aged children who have not fully mastered independent bathroom use.

DROP OFF AND PICK-UP

You may drop off your child in the preschool room beginning at 8:25 a.m. Please make your best effort to have your child to school by 8:30 a.m. so that he or she will not miss any activities. If you need to drop off your child earlier, contact our director to arrange for daycare.

Preschool ends at 11:30 a.m. If you regularly need to pick up your child later, please contact our director for daycare information.

You will need to sign your child in every morning (child's first and last name) and sign him or her out (time and your signature) when you arrive for pickup.

If someone other than you will be picking up your child, his or her name must be on the emergency card. Please update this card as needed. Also, please inform us (by phone, note, or verbally) if a friend or relative is picking up your child. Staff may ask for identification if they are unfamiliar with the person picking up your child. If there is a court order over which parent may pick up your child, please supply us with proper documentation.

END OF THE YEAR CELEBRATION

Our class will celebrate the end of the year with a program for your family and friends. More information will be given to you near the end of the school year.

ENROLLMENT

Students being enrolled in our four-year-old class must be four on or before September 1 of the school year. Students being enrolled in our three-year-old class must be three on or before September 1 of the school year.

Your child will have the best preschool experience if he or she is enrolled at the beginning of the preschool year. We do accept students throughout the year as space permits. Exceptions to the September 1 rule will be decided by the director, teacher, and parents for fall birthdays (September 1-December 1)

Your child must be fully potty trained. This means that your child needs to be able to do the following:

- take down and pull up his or her own pants and underwear.
- use the toilet without making a mess.
- wipe himself or herself properly.
- flush the toilet.
- wash hands completely.

Before your child begins preschool, you must present the following:

- A completed enrollment form (**yellow**)
- A completed emergency card/Child Information Record (**gold**)
- A signed child placement **contract**
- A signed handbook **page**
- A fully completed physical and immunization record (within 30 days of start date) (**green**)
- Paid registration (\$50)—one-time per preschool (academic) year
September - June
- Paid supply fee
 - Three-year-old: \$ 40.00
 - Four-year-old (3 days): \$ 60.00
 - Four-year-old (5 days): \$100.00

FIELD TRIPS

We will plan to go on a couple of field trips during the year and parents are welcome to accompany us and help chaperone the children.

FOOD AND NUTRITION

Parents need to provide a small, healthy snack for their child each day. Food should be brought to school in paper bags or lunch boxes and clearly marked with the child's name.

Please remember that this is not a lunch, and so you do not need to send a large amount of food. Students are not regularly allowed to "trade" their snacks to ensure that your child eats what you intended him or her to eat.

A Few Snack Ideas

Cheese and Crackers
Half of a sandwich
Fruit

Vegetables
Yogurt
Granola Bars

Milk
Sugar free juice
Water

Please be considerate of possible food allergies in the classroom. If there is a student with an allergy to food, you will be informed at the beginning of the school year.

If your child brings pop to school, he or she will be asked to save it for home and may drink water instead. Also, if your child regularly brings candy from home, he or she will be asked to save it for home. There will be plenty of special occasions where the kids will get a chance to eat sweets, but overall healthy eating habits will be encouraged.

GRIEVANCES

If you are in disagreement with a policy or procedure set forth in this handbook, feel your child has been dismissed unfairly, or are unhappy with a situation regarding myself or another caregiver, you have the right to file a grievance. Please use the guidance of Matthew 18 when confronting such an issue. First, bring the question or complaint to the individual involved. If you feel that this has not resolved the situation contact the Director, then the Pastor, then the Church Council.

HEALTH AND MEDICATION

- Physicals and immunizations: All children must have a current (no more than twelve months old) physical on file every year. A medical form will be provided every August and must be updated every year. All immunizations must be up-to-date and a record of such immunizations must be provided at enrollment.
- Notification of disease: If a child in the preschool comes down with a communicable disease all families will be notified of the date of exposure, incubation period, and symptoms.
- Returning after illness: If your child has been absent from school due to illness they must be free of the following conditions for a minimum of 24 hours before returning to school:
 - fever (without medication)

- diarrhea,
- vomiting.

If your child is absent for three or more days with a contagious disease, extended illness, or injury, a doctor's note must be presented in order for the child to be re-admitted. Children taking medication for an illness must be on that medication for 24 hours before returning to school. A child who has head lice must be nit free and checked by the director or teacher before returning. Many other illnesses have their own exclusion periods so please check with the director or your doctor if you have questions.

