

EMANUEL LUTHERAN CHURCH

CHRISTIAN PRESCHOOL



*...a fun place to
play and learn!*

**701 SOUTH FIRST STREET
MILBANK, SOUTH DAKOTA 57252**

HANDBOOK FOR PARENTS

2016– 2017

(605) 432-9555

**elc@itcmilbank.com
elcpreschool@itcmilbank.com
www.elcmilbank.org
www.elcpreschool.org**

**EMANUEL LUTHERAN CHURCH
CHRISTIAN PRESCHOOL**

Board of Education:

 Jamie Henderson
 Jada Schmieg
 Caroline Priebe
 Karen Tillma, ex officio
 Pastor Bill Cornelius, ex officio

Staff:

 Karen Tillma, Director/Teacher
 Lori J. Stuckey, Assistant Teacher
 Pastor Bill Cornelius, Pastor
 Pastor Glenn Schultz, Visitation Pastor
 Paula Koch, Office Manager
 Tom Mueller, Director of Lay Ministry
 Kristy Tostenson, Director of Music Ministry
 Raymond Gabriel, Custodian

PHILOSOPHY

Potential for Learning

We believe that God has given your child and every other human being a potential for learning. In the preschool years, the child is growing rapidly in all aspects of life. By the time the child is ready to enter kindergarten he/she has already formed the patterns and attitudes which will shape his/her personality and affect his/her potential ability to cope successfully with a changing world.

Total Child

We believe that effective guidance and teaching at the preschool level must involve the total child. Our approach to your child is an approach of love, as we guide his or her:

intellectual,
emotional,
social,
physical,
and
spiritual growth.

The Family

We believe that the primary responsibility for your child's growth in all these areas lies with you, the parent, and most normally occurs within the framework of the home. At the same time, we know that parents, for a variety of valid reasons, desire assistance in these aspects of care and training for their child. We are very much aware, however, that we must not and cannot become a substitute for capable parental direction and a wholesome home environment. We are eager to serve and assist you in providing a wholesome home environment and to provide the best possible away-from-home learning environment to augment your child's total growth.

Christ-Centered

We are a Christ-centered program. "Christ-centered" means, simply, that we believe Jesus Christ is the Son of God, who died for us. We find in him and his teachings an infallible guide for faith and a meaningful life in this world. We believe that the meaning of life is enhanced when we view our existence in terms of relationships: to God, to all our fellow human beings, and to the world into which God has placed us.

Jesus, as our "Good Shepherd" has a personal concern and love for all people in the world, including your child. We, who love the Good Shepherd, love you too, and we obligate ourselves to the same kind of personal care and concern that Christ demonstrates.

Christian Values

Although our schedule includes weekly Bible study, and moral training, we do not assume that this is all that is needed to develop a healthy relationship with God and others. We believe that an attitude of love and respect for God and fellow humans is "caught" as well as "taught". It is our purpose, therefore, not only to spend a few minutes each day with words about Christian values of life, but to integrate these values into our entire program and to encourage you as parents to do the same at home and also to provide an active church experience for your child.

We trust that our program will serve your child's total needs in the best possible way. We look forward to a happy, satisfying experience working with you, your child, and your family. We warmly invite you also to take advantage of the many other programs our church offers for Christian fellowship, worship and Christian education, if you have no church home.

Worship services are at 8:00 a.m. and 10:30 a.m. on Sunday mornings and 7:00 p.m. on Wednesday evenings. Sunday school for all ages is offered at 9:15 a.m. each Sunday. A variety of youth and music activities are offered on a weekly and monthly basis.

SPIRITUAL GOALS FOR EACH CHILD

The child will grow in relationship to God and to that end:

- Knows Jesus as a friend, brother, teacher, and Savior
- Feels secure in Jesus' loving care
- Praises God/Jesus in spontaneous love and praise

The child will grow in relationship to the Bible and to that end:

- Understands that God speaks to him/her through the Bible
- Regards the message as important
- Happily hears and learns what the Bible says to him/her

The child will grow in relationship to the Church family, and to that end:

- Understands the church as God's family
- Enjoys being a part of God's family
- Participates during the worship service

The child will grow in relationship to others, and to that end:

- Understands that he/she belongs to a family, a community, a world
- Develops a friendly attitude toward others
- Shows respect for others, cooperates with others, forgives and receives forgiveness from others

The child will grow in relationship to self, and to that end:

- Understands that God loves him/her and that God sent his Son to save us
- Feels secure in God's love
- Develops good habits of health, safety, and physical care, in response to God's love

The child will grow in relationship to God's world and to that end:

- Understands that God created the world, the earth and its elements, and people, including him/her
- Appreciates all God's creation as God's gift
- Takes care of God's world
- Picks up trash, handles plants and possessions with care, is kind to others, is gentle to animals, and treats other children and adults with courtesy and respect

