

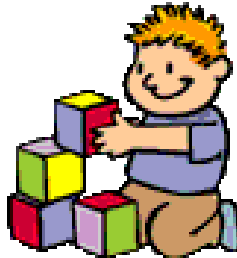


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www.htlsbg.com

Where the "heart of education is the education of the heart".

Preschool Parent Handbook

(Revised August 2016)



Preschool 1, 2 & 3 Options:	Preschool 4 Options:
2 days--Tuesday/Thursday	3 days--Monday/Wednesday/Friday
3 days--Monday/Wednesday/Friday	5 days--Monday - Friday
5 days--Monday - Friday	<i>Half or full day option available for all classes</i>

HTLS Preschool Staff

Mrs. Gretchen Bugsch
 Miss Kimberly Bugsch
 Miss Haley Crutcher
 Mrs. Lauren Montelli
 Miss Alexis Tucker
 Mrs. Sunni Wood
 Miss Kali Rigsby
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Director/P4 Teacher
 P4 Teacher
 P3 Teacher
 P2 Teacher
 P1 Teacher
 P4 aide
 P4 aide
 P3 Aide
 P2 Aide
 HTLS school director

VOYAGES BIBLE CURRICULUM

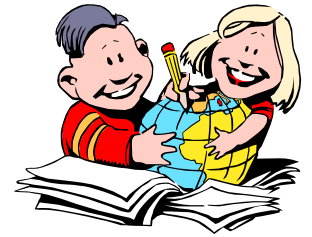
Concordia

EXPLORING GOD'S WORD

Sample units....



God Made the World and Plants
Jacob and Rachel Have a Baby
Baby Moses
Jesus Is Born
Jesus Is Baptized
Jesus Blesses the Children
Jesus Feeds 5000
Mary and Martha
Jesus Heals a Blind Man
Easter
Jesus Promises to Be With Me



CURRICULUM

Scott Foresman Reading Street Language Arts Curriculum,

ENROLLMENT OPTIONS

Half day

Instructional time begins at 8am

Sign in for each child must take place in the classroom or in the drop off line.

Large group and small group instruction is included in each day

Age appropriate enrichment classes are available—music, library, art, computers

Outdoor time is an integral part of our gross motor learning

Pickup begins at 11:55am under the portico and includes a sign-out for each child.

Full day

Instructional time begins at 8am

All half day activities apply plus each child is served a lunch at 12:05.

Rest time of approximately 1 hour is mandatory after lunch.

Additional story time and art activities conclude the day.

Pickup begins at 2:55pm under the portico and includes a sign-out for each child.

HOLY TRINITY LUTHERAN PRESCHOOL PARENT INFORMATION

ARRIVAL

Parents are asked to drop Preschool children off at the south portico door between 7:45 and 8:00a.m. Staff members and "Big Buddy" student helpers will help students to their classroom. The drop-off door will be locked at 8:00 am. Anyone arriving after the doors are locked should park by the school office and walk student to their classroom. Parents of Preschoolers are welcome to come inside with their child.

DISMISSAL

Children will not be dismissed to anyone other than their parents, unless

- + the parent has indicated a change on the sign-in sheet
- + the parent has phoned the office.
- + The parent has sent a note to the classroom teacher.

We will ask for a photo ID if we are unfamiliar with an adult picking up the child.

Pick-up for half-day preschoolers will take place at the portico (covered school door --the same door used at morning drop-off) **at 12:00 noon. Park in two (2) car lines and wait in your car.** A teacher will walk your child to the vehicle and buckle them into the seat. **PLEASE allow teachers to give the 'OK' for exiting.** Parents who are late picking up their child (12:10 p.m.) and who have not called with instructions will find them in the cafeteria with the "lunch bunch".

Full day preschool parents should get into the pickup line closest to the school building under the portico so that sign out can take place more conveniently as pickup takes place.

(please see school handbook for further explanation of 3pm pickup procedures)

CHANGE OF CLOTHES

Please bring a complete change of clothes in a Ziploc plastic bag, **labeled with your child's name**, for your preschooler. We store these items for emergencies. They will be sent home in the fall for warmer items and again in the spring for cooler items. These items are helpful should your child need a change of clothes for **any** reason. If this emergency supply is used...Please return a bag of clean clothes the next school day so we do not run short. Check backpacks daily for soiled clothing. Uniforms are not part of our school; however, all students are asked to wear a school logo shirt **or** yellow HTLS t-shirt each Wednesday for chapel. P4 children will also need to wear their yellow HTLS t-shirt **for all off campus field trips.** HTLS yellow t-shirts are available in the school office for a small fee. Please dress your child in comfortable clothing that they can easily manage themselves in the bathroom and that allow them to fully participate in an active program inside and out. If rain boots are appropriate for the weather, please include tennis shoes to change into for play. **No flip flops please!**

Extended Care

- ✚ Options for additional care are available from 7:00 a.m. – 8:00 a.m. and 3 – 5:30 p.m. on days your child is enrolled for class time.
- ✚ **LUNCH BUNCH** is also available for your child—this option allows pickup of your child at 1pm after they have completed a hot lunch and some social time.
- ✚ If your child arrives **after 8:00 a.m.**, **please walk them directly to the classroom.** A sign-in sheet is posted in each room and must be completed before parent leaves the room. PLEASE make sure the teacher acknowledges your child's arrival in the classroom.
- ✚ Tardy slips are not given to preschool students but **it is important for your child to arrive by 8:00 a.m.** in order to participate in all aspects of the planned program.

