



**Peace Lutheran Preschool**

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## **Peace Lutheran Preschool Mission Statement**

The mission of Peace Lutheran Preschool is to provide an outreach to the community with a Christ centered foundation through high quality education and enrichment activities.

***This HANDBOOK is to acquaint parents with the program and policies of our preschool. Please use this book in giving specific information about our preschool to others. Keep this handbook in a convenient location for reference.***

### **Purpose**

The purpose of Peace Lutheran Preschool is to carry out our Lord's great commission, while providing a healthy, caring, stimulating environment for your child. Peace Lutheran Preschool will strive to assist your child in developing fine and large motor skills, hand/eye coordination, pre-reading skills, number concepts, and social skills that are important and must be nurtured as the child prepares for kindergarten. The child will develop these skills according to his or her God-given talents, under the careful supervision of the teachers, who will provide an environment where the love of Christ can be freely shown.

### **Philosophy**

The philosophy of Peace Lutheran Preschool is centered in our Lord Jesus Christ's great mission, "To make disciples of all nations and to teach all that He has commanded" (Matthew 28:19-20). The early years of a child's development lay the foundation for a lifetime. Peace Lutheran Preschool, with its teachers and assistants, will provide a quality and creative learning experience that is developmentally appropriate in a warm Christian atmosphere.

Peace Lutheran Church is not only concerned with the spiritual welfare of your child, we want to also support the entire family. We invite you to explore what Peace Lutheran Church has to offer and to join the congregation through worship and fellowship.

### **Administration**

Peace Lutheran Preschool is a separate entity from Peace Lutheran Church. The Preschool is governed by a board of active Peace Lutheran Church members that meet monthly. Monthly meetings are open to parents and staff. The board presents information to and meets with the Church's council as well as the Voters' Assembly of the congregation. The immediate administration of the preschool rests with the Preschool Board.

### **Non-Discrimination Policy**

Peace Lutheran Preschool admits students of any race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national, or ethnic origin in administration of its education, admissions policies, and other school administered programs.

## **ENROLLMENT**

The following are requirements for enrollment in Peace Lutheran Preschool:

- A copy of your child's birth certificate
- A copy of current immunization records
- A completed and signed enrollment form
- A non-refundable deposit of \$50.00 at the time of enrollment. This is a separate fee from the first month's tuition.

## **TUITION FEES**

Tuition is due by the 1st of every month. If payment has not been received by the 15th of the month, your child will not be allowed to return to school until their balance has been paid in full. If non-sufficient funds are returned, a \$40.00 fee will be added to the child's account.

## **ATTENDANCE**

Regular attendance is essential to the satisfactory completion of our preschool program. Every child is expected, except in the case of illness, family emergencies, or for other urgent reasons, to remain in regular attendance. Regular attendance is important for the progress of your child. Parents' attitudes toward attending school encourages the child's interest. A positive approach to leaving the home for the first time is necessary. To encourage the child to believe that school is a new and exciting experience, promotes a positive attitude, and less fear of the unknown.

## **ARRIVAL TIME**

School starts at 8 AM. Our doors will open by 7:30 AM each day. If your child is going to be absent or late for the day, please call the school and let us know by 8 AM. Breakfast is not provided. Doors will be locked after 8 AM.

## **DISMISSAL TIME**

School is completed for the day by 2:30 PM. Children must be picked up by 5:00 PM. Parents/guardians will be charged \$5.00 per every 5 minutes past 5:00 PM that the child is not picked up.

## **SCHOOL SCHEDULE**

Peace Lutheran Preschool follows the Rapid City Area Public Schools' schedule for holidays and inclement weather. If the Public Schools are closed for a holiday, we will follow their schedule. Subject to change based on church and administration needs.

## **DROP OFF AND PICK UP**

Drop off and pick up will be conducted through the south-side fellowship doors in the back of the facility for the preschool. No other doors of the facility will be used for drop off/pick up. The remaining doors of the Church and Preschool will remain locked throughout the day to ensure the safety of the children, teachers, and faculty. The parents or guardians must notify the school when someone other than those

named on the emergency information forms will be arriving to pick up your child. If staff are not notified of this, the child will not be allowed to go with that individual. This is for the child's and the school's safety.

### **WHAT TO WEAR TO SCHOOL**

Children should be dressed appropriately for the weather. During the winter, children will be required to bring a pair of shoes to wear inside and a separate pair of shoes/boots to wear outside during recess. As well as bringing a winter coat, gloves/mittens and/or snow pants.

### **PERSONAL BELONGINGS**

Upon arrival, children should hang their coats in their assigned cubby and change from boots to shoes, if necessary. Each child is asked to bring a backpack to school each day. The backpack should contain a complete change of clothes. The preschool will make every effort to safeguard the personal belongings brought by the children but cannot be responsible for lost or broken items. Provide a water bottle with your child's name on it to be kept in their backpack.

