



Parent Handbook

Updated 2020

LIVING CHRIST PRESCHOOL
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Welcome! We are looking forward to having your child in our school this year. This handbook was written as a guide to explain policies and procedures and to provide important information you will need to know before your child begins school.

With your help we will make this year a happy and worthwhile learning experience for your child. You are welcome at any time to visit the classroom or to call us with any concerns you may have or suggestions to improve the program.

God bless us all in our ministry to His children.

Jess Koch
Director
jkoch@living-christ.org

0-1s Class: Lambs
lcplambs@gmail.com

1-2s Class: Lions
lcplions1@gmail.com

2-3s Class: Bears
lcpbears2@gmail.com

3-4s Class: Zebras
lcpezbras@gmail.com

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MISSION STATEMENT

The mission of Living Christ Preschool is to minister to children's spiritual, social, academic and physical needs through our loving environment and the sharing of God's Word each day.

GOALS

To accomplish this mission, we have the following specific goals for Living Christ Preschool:

1. To instill in children an awareness of God's great love for them in Christ & to help them grow in love, trust, and thankfulness toward God.
2. To help children learn to be kind, loving, and forgiving toward others.
3. To instill in children a love and respect for the lovely world God made.
4. To help children develop self-discipline and a positive self-concept.
5. To help children learn communication and problem-solving skills.
6. To instill in children a love of learning and give them a good foundation in the academic skills they will need in kindergarten.
7. To give children opportunities to express themselves creatively through free play, art, music, and movement activities.
8. To help children develop physically with large & fine motor activities.
9. To instill in children a love of music and singing.

LICENSE

Living Christ Preschool is licensed by the State of Wisconsin for 50 children, ages 0-5 years 11 months. We are open Monday—Friday from 7:00 am to 6:00 pm, January through December. We serve children ages six weeks to five years. Our license is posted at the entrance and our policies are located in the preschool office.

APPLICATION PROCESS AND TUITION

1. **Fall/ Annual Enrollment:** To enroll your child, schedule a tour of the preschool and obtain an application. Subject to space availability, children are enrolled after completed applications are processed, application fee of \$60/\$90, and 1st month's tuition have been received.
2. **Summer Enrollment:** To enroll your child, schedule a tour of the preschool and obtain an application. Subject to space availability,

children are enrolled after completed applications are processed and application fee of \$60 has been received. **All fees are non-refundable.**

3. Families may either bring in supplies from the materials list at Open House (Fall) or the child's first day. A \$35 portfolio fee will be charged on the first invoice to help cover costs items to create your child's development portfolio.
4. A No Call/No Show fee of \$10 will be applied on days when, at 9:00 am, your child has not arrived at school and we have not received a **phone call/voicemail** stating your child will be absent or late.
5. Invoices are sent out for a month in advance. For example, October's tuition will be sent September 1st and due September 10th.
6. Tuition payments are due the 10th of the month. If a payment is overdue, it must be paid by the last school day of the month or enrollment may be terminated until the account is settled. In that time, the child's spot may be taken by a waiting family. If there are extreme circumstances, please see the director to come up with a payment plan before the 10th of the month.
7. Payments received after the 10th will incur a \$20 late fee, with an additional \$20 for every 5 days the payment remains overdue.
8. Checks should be made out to Living Christ Preschool and **should be placed in the tuition drop box outside the staff office.**
9. All tuition is non-refundable. If there are extreme circumstances, the director and board will review these on a case by case basis.
10. Children are enrolled for the full school year and are required to pay tuition for the months of September-May unless they choose to withdraw from Living Christ, see withdrawal policy on page 7.
11. Refunds will not be made for vacations, snow days, family events, or short-term illness. **Space will not be held for children who are absent for extended periods unless tuition is paid.**
12. During the school year (Sep 1-May 25) families may use up to 5 vacation days for planned absences. To be a planned absence, parents must email the director of the day/s the child will be absent at least 30 days in advance and request the use of a vacation day. All requests will be approved by the director, upon approval invoices will be adjusted. If your child attends on an approved vacation day/s, you will be charged a \$10 fee in addition to that day's tuition. Families who complete an annual application will have 10 vacation days to use following the same policy.
13. Families are expected to participate in school fundraisers. Funds raised are above and beyond the budget to purchase items to enrich our preschool and provide new opportunities to all students.
14. In the unlikely event that a child is not having a beneficial preschool experience, a conference will be held with the parents to discuss

possible options. If a child has needs that cannot be met at our preschool or is negatively impacting the learning environment or safety of other children, we reserve the right to terminate the child's enrollment.