OBJECTIVES

The objectives of our Christ-centered preschool program are to provide opportunities and activities that will enable your child:

- To be himself/herself and develop at his/her own rate
- To learn free and constructive self-expression through art and play
- To learn to be independent, able to solve problems and to do things for himself/herself
- To learn to be tolerant, creative, cooperative, imaginative, and considerate
- To build a feeling of self-confidence and security
- To handle emotions constructively
- To learn the limits of behavior, regarding safety, health, and respect for other's rights
- To enjoy the preschool experience, making adjustments to Kindergarten, elementary school, and other social situations easier
- To establish relationships with adults other than family
- To be aware of the daily presence of Christ in his or her life
- To work and play in a Christian atmosphere with children of the same age
- To experience the Christian community of faith and to realize the love of God in the person of Jesus Christ

CURRICULUM

Our educational program is informal and flexible. Large muscles (gross motors) are developed through activities such as running, skipping, jumping, and creative movements. Fine motor skills and eye-hand coordination are promoted through finger plays, puzzles, and manipulative toys. Sensory discrimination experiences are provided by comparisons of likenesses and differences, colors, shapes, and sizes. Language development, number concepts, reading readiness, and religious concepts will also be explored. To add to the sensory experiences available, including science and math concepts, cooking experiences will be shared periodically. During the course of the year, educational training will be achieved through the following activities:

Plastic Arts (play dough, clay)
 Outdoor Play
 Story Time
 Graphic Arts (easel, brush, sponge, etc.)
 Block Play
 Science and Nature
 Manipulative Toys
 Music

Our curriculum is set up so that our division of time and activities are focused in four styles of learning:

- Individual**
- Group**
- Teacher Directed**
- Free Play**

Reading Readiness

There are many things which help a child to be ready to read: A love of books and the stories they tell, confidence in oneself, the ability to listen, visual scrutiny, and sense of left to right direction. These are all good and valuable skills. A child with these skills, will be ready to read when entering kindergarten or elementary school. This sort of reading preparation and readiness is the goal of our program. We do not teach reading.

Teaching the Alphabet: Group time will be used to teach the alphabet. Individual activities include learning the sounds of the letters, letter recognition and learning to write the letters.

Writing Numbers: Counting is a valuable and fun activity, done in connection with many other activities. Children are also taught how to write the numbers.

FIELD TRIPS

Occasionally the children will go on field trips to enhance their classroom learning. Field trips may change from year to year, but, in the past, we have visited Pizza Hut, Grant County Library, Midwest Dairy and the Watertown Zoo. Parents may be asked to volunteer as chaperones for these field trips.

PARENT-TEACHER CONFERENCES

Parents are urged to consult with the teacher whenever any problems arise regarding the child at home or in school, or if there have been some recent or impending changes at home which may affect the child's behavior in school. If you do not have the opportunity to talk with us on these occasions, please send a note, with your child explaining the situation. The better we understand your child and the home environment, the better we can work with him or her.

Parent-Teacher Conferences will be scheduled in the fall and in the spring to discuss the needs of your child. Concerns of parents, as well as those of the preschool teacher, will be shared at this time and at other times, as appropriate.

DAILY SCHEDULE

Morning Classes

8:05-8:15

8:15-8:25

8:25-9:15

9:15-9:25

9:25-9:45

9:45-10:00

10:00-10:25

10:25-10:45

10:45

Arrival
Greetings/Library Time
Learning Center/Free Choice
Play/Special Project
Clean Up
Bathroom & Wash Hands
Circle Time
Calendar, Weather
Celebrate birthdays
Table Prayer

Snack

Theme Related Group Time
(Action Games, Finger plays, Songs, Stories,
Writing Review letter of the day)

Gross Motor Play
Outdoors or Downstairs

Dismissal

The schedule is always subject to change.

Afternoon Classes

12:35-12:45

12:45-12:55

12:55-1:45

1:45-1:55

1:55-2:15

2:15-2:30

2:30-2:55

2:55-3:15

3:15

CLASS SCHEDULE

The four-year-old classes meet on Monday, Wednesday, and Friday. The three-year old classes meet on Tuesday and Thursday. Enrollment determines whether sessions will be held in both the morning and the afternoon, or if they will be held only in the morning. This year, there will be a Junior 4-year-old class comprised of first year 4-year-olds and the oldest of the 3-year-olds. The 3-year-olds will meet 2 days a week. The 4-year-olds will meet 3 days a week. Morning sessions are from 8:15 to 10:45. Afternoon sessions are from 12:45 to 3:15. **The children should not arrive any earlier than 10 minutes before their session.** If a child arrives more than 15 minutes early or is picked up more than 15 minutes late, there will be a \$5 charge payable to the teacher upon arrival. Please call if you will be late. (See page 14 for additional details.)

