



First English Lutheran
PRESCHOOL

Parent Handbook

Table of Contents

Welcome	3
Mission Statement	3
Curriculum	3
Calendar	4
Fees/Tuition	4
Arrival/dismissal	5
Conferences/Progress Reports/Communication	6
Daily Routine	6
What to bring	7
Toilet Learning	8
Nutritional Statement	8
School Closure	8
Emergency Policy	8
Illness Policy	9
Medication	9
Health Care Policy	9
Discipline Policy	10
Cultural Competence Statement	11
Additional Needs Statement	11
Admission/Withdrawal policy	11
Background Check and Volunteers	12
Child Abuse Policy	12

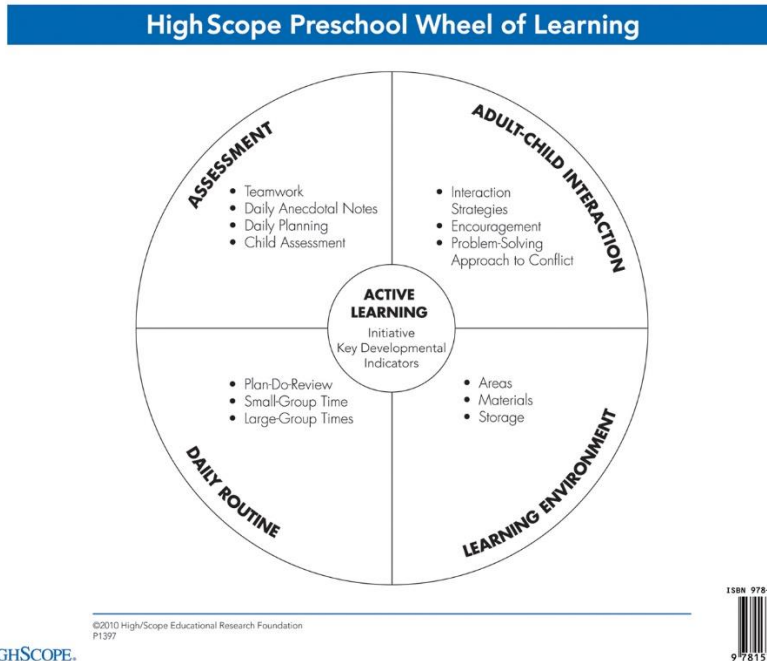
Welcome

First English Lutheran Preschool (FELP) would like to thank you for the privilege of nurturing and educating your child at First English Evangelical Lutheran Church. Your child's early years are a wonderful time for growth in all areas and we look forward to partnering with your family to help your child be as prepared as possible for their elementary years. The intention of this handbook is to answer some of your questions about the program and inform you of policies and procedures. Please speak with the director about any concerns not addressed in this handbook or any necessary clarifications.

Mission Statement

At First English Lutheran Preschool, children are unique individuals who learn through play in a safe, nurturing and inclusive environment. Our teachers are knowledgeable in the field of child development, provide appropriate developmental experiences and opportunities for each child through careful planning and observations. First English Lutheran Preschool's play-based philosophy enriches the whole child, including social, emotional, physical, cognitive, creative, and spiritual development. All families are welcome at FELP.

Curriculum



We utilize the HighScope Curriculum. Play-based, child-centered, and grounded in research, the HighScope Curriculum features active learning at its core. In a HighScope classroom, children are guided to explore, interact, and exercise their creative imagination through purposeful play. Well-prepared teachers support

and extend each child's learning based on their developmental levels, so children enter school ready and eager to learn.

Our goals for young children:

- To become independent, responsible, and confident problem solvers and decision makers — ready for school and ready for life
- To gain knowledge and skills in important academic, social, emotional, and physical domains through active involvement with people, materials, events, and ideas
- To learn to plan many of their own activities, carry them out, and talk with others about what they have done and what they have learned
- To develop strong executive function and self-regulation skills that will last through adulthood

Your child's individual needs will be monitored and supported. We know that all children develop at their own pace.