- Children who become ill at school: We reserve the right to send children home if they are ill. You will be called if your child has a temperature of 100 degrees or more, is vomiting, has had two episodes of diarrhea, or shows signs of pink eye or head lice. When a parent is called due to their child being ill at school, it is expected that the child will be picked up within one hour.
- Sick children: Please be considerate that if your child is sick to keep them home. When sick children are brought to school they give their illnesses to staff and other children, and the illness keeps being spread throughout the center. We all need to do our part to keep the preschool, children and staff as healthy as possible.
- Medication: When the center administers prescription medication, the following provisions shall apply. All medication will be given or applied only with prior written permission using the medication form. You can get a form from the daycare director, teacher, or caregiver. Prescription medication will only be given in accordance with those instructions. All medication must be in the original container, stored according to instructions and clearly labeled. Any medication left at the school beyond its prescription date will be discarded. A caregiver will maintain a record as to the time and amount of any medication given or applied.
- Emergencies: Each child shall have an emergency card on file at school and should be updated annually. All parents and guardians must sign for emergency treatment. Emergency numbers must be kept up-to-date.

HEALTH CARE PLAN

Proper Hand Washing:

- Hands should be washed using soap and warm, running water.
- Hands should be rubbed vigorously during washing for at least 20 seconds with special attention paid to the backs of the hands, wrists, between the fingers and under the fingernails.
- Hands should be rinsed well while leaving the water running.
- With the water running, hands should be dried with a single-use towel.
- Turn off the water using a paper towel, covering washed hands to prevent recontamination.
- Hands should be washed:
 - After using the toilet

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After coughing, sneezing, using a handkerchief or disposable tissue, eating or drinking.
- After handling soiled equipment or utensils.
- After food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- After switching between working with raw food and working with ready-to-eat food
- After engaging in other activities that contaminate the hands.

Cleaning and Sanitizing of Toys, Equipment and Surfaces:

Plastic toys will be cleaned and sanitized by:

- Spraying with a bleach-water solution (1/2 capful of chlorine bleach per liter spray-bottle of water) and allowed to air dry on a regular basis
- Washing with a clean cloth in hot soapy water and then immersing in a sink full of bleach water (and allowed to air dry) on a regular basis
- Cleaning on a visual as-needed basis between regular scheduled cleanings
- Daily use surfaces (tabletops, door handles, etc.) will be cleaned and sanitized by spraying with a bleach-water solution and wiping down with a paper towel after each use or visible soiling.

INJURIES AND ACCIDENTS

If your child has a minor accident at school, it will be reported on an accident report form and given to you when you pick up your child. You will be contacted if a serious injury occurs. There is a space on the back of the emergency card that must be filled out giving us permission to secure emergency medical treatment if needed.

LATE PICK-UP

We understand that occasionally, you may be a few minutes late to pick up your child. If you are going to be later than 11:40 a.m., please make sure to let us know. The daycare director may choose to bill you, at the hourly rate for childcare.

If late pick-up becomes a chronic problem, the daycare director will discuss with you the following options:

- Enrollment in daycare after preschool
- A fee assessment, similar to the one above
- Alternate transportation options

PARENT RESPONSIBILITIES

Parents need to take an active role in the development of their child. While your child is enrolled in Hosanna-Tabor Lutheran Early Childhood Center parents should remember to do the following:

- Read all calendars, notes, and newsletters.
- Help your child to follow the rules of the preschool/day care.
- Provide the preschool with an extra change of clothing.
- Label all of your child's belongings.
- Attend school activities, functions, and performances.

PARENT SUPERVISION

You are responsible for your child's behavior and safety while you enter and exit the building. You are responsible for your enrolled child's siblings, family, and friends at all times. This includes, but is not limited to, school sponsored events and activities.

RETURNED CHECKS

There will be a \$35 charge assessed to your account for checks returned due to insufficient funds. The amount of the check, in addition to the returned check fee, needs to be paid in the form of a money order or cash promptly. After a second returned check we may ask you to make all further payments in the form of a money order or cash.

SAMPLE SCHEDULE

The preschool schedule changes slightly throughout the year, but this will give you a general idea of what we do each day.

