

Messiah Lutheran Preschool

PARENT Handbook



8300 Providence Road, Charlotte NC 28277

704-541-1624 X300

PRESCHOOL@MESSIAH-NC.ORG

PASTOR'S WELCOME LETTER

Welcome to Messiah Lutheran Preschool! We thank you for this opportunity to nurture and teach your child and take very seriously the trust you have placed in us. Our goal is to aid your child in developing the necessary social and academic skills in preparation for entering elementary school.

As a Christian school, we also seek to instill an awareness of God's love and His will for your child, sharing Biblical truth through basic means. This includes the material used in class, and the weekly chapel program. Paula Weiss, our Director of Christian Education (DCE), and I take turns leading chapel service, and will be on hand to greet you in the mornings on chapel days.

Throughout the school year, we designate Preschool families as "Families of the Month." These families are prayed for in our worship services that month. Also, if you have a specific prayer request any week, please let the church office know and we will include it in our prayers during worship.

If you do not already have a church home, we invite you to worship with us on Sunday morning either at 8:15 AM (traditional) or 10:45 AM (contemporary). Many families with children choose the later service. We encourage families to worship together at either service but do offer a nursery for children under 2 if needed at the 10:45AM service. We also offer children's Sunday School and adult Bible classes at 9:45 AM.

We are glad to have you as a part of our Messiah family and I hope to become better acquainted with you and your child(ren) soon. Also, please feel free to visit me in my office should you have any spiritual needs.

Pastor Roger Penny

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Activity / Maintenance Fee

There is a one-time fee of \$50 per family to help with music, special guests, parties, and preschool maintenance. All payments are due by first day of school.

Attendance

We follow a set ratio of teachers to children; therefore, it is not possible for a child to make up days lost.

You may experience a time when your child says they do not want to go to school. This is not uncommon and usually can occur any time of the year. When this happens, here are some suggestions that may help:

- Reassure the child you will be back when school is over.
- Place emphasis on what the child is going to do at school, not your activities.
- Avoid prolonged goodbyes.
- Ask the teacher for help with separation. We want to help!

Please remember that you are setting the stage for your child's future success in school. They need to know from the start that school is important to you.

Birthdays

This is truly a special day for your child. You are welcome to bring a store-bought treat or snack to share with their class. We will celebrate summer birthdays as half birthdays. Because some children

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have allergies, we ask that the teacher is notified in advance that you will be bringing a treat.

Calendar / Newsletter

A monthly calendar and newsletter will be distributed throughout the school year to keep you informed of upcoming events and days off from school. Please keep it handy for reference.

Chapel Time

Each class has a scheduled day once a week for chapel. On your child's Chapel Day, please bring them directly into the sanctuary.

Clothing

- Dress your child for comfort.
- Your child should wear clothing that he/she can easily remove for bathroom use.
- Parents provide seasonally appropriate change of clothing in case of accidents.
- Your child should wear appropriate clothing and shoes for outdoor play.
- Closed toe shoes for safety.
- We go outside **every day** unless it is raining!

Conferences

In October, we provide a written update on how your child is adjusting to preschool. Parent-teacher conferences for children aged 3, 4, & 5 will be held in February. If you have concerns before then, we're happy to arrange a meeting at your convenience.

Discipline

We encourage the children to work through their conflicts in a positive manner with or without the aid of a teacher. If the behavior is repeated or malicious in nature the child will be asked to **TAKE A BREAK** with an explanation as to why and alternatives to handling the situation better. The child will sit for one minute for every year in age and will be released by the teacher in a positive manner.

E-mail addresses

E-mail addresses will be used as a reminder for upcoming events as well as school closure. Your e-mail address will not be shared with other parents without your permission.

Early Withdrawal / Extended Absence

During an extended absence, the draft will continue to secure your place in the class. If you are withdrawing your child from the program, you are required to give one month's notice and be charged an additional 30 days.

Hygiene Practices

We appreciate your support in helping your child develop these essential habits.

Children will wash their hands:

- After using the restroom
- Before meals
- After coughing, sneezing or nose wiping.

Illness

For the protection of all children in the program, your child should be kept home if any of the following symptoms are present:

- *Fever *Vomiting *Diarrhea *Head Lice
- *Constant Coughing *Green nasal discharge
- *Eye discharge or redness
- *Child looks or act differently from the norm.

Your child must be symptom free for 24 hours before returning to preschool.

- We understand that some children have allergies and sinus conditions that are non-contagious. Please provide a note from your child's doctor with his/her diagnosis for our files.