Calendar

FELP follows the Grosse Pointe Public School's calendar for all major holidays and breaks. The school year will typically begin the Monday after Labor Day and end in late May. Parents will be provided with a detailed school year calendar in September. FELP is open on Mondays, Wednesdays, and Fridays. A monthly calendar will be provided to parents at the start of each month. FELP will be closed if Grosse Pointe Public Schools are closed. Please check the First English Lutheran Preschool GPW Facebook page for updates.

Fees

There is a \$100 non-refundable registration fee. This is a one-time fee.

Schedule

Monday, Wednesday, Friday: 8:45am-11:45am (Lunch & Play extended day option until 1:15pm)

Tuition

Two days (8:45-11:45): \$1575 per year
Three days (8:45-11:45): \$2075 per year

Two days (with Lunch & Play): \$1975 per year
Three days (with Lunch & Play): \$2475 per year
(Drop-in Lunch & Play available upon request for \$10/day)

Payment Options

1. 1 payment in full in September.
2. 2 payments: September and January.

Check or cash are both acceptable. Tuition paid more than one week past the due date will be subject to a late fee of \$10.

Non-payment of tuition may result in student dismissal from FELP. Payment may be given to the director. There will be no adjustment in a tuition payment for a child who is absent for any reason or the preschool is closed due to inclement weather or some other reason.

A fee of \$10 may be applied due to late pick up. The director will consider circumstances and frequency when deciding a late pick-up fee. The preschool understands that traffic or other circumstances can cause a late pick-up. It is always best to call the preschool if you will be late by more than 5 minutes. The teacher can then better reassure the child what has caused the delay and when the parent will arrive.

Arrival/Dismissal

School begins at 8:45 am and dismisses at 11:45 am. Lunch & Play dismisses at 1:15 pm. The classroom will open no earlier than 8:40 am. When you arrive with your child in the morning, bring them into the classroom and encourage them to hang up their jacket and backpack on their hook in the classroom. It is important for your child to learn independence and responsibility for their own belongings. Next, your child may use their magnet to sign in. After taking care of their belongings and signing in, your child may join their classmates at the rug to ease into the school morning. If your child is reluctant about staying at school speak with the teacher. Remember, a positive "I love you and I (or Grandma, Dad, etc.) will pick you up in a couple hours," without any lingering on your part will help to reassure your child. Even a crying child usually calms down after a few minutes as they become interested in an activity. The teacher will let you know if your child is persistently hesitant or reluctant to join activities.

At dismissal time parents should wait in the hallway outside the classroom. Your child's teacher will have them prepare for dismissal by assisting them with putting their work in their backpack, putting on their jacket, hat, etc. Of course they are young and will need assistance at home and at school, however allowing them to try and do as much as they are able can help them prepare for the kindergarten routine. We have an open door policy at FELP and parents are welcome to pick up early as needed or visit the classroom.

Please notify the teacher if someone will pick up your child other than the person who usually picks up. **Your child may only be released to someone who is listed on their Child Information Record. Please ask to add names of individuals that may pick up your child to the Child Information Record if needed during the school year.** Remind the individual who is picking up to bring picture ID, such as a driver's

license. The teacher will require positive ID from anyone with whom they are unfamiliar. This is not meant as an inconvenience but rather a safeguard.

Conferences/Progress Reports/Communication

Parents will have the opportunity to conference with the teacher in December and May. This time will be used to discuss your child's progress, achievements, and goals. If you have questions or concerns that need to be addressed at other times, please schedule a meeting with your child's teacher. We are always available to chat!

Progress reports will be prepared in December and April. You will also be kept aware of your child's progress with occasional notes and dialogue with the teacher. The First English Lutheran Preschool GPW Facebook page will include daily updates on activities, learning, and play. It will include pictures, relevant research articles and ideas for home engagement. Please tune into this Facebook page.

