



Immanuel Lutheran Preschool

Parent Handbook 2014-2015

Mission Statement

The mission of Immanuel Lutheran Preschool is to share the love, joy and peace of Christ with our students and their families while providing a safe and nurturing environment where our students will be introduced to education in a fun and stimulating environment.

Philosophy

Children learn by involvement, activities, and exposure. Learning must be the fulfillment of your child's stretching outward toward a great variety of experiences within which facts and skills are a part, but not the major part. We want to turn children on to learning! We want to encourage self-respect, independence, success and confidence. We want children to learn to accept responsibility for his/her actions. We want children to learn to work and play with others, share, take turns, and respect others. We are grateful for good parent-teacher relationships that create a happy support team for the children.

Most of the education for younger children is to help them in understanding their surroundings and to accept differences. It is better to build children than to repair adults. Children are not things to be molded, but are people to be unfolded.

What we do to children, they do to society.

Program Descriptions

Three year Old

Our three year old program meets Monday through Thursday from 8:00 am until 12:00.

Ratio: 11 children to two adults

The objective of this theme based program is to promote your child's feeling of self worth, individuality and capability. Our program is designed to help promote skills required for interacting positively with adults and peers. We provide opportunities to have fun with language and develop verbal skills and instill the joy of discovery and learning. Singing, dancing, jumping, running, and laughing included!

Preschool/VPK

Our Preschool /VPK program meets Monday through Thursday from 8:00 am until 12:00.

Ratio:

Classroom A: 22 children to two adults

The objective of this themed-based program is to provide your child with the skills necessary to make a smooth transition into kindergarten. Our program is designed to foster a child's natural curiosity in the world around them. Literacy, math, and science are presented in hands on format to allow children to learn while they play. This program is designed to give your child the opportunity to create, build, learn, grow, and sing.

Drop off begins at 7:45 am. Classes begin promptly at 8:00 am.

VPK Program

The VPK program is a state funded and regulated program provided to all children in the state of Florida. Our center, director and instructors have been approved to offer this program.

As a participant of this program you agree to:

- Provide a certificate of eligibility
- Ensure your child's prompt and consistent on time attendance
- Sign and return all forms required by the state
- Attend conferences and informational meetings

As a provider, Immanuel Lutheran agrees to:

- Provide your child with a positive learning environment.
- Compliance with VPK educational standards.
- Dedication to your child's success.
- Accountability

Enrollment

4 day VPK:	No tuition (Must be 4 on or before September 1 st) 8:00am until 12:00 Begin on Monday August 18 th End on Friday May 22 nd
4 Day 3's:	\$2450 (10 month payment plan) 8:00am until 12:00 Begin on Monday August 18 th End on Friday May 22 nd
Friday option:	Available to VPK and 3 year old students Tuition to attend on Friday would be \$16 a day or \$300 for the school year. Parents could opt to commit for the year or on a day by day basis. Our schedule and class routines would be followed on Friday.
Full Day VPK:	5 Day 7:00 am until 6 pm \$2550 a school year (10 month payment plan)
Full Day 3 non-VPK eligible students:	5 Day 7:00 am until 6 pm \$4550 a school year (10 month payment plan)

Drop in afterschool care is \$5 per hour and due the day service is rendered.

Drop in morning care is available from 7 am until 8 am for \$5 and is due the day service is rendered.

Registration for 3 year old/non-VPK eligible students is \$100 due at the time of registration. Your registration fee will be deducted from you tuition. There is no registration fee for VPK students; however, there will be a \$50 deposit at time of registration to hold your child's enrollment until the certificate of eligibility is received. Once the certificate of eligibility is received your check will be returned. Your child will not be considered a registered student until all enrollment items are received.

Registration

A non-refundable registration fee of \$100 must accompany your completed registration form for 3 year old students and students that do not qualify for VPK. VPK does not have a registration fee. Students are received in the preschool program without regard to race, color or creed. Children must have a current immunization record and a physical within two years by the first day of school. Registration forms, certificates of eligibility, and immunization/physical forms not completed and turned in prior to the first day of school may delay student attendance.