CLASSES

We have four different classrooms for the age groups we serve. Each class has 1-2 primary teachers daily depending on ratios. The number to the far right is how many children each classroom will enroll.

Lambs	6 weeks at start date	8 children
Lions	1 by September 1 st	8 children
Bears	2 by September 1 st	10 children
Zebras	3 by September 1 st	16 children

REFERRAL CREDITS

Families who refer a potential student will receive a Referral Credit in the amount of either \$60 or 1 days tuition (whichever is more) after the potential student has officially been enrolled and paid his/her first month's tuition fees. Credit will be applied to the first invoice after the new student's first payment.

ADMISSION POLICY

Living Christ Preschool will review all applications for enrollment as they come in and date them to determine priority within the application time frame. Approval on applications will depend on class space.

Once class lists are determined, all families with approved applications will receive email confirmation of their enrollment, notice about Open House, and times to come in and pick up enrollment packets & door fobs. They will also receive the first month's invoice; payment of this invoice secures the child's spot. Families who do not respond and pay within 2 weeks of notice may lose their spot.

Living Christ Preschool admits students of any race, color, national or 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 the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, and athletic and other school-administered programs.

Children who enroll in the Lambs class must be at least 6 weeks at time of admission. Children who enroll in the Lions class must be 12 months at time of admission. Children who enroll in the Bears class must be two years old by September 1st and do not need to be toilet trained. Children who enroll in our Zebras class must be three years old by September 1st and must be toilet trained. Summer classes will be separated based off children's ages as of May 25th of that year.

WITHDRAWAL POLICY

If you, for any reason, decide to withdraw your child from Living Christ Preschool, we require a written 30-day notice. Please note that any outstanding invoices need to be paid. After leaving, all future communication will be sent to the contact information on file.

As a reminder, application fees and tuition are non-refundable. This counts for those paying in full for summer tuition. If you pay in full for all 12 weeks and get the 10% discount then decided to withdraw, you will not receive a refund for that tuition.

PANDEMIC POLICY

In the event of a pandemic or declared national emergency Living Christ Preschool reserves the right to enact any or all of the following policies in order to keep the health and safety of all staff and students as a priority, compensate the teachers for their work even when not in the building, provide the necessary snacks/materials/building maintenance for the children in our care, and maintain quality care and teaching opportunities for the children in our care.

1. All policies in the Parent Handbook will remain in place, including withdrawal policy.
2. We will not offer temporary spots, any families who wish to enroll must commit to the rest of the current session.
3. Families are welcome to keep their children at home, but are still responsible for paying tuition as lesson plans and activities will be made available
4. We will follow all mandated Federal or State of Wisconsin orders
5. We will determine eligibility for attendance based on Federal or State orders

6. We may require written documentation of personal information related to Federal or State orders
7. We may implement emergency policies to protect the health and safety of all staff and students.

CONFIDENTIALITY OF RECORDS

Children's records maintained by the school will be confidential. Parents may, upon request, inspect all records and reports maintained on their children. Living Christ Preschool will transfer records upon parent request.

SCHOOL HOURS

Living Christ Preschool is open Monday through Friday from 7am – 6:00pm. Part Day Preschool class hours are 8:30am-12:30pm.

There is a 10-minute arrival window before classes begin.

Living Christ Preschool will be closed for the following holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, and New Year's Eve. We are also closed over the week of Christmas for a Christmas break, dates will vary yearly.