Daily Routine

Your child's morning at First English Lutheran Preschool will follow this routine. Times are approximate and the schedule is flexible to accommodate the needs and interests of the children.

Arrival (8:45a): Children hang up their belonging, sign in, and join classmates at the large rug. A teacher will join children with songs, books, or discussions.

Greeting Time: We sing a hello song to welcome our group to school. Greeting time includes calendar, weather and Message Board where relevant messages are shared with the children.

Large Group Time: Children will engage in some type of music and movement activity, game, or group activity.

Small Group Time (9:15a): Children will transition from group play at the large rug, to an activity guided by a teacher with a smaller group of children. Activities will vary based on the interests of the children but will include opportunities for hands-on learning and more individualized attention.

Work Time (9:30): Play is the work of the child. At this time of day, children have the opportunity to choose how to spend their time. Areas of the classroom include: Art, Blocks, House, Reading, Large Motor, Sensory Table as well as a Cozy Corner. Materials within each area will rotate and vary based on what the children are learning or showing interest in. This is the time the teacher can observe your child interacting with other children and facilitate cooperative play among the children. The teacher will often use this time to reinforce skills and encourage practice with individual children.

Clean Up Time (10:30): Children work together to clean up the classroom. Children then wash their hands as they prepare for snack time.

Snack Time (10:45): Children will sit, say a prayer of thanks and have a simple healthy snack together. We often use this time for a read aloud story or to have a group discussion reflecting about what we did during work time.

Outside Time/Group Time (11:00): We play outside daily unless the weather does not allow. In the case of inclement weather, children will engage in large motor play or visit the gym.

Dismissal (11:45): Children prepare for pick-up. Remember to check your child's mailbox.

What to bring

Children will need:

- A backpack or tote bag for their items, art work, and papers to be sent home.
- They should wear comfortable play clothing each day, which they can manage independently when using the bathroom. Play is messy! We provide smocks but please know that if your child comes home messy, they had a productive day. (Belts, suspenders and other more challenging clothing items such as button up pants are not encouraged.)
- Tennis shoes are best for as we do movement activities and go outside every day. Children are encouraged to bring "indoor shoes" that stay at school during months where boots are often worn to and from school. They are welcome to bring these year round.
- A change of clothing in a Ziploc bag labeled with your child's name containing an extra change of clothes for your child (socks, underwear, shirt and pants.) Accidents can happen in the bathroom or a water spill could call for a dry shirt. Soiled clothing will be placed in a plastic bag and sent home. Remember to replace their extra clothes if they are used.
- A labelled water bottle (optional)
- A family photo to be displayed on our classroom family tree. Children enjoy looking at their families when they are missing them and enjoy seeing the families of their classmates.
- Weather appropriate gear as the seasons determine: rain jacket, snow jacket, snowpants, boots, mittens/gloves, and hat. Please label items.

Toilet Learning

Many students join us who are already using the bathroom independently, but we recognize it's developmentally appropriate for children to still need support with this process during their preschool years. We are happy to help you and your child and support them through toilet learning. Pull-ups and wipes will need to be supplied by families if needed.

Nutrition Statement

FELP provides a simple snack each day. It will consist of water and a whole grain snack such as Goldfish crackers or Kirkland Organic Animal Crackers. Children pour their own water to foster independence. Fruit and vegetable snacks will be also be offered. Cooking projects will take place regularly and will consist of healthy, low-sugar recipes. Children who stay for Lunch & Play should bring a healthy, balanced lunch. Parents may provide a snack for their child's birthday. Parents must consult their child's teacher about a birthday treat *before* sending in a snack so allergies can be considered.

School Closure

FELP will cancel class due to inclement weather if Grosse Pointe Public Schools cancels school for the day. This is most likely to occur in the winter months. If stormy weather is predicted, please listen to television or radio newscasts for information about cancellations. If FELP needs to cancel school for other reasons (i.e. no electricity) parents will be notified by phone/email as soon as possible.