Tuition Payments

Immanuel Lutheran School utilizes the services of FACTS to assist in collection of tuition payments. All families must enroll in FACTS using the forms provided by the School Office. Payments will be made directly to FACTS by the method selected by the family.

Tuition payments may be made on an annual or monthly basis.

Tuition payments are due on the first day of each month. A \$30 service charge will be assessed for payments not made by the due date.

Accounts over 30 days in arrears will accumulate interest at the rate of 18% per annum. Should any tuition become 4 weeks overdue, the student(s) may automatically be suspended from school until payment is made in full. Should temporary financial problems arise, parents may call the School office to make special arrangements. All delinquent accounts will be reported to the School Board.

Late Pick Up Fees

Children picked up after 12:15 pm who are not enrolled in extended care will be considered late. A fee of \$5.00 per 15 minutes will apply.

Children enrolled in extended care and picked up after 6:00 pm will be considered late. A fee of \$5.00 per 15 minutes will apply.

Observation/Screenings/Assessment:

At Immanuel Lutheran Preschool, your child will be observed on a daily basis as he/she plays and inter-acts with others to determine your child's developmental skills and to assess his/her proficiency in the skills introduced. Assessments and Screenings will be discussed at the two required yearly conferences.

Immanuel Lutheran Preschool utilizes the Early Childhood Environment Rating Scale to plan the learning environment and schedule for the pre-k 3 and VPK class.

Immanuel Lutheran Preschool utilizes the Creative Curriculum and Wee Learn Curriculum as a guide when writing the pre-k3 class lesson plans.

Immanuel Lutheran Preschool utilizes the Creative Curriculum and VPK Standards 2008 edition as a guide when writing the VPK lesson plans.

Children are assessed utilizing the Creative Curriculum Standards and VPK benchmarks. Assessments are shared during conference and anytime at parent's request.

Immanuel Lutheran Preschool utilizes Ages and Stages (ASQ) to monitor developmental milestones. Children will be screened individually in October of each school year by his/her teacher in a quiet area. Parents will receive an ASQ to complete at home. Parents and teachers will compare and discuss any concerns during the fall conference. Completed screenings will be kept confidential and available for parents in the schools conference binder. Parents will be asked to volunteer time in the classroom to allow teachers time to complete the ASQ.

Immanuel Lutheran Preschool utilizes Ages and Stages- Social Emotional (ASQ-SE) to monitor social emotional developmental milestones. Children will be screened individually in January of each school year by his/her teacher. Parents will receive an ASQ-SE to complete at home. Parents and teachers will compare and discuss any concerns during the winter conference in February. Completed screenings will be kept confidential and available for parents in the schools conference binder.

Behavior

Teachers use many techniques to assist children in resolving conflicts. Although methods vary depending on children's ages and the severity of the situation, all teach problem-solving skills and instill an intrinsically motivated sense of right and wrong. Teachers use the following techniques when dealing with conflict situations:

- **Limit setting:** Children are given basic, clear, and concise rules to guide their behavior. Boundaries and expectations expand as children develop.
- **Consistency:** So children know what to expect, limits and expectations are consistent throughout the classes, and all adults respond in a similar way to conflict situations.
- **Tone:** A kind yet serious tone delivered by intervening adults reinforces children's sense of security and lets them know the situation is under control.
- **Modeling:** Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.

- Passive intervention: Teachers give children time to work through their own problems, but are there to help if things escalate to destructive or aggressive behavior.
- Physical intervention: Children are physically separated if they begin to hurt each other.
- Identifying/ interpreting: Teachers clarify problems, diffuse tension, and facilitate problem solving.
- Validating feelings: Acknowledging one's own emotions and those of other children facilitates learning.
- Generating options/solutions: Children are given tools to settle conflicts (negotiate, make retribution, collaborate, etc.).
- Redirection: A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior to replace it.
- Natural consequences: Teachers point out and reinforce natural consequences as they occur. Children see the results of their own behavior and begin to modify it accordingly. "You threw sand after we asked you not to. Now you need to leave the sandbox and find a different area to play in."

