# Mt. Calvary Lutheran Church Preschool Handbook

MT. CALVARY

PRESCHOOL

*50 Years of Learning together in Love*

Mt. Calvary Lutheran Church
2055 South Franklin Street Road
Decatur, IL 62521
217-428-0641

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# FORWARD

We have compiled this handbook to help parents understand the pre-kindergarten program offered at Mt. Calvary Lutheran Church. We wish to acquaint you with our philosophy, objectives, goals, and to inform you of our schedule and practices.

*"Train up a child in the way he should go, and when he is old he will not depart from it."*

**Proverbs 22:6**

*"Bring them up in the discipline and instruction of the Lord."*

**Ephesians 6:4**

## GREETINGS TO PARENTS OR GUARDIANS

Your child will soon begin a happy and eventful year. We are happy that you have chosen a Christian school for your "Little Lamb".

This first year of school is an essential part of your child's life. There a gradual change is being made into a more formal school experience. The teachers recognize the child's needs, interests, and abilities. They give the child a sense of security, direction and progress. By emphasizing that preschool is a friendly, happy and enjoyable place, you may lead your child to look forward with much pleasure to his first school experience. We are looking forward to helping your child discover that learning can be fun.

## THAT VERY FIRST DAY

THAT VERY FIRST DAY in school is so important for your child and you. Your teachers would like to make that very first day the beginning of a growing Christian relationship between parent, teacher, and child. Children are unique and they develop at different rates. The home and school working together can nurture the developing areas of your child's growing and maturing process.

## WHERE DO WE BEGIN?

Where do we begin? The answer is easy -- at the beginning of your child's education. Hopefully, the following information will help you to get you and your child off to a good start.

## GET READY

Get ready--Each child must have an examination by a licensed physician within six months prior to the beginning of school. The state licensing agency requires that the school have the medical record on file for each child in attendance. The medical forms must be in the church office before the first day of school. What Should the Children Wear? Children are more comfortable and happier if they have clothing suitable for active participation. We recommend clothes made of easy-care, washable-dryable materials. All outer clothing and personal possessions should be marked with the child's name.

## GET SET

Get set - It is helpful for your child to be responsible for some basic skills when entering school. All children will most likely be responsible for knowing how to use the bathroom properly including flushing the toilet and washing hands afterwards. Children should be responsible for dressing themselves and undressing and able to do buttons, snaps, and zip most items of clothing with a minimum of adult help.

## ALMOST THERE

Almost there - Of course you want your child to get along with other children. One thing he needs is a feeling of security. There are several ways to help him acquire this feeling of security. One way is to let him know he is loved and wanted. This is much better than having him seek attention by hurting others or by disobeying.

To have a feeling of security a child needs a regular schedule. He should go to bed, get up, and play at the same time as much as possible. With a regular schedule he knows what to expect - he feels secure. He must also be treated the same way. When you make him a promise - keep it. Give him honest answers to his questions.

A child learns to feel secure if he depends upon himself. Let children settle their own quarrels. Teach your child to stand up for his rights, but also teach him to be a good loser, too. Let him learn by making mistakes and let him do for himself whenever possible.

## ALMOST SET

The week before school starts you may want to get your child accustomed to the daily routine to be followed for the next nine months. Begin by having your child go to bed early and wake up at the time

normally set to get up for school.

## ALL READY! ALL SET! NOW YOU ARE GOING TO SCHOOL!

Try to have a calm easy-going attitude about your child on THAT VERY FIRST DAY of school. Reassure your child that going to school is a natural thing and will become a way of life for the next 15-20 years. You may want to explain to your child that going to school is his job, right now. Just like mothers and fathers have jobs, so do children. A child's job is important, it is to go to school and learn.

Reassure your child that you will be back for him. Many children are afraid their parent will not return. Usually, children will say good-bye, move right into the room and mingle with the other children. However, some children and parents experience separation anxieties. Even after doing everything possible to familiarize a child with the school situation, school may still seem new and scary for the young child. In that case, stay just long enough for the child to become comfortable with the setting. Often a lingering parent makes separation harder. Inform your child that you are leaving and will be back to pick him up - then leave.