### **HEALTH AND ILLNESS**

Upon enrollment at Peace Lutheran Preschool, immunization records are required for your child. These records must be current and updated as immunizations are received. Religious exemptions can be made for those with sincerely held religious beliefs against a certain vaccine. A form will be provided to be filled out by your religious lay person.

Children who have a fever of 100.00 degrees or more, are experiencing persistent diarrhea, vomiting, or show any other signs of illness should remain at home. Child must be symptom free for 24 hours before returning. If the teacher or staff feels that any student is too ill to participate in class, they have the authority to ask that your child be taken home. If your child should become ill while at school, your child will be isolated under supervision to rest until pick-up is possible. Possible isolation/rest locations could include the church/school office, the fellowship hall, or a quiet corner in the classroom. You will be notified immediately if your child becomes ill, or if you cannot be reached, the emergency contact for your child will be called.

The preschool staff will give appropriate first aid to a hurt child. A parent/guardian will be contacted if it is the judgment of the staff that immediate medical attention is necessary. If it is the further judgment of the preschool staff that the injury is of an emergency nature, paramedics will be called to the preschool and a parent/guardian will be contacted. Any outbreaks of communicable diseases should be reported to the teacher, who will contact the Department of Health as needed. Child must follow the doctor's orders.

### **SNACKS AND LUNCH**

The Preschool will supply water and snacks to the children throughout the day. Please provide a water bottle with your child's name on it to be kept in their backpack.

Peace Lutheran Preschool will provide a hot lunch as part of the monthly tuition. Lunch is catered. These meals are well planned to provide a balanced and nutritious meal for your child. We will try to accommodate your child's nutritional needs. If families want to send their own meals to school with children, they can. No adjustments in tuition will be made though.

## **DISCIPLINE POLICY**

Peace Lutheran Preschool believes fully that each Christian is both a “saint” and a “sinner.” While Christ died and rose for us and has forgiven all our sins, the Bible clearly teaches that the “wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.” (Romans 6:23) God’s Law and Gospel are the heart and center of our discipline at Peace Lutheran Preschool, with the goal of having the sinner realize his sin, turning to Christ for forgiveness, and asking for God’s help to live a more “Christ-like” life.

Peace Lutheran Preschool is committed to helping each student begin to realize their potential as a worthy person. Part of the teacher’s responsibility is to guide students toward becoming mature, competent, self-directed, worthwhile citizens. While pursuing this, we must remember that we are dealing with developing personalities from which immature actions can be expected. The teacher will emphasize positive measures that encourage healthy learning and promote responsibility and self-discipline.

The following guidelines are used for obtaining this goal:

1. The entire faculty and staff are responsible for supervising behavior throughout the school.
2. A feeling of mutual respect should develop between the teacher and student.
3. Control of classroom behavior is the teacher’s responsibility, and, when possible, handled by the teacher alone. However, when a problem of a serious nature arises, a parent conference is encouraged.
4. We strive to have students accept responsibility for their behavior by looking at the situation and determining appropriate consequences. Peace Lutheran Preschool does not allow corporal punishment or subjecting a child to ridicule, sarcasm or other forms of verbal abuse. Consequences will not be administered by peers. A plan will be implemented with parents and guardians for behaviors inappropriate for class.

## **STUDENT DISMISSAL AND WITHDRAWAL**

A Student may be suspended or permanently expelled from the preschool at the discretion of the Director and/or Preschool Board for any violation of the school’s established principles of acceptable conduct. Please know that the Director and Preschool Board will make every possible effort to work with parents/guardians before this type of action becomes necessary. At the discretion of the Director or Preschool Board, a child unable to make acceptable progress may be dismissed.

## **BIRTHDAYS**

We can celebrate birthdays during snack time. Communicate with the child’s teacher prior to bringing snacks to the classroom. Ensure that your child brings enough treats for everyone in their class. Please do not have your child pass out birthday invitations in class.

## **FIRE, DISASTER, AND LOCKDOWN DRILLS**

Peace Lutheran will conduct fire, disaster, and lockdown drills on a bi-annual basis. Routes for evacuation for fires and disasters drills, such as tornadoes, will be posted in each classroom and other locations

through the Preschool and church. During such emergencies, parents are requested not to call the school since the phone lines may be needed for emergency communication. The school will inform parents via email, phone calls, and/or texts.

#### **PARENT AND TEACHER COOPERATION**

Peace Lutheran Preschool wants to have an open, honest, and respectful dialogue between the preschool and parents. If a problem arises, please address it with the staff member. If an appropriate resolution to the issue cannot be agreed upon, a meeting with the Preschool Director or Preschool Board can be arranged.

**Thank you for working with us to make your child's first school experience a success!  
May God bless your family!**