Teachers shall plan their programs as to minimize behavior problems by:

- Plan a program that is appropriate for the age and individual levels of the children.
- Provide a balance between active/quiet and self-directed/teacher-directed activities.
- Plan transitions between activities.

Teachers focus 100% attention on the children, guiding their behavior, facilitating their learning, interacting (including listening, listening, listening) and encouraging them as they meet and strive to overcome new challenges.

"As per licensing, spanking or any other form of physical punishment is prohibited regardless of parent instruction or 'consent'. Children will not be subject to any form of severe, humiliating or frightening treatment or discipline. Withholding food, rest, toileting, or any other personal need as a form of discipline is strictly prohibited."

Policies and Procedures

Communication

Please read all letters, notes and calendars sent home with your child. They are filled with important information about your child's class. We have a bulletin board located at the entry way of the preschool with current lesson plans as well as newsletters for the preschool and church. We have a message board located by the entry door to the preschool for current events and reminders.

Open Door Policy

Immanuel Lutheran School is an Open Door school. Parents have unlimited access to their children at all times.

Sign In Sign Out

Parents must sign their child in and out each day.

The sign in/out binder is located by the entry door in both classrooms.

Children are signed in and out by the staff upon entering and leaving the facility.

Family Engagement

Immanuel Lutheran School has many activities for parents and families to participate in throughout the school year. A list is available on our school calendar with dates so schedules can be arranged for all to participate. Reminders of events will be in our monthly newsletter, weekly Buzz Reports, Family Communication Board and on Lesson Plans. We strongly encourage parents to participate in activities. Participation in education has been shown to be a factor in a child's success in school.

Parents Club

The parents club is an organization that was created to support the preschool. Our parents club

participates in fundraising events, organizing volunteers and aides in communication between the school and the parents. The parents club also is a place to develop bonds with other parents within the preschool. The Parent's Club meets on Monday evenings as listed on our calendar located in the back of the handbook.

Field Trips

Field trips are fun extensions to our learning environment. Children are transported by parents. A school T-shirt will be provided at the beginning of the year to be worn by your child on field trips. Younger siblings are welcome to attend. All field trips will be no charge to current students. Parents and siblings will be offered a reduced rate payable prior to the day of the trip.

Authorized Pick-Up

Only persons listed on your child's application will be allowed to pick up your child with a valid ID. Please notify your child's teacher if there will be any changes.

Dress Code

Please send children in clothes that can get dirty and possibly stained! Rubber soled shoes that are tied or fastened with no open toes or heels must be worn. A light sweater or jacket may be kept in your child's cubby in the event your child becomes chilled in the classroom. Children should not wear necklaces, bracelets, or rings to school.

Change of Clothing

A labeled zip lock bag with a COMPLETE change of clothing should be sent in on the first day of school. Please send winter clothing beginning in November.

Food Allergies/Snacks/Lunch

We are a limited service center and refrigeration is not provided. Snacks are provided by parents on a daily basis. Any special snacks provided by the center or by parents will be free of allergy food items or a suitable substitution will be provided. Staff will be advised of any food allergies. Classroom allergies are confidentially posted inside the locked staff cabinet and visible to all staff. Our food allergy program is subject to change due to the needs of the children in our care.

Snacks are healthy items and a healthy drink that can be consumed in a fifteen minute time span. Please ensure that all items are ready to eat. Fruit should be cut or peeled to your child's taste at home. Utensils and napkins should be sent in your child's lunchbox. No sodas. No lollipops or hard candies. Limit sweets or cookies. Children will be encouraged to open their own items but staff will be on hand to assist if needed. Lunches are not provided by Immanuel Lutheran Preschool and if needed, be brought from home and should be healthy and limit sweets/cookies. No sodas, lollipops, or hard candies.

Children who are enrolled in extended care will need to bring a lunch from home.