## SCHOOL IS OPEN

SCHOOL IS OPEN - You and your child's teachers can work together to make the school year pleasurable, rewarding, interesting, and fulfilling - beginning THAT VERY FIRST DAY. Be aware of the different activities at school. Participate if possible, in school related functions and volunteer programs. Help create a positive attitude toward school. Keep the lines of communication open between yourself, the teacher and your child. With a solid partnership between home and school we can work together as a team in the Spirit of Christ Jesus, beginning with THAT VERY FIRST DAY.

## OBJECTIVES OF OUR PRESCHOOL

1. To introduce the child to school life and make this adjustment a happy one through a variety of enjoyable learning experiences.
2. To make Jesus a part of your child's life so that he can understand that “Jesus truly loves the little ones.”
3. To help develop in your child a healthy self-image as a redeemed child of God.
4. To help your child to be courteous and to follow simple directions.
5. To help your child develop skills through experimentation and "hands on" activities.
6. To provide opportunities for the development of large and small muscles, creativity, language skills, math and science skills, and an awareness of the world around us.
7. To encourage and develop your child's eagerness to learn.
8. To teach your child to speak to God in Prayer.
9. To help your child manifest some degree of self-control and self-discipline: to help your child act and think for himself.

## PHILOSOPHY OF EDUCATION

We believe that young children need to know their Savior.

We believe we must do everything in our power to insure wholesome physical, intellectual, emotional, and social development in a Christian atmosphere.

## REGISTRATION

Our church secretary will take registrations for the next school year beginning January 1st for parents of children currently enrolled in one of our programs. Children entering pre-school must be 3 years or 4 years old by September 1st of the school term they are entering.

## FINANCIAL POLICY

Mt. Calvary Preschool is a self-supporting, non-profit school. We work within a very tight budget while providing excellent child care and early education for all our students. Certain financial policies have been developed over the past years as budgeting problems have occurred. We wish to take this

opportunity to explain to you our financial policies with the hope of avoiding any misunderstandings or problems later in the school year. We have tried to be fair to our parents, while protecting the interests of all the children and our preschool.

## REGISTRATION FEES

Registration fee for this year is $85.00 for the 3-year old class and $95.00 for the 4-year-old class. This fee is in addition to the tuition charges and is **non-refundable**. Acceptance of your child's registration will be dependent upon receipt of a completed application form and registration fee.

## TUITION

Parents are responsible for payment of fees and tuition on time. Monthly tuition payments are due by the fifth day of the month and can be paid directly to our church secretary or online or directly to Mrs. Kurecki.

If paying the secretary or Mrs. Kurecki, the payments must be check or the correct amount of cash. Electronic payments can be made by the following payment methods: checking account, savings account, credit card or debit card. These electronic payments are made on Mt. Calvary's main website: https://www.mtcalvarydecatur.org/current-parent-page.html. Do not send tuition payments with children. We cannot be responsible for cash or lost checks not handled in the above manner. The office does not have change. There is a mail slot by the back door under the awning if you cannot drop off your payment while the church building is open.

***When paying by credit card there is a service fee that we incur so we ask that you help offset our expense. The 3's credit card amount with service fee is $110.10 and the 4's credit card amount with service fee is $154.35. Please be sure to set your monthly payments to these amounts that include the fees.***

All students pay tuition. Payment can be made in one of the following manners:

- Annual payment is due the first week of school.
- Semi-annual payments are due the first week of school and Jan 5th.
- Monthly payments are due the fifth day of each month.

Please make checks payable to Mt. Calvary Lutheran Preschool. Remember, if paying by cash, **please have the exact amount of cash. We do not have change.**

## LATE FEE

If you have not paid tuition by the 5th day of the month, a $25 late fee will be added to the tuition.
If tuition has not been paid by the 12th of the month, a $35 late fee will be added to the tuition.
If tuition has not been paid by the 19th of the month, a $45 late fee will be added to the tuition.

We want to assist you in any way that we can to ensure that tuition is not a burden for your family. Communicating with us your preferred payment day for each month, or if you need payments broken into smaller amounts will help us understand what works best in your family's financial plan.