Please park in a designated parking space by the south entrance to the building and bring your child to the preschool entrance. After outer wear is removed, walk with your child to the classroom.

At Living Christ Preschool we believe that regular attendance is vital to a child's education. Children are expected to be on time every day. The preschool doors are locked at all times during the preschool day. Upon enrollment you will be issued a key fob which will unlock the door for you during preschool hours. There is a \$10 fob fee, which will be refunded when the fob is returned to the office in working condition.

ARRIVAL AND DEPARTURE

When you arrive, please help your child hang up any coats, hats, or jackets before entering the classroom. Sign in your child on the clipboard and let the teachers know about how your child's day has been so far. Drop offs can be difficult, here are some tips for success:

1. **Establish a routine:** Follow the same steps each time you drop off at preschool. For example, hang up coat, enter classroom, wash hands while Dad/Mom signs in, give a hug and kiss, say good-bye, leave.
2. **Separate Once:** After you have left the room, avoid coming back until pick up time. The moment of you leaving is the hardest part for your child, and if you return several times, it lengthens the stress and anxiety for your child.
3. **Be Reliable:** Return at a promised time. Teachers can help make visual reminders for when Mom or Dad is returning which will be strengthened by you following through. Children associate best with parts of their schedule, for example after snack, or before nap time.

At pick up time, please make sure you sign your child out with the time that you are leaving on the classroom clipboard. This helps teachers keep track of who has left for the day. Also, make sure the teacher knows you are leaving with your child before exiting the classroom.

Children will not be released to anyone other than their parents or persons authorized by the parents on the Child Care Enrollment Form to pick up their child. In the event that you, or an authorized person, cannot pick up your child, an Alternative Pick-Up Consent form must be obtained from the office and completed by a parent. If there is not sufficient time to inform the teacher in this manner, you must call the school. The person picking up children must provide identification (ex. driver's license) upon arrival to the preschool.

Parents are responsible for making sure that their children are brought to and picked up from the Preschool within the time frame for which they registered their children. If you pick up your child after their designated time, there will a late fee of \$10 for every 15 minutes. **This late fee will be paid at pickup, or the next day of attendance.** If violations persist or fees are not paid, the child could be subject to removal from Living Christ Preschool.

WEATHER/EMERGENCY CLOSING DAYS The Preschool will follow the **Middleton/Cross Plains School** schedule for weather related school closings. When they are closed we will **not** have school/daycare. In the event of a 1 hour delay we will open at 8 am for daycare and 9 am for preschool. For a 2-hour delay, preschool will be closed and we will open at 9 am for daycare. An email will be sent out and an announcement will be posted on Facebook if school is delayed or closed.

In case of an emergency where school needs to close, families will be called by the teachers or director to inform them of the situation and time frame for picking up their child.

DAILY SCHEDULES

Each teacher will post a copy of the daily schedule on the board outside of their classroom. Copies will be made available upon request. We welcome parents in our classroom! If you have interest in observing or volunteering in your child's classroom, or for the school in another way, please speak with your child's teacher.

SCHEDULE CHANGE REQUESTS

Permanent schedule change request for your child must be emailed to the director with the days of the week your child currently attends, what days you are requesting, requested change date, and the reason for the schedule change. Requests must be sent at least 30 days prior to the requested change date and any additionally incurred tuition will be due upon approval of the request. All requests will be reviewed and acceptance/denial will be dependent on classroom ratios. Limit schedule changes to necessary requests only as consistency in a child's schedule is critical to their classroom confidence and growth both socially and academically. More than 2 schedule changes in an academic year (Sep 1-May 25) may incur a \$50 fee.

PARENT COMMUNICATION

Parents are kept informed of school activities through a yearly event calendar, monthly classroom newsletters, field trip notices, notices posted on the parent bulletin boards, emails from teachers and the director, and **daily updates via Himama**. If you need to contact your child's teacher, please use the class' email **or Himama**. Ms. Jess is best reached though her email, jkoch@living-christ.org.