2013-2014 Allergy Alert: No Peanut during Snack or Lunch

Birthday Parties

Birthday parties are celebrated very simply during snack time. Parents of the birthday child provide a snack for all children in the class. Donuts, cookies, brownies and little cupcakes are applauded. Napkins and/or plates may accompany the treats. NO LARGE CUPCAKES OR BIRTHDAY CAKES. Please do not send party favors. The teacher will make the day special. Please refer to your child's class calendar for your child's assigned day.

Birthday invitations may be handed out at school only if the entire class is invited.

"Foods that are prepared in the home can only be served or eaten by the child of that family. All foods and snacks that are brought to the Center to be shared must be purchased from a store or licensed bakery (such as Publix, SweetBay, etc.) and be in the original, unopened packaging."

Items from home and Loveies

After the initial first week of school, please leave personal toys at home. Teachers will request certain items to be brought in to share throughout the year. Please speak to your child's teacher if he/she has something special to share.

Complaints/Concerns

Any and all complaints/concerns should be directed to Mrs. Trish in person.

Drop Off/Pick Up

Drop Off

Parents will park in the parking lot in front of the preschool building. Parents will walk children to their classroom holding their hand in the parking lot, sign in child, and say goodbyes at door.

Pick Up

Parents will park in the parking lot in front of the preschool building. Parents will wait in the breeze way until dismissal. At dismissal, parents will sign out child. For the safety of your children, please do not allow children to play or run in the breeze way.

Rainy Day

On rainy days parents will pull under the covering. Teachers will walk children to the waiting vehicles.

We value safety over convenience.

Weather

Tornado

If there is a tornado alert, we will proceed to our designated shelter. Please do not endanger yourself or your child by coming to pick him/her up. It is important to have a number available where parents may be reached at all times. Parents will be notified when it is safe.

Hurricanes

In the event of a hurricane closure, please refer to your local television network or radio station. We follow Hillsborough County Schools closure policy.

Fire Evacuation

Students will evacuate the center in an orderly fashion to our designated meeting place by the back playground. Staff will contact parents if building is unsafe for re-entry with pick up instructions and relocation information.

Immanuel Lutheran Preschool Staff regularly practice emergency and safety drills. Those drills are posted on the locked teacher cabinet in the entry of the preschool classroom.

Child Abuse and Neglect

Our staff, along with parents, is responsible for the children's welfare. The staff is required to report any suspected child abuse or neglect. It is a second degree misdemeanor not to report child abuse or neglect. The staff will report any suspected abuse or neglect to the Florida Protective Services System toll free abuse registry line at 1-800-96-ABUSE. The call will be confirmed in writing within 48 hours. Florida protects our staff and anyone reporting abuse or neglect immunity from liability and confidentiality.

Our complete Risk Management Plan is available upon request

Sick Child

The first line of defense against sickness is prevention. We will do our best to see that a safe and clean environment is provided for the children. We encourage hand washing and other good hygiene practices. Even with precautions, there will be times when children will become ill. Please inform the school if your child will be out.

If your child shows any of the following symptoms, please do not bring him/her to school:

- Severe coughing that is causing child to become red or blue in the face making a whooping sound.
- Difficult or rapid breathing
- Diarrhea/vomiting (more than one abnormally loose stool within a 2-4 hour time period)
- A temperature of 100 degrees or higher. Your child must be fever free for 24 hours before returning to school.

- Conjunctivitis (Pink eye)
- Untreated infected skin patches.
- Head lice-must be nit free to return to school.
- Any other unusual signs or symptoms of illness.
- Running nose with yellow or green color to it.

If your child is injured while at school, the following procedures will be followed:

- The teacher will assess the severity of the situation.
- If the injury is minor, the staff member will address the situation and fill out an accident report for the parents to sign at pick-up.
- If the injury needs immediate medical attention, the child's records will be checked and the appropriate action will be taken and the parent notified.

Medication is to be administered at home.