## REFUNDS

We assume that when you register your child it is for the full nine-month school term. Since our learning curriculum is based on a nine-month program, it is for your child's educational advantage to attend for the entire term. If it becomes necessary to withdraw your child from our school in mid-year, we do not refund the remainder of the last month's tuition. It is impossible for us to give tuition refunds for extended absences due to illness or vacations.

We hope these policies are self-explanatory. If you have any questions, please feel free to contact the preschool director. We understand that unusual circumstances and problems occur, and we try very hard to meet the needs of our parents and work with them concerning any problems - financial or otherwise. Our main concern is the welfare of our students, and our policies are designed for flexibility, but also to ensure that every student receives a quality education and our school remains financially secure.

We thank you for your understanding in these matters and we look forward to having a comfortable working relationship with you this coming school year.

**ADMINISTRATION**

Mt. Calvary Lutheran Church
2055 S. Franklin Street Road
Decatur, IL 62521

**STAFF**

Mrs. Cathy Kurecki, Director/Teacher (Cell:217-454-5873)
Mrs. Suzanne Wills, Assistant Teacher
Mr. George Roberts, Helper

**OFFICE**

(217) 428-0641 Church Office
Hours: Monday – Thursday
8:00 AM – Noon
Mary Mathieu, Office Manager

## HEALTH AND EMERGENCY POLICIES

It is the parent's responsibility to keep the child's health record current and to notify the director immediately of any change in the child's medical condition or treatment.

Allergies or other occasional special health problems of a child should be reported to the Director or Teacher.

Should your child become ill at school you will be notified immediately. Children too sick to participate in our full program need to be kept home and children showing any of the following symptoms within the past 24 hours should not be brought to school.

- A temperature of 100 degrees or more.
- Any undiagnosed skin/scalp disease or rash
- Eye infections
- Vomiting

A child must be immunized as required by the Illinois Department of Health for the following: Polio, Measles, Diphtheria, Rubella, Mumps, Pertussis, Chicken Pox, and Tetanus. A Tuberculosis test and lead screening are also required by the state as directed by your pediatrician.

A child must also have a current health form and immunization record on file in the office before the child may attend class. Health forms should be dated no more than 6 months prior to the beginning of school and are good for 2 years at our school. If you have a problem getting in to see the doctor to get the health form completed before school begins, we will need the appointment date and the current immunization record on file. Appointment date should be within 2 weeks of the beginning of school.

No medication can be administered to a child without written consent and instructions from the doctor.

## EMERGENCY PROCEDURES

Should an emergency occur, the parent will be notified immediately by telephone. If parents cannot be reached, emergency care will be arranged through the doctor or certified practitioner designated on the signed emergency consent form. In the event of an emergency, if parents cannot be reached, we will contact the persons listed on your emergency form in our file. Please make sure you have two persons listed.

## SHOW AND TELL

Items may be brought to school in our special SECRET SACKS which are passed out to two children each week in the 4 year old class. “Show and Tell” items are kept in the secret sack until time to share them with the class. They are not played with during school. NO GUNS OR WEAPON type items, please.

## ADDRESS CHANGES

Parents need to notify the school or office immediately of any changes in address, phone, or family status.

## RELIGIOUS POLICY

One of the main objectives of our school is to make Jesus a part of your child's life in a way that he/she can understand that "Jesus truly loves the little ones". Our goal is not to teach your child Lutheranism, but the love of Jesus. We include in our curriculum: daily prayers, table prayers, Jesus songs, and a daily Jesus Time when simple Bible stories and devotions appropriate for the young children are shared with the students.

## ARRIVAL AND DEPARTURE

Children are to arrive no earlier than 10 minutes prior to class time. Classroom doors will be open at 8:50 a.m. for arrivals. Children are to be picked up promptly at dismissal times: (4-year-old classes at noon; 3-year-old class at 11:30 am). We realize circumstances can cause us to run late from time to time, but you do need to try to pick up your children at the regular dismissal times.

A late pick-up fee of $2.00 is charged for frequent late pick-ups or for children who are picked up 15 minutes or more after dismissal times, and a charge of $2.00 for every 15 minutes thereafter.

