



# Pre-School Handbook 2018-2019

Our Redeemer Lutheran Church with School

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# TABLE OF CONTENTS

<b>I. SCHOOL INFORMATION.....</b>	<b>3</b>
OUR REDEEMER LUTHERAN SCHOOL VISION STATEMENT .....	3
OUR REDEEMER LUTHERAN SCHOOL MISSION STATEMENT.....	3
EDUCATIONAL PHILOSOPHY .....	3
GUIDANCE PHILOSOPHY.....	3
GOALS FOR THE CHILDREN IN THE PRE-K PROGRAM .....	4
NON-DISCRIMINATORY POLICY.....	4
PERSONNEL.....	5
<b>II. PROGRAM DETAILS .....</b>	<b>5</b>
TYPES OF ACTIVITY .....	5
ADMISSION POLICY.....	5
TERMINATION OF ENROLLMENT .....	6
HEALTH POLICY.....	6
NEWSLETTER .....	7
LIBRARY .....	7
FIRE – TORNADO DRILLS.....	7
SCHOOL CANCELLATION.....	8
<b>III. PARENTAL RESPONSIBILITIES.....</b>	<b>8</b>
CLOTHING .....	8
SNACKS .....	8
REPORTING CHILD PROGRESS.....	8
FIELD TRIPS .....	9
ARRIVAL AND DISMISSAL .....	9
SCHOOL VISITATION .....	10
SCHOOL HOURS.....	10
CHAPEL .....	10
FEES .....	10
2018-2019 SCHOOL YEAR - SCRIP COMMITMENT .....	10
<b>IV. OUR REDEEMER LUTHERAN CHURCH with SCHOOL 2018-2019 Calendar .....</b>	<b>11</b>

# I. SCHOOL INFORMATION

## OUR REDEEMER LUTHERAN SCHOOL VISION STATEMENT

Through connecting faith and 21<sup>st</sup> century academics, students of Our Redeemer will be equipped to excel in any classroom beyond our walls and be faithful servants in the church and community for generations to come.

## OUR REDEEMER LUTHERAN SCHOOL MISSION STATEMENT

United in Christ and affirmed in faith, Our Redeemer Lutheran Church with School stands **ready** to serve all people, **set** to teach all people, and together, we will **grow** in faith, fellowship, and love.

## EDUCATIONAL PHILOSOPHY

A child is God's special creation, each one has been given unique gifts and talents. The classroom provides opportunities for children to explore and experiment within a secure and loving environment. The teacher's role is to build upon the child's natural curiosity through providing an age appropriate curriculum. The total program goal is to bring God's message of love and salvation to all His Little Lambs.

## GUIDANCE PHILOSOPHY

The teacher is as a God-appointed guardian while the child is in her care. This implies that the child is to obey and respect his/her teacher the same as he/she would his/her own parents. As with Our Heavenly Father, guidance and direction takes many forms and is always done with loving and thoughtful consideration for the individual.

Realizing that other people have feelings which are different from their own is an important but difficult concept. Children need to learn to understand the problems that occur and work towards solving their own conflicts.

Adults can assist the child in various ways depending upon the age of the child and the way he/she relates to the other children.

The teacher can help the child discuss the conflict, aiding the child in finding a solution. In the beginning, the teacher may offer a suggestion to end the conflict. Later, the child can apply these techniques him/herself to solve the problems.

Young children must recognize that their actions and reactions have an affect on others. The teacher must help the child assume responsibility by implementing stated consequences when need dictates. Example: "Children who knock over another persons' house will be asked to leave the block area."

The class "rules" will be stated in terms of positive behaviors, rather than focusing on the negative. For example: "Slide down the slide." Instead of "Don't climb up the slide."

The ultimate goal is for the child to learn self-control, self-discipline and emotional restraint because of his/her freedom in Christ and his/her love toward his/her fellow man.