At the end of the first and third quarters, parent-teacher conferences will be scheduled with each child's parents to discuss progress, milestones, and developmental goals. Parents may schedule a conference with the teacher or director whenever there is a need.

If parents have concerns or questions regarding classroom procedures, they are encouraged to first direct them to the classroom teacher. If they are dissatisfied with the results of that meeting, they can then schedule a meeting with the director. A meeting may then be held

between the parents, teacher, and director. If parents are still not satisfied, they may take the matter to the Lutheran Church of the Living Christ Board of Education.

Copies of the Preschool Policy Book and the DCF 251 Licensing Rules for Group Child Care Centers will be kept in the parent information rack in the main hallway. These copies will remain in the preschool. Parents can request personal copies from the director.

The school's tax ID can be found on the bottom left of all invoices. For tax purposes, please save copies of your child's invoices. Upon request, an annual report can be printed and placed in your child's mailbox or mailed to the address on file if your child is no longer attending.

HEALTH CARE AND SAFETY POLICY

The following state required forms **must be completed by parents and turned in to the preschool before their child is admitted to class on the first day of school:** Application Form, Day Care Immunization Record, Health History and Care Plan, and Child Health Report—which must be completed by a health care professional.

Children will be observed by the staff upon arrival for symptoms of injury or illness. Any contusions, lacerations, burns or unusual bruises noted at that time, or any which occur during class time, will be documented in the medications and injury log book. All staff is mandated by law to report cases of suspected child abuse or neglect.

Children who are ill are required to stay home from school. The preschool is not licensed to care for mildly ill children. See the guide on page 17 as a reference if children should stay home.

If a child becomes ill while at school (ex. vomiting, diarrhea or a fever of 100 degrees or higher), the child's parent will be notified to pick the child up as soon as possible. If a parent is not available, the emergency person indicated on the application form will be called. If this person is unavailable and the seriousness of the illness warrants, the child's physician will be called. The designated emergency care facility for Living Christ Preschool is Meriter Hospital Emergency Room. Children must be symptom free for 24 hours before returning to school.

No medication will be given to a student by any member of the Preschool staff. An exception to this rule would be medication, such as antihistamine pills or adrenaline injections, prescribed by a physician and kept at the preschool in case it is needed to prevent anaphylactic shock

in children with severe allergies. These medications must come to the school in their original containers, with dosage orders clearly printed. If your child has an allergy (food or otherwise) or any other dietary concerns please make them known to your child's teacher and the director. The Preschool's policy is to have a list (including a picture) in each classroom of children with allergies or dietary restrictions so that every teacher who works in that classroom is aware of such issues.

Pets are not owned by the Preschool, however, can be a part of the preschool program. If an animal were to be brought into the preschool, parents would be given advanced notice and given the opportunity to have their child removed from the demonstration.

No weapons of any kind are to be on the premises at any time. We do not allow concealed carry weapons at our school.

If your child will be absent from class for any reason, please call by 8:45am to inform the teacher. If no call is received by 9:00am, you will be charged the No Call/No Show fee. After 5 No Call/No Shows your child will be un-enrolled from LCP.

All children will be within sight and hearing of a staff person from the time they are dropped off at the preschool to the time they are picked up. If you have a need to reach your child's teacher during class time, please use the **preschool phone number** listed on the first page of the Handbook.

Regular safety inspections of the facilities will be made by the director and unsafe items will be removed, repaired or replaced. Fire drills will be conducted monthly. Fire evacuation plans and routes will be posted in the classroom. Tornado drills are conducted monthly during tornado season, April-October. Lockdown drills will be conducted 2 times per year. In the event we need to evacuate the school, our rally point will be Walnut Grove Park on N. Westfield Rd. See the policy manual in the hallway for more specific lockdown procedures.

The director and teachers will monitor the temperature outdoors and, in the event of extremely hot or cold temperatures, heat index or wind chill, the children will stay indoors for large motor activities.