If a child has not been picked up and 15 minutes or more time has passed since the dismissal of class, then the first name listed on the pick-up permission form will be called, proceeding down the list until someone authorized to pick up the child can be contacted. After 30 minutes, with no contact with the adults authorized to pick up the child, requests for police assistance will be made by the staff.

During this time, the child’s well-being will be under the care of staff. The staff will not hold the child responsible for the situation.

Please keep our records up to date with any changes in phone numbers and addresses. This will aid in the staff’s ability to make faster communication with those responsible for pick-up.

## ARRIVAL

It is very important for you or a designated adult to accompany your child to the classroom when he or she arrives at school and make certain the teacher knows your child is there. Older siblings are not to bring or pick up children.

## DEPARTURE

In accordance with state law, we must have on file the names, addresses and phone numbers of the individuals permitted to pick your child up from school. If someone arrives to pick up your child and their

name is not in our file, we cannot allow your child to leave with them.

Please notify us if someone else is to pick your child up from school. We will also request a photo ID and signature in our sign-out book. Permission forms and sign-out signatures are required for carpool drivers and non-custodial parents also.

## ADMISSION AND DISMISSAL POLICY

Nondiscrimination Policy: Mt. Calvary Lutheran Pre-School admits students of any race, color, national and ethnic origin to all rights and privileges and programs and activities generally accorded or made available to the students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our education policies.

## ATTENDANCE

All children are expected to attend regularly. If a child will not be in attendance, due to illness, etc., please call the school before class time. If a child is absent due to a vacation, please advise the school before you leave. No tuition is refunded for absences.

## ADMISSION

All children enrolled are required to turn in a completed registration form signed by a parent or guardian.

Under state rules the following papers must be submitted to the school before school begins:

- Registration Form
- Medical forms with all areas completed (if you cannot get a physical for your child before school begins, you must give the office a date for the physical.) TB Test results must be recorded (the TB Test may have been administered anytime during the child's life.) If your doctor does not require a TB Test, they must indicate on the child's medical form that the child does not require a TB test.
- Lead screening results must be recorded, or the doctor must indicate on the child's medical form that the child does not require a test.
- If the child has had a lead test in the past, those results will be accepted.
- Emergency Card – The emergency cards are taken on all field trips and during the school year they are kept in the classroom so the staff can contact you immediately if the need arises. The parent's emergency numbers must be listed. If the numbers change during the school year, please notify the office and the teachers immediately. Two other persons and their contact numbers must be listed on the form.
- An original Birth Certificate - The staff of the school or the office will make a copy and give the original back to the parents.
- **Vision and hearing screening is now required by IDPH**. Vision and hearing tests will be done at the preschool this year. The tests will be scheduled for the Fall. Please make sure your child is here that day or you will need to get the tests done elsewhere.

## DISMISSAL POLICY

The school reserves the right to drop a child from our enrollment, after consultation with parents: "When the welfare of the child and/or class would make this advisable due to the child's demonstrated inability to meet his/her own needs or adapt his/her own behavior to the needs of the children."

- Failure to have required admission and health form on file by the given deadline.
- When tuition payments are more than two weeks overdue, or in arrears.
- At the request of the parent or guardian.

The school is to be notified two weeks in advance before a child is to be withdrawn. Parents are required to pay for those two weeks, regardless of when the child leaves the school. With dismissals or departures

from our school, regardless of the reason, our first concern is always for the welfare of the child. We will consider the child's and the parent's needs by meeting with and planning with the parents or guardians how best to make this transition, including referral to other agencies or facilities.

## RELEASE OF INFORMATION

All personal information pertaining to enrolled children and their families is confidential. The one exception is evidence of child abuse, which by law we are required to report. Release of any other personal information will be considered only if requested in writing and then approved by written consent of the child's parent.

## CRYING AND ADJUSTMENT

Parents should be prepared that some children will be afraid to be left at school the first few weeks. They may even cry and be very reluctant, as this is a new experience. Our staff is very aware of this and can handle the situation best if you just leave your child in the capable hands of a teacher, reassuring your child that you will be back at the end of class. The less time you take leaving, the better, at least for the first few weeks. If you are anxious about your child after going through a difficult parting, please feel free to call the church office and the church secretary will check with the teachers for you.

## HOURS

Classes begin promptly at the scheduled times.

