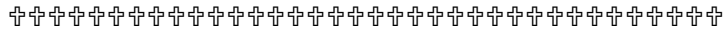


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Purpose

Our Savior Lutheran Preschool is sponsored by Our Savior Lutheran Church to assist parents with their God-given responsibility of providing children a Christian education. While parents are a child's first teachers, we assist them by giving young children a wide variety of learning experiences within a Christ centered, safe, structured, peer group environment.



You shall therefore impress these words of mine on your heart and on your soul; and you shall bind them as a sign on your hand, and they shall be as frontals on your forehead. And you shall teach them to your sons, talking of them when you sit in your house and when you walk along the road and when you lie down and when you rise up. And you shall write them on the doorposts of your house and on your gates...

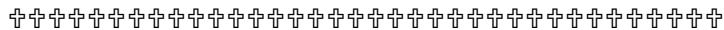
Deuteronomy 11:18-20

Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.

Ephesians 6:4

But you must continue in the things which you have learned and been assured of, knowing from whom you have learned them, and that from childhood you have known the holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus...that the man of God may be complete, thoroughly equipped for every good work.

2 Timothy 3:15, 17



Goals

The early childhood program at Our Savior is structured to:

- Provide opportunities for Christian learning of Jesus Christ as Lord and Savior through formal and informal living-learning experiences among parents, teachers, and students.
- Provide opportunities and activities to help each child develop a healthy self-concept so that the child happily accepts the talents and limitations God has blessed him/her with.
- Provide experiences and activities to foster health and safety, and which help fulfill the child's basic individual needs--spiritual, emotional, psychological, physical, and intellectual.
- Provide guidance as the child gains self-control, becomes less egocentric and begins assuming more of an active part of both small and large group activities.
- Provide multisensory activities and experiences, which enhance and broaden the child's aptitude for future schoolwork.
- Enhance the child's creativity through the use of artistic expression, dramatic play, music, storytelling, and problem-solving.

License

Our Savior Lutheran Preschool is licensed by the Division of Child Day Care Licensing, Bureau of Regulatory Services, State of Michigan.

Non-Discrimination Statement

Our Savior Lutheran Preschool admits children of any race, color, sex, or national or ethnic origin. Enrollment is restricted to children between the ages of three and five years.

Enrollment Policy

Acceptance into Our Savior Lutheran Preschool is determined by the following criteria:

- Children must be toilet trained and able to function without a nap during school hours.
- Children in the three-year-old program must turn three by Sept. 1 of the current school year.*
- Children in our morning four-year-old program must turn four by Sept. 1 of the current school year.*
- Children in the Young 5's class must turn 5 by Feb. 1 of the current school year.*

*Exceptions may be made on a child-by-child basis if readiness criteria are met. A three week probationary period will also be a determining factor.

Special Needs Enrollment

Children with special needs will be evaluated on a case by case basis. Evaluation may consist of a meeting between the parents, the faculty, and any therapists involved with the child.

If a child is accepted into the preschool program, there will be a six-week probationary period during which it will be decided if the program is proving mutually beneficial to the child as well as his/her classmates.



Tuition and Fees

A non-refundable registration fee of \$50 is charged to all students. This is then applied to the first month's tuition. Various payment options are available.

Plan A: One Payment *due September 20*

2 day session	\$952.00
3 day session	\$1296.00
5 day session	\$1916.00

Plan B: Two Payments *due September 20 and January 20*

2 day session	\$476.00
3 day session	\$648.00
5 day session	\$958.00

Plan C: Nine Monthly Payments *due the 20th day of each month September through May*

2 day session	\$106.00
3 day session	\$144.00
5 day session	\$213.45

OSLC Members' Materials fee: Two day, \$237; Three day, \$358; Five day, \$595.



CLASS SCHEDULE

(Program operates September through May.)

Tues./Thurs.	9:30 -11:45 a.m. (3 yr. olds)
Mon./Wed./Fri.	9:30 -12:00 p.m. (4 yr. olds)
Mon. through Fri.	9:30 -12:00 p.m. (Young 5's)

Daily Schedules

(Times are approximate and are shortened for 3's.)