## GOALS FOR THE CHILDREN IN THE PRE-K PROGRAM

1. Taking Care of Ourselves and Our Friends
  - a) Learning to work independently
  - b) Learning to make respectful choices
  - c) Learning to problem solve
  - d) Developing a feeling of group acceptance
  - e) Developing a sense of personal worth
  - f) Developing God given talents
  - g) Learning to feel comfortable away from a parent
  - h) Learning to communicate thoughts and feelings
  - i) Learning to empathize with others
  - j) Developing muscle skills and coordination
  
2. Taking Care of and Learning About our Environment
  - a) Using materials carefully and creatively
  - b) Learning by exploring God's world
  - c) Awareness and sensitivity to total environment
  - d) Recognizing God's creatures
  - e) Developing foundations for future reading skills and other academic pursuits
  
3. Taking Christian Responsibility
  - a) Learning to know Jesus as their friend and Savior
  - b) Learning to express thankfulness
  - c) Learning the importance of worship
  - d) Learning the power of prayer
  - e) Identifying himself/herself as a member of the family of God
  - f) Learning Old and New Testament Bible Stories
  
4. Taking Parental Responsibility\*
  - a) Learning to meet and work with other parents and teachers
  - b) Growing in the understanding of child development by assisting in the classroom or on field trips
  - c) Contributing to the growth and development of the future members of the church and community

\*Parental goals for the Pre-K program

## NON-DISCRIMINATORY POLICY

Our Redeemer Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on a basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## PERSONNEL

The school staff meets regularly for discussion, mutual assistance in instruction and efficient administration of activities of the school. The teacher is an experienced professional in the field of early childhood education. A teacher's aide will assist the teacher and the children with the day's events and activities. She or he has experience working in the classroom and is an excellent role model for the children.

## II. PROGRAM DETAILS

### TYPES OF ACTIVITY

**Arrival/Self Selection:** Children are welcomed into the classroom. They put coats, backpacks and folders away, "Sign In" on the Activboard and complete the question of the day. Children can then choose from a limited number of free choice activities.

**Large Group Instruction:** A total group experience involving songs, games, finger plays, stories, and discussions relating to the theme of the week. The use of predictable charts, shared reading and modeled writing experiences help to develop auditory discrimination, general vocabulary, listening comprehension and phonemic awareness in a full group setting. The children will have the opportunity to use the interactive whiteboard daily to develop computer skills.

**Snack:** Children and teachers have an opportunity to eat and drink together and share informal conversation and learn proper table manners.

**Small Group Instruction:** A small group time, in which the teacher plans instruction to introduce a new skill, carefully observe each child's work/progress, or integrate subjects in a unique manner.

**Learning Centers:** Children choose from various learning centers set up throughout the classroom. Children work and play individually and in small groups. Learning centers include games, computer, table toys, science, math, writing, sensory, pretend, building, listening, library and art.

**Jesus Time:** The children learn that Jesus is their friend and Savior through weekly Bible stories and simple memory verses.

**Large Motor/Outdoor Play:** An emphasis on activities involving large muscle, both in and out of doors. Social interaction is maximized during structured and unstructured game play.

**Share Time/Closing Prayer:** Children gather as a final meeting summing up the day's events and providing time for each child to discuss their favorite event of the day and plans for the next class period. Teachers and children close the day by praying together.

### ADMISSION POLICY

Our Redeemer Lutheran School maintains its Pre-K program for the Christian training of the children of its members and as a mission outreach to the community. To enter the PK3 Tuesday/Thursday programs (AM or PM), the child must be three 3 years old by September 1<sup>st</sup> and **completely toilet trained**. The children entering the program need to wear "regular" undergarments. Pull-ups are strongly discouraged. To enter the PK 4 Monday/Wednesday/Friday programs (All-Day), the child must be 4 years old by September 1<sup>st</sup>. Parents must complete and return all center enrollment forms before their child may begin attending the center.

The enrollment procedure involves completing the following forms:

1. **Child Information:** This form contains important information that will help the staff know the child better, such as the child's eating and sleeping habits and any allergies. It also provides information about the child's previous care experiences, how he/she related to other children and adults, his/her fears and preferred activities.
2. **Student Physical Form:** This form is to be filled out by your family physician. (If your child is returning for the second year of Pre-K, a new physical is not needed.)
3. **Student Immunization Form:** This form is the student immunization record required for entry into the program.
4. **Enrollment Application:** Enrollment is done online through our TADS student management system. Information on using TADS will be given to all new PK parents.