The class hours are as follows:

4-Year-Old Class

Monday, Tuesday, Wednesday: 9:00 – 12:00

3-Year-Old Class

Thursday & Friday: 9:00 - 11:30 am

## INSURANCE

Our pre-school liability insurance coverage extends to all person on the property and premises owned by Mt. Calvary Lutheran Church. Injury payments are made at the discretion of the insurance company.

## SCHOOL CLOSINGS

We usually observe the same holiday vacation time as local schools. However, we do not close for local school's teacher meetings and in-service days. If school is closed due to weather conditions or another emergency situation, Cathy Kurecki will send out text message and post on school Facebook page (Mt Calvary Lutheran Church Preschool). **Please make sure she has your preferred cell phone numbers.**

## TELEPHONE CALLS

Teachers are not able to accept calls during school hours. Emergency calls should be made to the church office, 217-428-0641. The church secretary will take any messages for the teachers during class time.

## EQUIPMENT

The school provides almost all the equipment your child will need. We have scissors, crayons, glue, paper, paints, and brushes. Children should bring back packs that are at least 15" wide to school daily to carry home important papers and projects. We ask that children leave their personal toys at home.

## SNACKS

Parents are requested to provide snacks for our program. We request that nutritious snacks be provided instead of sweet or sugary items. A list of nutritious snack ideas and suggested amounts are included in

the back of this handbook. Your child's name will appear on the monthly calendar when it is his or her turn to bring the snack for the class. Milk is furnished by the school.

## BIRTHDAYS

Birthdays are special times for our children, and we like to give each child special recognition on his/her special day. When it is your child's birthday, he/she will be scheduled to provide the snack for the nearest school day. You may determine what type of treat to provide. If your child has a summer birthday, we will celebrate his/her half year birthday at school.

## PARENT/SCHOOL COMMUNICATION

We try to keep our parents informed of all the things that are happening at school. We feel that open communication between parent and school is vital to the well being of our students. Our staff is always willing to set up a conference with parents who are concerned about their child's activities. To try to keep you informed we have:

**...A monthly parent calendar** sent linked in the weekly newsletter that will tell you of coming events, field trips, lesson units and when it is your child's turn to bring the snack.

**...A weekly newsletter** full of reminders, notices and special needs. The newsletter also recaps all the things the children did the past week.

**...Child of the Week.** Every week we will spotlight one of our students on our CHILD OF THE WEEK bulletin board. We'll send special CHILD OF THE WEEK papers will be sent home at the parents meeting.

We periodically post photos of the students taken during class time on our Facebook page. Make sure you “like” and “follow” us on Facebook at **Mt. Calvary Lutheran Church PreSchool** to get access!

## INTREGRATED PEST MANAGEMENT (IPM)

Before a child is enrolled, the day care center shall provide a summary of its Pest Management Plan and uses of pesticides to the child’s parents or guardians.

- We will control pests by keeping the building clean and all food products will be stored properly.
- The building will be checked for pest on a regular basis. Pest control personnel will check building monthly and church members will check weekly.
- The pest control personnel will use a variety of non-chemical methods as well as pesticides (on occasion) to reduce pest infestations to acceptable levels and minimize children’s exposure to pesticides.
- Pest control personnel will administer pest control on Wednesday afternoons, and it would be safe for children to come into the building in two hours. No pest control will be used while children are present in the building.
- Parents will be notified when strong pesticides are used by written notes placed in cubbies. The notifications may be in the form of a newsletter, bulletin, calendar or other communication method presently used by the center. This notification must be given at least 2, but not more than 30 days before the pesticide application. If parents want a notification during summer months, they must sign the parent notification registry and they will receive written notification when the facility will receive a pesticide application during summer months.
- Lawn applications of pesticides are under the same rules as above.

## OPEN HOUSE

Each year in the spring we hold an Open House. We display all the projects and activities that the children have worked on during the year. (Remember to save those wonderful papers and works of art for our “Open House”.

## CLOTHING

Dress children in simple, washable play clothes. Mark ALL outdoor clothing with your child’s name to avoid mix-ups

## TRANSPORTATION

Carpools are encouraged but are not arranged by the school. Rosters of those enrolled in your child's class will be provided after school is in session to aid you in establishing a carpool.