TEACHER QUALIFICATIONS AND STAFFING

The classroom teacher has a Bachelor of Science degree in Elementary Education and an Associate degree in Early Childhood Education.

A teacher aid is in the classroom at all times, along with the teacher. Occasionally cadet teachers also work with the children. These cadet teachers are seniors at Milbank High School. They are supervised by our classroom teacher.

CLASSROOM VISITS AND VOLUNTEER OPPORTUNITIES

Parents are always welcome in the classroom and encouraged to visit at least once during the year. If you are available to volunteer, please let the teacher know. Help is needed for special activities such as field trips and special crafts.

Mothers, fathers, and grandparents are valuable assets in the classroom. In the past they have shared stories and played games with the children. Parents have also shared their talents with the children: i.e.: a truck driver gave children a ride in his semi, a nurse took blood pressure during N week, a doctor showed x-rays during X week, a policeman visited during P week!

GENERAL POLICIES

QUALIFICATIONS FOR ENROLLMENT

Children entering the four-year-old sessions must be four years of age by September 1. Children entering the three-year-old sessions must be three by September 1. Children enrolling shall be toilet-trained and capable of caring for their personal needs, except in unusual emergencies. There shall be no discrimination on the basis of race, religion, origin, socio-economic background, or gender.

RESTRICTIONS ON ENROLLMENT

In order to insure a safe and healthy learning environment, enrollment is restricted to children displaying normal behavior patterns and development. The school reserves the right to remove a child from the program when continued enrollment is not in the interest of the child and/or other children in the program.

REGISTRATION

Both the Director of the Preschool, and the Office Manager, in the church office, will accept registration forms. (Telephone: 432-9555). The school year consists of nine months. We assume that each child is enrolled for a full school year, unless there is an extended illness or the family moves out of the community. If enrollment is for only a part of the school year, the preschool should be notified prior to registration.

IMMUNIZATIONS FOR PRESCHOOL AND KINDERGARTEN – AGE CHILDREN

Any child entering Emanuel Christian Preschool must meet minimum immunization requirements for that age. Parents are asked to provide the school with a copy of the child's immunization records to ensure that they have received or are in the process of receiving adequate protection against polio, diphtheria, tetanus, pertussis (whooping cough), measles, mumps and rubella. Students may be excluded from attending school if immunizations are incomplete.

State regulations require that booster shots for DPT and polio be given sometime between a child's fourth birthday and admittance to Kindergarten.

SCHOOL CALENDAR

The preschool calendar follows the Milbank public school calendar for opening and closing dates, holidays and vacation days. The calendar will be provided to each family during the first week of school.

WITHDRAWAL

If a child is withdrawn during the school year, the preschool should be notified as soon as possible.

ABSENCES

If a child is absent for any reason, a parent is required to notify the preschool in advance. Please call the office to report illness or call/text the teacher.

CLASS SIZE

Although the state guidelines require one adult for every twelve four-year-olds and one adult for every eight three-year-olds, we provide much smaller adult-child ratios. A teacher and a teacher aid is present at all times during the normal school year. The four-year old class is kept at a one to nine ratio or smaller. The three-year-old class is kept at a one to five ratio or smaller.

SECURITY AND EMERGENCY PLANNING

The doors to the preschool are locked as soon as classes begin. Please be prompt in delivering your child to avoid disrupting activities. Children who arrive late should go to the church office to be admitted.

Procedures are in place to evacuate staff and students to a safe area in case of tornados, fire, or other emergencies.

Evacuation drills are conducted on a regular basis to make the children and staff aware of these procedures.

ARRIVAL AND DISMISSAL TIMES

Parents are requested to respect the arrival and dismissal hours as closely as possible. Prior to each session, staff is very busy setting up the room for the day's activities and need that time for thorough preparation. Exceptions may be made, if we have advance notification that a child will be early or late for a legitimate reason. **Students should arrive no more than 10 minutes before the start of school.**

PICKUP PROCEDURE

***Please come to the door of the preschool to pick up your child. Children don't watch for cars. We're concerned for their safety. The teacher will also use this opportunity to touch base with you and discuss how the day went for your child.**

If someone other than a parent or your regular car pool is picking up your child, it is mandatory that you send a signed note to the teacher informing her of that change. No child is released to a non-parent, without a parent's written permission. The individual must be on the child's pickup list. An ID is required, if the individual is not known to our staff.