### **TERMINATION OF ENROLLMENT**

Termination of enrollment may be initiated by parents or by the teacher or principal. Parents are required to give at least two weeks notice in advance of the termination date. Parents who fail to give a two-week notice will be responsible for full payment for that period. If termination occurs between monthly tuition payments, parents may be entitled to a reimbursement. A child's enrollment may be terminated from the Pre-K program after the following steps have been taken:

- Parents must meet with the teacher at least once to discuss the concern.
- A written communication of the continued problem will be given to the parent.
- One-week notice of termination date will be given to the parent in writing.

### **HEALTH POLICY**

#### **Physical Examinations**

Each child must have a physical exam by a licensed physician. The exam may not have occurred more than 6 months prior to or 3 months after registering at the center. The exam will be valid for two years of attendance at the center.

#### **Immunizations**

Wisconsin law requires all children in child care to be up-to-date on their immunizations or in a program to complete them or present a written waiver objecting to immunizations for reasons of health, religion or personal conviction.

#### **Illness**

In the case of illness, the parent should notify the teacher before school begins, indicating the nature of the illness. If a child's illness is serious, the school needs to know so that appropriate measures may be taken to ensure the safety of the other children and staff.

Children should **not be in school within 24 hours of having a fever, strep throat, diarrhea or vomiting.** Such symptoms as stomach ache, cough, runny nose and fatigue may also be signs of illness and should be considered when determining whether the child should attend school.

## **Communicable Disease**

Children who contract a communicable disease, such as pink eye or conjunctivitis, must notify the school so other families can be notified and the staff can watch for symptoms in exposed children. A child may be readmitted without a statement from a physician after having had a communicable disease if the child has been on medication for at least 24 hours.

## **NEWSLETTER**

We will send a weekly newsletter to each family through e-mail. It will include information on the up-coming week's craft projects, fingerplays, songs, Bible Stories, who is responsible for snacks and special events. A monthly calendar of snacks and events will be part of the monthly communication. Other periodic communications or reminders may come through text messages, e-mails or voice mails.

## **LIBRARY**

All students in the program may check out library books weekly to take home. He/she must assume responsibility for the care of the books. There are no fines for overdue books but if a book is lost the child's family is responsible for paying for replacement.

## **FIRE – TORNADO DRILLS**

Periodic fire and tornado drills will be held throughout the year in accordance with Wisconsin State laws.

### **Emergency Evacuation Procedures**

1. Teachers and child move quickly, calmly and quietly to the nearest exit as indicated on the evacuation diagram located to the left of the classroom door.
2. After leaving the building the children will be taken to the far side of the **WEST** parking lot and wait for further instructions.
3. The principal will make a final check of the entire building to ensure all children are evacuated.

### **Tornado Procedures**

1. A weather radio is available for use in monitoring severe weather conditions.
2. When a tornado watch is in progress, the principal will monitor the situation.
3. When a tornado warning is announced, the children and staff will go to the schools designated shelter areas found on the evacuation diagram.

## SCHOOL CANCELLATION

Should a blizzard occur before school opens, parents will be notified of the closing over the following radio stations starting at 6:15 A.M.:

WMIR – 1550 AM  
WTMJ – 620 AM  
WTMJ – Channel 6 (Charter Cable TV)  
WISN – Channel 10 (Charter Cable TV)

Parents will be notified by telephone to pick up their children in case of a snowstorm or power failure. Our school will dismiss with Delavan-Darien Public Schools. If Delavan-Darien Public Schools cancel their classes we will also, unless specially noted.

### III. PARENTAL RESPONSIBILITIES

#### CLOTHING

Dress children so they can play comfortably and without fear of soiling clothing. Although children wear smocks for painting and water play, clothes sometimes become wet or soiled. We encourage activities in the fresh air year round. Please keep this in mind when you bring your child to school.