Please call if your child will not be in school.

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- We will keep you informed of any communicable diseases that may be going around. Please keep in mind that if this is your child's first group experience, they are more prone to illness than other children until they build up their immune system.

Immunizations

Each child will need to have an updated list of all immunizations they have been given annually.

In House Visitors

Since we do not believe it is safe to take children off campus for fieldtrips, we invite various places of interest to come to us (i.e., Fire truck, Storyteller, etc.). Because of the small size of our program a visitor may be scheduled on a day your child does not attend. If this is the case, you are always welcome to come, staying with your child during that-specified day and time.

Late Fee

The following is our policy on picking up your child later than the 12:05 or 1:05pm scheduled time:

- **First Offense:** Written warning notice given unless you are more than 10 minutes late then you will be charged the amount listed below.
- **Second Offense:** \$5.00 late fee charged for every 10 minutes late.

We understand how easy it is to get tied up in traffic or at the store, but we cannot excuse late fees because staff who stay need to be paid. Please call and tell us you are running late.

Lunch Bunch

Lunch Bunch is offered from 12 to 1pm Monday through Thursday. A minimum of four children must sign up per day, per month for us to offer it that day.

- Please discuss with your child's teacher before requesting Lunch Bunch. Keep in mind the child must be fully potty trained.

- You will need to bring two separately labeled bags, one for snack and one for lunch.
- If you prepay monthly or choose to draft Lunch Bunch, it will be \$7.00 per hour.
- You may request your child stay for lunch on a one-day basis; however, the cost is \$10.00 for the hour.

There will be no lunch bunch the first Thursday of each month, we use this time for teacher planning.

Medical Emergencies

In the event of a medical emergency, we will contact the parents of the child. If more immediate attention is needed, we will call for emergency medical assistance.

Messages

Please email or hand all paper messages and notes directly to the director.

Parking

Preschool parking is on the south side of the Sanctuary.

The back page has a map showing how to enter and exit the parking lot. Please make sure anyone who is bringing or picking up your child is aware of the procedure.

ONLY parents with young children who need to stay in the car may park in the Handicap spots.

Pick-up Permission

If we are not familiar with the person on file picking up your child, we will ask for photo ID.

All permissions must be done in writing.

Potty Training Requirements

Children 3-years-old and up **must by potty trained**. We understand that occasional accidents may happen, and we will handle them with care. However, we are not equipped to change the children daily. If accidents become frequent, we will contact you with a plan that supports the child's progress.

The child needs to be able to recognize the need to use the restroom, manage independently with proper hygiene (wiping, flushing, and handwashing).

Preschool hours

Regular preschool hours are from 9am to 12pm. You may drop off or pick up your child 5 minutes before or after those times. For an additional fee Lunch Bunch is offered from 12 to 1pm (see Lunch Bunch section).

Registration

Registration begins in January for families currently enrolled in the program. Open registration begins after that. Spots are assigned on a first come, first served basis. Registration fees are non-refundable.

Safety

The safety and well-being of your child is our top priority. We have implemented comprehensive safety

policies to ensure a secure and nurturing environment for all children.

- We reserve the right to refuse placing a child in a vehicle that is deemed unsafe.
- We keep emergency contact information for all children.
- Staff members are trained in first aid, CPR, and child protection. First aid kits are readily available in the preschool.
- Regular fire and lockdown drills are conducted to ensure children and staff are prepared in case of an emergency.
- All staff members undergo thorough background checks.

Show and Tell

Violent toys and toys of a gross nature are not permitted. We encourage items that go along with the theme or the letter of the week. Ask your teacher for more details. Items from home are only allowed for this purpose. Please encourage your children to keep personal items at home.

Snacks

Nutritional snacks are to be provided by the parents for their child(ren) each day they attend school. Please keep in mind that it needs to be something that they can eat within 15 minutes. Please inform your child that we do not allow sharing food.

Please put your child's name on the outside of their snack and lunch box.

Snow days

If we feel that the safety of your child is at risk due to inclement weather, we will cancel school for that day.

An email will be sent to the address on file, and we will post the closure on our Facebook page.

Tuition and lunch money

- Tuition will be drafted the 1st of each month from August through April. You may choose to draft Lunch Bunch or pay by check or cash by the 1st of the month.
- You are responsible to pay any charges that occur to the preschool due to insufficient fund checks.
- A 10% discount is given to the second child in a family.

Parking map

ONLY parents with young children who need to stay in the car may park in the Handicap spots.