Emergency Procedures

While First English Lutheran Preschool strives to maintain a safe environment for its students, accidents and illnesses can happen. The State of Michigan mandates that at least one caregiver in a preschool classroom must be trained in first aid and CPR in case of an emergency. If an injury or illness should require emergency care or requires the student to return home, you will be notified as soon as possible. If a parent cannot be reached, another designee listed on your child's *Child Information Record* will be called to pick up the student. When deemed necessary, an EMS may be called and may transport the student to a local hospital (if expedient, the preferred hospital listed on your child's *Child Information Record*).

It is important that information you provide on the *Child Information Record* be **complete and up to date**. Be sure to provide us with proper contact numbers. This information will be invaluable if an emergency arises with your child. Parents will be asked to sign an emergency care form to confirm that they understand the emergency procedures of FELP.

Illness Policy

If your child has been ill with fever (100+), vomiting, diarrhea, a rash, or generally lethargic and not acting like themselves please keep them home.

If any of these symptoms develop while your child is at school, you will be notified and asked to pick up the child. We will keep your child comfortable until you can arrive. We will not administer any medication.

If your child has been ill, they should be fever-free for 24 hours before returning to school in consideration of the other children. Please let us know if your child is diagnosed with a contagious illness (i.e. pink eye, strep throat).

Staff will stay home with they present with fever, diarrhea, vomiting or rash.

Medication Policy

Please schedule any necessary doses of medicine when the child is not at school. However, any type of medicine that your child could require in an emergency situation for conditions such as asthma or allergies should be discussed with the director. If you give your child medication that may incur side effects (i.e. sleepiness) please inform the teacher. A medication form will accompany any necessary medications.

Health Care Policy

Handwashing

All staff shall wash their hands appropriately and at the following times:

- Arriving at school
- Before & after handling food
- Before & after giving medication
- After using the toilet or helping a child use the toilet
- After handling bodily fluids such as mucus, blood, and vomit, etc.
- After cleaning or handling trash

Staff shall assure that children wash their hands at the following times:

- Before snacks or food preparation experiences
- After toileting
- After contact with any bodily fluids
- Before sensory table play
- Whenever soiled

The hand washing procedure that is recommended is:

- Use soap and running water
- Rub hands vigorously for 20 seconds
- Wash all surfaces
- Rinse well
- Dry hands with a paper towel
- Turn off the water using a paper towel instead of bare hands

Bodily Fluids

Staff members are required to wear rubber gloves when:

- Assisting children with clothing wet/soiled with bodily fluids
- Assisting children who are bleeding and /or vomiting
- Cleaning up vomit or other potentially infectious matter

The cleaning procedure that is recommended is:

- Clean area immediately (or as soon as possible)
- Dispose of cleaning materials in a double bag; separate from other trash
- Flood the area with bleach solution and let it stand for 10 minutes

Cleaning & Sanitizing

Classroom materials and equipment are cleaned and sanitized at the start of the school year, and regularly throughout the year. If a child has put a toy in his or her mouth or an ill child has played with a particular toy those are set aside and cleaned and sanitized before being put back on a shelf for classroom use.

Classroom tables are cleaned at least twice daily and bathrooms are cleaned at the end of each school morning.

The cleaning procedure follows 3 steps:

- Wash item / table with soapy water solution
- Rinse item / table with rinse water
- Spray item / table with bleach solution (1 teaspoon bleach per 1-quart water) and let air dry whenever possible.

Health Related Resources

Wayne County Dept. of Public Health
Administration Building
33030 Van Born
Wayne, MI 48184
734.727.7000

National Capital Poison Center
1.800.222.1222

Discipline Policy

The staff of First English Lutheran Preschool will use developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. FELP will assist parents in having their child learn to manage feelings and exercise control to prepare them for elementary school and future social interactions. Behavior such as pushing, kicking, hitting, biting and throwing things with the intent to hurt others will be documented, shared with parents, and an action plan will be put into place if needed.