**COMFORTABLE PLAY CLOTHES ARE GREAT FOR LEARNING AND PLAY!!**  
**SOCKS MUST BE WORN WITH SANDALS!!**

#### SNACKS

Parent provide snacks that make up a part of the child's total daily food intake and offer valuable experiences. We encourage snacks be chosen for their nutritional value as well as to offer a new taste experience. **Fruit juice or milk** should also be provided by the parents. Hi-C, soda or other sweetened beverages are not recommended. Parents should indicate on the Child Information Form any allergies the child may have.

The children will be assigned snack days for each semester. Allowances have been made for birthdays, cooking experiences and "special person" treats. **Please make a note of when your child is required to bring the snack and beverage.**

#### **Snack suggestions:**

Cheese and crackers, fresh fruit, fresh vegetables and dip, little sandwiches (peanut butter, cheese, ham), muffins, raisins, popcorn, yogurt, fruit breads, graham crackers.

**If your child is required to eat a special diet, parents will be responsible for supplying their child's snack needs.**

#### REPORTING CHILD PROGRESS

Parent-teacher conferences will be held in the Fall. Conferences may be held at other times by request of the teacher or parents. The teacher will present the children with progress reports following the second and third quarters. Parents are welcome to consult the teacher at any time as to their child's development, or to set a conference with the teacher.

## FIELD TRIPS

Field trips are conducted at various times throughout the school year. The parent will be informed of an upcoming field trip through the newsletter and monthly calendar sent electronically via e-mail.

## ARRIVAL AND DISMISSAL

Our Redeemer Lutheran Church with School is concerned with your child's safety. All dropping off and picking up of students by parents or other designated persons occurs off the upper parking lot located at the **WEST** side of the building.

**CHILDREN WILL NOT BE RELEASED TO A PERSON WITHOUT WRITTEN CONSENT OF THE PARENTS. IF CHILDREN ARE CAR POOLING, THIS LIST MUST BE SUBMITTED AT THE START OF SCHOOL. ANY CHANGES, WHETHER TEMPORARY OR PERMANENT, MUST BE SUBMITTED TO A STAFF MEMBER IN WRITTEN FORM.**

1. Our Redeemer is a secured building during the school day. This means that all exterior doors are locked, and you must enter through the Child Care/Main door (from the upper lot) by pressing the intercom button and identifying yourself. Someone inside will then open the door.
2. If you are picking up or dropping off your child/children and you are planning to come inside the building, please park in the yellow marked area located in the middle of the upper parking lot. Please accompany your child/children into or out of the building. **DO NOT LET THEM RUN AHEAD OF YOU.** An unsupervised child can easily run into the path of moving vehicles in the parking lot. If you accompany your child into or out of the building, you may enter or leave at the entrance located by our Child Care Center – this door is secured during school hours, and you therefore may need to press the button so that someone inside will unlock the door.
3. If you are simply dropping off or picking up your child and you will be staying in your vehicle, please pull up into the first available space along the long sidewalk that runs from the Child Care Center door to the church. **DO NOT BLOCK THE CHILD CARE ENTRANCE if at all possible.** Let your child/children out or pick them up there. These children will then use the Child Care entrance and proceed down the sloped hallway to their classroom. If there are other vehicles behind you, **please pull up as far as you possibly can along the sidewalk. DO NOT BLOCK THE ENTRANCE TO THE CHILD CARE CENTER.** We want to avoid the parking congestion along the parking lot curve by the garage, and a short walk down the sidewalk will not be as dangerous as trying to walk in or around cars blocking the entrance.
4. **No vehicles are to park along the curved side of the parking lot by the garage.**
5. PK3 students will be dismissed by a teacher from the door by the Child Care/Main Door. Caregivers may wait inside if the weather is bad. Caregivers may also wait in their vehicles and come forward to get their children when they see the class at the door.
6. PK4 students will be dismissed through the church doors just before the K-8 students are dismissed. Caregivers may park and walk across to get their student. If the student has an older sibling, the preschool student will wait with the older sibling and be dismissed together.
7. If you are one of the first in line to pick up or drop off your child/children, **please pull up as far as you possibly can along the sidewalk.** Leave room for others to park behind you along the sidewalk. You may **NOT** park along the sidewalk from the Child Care entrance to the church entrance and **leave your vehicle.**

## SCHOOL VISITATION

Parents are welcome to visit the school and are encouraged to do so at any time. Please be aware that normal classroom activities will need to continue and parent-teacher discussions must be held during a time when class is not in session.