SNACKS



We have snack time every morning. The school kitchen provides our snack, and it often coordinates with the unit we are studying. Sometimes we prepare special items that go with a unit and you may be asked to send supplies for it. **If your child has any food allergies, please let us know immediately.** Peanut butter and peanut products are *not* used at HTLS; however, we cannot 100% guarantee other food items, which may be processed in plants together, do not contain peanut oil or derivatives of peanuts.

LUNCH

State regulations do not allow preschoolers to bring their lunch unless the lunchroom is closed. School lunch is required for all **full day preschoolers**. (It is included in the tuition).

Drop In Lunch Bunch fee of \$7 includes your child's lunch. (12-1pm)

Modifications to our lunch policy must be made through the Director. A written doctor's report of food allergies or other food issues must be provided. We are happy to work with families dealing with medical issues – all others are encouraged to try the foods provided through the lunch program.

EATING HABITS: By age three-four "it is difficult for some adults to believe, most preschoolers are less physically active than toddlers. A reduction in activity and a slowing of the growth rate result in the need for fewer calories, so the child's appetite is usually diminished. Adults are often upset by the picky appetites of preschoolers. It is important for caregivers to recognize that this is a natural aspect of preschool development, and a healthy child will eat when hungry. Forcing a child to eat may cause digestive or elimination problems, or the child may become overweight."

Complete Early Childhood Behavior Management Guide

BIRTHDAYS



We are happy to accommodate the celebration of our preschooler's birthdays. Parents may bring snack and drink (we will supply the milk) during snack time for your child on his/her birthday. Summer birthdays will be celebrated in May. Other special birthday plans should be coordinated in advance with your child's teacher. There are special requirements for licensed centers—this includes the fact that **ALL** cookies/cupcakes must be prepared in a professional kitchen.... PLEASE remember that we are a **Peanut FREE** school in order to keep our children with allergies safe. Please check with the Preschool teacher in advance before providing special snacks or treats at school.

TOYS

Unless a teacher has requested that your child brings a toy from home, **ALL CHILDREN'S TOYS SHOULD REMAIN AT HOME.** HTLS provides toys for students to use during the school day and bringing toys from home often creates problematic situations in the classroom. In the event a teacher requests toys be brought, please do not send toy guns, water guns or any other toy that represents a weapon. Gun play is not appropriate for school.

BATHROOM SKILLS

It is policy that all 3 & 4 year old preschoolers be completely potty trained before entering preschool. We do recognize, however, that 3 and 4 year olds have accidents and need to be reminded often. Bathroom breaks are scheduled often. If we feel that your child has a consistent problem, you will be notified and asked to take your child home until their bathroom skills are complete. The child's place in the preschool class is held for 30 days and if training skills are not complete at that time, a child on the waiting list will be offered the placement. No fees will be refunded. Two year olds are generally in training, and will be assisted, as needed, as they progress through this stage.

MEDICINE/ILLNESS

Students and teachers may not handle medication. All medication must be turned in to and kept in the office. Parents must fill out a medication form,



which is provided through the school office or on the school's website, detailing when and the amount of medication to be given. Original containers are required. Refrigeration is available. If your child has a fever of 100° they will be isolated and you will be called to pick them up from school immediately. **A child must be fever free without medication for 24 hours before returning to the classroom.** If your child has a bad cough or nasal secretions that are colored they do not belong in the preschool classroom.

If your child is ill, please do not bring them to HTLS. If your child is brought to school and the teacher or Director feel that he/she should not attend, you, or your emergency contact, will be notified to promptly come and get your child. Illnesses spread quickly in early childcare settings and we are responsible for the well being of all the children in our school. The Director may require that a doctor's written permission be presented to assure that your child is not contagious to the other children and staff at HTLS.

The American Academy of Pediatrics recommends that a child should not be taken from the home when any of the following exist:

- **Fever, currently or within the past 24 hours**
- **Diarrhea or vomiting**
- **Yellow or green runny nose**
- **Any symptom of childhood disease such as chicken pox or Fifth disease**
- **Sore throat/croupy cough**
- **Any unexplained or contagious rash or swelling or discharge from the eyes**
- **lice**

CHAPEL

All children attending on Wednesdays participate in Chapel in the Sanctuary with the entire school at 8:30 a.m. on Wednesday mornings. Parents are invited and encouraged to share this time with their child. Each class in the school is responsible to 'be in charge' of one of the Chapels during the school year. You will be notified when your child's classroom is in charge. An offering will be taken at each chapel service. Offering money each month goes to a charity selected by the student council.