Time	Activity	Explanation
8:15-8:55	Arrival And Inside Centers	With your help your child should be able to put away his or her things upon arrival, use the restroom, and then go to one of the centers and begin an activity.
8:55-9:00	Cleanup	Children are responsible for putting away items in centers properly.
9:00-9:30	Jesus Time And Calendar Time	Each week we focus on a different Bible story and memory verse. We sing praise songs. We'll check the weather, count the days, and sing songs (days of the week, months of the year, alphabet, etc.)
9:30-9:45	Bathroom and Snack	Students will use the bathroom, clean their hands, and eat their snack.
9:45-10:15	Language Arts And Handwriting	We will learn our letters according to ease of writing, the sounds they make, and how they fit together to form words.
10:15-10:45	Large Motor	Each day we will take time to exercise, learn to play games, learn different skills for sports, and practice healthy active living.
10:45-11:15	Math/Science	Exploring numbers, patterns, and the wonderful world God has created for us.
11:15-11:30	Wrap up and Dismissal	Storytime, share time, closing prayer.

SCHOOL CLOSING

If Concordia Lutheran School is closed due to inclement weather or another emergency, our preschool will be closed as well. Please check local radio and television stations to find out if our preschool is closed.

There may be daycare available on a limited basis on days when the school is closed. Please contact our director in advance if you'll need daycare on days when the weather closes the preschool.

All parents will receive an email and/or call to your primary phone from our School Reach system if CLS (Concordia Lutheran School) is closed. This will inform you that preschool is closed and whether daycare is open. We will try to keep daycare open if at all possible.

STAFF SCREENING & QUALIFICATIONS

Members of our staff are carefully selected for their training in early childhood education and/or their love for children. The Director must possess a degree in teaching or another child-related field and must meet state qualifications. The preschool teacher is synodically trained and has a BA degree with an emphasis on Early Childhood education. Our staff is trained in CPR and First Aid. Professional development of staff is continuous through participation in workshops, courses, and conferences when offered.

All staff, paid or unpaid, who have contact with children are carefully screened according to state regulations. All caregivers are free of prior convictions involving child abuse or neglect, or convictions involving a felony for harm or threatened harm. All staff members are mandated by law to report abuse or neglect. All staff is pre-screened through the Family Independence Agency and the State of Michigan's screening agency, I-CHAT.

TUITION AND FEES

Please see the Preschool Financial Information Sheet for a complete list of tuition rates and fees.

WHAT TO WEAR, WHAT TO BRING, AND WHAT NOT TO BRING

Please follow the dress "code" outlined below. The goal of the preschool dress code is to move your child towards the understanding that there are limits to what they can wear at school and to encourage them to dress nicely.

- Washable and comfortable clothes are preferred.
- Please avoid putting a belt on your child unless needed and he or she can quickly get it unbuckled independently.
- Jeans and leggings are allowed, provided they do not have holes or rips.
- T-shirts are allowed, but should have appropriate pictures/writing suitable for a Christian preschool.

- Clothing that is much too large or much too small.
- Tennis shoes are the preferred foot attire, for safety reasons.
- No sandals, Crocs, open-heeled, or open-toed shoes, for safety reasons.

We paint, play outside, and do many other messy activities: therefore, an extra set of clothes must be kept in your child's locker at all times. Please place a complete set of seasonally appropriate clothes (including socks and underwear) in a large Ziploc bag. Label all articles of clothing, including outdoor clothing.

During the winter months, we go outside to play in the snow. Please make sure to send appropriate outdoor clothing for your child during these months to ensure a safe and happy playtime.

Children should not bring toys from home unless the teacher specifically requests it. Children often find it difficult to share their possessions, and these items are easily lost or broken. Hosanna-Tabor cannot be responsible for loss or damage to items brought from home.

Each child may keep a bottle or sippy cup of **water** in the room to drink throughout the morning. This should be a bottle or cup that doesn't spill if tipped over. Please do not send one that has a lid that has to be totally unscrewed and screwed back on each time your child drinks. Please make sure to take the bottle home each day, wash, and refill!

All things belonging to your child should be labeled with your child's first and last name.

Please sign and date this page to acknowledge that you have read and agree with the policies stated in the Preschool Parent Handbook.

Child name: _____

Parent Signature: _____

Date: _____