CURRICULUM

Living Christ Preschool follows a religious curriculum that is designed to take students through the Bible chronologically. It presents the alphabet over the course of these weeks by connecting a different letter to the weekly Bible account. Shapes, numbers, and social-emotional skills are also built into the daily and weekly lessons aligned with the Wisconsin Model Early Learning Standards (WMELS) to ensure that all aspects of your child's development are being met.

Curriculum in the infant and one's rooms is less structured, but equally important. Teachers will also be following the WMELS to ensure children are receiving developmentally appropriate activity on a daily basis. Much of the learning which occurs for infants and one-year-olds comes through their investigation of the world around them.

Portfolios for each individual child will be created by teachers to show their growth and development. Parents may request to view portfolios at any time. Portfolios will be reviewed at Parent Teacher Conferences.

Teachers will make sure all children get ample time to explore their classroom environment, outside play area, and school by taking walks with strollers and play time. **The curriculum is activity based to limit sedentary behavior.** Interactions with teachers and other children will help children reach developmental milestones build strong relationships. Lesson plans will incorporate different areas of investigation and exploration.

There will be no screen time for children under age 2. For those over age 2, screen time will be limited to 30 minutes or less per week. If a movie is shown it will be related to curriculum activities, rated G, parents will be advised before-hand, and alternate activities will be available for children to choose.

CHILD GUIDANCE

As teachers in a Christian preschool, we strive to follow Christ's example in showing love and forgiveness to the children, their parents and each other. Through loving, consistent discipline, we strive to help the child gain self-control and respect for the feelings and property of others. The following are some methods that will be used to help discourage inappropriate behavior in children:

1. Have the class time well planned and lesson materials ready so the transition time from one activity to another is short and smooth.
2. Keep in mind the limited attention span of young children and alternate quiet and active periods.
3. Build self-esteem in the children through praise.
4. Be consistent in setting limits on behavior for children.
5. Use developmentally appropriate materials and activities that will hold children's interest.
6. Help each child feel loved, wanted, and needed.
7. Speak quietly and lovingly to children and treat them with respect.

Following are some techniques that will be used if conflicts between children occur:

1. A child may be redirected to another activity or area of the classroom.
2. A toy or other object may be removed for a time.
3. Children who are in conflict will be encouraged to express to each other their feelings and the things that bother them, and to show love and kindness as Jesus taught.

The reason for disciplinary action will be explained to help the child understand why the behavior is unacceptable, and the staff member will discuss with the child some better choices the child might have made. The emphasis for staff and children will be on showing love, kindness and forgiveness toward each other, as God has shown toward us.

Each child deserves a safe environment in preschool. If a child continues to exhibit harmful behavior such as hitting, biting, kicking, spitting, or verbal abuse after the above disciplinary measures have been taken, a conference with the teacher and the director will be necessary. If the behavior continues after this conference, the child may be removed from the school.

CLOTHING

Please dress your child comfortably in washable play clothes. Shoes should be sturdy with non-slip soles, the type that can be fastened securely for running and jumping activities. **No sandals, thongs, flip-flops, or other "slip on" shoes, please**, as these do not provide sufficient protection for children's feet when they are playing on wood chips, or running in the gym.

Please dress your child according to the weather. We will be going outdoors daily. Please make sure your child brings boots, snow pants, hats, and mittens during winter months. See clothing guide, pg. 16.

Accidents or spills occasionally occur, please provide a change of clothing. Please label all clothing. Children will be encouraged to dress themselves at preschool so please work on this at home also.

FIELD TRIPS

You are asked to indicate on the required Application Form whether or not you give permission for your child to participate in field trips that occur through the year. This includes walks to the park for the children in the Bears and Zebras classes. Additionally, several days prior to each field trip, notices will be posted indicating the event and time. We may need your help to supervise the children on these trips. We contract buses for transportation. Children will be counted upon entering and exiting the bus to ensure everyone is present at all times. Signing the field trip forms gives LCP permission to take children on the bus to and from the preschool and trip destination.