## SCHOOL HOURS

The school day for the T-TH AM program extends from 8:30 to 11:00 AM. The T-TH PM program runs from 12:00-2:30PM. The school day for the M-W-F all day program extends from 8:25AM-3:10PM.

Students **should not arrive** before 8:20AM. for the AM programs, or before 11:50 A.M. for the T/TH PM program.

## CHAPEL

The M, W, F classes will have weekly chapel services on Wednesdays. The children are encouraged to bring a small non-perishable food item or small monetary offering toward our mission projects.

## FEES

Non-refundable registration fee \$50.00

### **Tuition:**

M, W, F 4-year-old all-day class per year \$1,650.00

T, TH 3-year-old class per year \$830.00

We use the TADS online school management software to collect our tuition for Pre-K. All families will enroll their children in TADS and set up a tuition agreement. **We will NOT accept any tuition payments at the school. You must use TADS for all tuition payments.**

Refunds and credits are not given for absenteeism, weather closings, family vacations or holidays. There is no refund or credit for days missed due to illness.

Refunds or credits will be made if the child must be withdrawn (due to illness, family moving or other major changes.)

## 2018-2019 SCHOOL YEAR - SCRIP COMMITMENT

PK3 - \$50 commitment

PK4 All Day - \$100 commitment

Kindergarten to 8<sup>th</sup> grade - \$200 commitment

One fee per family

- If you have only a preschooler at ORLS, then the \$50 fee applies
- If you have a preschooler and a child in K-8, then the \$200 fee applies

#### IV. OUR REDEEMER LUTHERAN CHURCH with SCHOOL 2018-2019 Calendar

August 13	Teacher Inservice (7:30 - 3:30)
August 14	Teacher Inservice (12 - 3:30) & Registration Picnic (4:30 - 6:30)
August 15	Teacher Inservice (7:30 - 3:30)

<b>September 4 - November 2 (Q1)</b>	<b>In session (41 days)</b>
September 4 - October 11	In Session
October 5	Mid-Term
October 11	Mid-Term Reports (all grades) home
October 12	Teacher Inservice (NO SCHOOL)
October 15 - October 31	In Session
October 16 - October 18	K - 8 PT Conferences (required)
October 18 - October 19	PK PT Conferences (required)
November 1 - 2	North-South WI Lutheran Teachers Conference (NO SCHOOL)
<b>November 2</b>	<b>END FIRST QUARTER</b>
November 5 - November 8	In Session
November 9	Teacher Inservice (NO SCHOOL)
November 12 - November 20	In Session
November 21 - 23	Thanksgiving Recess (NO SCHOOL)
November 26 - December 21	In Session
December 7	Mid-Term
December 14	Mid-Term Reports home (grades 1, 2 only)
December 24 - January 1	Christmas break (NO SCHOOL)
January 2 - January 18	In Session
<b>END FIRST SEMESTER (85 days)</b>	

<b>January 21 - March 22 (Q3)</b>	<b>In session (43 days)</b>
January 21	Teacher Inservice (NO SCHOOL)
January 22 - February 21	In Session
February 18 - February 19	K - 8 PT Conferences (by appointment or request)
February 22	Mid-term / Teacher Inservice (NO SCHOOL)
February 25 - March 22	In Session
March 1	Mid-term reports home (grades 1, 2 only)
<b>March 22</b>	<b>END THIRD QUARTER</b>
March 25 - 29	Spring Break (NO SCHOOL)
April 1 - April 18	In Session
April 19	Good Friday (NO SCHOOL)
April 22	Easter Monday (NO SCHOOL)
April 23 - May 24	In Session
April 26	Mid-term
May 3	Mid-term reports home(grades 1,2 only)
May 27	Memorial Day (NO SCHOOL)
May 28 - June 6	In Session
June 7	Early release/Last day of school
<b>END SECOND SEMESTER (89.5 days)</b>	
<b>TOTAL DAYS (174.5)</b>	