## THE PRE-KINDERGARTEN SESSION

The daily pre-kindergarten session provides a regularly planned sequence of development for your child. The teachers will lead your child through the pre-kindergarten program with respect and consideration, and in return they will expect him to observe the few simple rules which have been set up in the interest of the group. The teachers will try to be consistent in their methods and expectations so that, within a short time, the child can easily understand what is expected of him.

Pre-kindergarten teaching will proceed under a plan through which your child's honest efforts and accomplishments will be recognized with unaffected praise. Corrections or suggestions to the child will not be gained through bribery, coaxing, or threatening and creating fear. The teachers will be patient with your child since he needs plenty of time to learn, to do for him to form judgments, and to participate in group affairs.

## DISCIPLINE POLICY

We believe that children learn best through experiences. We believe that the teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

- Having a wide variety of activities for the children.
- The use of group management techniques, limiting the number of children in centers to avoid overcrowding, and dividing the class into small learning groups at various times.
- By speaking with a child if their behavior is inappropriate for the area or material they are using.
- By establishing positive and simple rules.
- If a child is having a problem cooperating in an area of the room, he/she is asked to go to another area for a while.
- If group behavior is a problem, the area that has become a problem for the group to handle is closed and the group is broken up and redirected to other activities in the room.
- Whenever possible we incorporate the "logical consequences" technique, which is" if you spill your milk…. you clean it up.”
- Sometimes just a touch on the shoulder can remind a child of your presence and this will get him/her back on task, such as listening at circle time.

After exhausting these methods, if a child still has a problem with appropriate behavior, the child is removed from the group or class situation and is asked to sit by him/her, where he/she is unable to participate in the activity and is separated from the others, but where he/she can still be seen by a teacher. When the child feels he/she is ready to come back and cooperate, they are allowed to do so. This "time-out" allows the child to compose himself without being made to feel "bad". Everyone needs some time out by themselves at one time or another.

Repeated time-outs, in a given session, would indicate to the teacher that an informal conference with the

parents (at dismissal time) would be in order. This would inform the parent and enlist their assistance in working with their child.

If a child is having consistent difficulties or becomes distracting to the entire group or is unable to control his anger and becomes abusive to the other children or teachers, or continually interrupts a lesson or activity, the child will be removed from the group and not allowed to return to the activity until the teacher has discussed with the child a better way to interact with the other children, materials, etc. Parents will be notified at dismissal time if this type of problem arises.

Children with consistent difficulties are taken through the above procedures and parents are counseled regularly. If necessary, a cooperative behavior plan may be arranged between school and home, or outside assistance may be suggested. Ultimately the child could be dismissed from the program if the health, safety, and welfare of this child and/or that of another child in the school, become at risk.

Please be advised that under the law any form of hitting, corporal punishment, abusive language, ridicule, harsh or humiliating or frightening treatment, is illegal and is against our philosophy and will not take place at Mt. Calvary Lutheran Pre-school.

We try to be as consistent as possible with our classroom rules so that the children will know what is expected of them. We encourage children to express their anger and frustrations in an acceptable, non-abusive ways and we allow for a child's natural curiosity and restlessness. If you have any concerns about your child in regards to discipline or any other school experience or policy, please contact the director to discuss your concerns.

## CURRICULUM

In this first year of school, your child will be given opportunities to use paint, clay, books, blocks, large muscle equipment, rhythm instruments, crayons, scissors, paste, etc. He will be encouraged to develop helpful habits of listening, to follow simple directions, and to share. His knowledge will be broadened through storytelling, discussion, observation, field trips, demonstrations, manipulations of hands-on experiences and play. He will be encouraged to express himself through show and tell, art, small motor activities, creative movement, and music. Our teachers feel that the young child is eager to learn and only needs gentle guidance, the right environment, and tools to explore his world.

In our 3-year-old class emphasis will be placed on social skills, large muscle development, and listening skills. Lessons, art activities, games and equipment will be geared for the special needs of a 3-year-old.

In our 4-year-old classes we will expand cognitive, social, listening, and large and small motor skills with longer lessons, more complicated activities, games, and equipment. We always strive to meet the developmental needs of each student individually, giving each student a challenge that we feel he can achieve with success.