SNACKS/LUNCH

The school will provide both the morning and the afternoon snack for the children. Snack menus are posted for the month on the parent information board outside of the office. **AM snack will be served with milk. If juice is listed, it will be 100% fruit juice for the PM.** Please refrain from bringing snacks from home except for birthdays. If you would like to provide snacks for the class on your child's birthday, please let the teacher know a few days in advance to request suggestions.

Living Christ Preschool is a **"peanut and tree nut free" facility** and will not serve foods which contain or were processed with peanuts or nuts. All parents are required to avoid including these foods in their children's lunch.

Children's lunches from home should follow the CACFP Meal Requirements (can be found on parent board) to ensure children are receiving a balanced meal. Any child who doesn't bring a lunch will be provided a meal following these requirements by the school at a \$10

cost. If a child frequently does not have a lunch, they may be un-enrolled from preschool.

Meals will be served family style in the classrooms and as children are able they will be encouraged to serve themselves. Teachers will sit with children to help facilitate use of manners, serving skills, and engage in conversations. Teachers will encourage children to try new foods, but food will not be withheld or used as a positive/negative motivator.

PLAY AREAS

Daily schedules are created to offer each age group at least 45 minutes of outdoor/gross motor activity per half-day. The upper playground is designed for our children ages 2 and above. The play area directly outside the infant classroom is reserved for children in the infant and one's classes as the toys and equipment there are designed for children at their developmental level. Both playgrounds offer shaded and non-shaded areas to play throughout the day. The gym has toys and equipment for all age levels and the option to be sectioned off with dividers as needed. The gym will be the primary gross motor area when the weather is poor. Children will be taken outside at least once in the morning and once in the afternoon, as weather permits.

INFANT AND ONES

For infant and ones, the Himama app will be filled out by teachers to keep track of food intake, bathroom habits, and sleep schedule each day. When you drop off your child, please let the teachers know the last time your child was changed and fed. The daily report will be sent home after your child leaves for the day.

Our infant classroom is shoe free, please take off your shoes before you enter the classroom to help keep the floors clean as this is a primary place of play and movement for the children.

Parents are asked to provide a fitted crib sheet for their child which will be sent home weekly to be washed. Living Christ will keep extras on hand in the event that a sheet gets dirty throughout the week. Your child may use a pacifier at nap time, but for health reasons, it will be kept in his/her cubby when not in use.

In the attempt to be Eco-Friendly, Living Christ will provide cloth diaper service to all infant and one-year-olds during the time they spend at the center. We ask that parents have a small supply of diapers at the school to have children changed into at pick up time by their teachers.

Families are responsible for bringing in formula, breast milk, or solid food for their child's meals/lunch. As children are introduced to more solid foods, Living Christ will provide a morning and an afternoon snack. As children become more independent, they will be given silverware and sippy cups to use during these times.

Infant schedules will be tailored to each child's daily routine and needs. This means that children will be doing activities at different times, allowing teachers time for one-on-one interaction throughout the day. As they get closer to transitioning to the Lions class, children will begin training for one nap after lunch, from 12:30-2:30 pm.

To supplement outdoor play, teachers will also use the strollers to take children on walks around the inside of the school and the parking lots to allow them to experience new places and faces.

When infants are asleep, they will be placed in their crib on their backs, without any other blankets, pillows, or stuffed animals in accordance with licensing regulations. If an infant rolls over during sleep, and is able to roll from front to back, he/she may remain on his/her stomach. These practices will be followed as best sleep practices to help prevent Sudden Infant Death Syndrome, or SIDS.

CLOTHING SUGGESTIONS BY TEMPERATURE

Temperature +60 Degrees Fahrenheit	On Top 	On Bottom 	Shoes 	For Outside
45-60 Degrees Fahrenheit	 	 		
35-45 Degrees Fahrenheit	 			   
Below 35 Degrees Fahrenheit	 			    

HEALTH GUIDE GRAPHIC

I NEED TO STAY AT HOME IF....

FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY AND/OR ER VISIT
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit

I AM READY TO GO BACK TO WORK OR SCHOOL WHEN I AM...

Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Evaluated by my doctor and have note to return to school.	Released by medical provider to work or school.
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