3's and 4's

- 9:30 – Arrival – Free Choice
- 10:00 – Calendar/Weather/Bible
- 10:25 – Snack
- 10:40 – Book Time
- 10:50 – Circle - Story
- 11:10 – Art/Large Motor Play time
- 11:40 – Songs/Wrap up

Young 5's

- 9:30 – Arrival – Learning Centers
- 10:00 – Devotions, Bible Story
- 10:15 – Calendar, Weather, Pledge, Letter of the Day
- 10:30 – Snack
- 10:45 - Free Time
- 11:00 – Large Motor Play Time
- 11:15 – Fine Motor Activity (art or letter work)
- 11:40 - Story, Music, Wrap-up

Arrival and Departure

The classroom doors will open at 9:25am. Please do not drop off your child before this unless you are using our “before school care”. Pick up your child promptly at the end of each class session. If you will be late in picking up your child, please notify the school office, 949-0710. There is no extended care offered for the noon dismissal time. If a child is still at school 15 minutes past the dismissal time, the family will be charged double the regular extended care rate.

Transportation is the responsibility of the parents. Children should arrive and depart from the front entrance of the school. Please park in the parking lot - **not** in the front circle by the door. Parents are to escort their children to their classrooms, and to come inside to pick up their children (unless other arrangements are made with the teacher.)

A child may not be released to anyone except a parent or listed designee. Should it be necessary for someone who is *not* listed to pick up the child, a written note or a telephone call to the school office will be required. Proper identification will be required before the child's release.

The law requires that you **do not leave your vehicle running in the school parking lot** when you are absent from it. This includes dropping off or picking up your preschooler.

Snacks

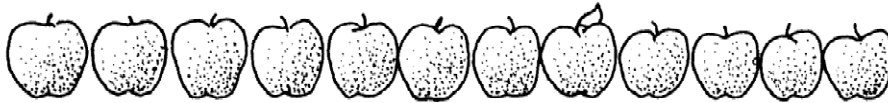
Daily classroom snacks are to be provided by the parents of the class and the school. A monthly calendar will be provided by the classroom teacher showing who is responsible for the snack each day of class. Birthdays will be scheduled as part of the regular snack rotation. Parents will notify the teacher of food allergies. The teacher will in turn notify the parents in each class of food allergies. Please keep snacks nutritious and simple, preferably unopened and prepackaged. Exceptions will be made for birthday treats.

Below are some suggestions:

- Cereal
- Goldfish or other crackers
- Animal cookies
- Microwave popcorn
- Raisins or other fruit
- Pretzels
- Baby carrots with dip
- Yogurt cups

Juice or milk is also appreciated. If no drink is provided, water will be served. Special treats for birthdays are fine. Leftovers will be saved and used a nother day unless parents request that they be returned.

We appreciate your assistance.



Discipline

Our Savior Preschool and its staff exercise principles of Christian love when disciplining children. Only positive methods of discipline are used, encouraging self-control, self-direction, self-esteem, and cooperation.

Under no circumstances will any staff member punish a child by hitting, shaking, pinching, or inflicting any form of corporal punishment. Neither may a staff member restrict a child's movement by binding or tying the child. Also prohibited is the inflicting of mental or emotional punishment, such as humiliating, shaming, or threatening a child. No child will be confined to an enclosed area, such as a closet, locked room, box, or similar cubicle.

When necessary, to prevent a child from harming self, others, or property, non-severe discipline or restraint may be used such as physically holding the child until self-control is regained. Should the teacher and director determine

that a child is unable to adjust to the preschool program, the child may be discharged upon one week's notification from the administration.

Positive reinforcement is used consistently in each class. Our staff believes that recognizing and praising appropriate behavior encourages that behavior. When a child conducts him/herself in an undesirable manner, the behavior and its consequences are briefly discussed and he/she is redirected to an alternative activity.

If necessary, we may use a "sit and watch" or a "time out" method. The child will be instructed to sit at the edge of the other children's activities and watch for a few brief moments. Proper behavior is then discussed and the child is invited to rejoin the group.

Supplies & Clothing

Children should bring a backpack or book bag each day for carrying items to and from school. This should be large enough to hold a folder the size of this handbook.

We recommend that each child keep a pair of gym shoes here at school for play in the gym. The shoes do not have to be new, however the soles must be cleaned free of pebbles and dirt. In the winter, these may then be worn when children take off their boots. If no gym shoes are here, children should bring a pair of shoes or slippers to wear when they take off their boots. Snow boots are not appropriate footwear for play activities in the classroom.