Children With Special Medical or Developmental Needs

For children with food/non-food allergies or chronic medical conditions:

Children with food/non-food allergies or chronic medical conditions are identified by information provided by parents on enrollment forms. This information is kept in the student's file in the office and in the classroom. Food and Non-food allergies are posted on a special list in the classrooms confidentially for staff inside the locked teacher cabinet.

Medications for food/non-food allergies and chronic medical conditions are stored in a locked cabinet in the classroom where it is inaccessible to children or the general public. Medications cannot be stored at Immanuel Lutheran Preschool or administered to a child without written authorization from the parent. Medicine forms for this purpose are available at the office. The medicine form must include the name of the medication, dosage, date and time to be given, signature of the parent and verification of administration (signed by staff title when they give the medicine). All medications must be in original containers; prescriptions must be labeled with the child's name and the physician's instructions for dosage. Expired medications will not be accepted; instructions and labels on the medication/prescription must match parent instructions. Medications must be handed directly to Immanuel Lutheran Preschool staff by the child's parent, and medicine forms must be filled out in their presence.

Minor medical emergencies requiring basic first aid (ice, band aid, etc.) will be treated in-house to the best of our staff's abilities. For medical emergencies that are not life-threatening, but require more than general first aid, parents will be called to remove the child from the center and seek treatment of choice. For emergencies requiring immediate professional attention, 911 will be called. Parents will be notified immediately after any 911 call.

For children with physical disabilities or developmental delays:

Children with special disabilities will be identified upon enrollment. Using enrollment information and input from the child's parent(s) and teacher, individual emergency assistance plans will be established at the time of enrollment. The Director will maintain a master list of students needing special assistance and their individual emergency assistance plans in the Emergency Response Procedures Manual. This information will also be kept in the student's file in their classroom.

Our staff meets or exceeds all of the requirements of Hillsborough County and the State of Florida for child care personnel and VPK. They have been fingerprinted and have documented screening and background checks on local, state and national levels. The teachers at Immanuel Lutheran have the ability to relate to young children and find satisfaction in teaching young children.

Trish Mullins

Mrs. Trish has worked in early childhood development since 1999. She began working with children at Crossroads Baptist Daycare when her oldest child started kindergarten. While there, Mrs. Trish had the opportunity to work with children from 6 weeks to 12 years old. She had many happy years at Crossroads but a desire to grow professionally led her to apply and be offered the position of Director/Teacher at St Mark Preschool. Mrs. Trish was richly blessed by the children and families at St Mark and was saddened by the church's sudden closure in 2010. But God had great plans and opened an opportunity for Mrs. Trish, staff, and enrolled students to move to Immanuel Lutheran School in August 2010. She and her staff are excited as they prepare for their fifth class in August 2014. Mrs. Trish is a member of Lone Oak Baptist Church in Plant City. Mrs. Trish believes that sharing the love, joy and peace of Christ is demonstrated by the way she treats her staff, the parents, and the children in her care.

John 13:34 A new commandment I give unto you, that ye love one another;
as I have loved you, that ye also love one another.

Holly McLean

Holly McLean is beginning her second year teaching VPK at Immanuel Lutheran School. Prior to teaching at Immanuel Lutheran, she taught at Shiloh Baptist Preschool for four years and previously at Crossroads Baptist Preschool for four years. Mrs. Holly enjoys teaching in a Christian environment and sharing God's love with each child that comes into her life. She has found Immanuel Lutheran School to be an amazing fit for her life. Mrs. Holly has been married for eight years to Richard McLean who is employed by Hillsborough County Sheriff's Office. They have two daughters; Savannah, who is 13 and going into eighth grade and Delaney, who is eleven and going into sixth grade. The McLean clan also have two dogs; Moco, a very spoiled miniature pincer and Hollydog, (She was a rescue and came with the name, Holly. Since she was five years old, they figured it would be way too confusing to change her name.) an equally spoiled long haired dachshund. Mrs. Holly enjoys cooking, reading, going to the beach, watching movies and hanging out with her family. Plant City where Mrs. Holly and her husband were raised and they are members of Shiloh Baptist Church. She immensely enjoyed the last school year and is looking forward to many more to come.