In preschool your child will be taught to print his/her name with a capital letter for the first letter and lower-case letters for the rest.

## Important Dates

Parent/Teacher Conference – Wednesday, November 11

## DAYS OFF

Labor Day – September 7
Columbus Day – October 12
Thanksgiving Break – November 25-27
Christmas Break – December 21- January 2
MLK Day – January 18

President's Day – February 15
Easter Break – (3's) Friday March 26, (4's) Monday & Tuesday, March 29 & 30

**HOLIDAY PARTY DATES**

Halloween - (4's) October 28, (3's) October 30
Christmas – (4's) December 16, (3's) December 18
Valentines Day – (4's) February 10, (3's) February 12
Easter – (4's) March 24, (3's) March 25

## A DAY AT SCHOOL

**TABLE GAMES** - Children play with puzzles and other table manipulative toys until the beginning of class time, which is 9:00 a.m.

**GROUP TIME** - We begin the day in all our classes with a smile for everyone and "Good Day" while taking attendance. Calendar, weather charting, and the Pledge of Allegiance follow.

**JESUS TIME** - Bible stories, special devotions, Jesus songs, and prayers are included in our special Jesus time.

**LESSON TIME** - Children are divided into two smaller groups and share a lesson of music, language, math, science, small motor, reading readiness, etc. Lesson times for the three-year-olds last for approximately 15-20 minutes with one lesson each day. Four-year-old lessons last 15-20 minutes, with two lessons each day.

**BATHROOM TIME** - children are free to use the bathroom whenever necessary. We also use the bathroom as a group to wash hands before snack time.

**SNACK TIME** - Good table manners, politeness, and healthy foods are stressed at snack time. We always thank God for the good food He gives us with simple table prayers, and we all learn to be good "food tasters".

**QUIET TIME** - As some of the children finish their snack, they may quietly get a book from our book shelf and look at it while the others finish their snack. When everyone is done one of the teachers will read a special book, or tell a story to the entire class, along with finger-plays, songs, and puppet stories.

**ART TIME** - Painting, finger-painting, and chalk drawing are only a few of the many art activities we have.

**LARGE MOTOR TIME** - Large motor sessions are planned for all classes and are adapted to the developmental skills of the students. Large motor sessions include ball playing, creative movement activities, games, hoops, balloons, rhythm records, beanbag activities, parachute activities, plus other activities when large muscles and motor skills are exercised and practiced.

**FREE PLAY TIME** - Always the most popular time of the session. Children are allowed to play and work in many interest centers in the classroom or with equipment in the large muscle room. Free play time is at the very end of all our class sessions and is approximately 30 minutes long.

**CLOSING** - We close the day by first picking up and putting away all our toys and equipment, then we remember some of the songs or finger-plays we did, and before we dismiss, we thank God for giving us such a good day.

**PARENT RESPONSIBILITIES**

- Be interested in everything your child does and tells you about his schoolwork. Encourage and praise him.
- Attend all the school functions you are able to attend.
- Let the teachers know anything about your child that will help them understand him better, any specific reactions to school, special interests, fears, or handicaps.
- If you have any concerns, please discuss them with the teacher at any time.
- Keep your child at home if he has any of the following symptoms, as he not only passes on his germs, but is in the right condition to pick up others: temperature, rash, swollen glands, nausea, headache, overtired, severe sneezing or coughing, sore throat, watering eyes, head lice.
- VOLUNTEER to help.
- Do not push or compare your child with others.
- Give your child a feeling of being wanted and loved.
- Be constantly alert to recognize your child's problems.
- Have all forms turned into the church office before school starts.
- Understand that pre-school is not a play school, but a workshop where your child will learn many things.
- Recognize that desirable growth comes through careful planning and close cooperation between parents and school.
- All transportation must be provided by the child's parents or guardians. Any person picking up a child, other than parents or regular carpool drivers must have a WRITTEN authorization from the parents, and the school must be notified by the parents or guardians.
- Christian love and attitudes will be taught the child in his everyday association with other children at school. A continuing effort of Christian love and attitudes at home will only enrich this experience.