Special programs throughout the year are scheduled as we celebrate various church holidays. All children are included as we practice for these and we ask that, if possible, your child participate in these extra programs. We do understand that many times they may conflict with a program in your home church and attendance may not be possible.

PARENT CONFERENCES & EVALUATIONS

Evaluations are done at the beginning of each school year to assess each child's entry level. Regular parent-teacher conferences are held in October each year. **A parent or teacher may request a conference at any time to discuss issues that might be of concern.** Preschool Progress Report Cards will be given twice per year: early January and the last week of school in May.

COMMUNICATION

www.htlsbg.com



A newsletter will be sent via email each week to keep you updated on the upcoming schedule for the next week's activities. (A hard copy can be sent home for those who do not have access to email) Also in this email will be school wide activities as well as our topics of study. Requests for needed items might also be included. Each month a school calendar will be emailed home that details classroom and school activities for that month. There is also a parent's bulletin board outside the classrooms that includes classroom information as well as copies of the weekly letter and a calendar in case you have misplaced them. The preschool teachers can be contacted by leaving a message in the school office. We also use email at all times and many provide a cell number for your convenience to discuss concerns or questions. Please do not call teacher cell phones during school hours. Check the school's website regularly for updated news, parent letters, calendars, fundraising information, pictures, etc. www.htlsbg.com. Our weekly school newsletter, the High Flier, is available on this site each Friday. Please check it regularly for information important to HTLS students and parents. Print copies will be posted on the entry bulletin board and available upon request.

DISCIPLINE



The school's discipline program is based on God's grace & forgiveness. A chart in each preschool classroom is created with frogs and lily pads. Each child has a frog that is placed in the "doing good" pond.

Children are reminded frequently of class rules, but if they make a bad choice, their frog moves to a "warning lily pad". If they are still having trouble following directions, their frog will be moved to the "time out lily pad" and the child will go to "Time Out" for the appropriate time for their age (i.e. a three year old would be in Time Out for 3 minutes). Further problems would result in a parent teacher communication.

If the child's frog does not get hopped all school day they are eligible for rewards from the treasure box on Fridays. When a frog has hopped, we discuss what choice they made, what other choice they could have made, and that they have been forgiven, just as Jesus has forgiven us of our sins. Our emphasis is placed on forgiveness. We all make mistakes; it is what we learn from them that counts.

We encourage you to also implement these general classroom rules at home with your child:

- * Hands and feet to yourself
- * Use listening ears
- * Follow directions
- * Be a good friend

Hallway Voice Levels:

All students, Preschool-Sixth Grade are expected to follow the hallway voice level guidelines:

Level 0: No talking

Level 1: Whisper

Level 2: Conversational voice (with those closest to you)

Level 3: Presentation voice

Level 4: Outside voice

DISPUTE RECONCILIATION MODEL

MATTHEW 18

The Greatest in the Kingdom of Heaven

¹At that time the disciples came to Jesus and asked, "Who is the greatest in the kingdom of heaven?" ²He called a little child and had him stand among them. ³And he said: "I tell you the truth, unless you change and come like little children, you will never enter the kingdom of heaven. ⁴Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. ⁵ And whoever welcomes a little child like this in my name welcomes me. ⁶But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. ⁷"Woe to the world because of the things that cause people to sin! Such things must come, but woe to the man through whom they come!" ⁸If your hand or your foot causes you to sin, cut it off and throw it away. It is better for you to enter life maimed or crippled than to have two hands or two feet and be thrown into eternal fire. ⁹And if your eye causes you to sin, gouge it out and throw it away. It is better for you to enter life with one eye than to have two eyes and be thrown into the fire of hell.

The Parable of the Lost Sheep

¹⁰See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven. ¹²What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? ¹³And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off. ¹⁴In the same way your Father in heaven is not willing that one of these little ones should be lost.

A Brother Who Sins Against You

¹⁵If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. ¹⁶But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. ¹⁷If he refuses to listen to the truth, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. ¹⁸I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. ¹⁹Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. ²⁰For where two or three come together in my name, there am I with them."

The Parable of the Unmerciful Servant

²¹Then Peter came to Jesus and asked, "Lord, how many times shall I forgive my brother when he sins against me? Up to seven times?" ²²Jesus answered, "I tell you, not seven times, but seventy times seven. ²³Therefore the kingdom of heaven is like a king who wanted to settle accounts with his servants. ²⁴As he began the settlement, a man who owed him ten thousand talents was brought to him. ²⁵Since he was not able to pay, the master ordered that he and his wife and his children and all that he had be sold to repay the debt."

This Preschool Handbook is a "supplement" to the full Parent Handbook that covers all practices, procedures, and information about Holy Trinity Lutheran School's program for children age three through grade six. Preschool parents should be fully acquainted with the Parent Handbook as well as those special items unique to the early childhood program. If you continue to have questions about the school's policies and program and do not find them answered in either handbook please check with the teacher or school office for clarification. Parent recommendations are always welcome.

Handbooks are available online at www.htlsbg.com