Psalms 46:10 Be still and know that I am God.

Deedee Marquez

Hello, my name is Deedee Marquez. I found my way to Immanuel Lutheran through my daughter Isabel. She attended St Mark Preschool in 2007 taught by our very own Mrs. Trish. After graduation, Trish asked me to stay on and work with the 3 year old class. I also continued teaching our first year here at Immanuel. Then my Army husband, our three children and I were sent to Rabat, Morocco for the past two years. Stationed once again at MacDill my path has led me back to Immanuel. I have a degree from Florida State University in Elementary Education and was previously teaching 5th grade while in Morocco. My philosophy for preschool can be summed up in one word "FUN". Every day, every child should have a pure moment or two of fun. Thank you for allowing me back into our preschool family.

Deb Henry

Mrs. Deb was born in Toledo, Ohio and has lived in Florida for 14 years. She is a married mother of two children, Brendon age 15 and Emma age 11. Mrs. Deb has always enjoyed being with children. She is very involved at Immanuel Lutheran Church and School as a volunteer in her daughter's classroom, as a past Sunday School teacher and leader for Vacation Bible School. Mrs. Deb was given the opportunity to volunteer at Lamb of God Preschool and after only two days a position opened up for a preschool aide. She jumped at the chance and discovered she found God's calling for her life. Two years later, Mrs. Deb was offered a position here at Immanuel Lutheran Preschool. Mrs. Deb continues to grow in knowledge and wisdom as she prepares for her final evaluation to obtain her credential. She believes that God is working through her when she is teaching the children about Him and His love for each of us. Mrs. Deb enjoys spending time with her family, watching sports, reading and going to the beach.

Jeremiah 29:11 For I know the plans I have for you," declares the LORD,
"plans to prosper you and not to harm you, plans to give you hope and a future."

Preschool Calendar/ Incomplete

Parent Only Orientation	Aug 1 st 6 pm	No School	May 25
Open House for Students	Aug 14 th 10-12	Picnic at Park	May 26
First Day of School	Aug 18	Last Day/Clap Out No Ext	May 29
No School	Sept 1	VPK Graduation	May 29
Parents Club Meeting	Sept 8 th 6 pm		
Picture Day	Sept 10		
No School	Sept 29,30,Oct 1		
ASQ Screenings	Oct 2-3		
Timeless Tales	Oct 2 nd		
Conferences	Month of Oct		
Literacy Night	Oct 6		
Oktoberfest	Oct 18		
No School/Dinosaur World	Oct 20		
Dress Up Day	Oct 31		
Parents Club Meeting	Nov 3		
Veterans Chapel	Nov 11		
Thanksgiving Dinner/No Extended	Nov 21		
No School	Nov 24-28		
Parents Club Meeting	Dec 1		
Breakfast with Santa	Dec 7		
Christmas Service	Dec 18		
Christmas Around the World Food Fare	Dec 18		
Class Party/Timeless Tales	Dec 19		
No School	Dec 22-Jan 2		
Math Night	Jan 12		
No School	Jan 19		
Lutheran Schools Week	Jan 26-30		
Grandparents Day Chapel/No Extended	Jan 30		
Conferences	Month of Feb		
Kindergarten Round Up	Feb 3		
No School/Zoo Trip	Feb 6		
Valentine's Day Party	Feb 13		
No School/Legoland Trip	Feb 16		
Donuts with Dad	Feb 19		
No School/MOSI	Mar 2		
Dr Seuss Wk	Mar 3-6		
Dress like your Favorite Seuss	Mar 6		
Spring Break	Mar 9-13		
Science Night	Mar 16		
Leprechaun Catchers due	Mar 16		
Spring Fling	Mar 21		
100 th Day of School	Mar 23		
Alderman Ford Park Egg Hunt	Apr 2		
No School	Apr 3		
No School	Apr 6		
Volunteer Breakfast	Apr 23		
Parents Club Meeting	Apr 27		
Mothers Day Tea/No Extended	May 1		
Music Night	May 12		
Pirate Party	May 21		