**VOLUNTEER PROGRAM**

We have a variety of opportunities for parents to develop a closer relationship with their child's first school experience and school. Our volunteer program helps keep our costs at a minimum, brings parents, children, and teachers into a closer working relationship, and enables us to offer a wide range of experiences to the children. There is a place for you. Following is a list of some of the many possibilities:

**PARTY AIDES** – Contact parents to arrange favors and refreshments for our parties.

**DRIVERS** - for field trips.

**MISCELLANEOUS** - Repair or mend broken toys, special sewing projects, fund-raisers, parent education coffees, career and job sharing, interest or hobby sharing.

**NUTRITIONAL SNACK IDEAS**

***PLEASE, NO* COOKIES, CANDY OR OTHER SWEETS, EXCEPT FOR BIRTHDAYS**

**FOR BIRTHDAYS** we request no cupcakes. On birthdays we prefer cookies, doughnuts, ice cream cups or any other sweet treat approved by the teachers.

We must prepare all foods at school. Commercially prepared foods must be in the original package/container.

**Pre-packaged fruits and vegetables are allowed**

FRUIT- Grapes, Peaches, Oranges, Bananas, Apples, Pears, Cherries, Pears

VEGETABLES- Carrots, Celery, Zucchini, Cherry Tomatoes

**CANNED FRUIT** - Preferably those canned in fruit juices. Allow several slices per child.

Pears, Pineapple, Apricots, Cherries, Mandarin Oranges, Peaches, Fruit Cocktail

**CHEESE**

American cheese slices and crackers, string cheese, store packaged cheese cubes, swiss cheese slices and crackers

**MISCELLANEOUS**

Packages of peanuts, Packages of crackers, Bags of popcorn, Packages of dried fruit, Hummus dips, Peanut butter, Cheese Whiz, Pimento Cheese Spread

**THIS IS JUST AN IDEA LIST**. There are many more nutritional snacks that children can bring. Children enjoy bringing something different and special to class, and they will eat a variety of things, especially if the other children in the class are eating it. So, don't be afraid to send something just because your child prefers cookies. Simply tell your child that cookies, candy, etc., are reserved for birthdays, and healthier foods are for regular snack time. Now is the time to encourage children to eat foods that are good for them.

While granola bars and fruit snacks are fine, we would encourage you to bring some of the other items that children do not ordinarily eat as snacks at home. We want to encourage the children to taste new foods.

Snack time is a big deal, and “Snack Helper” is a coveted position. Each day, the snack helper passes out the napkins to all the students, encouraging math and social skills in the process.

Please remember that **ALL** snacks brought in must be **UNOPENED and store-bought**

We appreciate your understanding.

# IMPORTANT DATES

**LABOR DAY - NO SCHOOL**
SEPTEMBER 7

**COLUMBUS DAY - NO SCHOOL**
OCTOBER 12

**PARENT/TEACHER CONFERENCE - NO SCHOOL**
NOVEMBER 11

**THANKSGIVING BREAK - NO SCHOOL**
NOVEMBER 25-27

**CHRISTMAS PROGRAM**
DECEMBER 16 @ 11 AM

**CHRISTMAS BREAK - NO SCHOOL**
DECEMBER 21- JANUARY 2

**RETURN TO SCHOOL AFTER BREAK**
JANUARY 4 & 7

**MARTIN LUTHER KING JR. DAY - NO SCHOOL**
JANAUARY 18

**PRESIDENT'S DAY - NO SCHOOL**
FEBRUARY 15

**GOOD FRIDAY - NO SCHOOL**
MARCH 26

**EASTER BREAK - NO SCHOOL**
MARCH 29-30

**CLOSING PROGRAM**
MAY 19 @ 7 PM

**4'S LAST DAY**
MAY 19

**3'S LAST DAY**
MAY 21

## August

| S | M | T | W | T | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

## September

| S | M | T | W | T | F | S |
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| 27 | 28 | 29 | 30 | | | |

## October

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## November

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## December

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## January

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| 31 | | | | | | |

## February

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## March

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

## April

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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## May

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

# MT. CALVARY LUTHERAN CHURCH PRESCHOOL

# 2026-2027