EMERGENCY CLOSINGS

In the event of bad weather, we will take our cue from the public school. When the public school closes the entire school system because of weather, the preschool will also close. **If the school starts one hour late the preschool will start at 9:15. If the public school starts two hours late, the preschool morning session will be canceled.** If the school buses are not running, there will be no school. Parents are advised to decide for themselves if they want to send their child to school during questionable weather. All

announcements about school closings or late starts will be made at 7 o'clock on "KMSD" (1510 AM). Also, you can check for public school closings and late starts on KELOland Closeline. Even though preschool is not listed there, we follow what the Milbank Public School does.

TUITION AND FEES

2016-17 School Year

Annual Registration Fee*	\$30
M-W-F Classes	
Tuition	
Annual – (\$650, If paid by August 24 th)	\$675
Monthly	\$75
T-Th Classes	
Tuition	
Annual – (\$605, If paid by August 24 th)	\$630
Monthly	\$70

PAYMENTS

Payments are due in advance. No child is permitted to attend classes unless the registration fee and one month's tuition has been paid. Monthly tuition payments are due in advance **on the 20th of each month**, prior to the month attended. Failure to make payments by the first of the month or failure to make prior arrangements for payments, with the preschool teacher, will be cause for a child's removal from the preschool.

REFUND POLICY

Annual Registration Fees are non-refundable. No tuition refund is made if a child has attended at least one day, in any given month. Tuition refunds will be made, however, in the case of extended absences, for health reasons, of 30 or more continuous calendar days. No reduction in tuition is made for school holidays.

FINANCIAL AID

The monthly cost of educating a child at Emanuel Christian far exceeds the tuition payments made by the families. The remaining portion is funded by Emanuel Lutheran Church.

Although funds are limited, a financial aid program is available to families who require additional financial assistance. Funds for the program come from members or organizations of Emanuel Lutheran Church, or from friends of our program.

To apply for financial aid, parents should complete a Financial Aid Request form and provide proof of income. All information is kept confidential. Awards are based on need and are not automatic. Certain funds may be restricted to active members of Emanuel Lutheran Church. Decisions on financial aid grants are the responsibility of the Board of Education of Emanuel Lutheran Church.

TRANSPORTATION

We do not provide transportation to and from school. However, we will be glad to make suggestions and help to arrange car pools which might facilitate the transporting of children to and from school. The municipal bus is also available for a small fee per ride.

EMERGENCIES

In the case of a critical emergency, where immediate medical attention is needed, the ambulance will be summoned immediately. The parent/guardian will be notified as soon as a call has been made for emergency assistance. Any financial charges resulting from such emergency events will be the responsibility of the child's parent or guardian.

GENERAL HEALTH

Please use good judgment. Your child should be kept at home if he/she shows signs of the following:

- Eyes, ears, or throat inflamed or having discharge
- Signs of a fresh cold, such as running nose or temperature
- Skin rash or eruption
- General appearance of listlessness, irritability, flush, or pallor
- Head lice

If your child becomes ill, **please let us know**. This is especially important in the case of a communicable disease, such as influenza.

IMPORTANT NOTICE: By South Dakota law the preschool teacher is obligated to report any and all apparent child abuse incidences – mental and/or physical. If you have any concerns, feel free to discuss this issue with the teacher.

SNACKS

A mid-morning or mid-afternoon snack will be provided each day by parents, on a rotating basis. Juice or milk will be provided by the preschool. Sometimes we also prepare food in school for use at snack time. Children may bring special treats for birthdays. Parents will take turns providing a snack. The snacks should be nutritional, items such as apple slices, raisins, grapes, other fruits, peanut butter, cheese crackers, or vegetables. Nutritional snacks help the children develop healthy eating habits. No candy is to be included.

DISCIPLINE

Harsh or threatening methods of discipline are not used in the preschool program. The following guidelines are observed:

- Methods of discipline used in the program will be discussed with each child's parent, if requested
- No child will be handled roughly
- Isolation from the room, humiliation or labeling will not be used
- A child will not be punished for lapses in toilet-training
- Meals and snacks will not be used as a form of punishment

Discipline will be handled in a Christ-like manner by:

- Praising good behavior
- Changing the environment
- Re-direction of the child
- Quietly removing the child from the group to discuss in a whisper the problem and its solution

CLOTHING AND PERSONAL BELONGINGS

Please dress your child in play clothes. Try to provide clothing easily managed by a small child, as the children will be encouraged to help themselves. CHILDREN SHOULD ALWAYS WEAR CLOTHING SUITABLE FOR OUTDOOR PLAY.

ITEMS TO BE BROUGHT BY YOUR CHILD

- School supply box (This should be large enough for glue, markers, & crayons. Supplies will be provided by the preschool.)
- Book Bag (This will be used to exchange notes between the family and the preschool and also for artwork and other items that are sent home.)

NOTE: Children should not bring toys from home unless approved by teacher. No toy weapons!

Revised: August 2016

NOTES: