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www.htlsbg.com

Where the “heart of education is the education of the heart.”

Preschool Parent Handbook

(Revised August 2017)

Preschool 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
Mrs. Sunni Wood
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Director/P4 Teacher
P4 Teacher
P3 Teacher
P2 Teacher

Mrs. Diane Hawkins
Miss Kali Rigsby
Miss Morgan Terry
Miss Alexis Bell

P4 Assistant
P4 Assistant
P3 Assistant
P2 Assistant

Mr. Bill Hiskey

bhiskey@htlc-bg.org

School Director

VOYAGES BIBLE CURRICULUM

Concordia

EXPLORING GOD'S WORD

Sample units...

God Made the World and Plants

Baby Moses

Jesus is Born

Jesus Feeds 5,000

Jesus Blesses the Children

Easter

CURRICULUM

Scott Foresman Reading Language Arts Curriculum

ENROLLMENT OPTIONS

TWO YEAR OLD PROGRAM: Must turn 2 by August 1st of the current year

THREE YEAR OLD PROGRAM: Must turn 3 by August 1st of the current year (must be completely potty trained).

FOUR YEAR OLD PROGRAM: Must turn 4 by August 1st of the current year (must be completely potty trained).

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 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 lunch beginning at 11:30 with P2.

Rest time of approximately 1-1 ½ hours is mandatory after lunch

Additional story time and art activities conclude the day.

Pickup begins at 2:45pm 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 8:00am. Staff members and “Big Buddy” student helpers will walk students to their classrooms. The drop-off door will be locked at 8:00am. Anyone arriving after the portico doors are locked at 8am should park by the school office and walk student to their classroom. Parents must sign these children in on their classroom sign-in sheet.

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 phoned the office
- ❖ The parent sent a note to the classroom teacher

We will ask for a photo ID is 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 (12:10pm) and who have not called with instructions will find them in the cafeteria and/or classroom 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 pick up 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 during the year periodically throughout the year. These items are helpful should your child need a change of clothes for **any** reason. If this emergency supply is used, **please return a change of clothes the next school day so that we do not run short.** Any soiled clothing will be placed in a plastic bag and tied to the outside of your child’s backpack. Uniforms are not a part of HTLS; however, all students are asked to wear a school logo shirt **or** yellow HTLS t-shirt each Wednesday for chapel. 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. Sandals with back straps are ok. **Flip-flops are not allowed.**

Extended Care

- ❖ Options for additional care are available from 7:00am - 7:45am and 3:00pm - 5:30pm. On days your child is enrolled for class time.
- ❖ **LUNCH BUNCH** is also available for your child -- this option allows pick-up of your child at 1pm after they have completed a hot lunch and some social time.
- ❖ If your child arrives after 7:45am, **please walk them directly to the classroom.** A sign-in sheet is posted in each classroom and must be completed before the parent leaves the room. PLEASE make sure that 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 8:00am** in order to participate in all aspects of the planned program.

SNACKS

We have snack time each morning between 9:00am - 9:30am. 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 and 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 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 are 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 at school.

BATHROOM SKILLS

It is policy that all 3 & 4 year old preschoolers be completely potty trained before entering preschool. They must be in underwear and not in pullups. The child should be able to take care of their own potty needs with little or no assistance. 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 find that your child is having difficulty with their bathroom needs, our policy is to contact the parent and ask you to take your child home until their bathroom skills are complete. The child's place in the preschool class will be held for 30 days, while tuition is still being paid. If, after the end of the month, he/she is not completely trained and in underwear, their spot in the class will no longer be held for the present year. 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 release 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 or 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 and/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 are spread quickly in early childcare settings and we are responsible for the well being of all the children in our preschool. 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 chickenpox or Fifth disease**
- **Sore throat/croupy cough**
- **Any unexplained or contagious rash, swelling, and/or discharge from the eyes**
- **Lice**

CHAPEL

All children attending on Wednesdays participate in Chapel in the Sanctuary with the entire school at 8:30am 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 Chapel messages during the school year. You will be notified when your child's class 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 schedules 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 3 times a year: mid October, the end of January and the last week of school in May.

Transitioning to the next class

In the Spring of the school year, we have a Transition Day. Each class gets to "move up" to the following class for an hour to experience what it is like. We also hold an Open House for families to tour the school and view our classes. The children move up as a class in August.

COMMUNICATION

www.htlsbg.com

A newsletter will be sent via email each week to keep you updated on the upcoming events in the classroom, activities that happened in the classroom that week as well as the following weeks activities. (A hard copy can be sent home for those who do not have access to email.) Also in this email/newsletter 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 wide activities for that month. Your child's classroom teacher will send home a monthly class calendar for events such as; special snack, birthdays, enrichment classes, etc. There is also a parent bulletin board outside your child's classroom that includes classroom information as well as copies of the weekly newsletter and a calendar in case you have misplaced them. Please check with your child's teacher for the best way of communication. You may always leave a message with the school office. We also use email at all times and many provide a cell number for your convenience to discuss concerns or questions. 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 the 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.

HTLS Facebook: We have our own HTLS family facebook page. Please talk to our school secretary about joining. This is a good way to keep updated on school activities. It is also a way to communicate with other HTLS families.

DISCIPLINE

The school's discipline program is based on God's grace and forgiveness. Each classroom teacher has their own form of discipline. Please speak with your child's teacher for more information on what they do in their classroom.

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. ⁵And 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!" ⁸ If 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. ⁹ And 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 have two eyes and be thrown into the fire of hell.

The Parable of the Lost Sheep

¹⁰ See that you do not look down on one of these little ones. ¹¹ For I tell you that their angels in heaven always see the face of my Father in heaven. ¹² What 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? ¹³ And 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. ¹⁴ In 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

¹⁵ If 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. ¹⁶ But 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. ¹⁷ If he refuses to listen to the church, 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. ¹⁸ I 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. ¹⁹ Again, 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. ²⁰ For where two or three come together in my name, there am I with them."

The Parable of the Unmerciful Servant

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