The best clothes to wear to school are comfortable play clothes which the children can fasten and unfasten by themselves. Children will be going outside as weather permits so please dress them accordingly. We recommend that children keep a change of clothes (pants, underwear, socks) in their backpacks or at school in case of spills or accidents. All clothing should be marked and brought in a plastic bag. If a child needs a change of clothes and has no spare clothing, the parents may be contacted to pick up the child or bring a change of clothes.

Personal Belongings

Parents are asked to see that children do not bring personal belongings to the preschool. The preschool is not responsible for any article that is brought from home.

Field Trips

Field trips are taken throughout the year (mostly fall and spring). Parents are notified in advance of such trips and are asked to provide transportation. Parents wishing to drive for field trips must have:

- a) An FIA clearance (background screening). Parents complete a form at school and will then receive this clearance in the mail at home. The clearance letter must be brought to school so that a copy can be kept on file in the office.
- b) A valid driver's license.
- c) Fewer than 6 points on his/her driving record.
- d) A certificate of no fault insurance.

Each child must have a signed and dated permission slip in order to accompany the class for each field trip. Parents must also provide a car seat or appropriate booster seat.

Emergency Medical Care/Medication

At the time of admission, written permission for necessary first aid or emergency medical care is required. In addition, the parent or guardian will agree to pay all expenses incurred due to any emergency involving the child and will hold blameless Our Savior Preschool, the Board and Teacher/Director for any actions taken therein.

No medication or medical procedure will be given or applied without prior written permission from the parent. Prescription medication must have the pharmacy label indicating the physician's name, the child's name, instructions, and the name and strength of the medication and will be given only in accordance with these instructions.

Health Policy

Our Savior Preschool staff will maintain a healthy school environment in the following ways:

- 1) **Snacks** will meet USDA nutritional guidelines.
- 2) **Hand washing:**
 - a) Signs are posted at each sink with instructions for hand washing.
 - b) All staff, volunteers, and children will wash their hands with soap and water at the following times (as applicable):
 1. The start of the day, before children arrive.
 2. Before preparing or eating snacks
 3. After using restroom, caring for sick children or contact with bodily fluids.
 4. Children will wash hands with soap and water before snack and after using restroom.
- 3) **Handling children's bodily fluids** – Staff will follow the standard precautions for child care recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other body fluids. Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious.
 - a) Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit will be cleaned up immediately.
 - b) Clean and disinfect any surfaces, such as countertops and floors, or toys on to which the fluids have spilled – using a three step cleaning method: clean with detergent, rinse with water, and disinfect with approved disinfectant.
 - c) Discard fluid contaminated material in double plastic bags that have been securely sealed.
 - d) Clothing or other items to be sent home with a child will be wrapped and closed in a plastic bag.
 - e) Other staff may need to be brought into the room to assist in the supervision of children while this is taking place.
- 4) **Tables** will be cleaned after each use with a three-step cleaning method – clean, rinse, and disinfect. Toys will be cleaned, rinsed and disinfected semi annually and as needed.
- 5) **Illness -**
 - a) During school day -A child that is too ill to remain with the group will be placed in a separate area where he or she may be comfortably cared for and supervised until the parent or guardian can come and pick up the child.

- b) Please keep your child at home if any of the following symptoms are present.
- i) A temperature of 100 degrees or higher (temperature must be normal for 24 hours before returning to school.)
 - ii) Diarrhea
 - iii) Vomiting
 - iv) Any rash that may be contagious
 - v) Any other contagious condition (e.g. strep throat and pink eye require 24 hours of prescription medication prior to returning to school, unless otherwise directed by your doctor.)

6) **Health and Family Resources:**

- a) Kent County Health Department 700 Fuller Avenue NE, Grand Rapids, MI 49503 phone: (616) 632-7100 web: <http://www.accesskent.com/Health/HealthDepartment>
- b) **Baxter** Wholistic Health Clinic 935 Baxter St Se, Grand Rapids, MI 49506, phone: (616) 456-5310

Absences

Please notify the school office at 949-0710 any time your child will be absent. There is no reduction in tuition for absences.

Weather/School Closings

During times of inclement weather, parents have the option to come early to pick up their children. In the event of a tornado warning, children will be relocated to the basement at the end of the preschool hallway.

Our Savior Preschool's closings, both scheduled and unscheduled, coincide with those of Our Savior Lutheran School. Parents should listen to local radio stations, watch the scroll on local TV stations, or visit those stations websites to learn when school is canceled for snow or other inclement weather.