Children exhibiting behaviors inappropriate for school will be approached in a kind yet firm manner by caregivers. Children will be encouraged to put their feelings into words rather than a physical form. The staff will talk with the child about alternative choices and the feelings of the children involved. 6 steps of

conflict resolution will be implemented to help children navigate conflicts with their peers (with the support of teachers).

If challenging behavior continues on a regular basis with limited improvement, the staff will enlist the help of parents to find a solution. It is possible a child that is unable to adequately adjust to school policy/procedure, threatens the safety of other children or has an emotional/physical challenge beyond the scope of FELP may be asked to leave the program. FELP is more than happy to cooperate with any evaluations or intervention services that may be required.

The State of Michigan requires preschools to inform parents of the state's mandate regarding discipline to which all preschools must comply. It follows: Staff will be prohibited from using the following as a means of punishment: 1) hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment. 2) restricting a child's movement by binding or tying him/her. 3) inflicting mental or emotional punishment such as humiliating, shaming or threatening a child. 4) depriving a child of snacks, rest or necessary toilet use. 5) confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

Cultural Competence Statement

The First English Lutheran Preschool curriculum, materials, books and classroom environment reflect a multicultural perspective. It is a goal for children to see themselves reflected in their preschool classroom. FELP teaches about respecting all people and valuing diversity. All children and families are welcome at First English Lutheran Preschool.

Additional Needs Statement

FELP understand that each child grows and develops in their own time and that some children may need additional support. FELP will partner with parents and outside agencies such as GPPS. FELP uses ASQ-3 and COR to help better understand where each child is at developmentally and can better support their growth. FELP will strive to meet every child's needs to the best of our ability.

Admission and Withdrawal Policy

For admission, a parent/legal guardian must complete a registration form available from the director or church office and submit the enrollment form and the non-refundable \$100 enrollment fee to First English Lutheran Preschool via mail or the church office. Children must be at least 36 months old by December 1 of the current school year to join the combined 3 and 4-year-old class. **For admission to be complete several state required forms (health form, child information record, emergency care form, licensing notebook notification and child placement contract) as well as several FELP forms must be completed by the parent/legal guardian by the start of the school year. An immunization record for the child must also be provided to FELP.**

A parent may withdraw a child from FELP at any time though a two-week notice in writing is desirable. Any tuition installments already paid will be non-refundable.

Absence for more than four weeks without any verbal or written contact between parent and director/teacher will result in the child being dropped from preschool enrollment. Tuition paid will not be refunded.

First English Lutheran Preschool reserves the right to remove a student from their program for any of the following reasons:

- Delinquent payment of tuition
- Either the parent or child is unable to adequately adjust to school policies/procedures.
- Physical, emotional or learning challenges beyond the scope of First English Lutheran Preschool's program.

Background Screening and Volunteers

The state requires preschools to inform parents of their screening process for caregivers (preschool employees with child contact). Potential caregivers of FELP must submit to a criminal history check through the Michigan State Police to screen for conviction of child abuse or neglect, conviction of a felony involving harm or threatened harm or other prior criminal conviction. All staff will be fingerprinted. **Any convictions or substantiated abuse or neglect of children or adults would result in no employment offer from FELP.** Any long-term volunteer (spending at least 4 hours per week for more than 2 consecutive weeks in the classroom) shall comply with this screening process. Volunteers present for at least 4 hours a week and longer than 2 weeks at a time shall also be required to provide proof of a negative TB test. Volunteers must be supervised by a FELP staff caregiver and may not be alone with children.

Professional Development Policy

FELP teachers are committed to obtaining 16 credit hours of relevant professional development per school year.

Child Abuse Policy

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under this Act our employees are considered Mandated Reporters and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to discuss their suspicions with parents before reporting the matter, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.