

Jesus said, “Let the little children come to Me, and do not stop them, for the

Kingdom of Heaven belongs to such as these” (Matthew 19:14).

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Living Saviour

Lutheran Preschool

**P**arent **H**andbook

# Welcome

Greetings Parents! On behalf of the Living Saviour Lutheran Preschool Board and Staff Team, I would like to thank you for giving us the opportunity to educate your child with our Christian Preschool Program. We provide this program as a ministry to your family. Our desire is to provide a learning environment that will help your preschooler(s) grow as Jesus grew: “And Jesus increased in wisdom and stature, and in favor with God and man” (Luke 2:52). Our goal is to provide developmentally appropriate early learning environments, rich in social, emotional, physical and cognitive growth. The following information is meant to serve as a reference guide to our preschool; please use this handbook as a resource to answer your general questions. If your questions remain unanswered, please never hesitate to let us know. We are here to serve you. Again, thank you for allowing us to minister to you and your family! We’re glad you’re joining us for this school year adventure.

# School History

“Living Saviour Tot’s Day Out,” known today as Living Saviour Lutheran Preschool (LSLP), opened its doors to the public in February 1983 as a service to the church and local community. LSLP offers various classes for children ages one to five. Class sizes are limited and adhere to North Carolina licensing standards. Experienced and loving teachers staff each class; educated and caring administrators and Board members facilitate the programs.

**Living Saviour Preschool opened its doors in 1983.**

Our Philosophy

Living Saviour Lutheran Preschool believes that each child is fearfully and wonderfully made (Psalm 139:14). During a child's earliest years of life there are many "windows of opportunity" for learning and developing that are unique to their specific age group. God designed a child's brain to grow more during these first few years than at any other time and patterns are developed in these formative years that will affect the child's growth and development forever. Our Preschool program is designed to meet each student's unique developmental needs by offering a stimulating hands-on approach to the learning environment and curriculum. This encourages appropriate development for the child's intellectual ability, emotional stability, social competency, and spiritual awareness and maturity.

**Program Goals**

* Nurture young children into being confident and eager to learn
* Teamwork with parents and respect them as being the primary and most important provider of care
* Create an environment that is responsive to the child’s INDIVIDUAL needs
* Provide developmentally appropriate activities to enhance and refine children’s learning
* Integrate all areas of learning with a biblical worldview

**Curriculum**

The Preschool is adapting the Teaching Strategies Creative Curriculum as our new curriculum. This is the same curriculum that the CMS system incorporates into their classrooms. Creative Curriculum is committed to providing a powerful solution that combines curriculum, assessment, professional development, classroom materials, and family engagement to ensure children are set up for success.

**Literature**- The Creative Curriculum utilizes daily resources focused on language and literacy skill development, and read aloud using their children’s book collection from a wide range of genres that explore life in other cultures, celebrate diversity, spark curiosity, and inspire children’s imaginations.

**Science** - Students will engage in science experiences that will allow them to explore, experiment, predict, observe, and communicate ideas and findings using teacher planned and open-ended hands-on science activities.

**Handwriting (3-year old’s/Pre-K))** -The Handwriting Without Tears® This program incorporates child-friendly teaching strategies, such as using music and movement to bring lessons to life, and multisensory manipulatives to build fine and gross motor skills. Our readiness and writing lessons teach body awareness, cooperation, taking turns, listening, crayon grip, drawing, building, letter and number recognition, capital letter and number formation.

**Mathematics (Pre-K)** -Creative Curriculum includes meaningful discussions and applications to develop the essential mathematical process skills of problem-solving, reasoning, communicating, making connections, and representing. Just like these skills are used by children in their daily lives, we integrate mathematics skill each day in our pre-k curriculum.

**Enrollment**

Classroom groupings are based on the child’s age as follows: all children registered for the toddler classes through four year old classes must be age appropriate by August 31st of enrolled school year. We follow the North Carolina guidelines for appropriate Kindergarten placement. Children will be assigned to a class at the first of the year and will remain in that class for the entire year. If there is a question as to the placement of a child, the final decision will be left to the Director and Preschool Board Committee. Wishes of parents will be considered but are not the controlling factor. The program is open to all children, regardless of race, nationality, creed, or special needs who may benefit from our type of program.

**Student age**

**cut-off date:**

**August 31st.**

LSLP is a non-profit, part-time, church related preschool. The school operates under the basic guidelines of the “National Association of Education for Young Children.” The program is a member of the “Evangelical Lutheran Education Association,” as well as the “Ecumenical Childcare Network.” The staff team is experienced in early childhood education and practices, as well as participates regularly in a continuous program of in-service education workshops in order to keep abreast of the ever changing needs of today’s families and the local community.

Director Discretion Regarding Continued Enrollment**:** LSLP will make every attempt to provide reasonable accommodations for all children, the preschool cannot enroll students that are (1) of a danger to themselves, (2) of danger to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to learn from and enjoy the programs. Any of the above reasons can be grounds for dismissal. It is requested that parents/guardians will discuss with the Director any special conditions or circumstances involving their child(ren) prior to enrollment.

# Parent Expectations

We strongly desire to have parents involved in the communication and daily development of your child and their experiences at LSLP. We ask that you do the following in order to make this the best experience for both you and your child(ren):

* Read this parent handbook in full.
* Check the email account that your family provided to the school, on a regular basis. Our school is a “Green School,” thus monthly newsletters and other communication updates will be emailed regularly to keep you informed about classroom activities and upcoming events. Please let us know if you make a change to your email address or if you do not have access to this mode of communication.
* Actively keep in touch with your child’s teacher(s) as well administrative staff (Director, Assistant Director, etc.).

# Financial Agreement

# Enrollment Fee

When registering your child, the following NON-REFUNDABLE Enrollment Fee is required (enrollment fee covers registration fee, activity fee and book fee)

* Enrollment Fee for LSLC Members: No Fee
* Enrollment Fee for Non-LSLC Members: $150 per child (no sibling discount for Enrollment Fee)

# Tuition, Late Payments and Withdrawal

 Tuition is based on the actual costs of operating the school and the number of days the child is in attendance. Monthly rates for the current school year are as follows:

* M/W/F $345 M-F $400 (2’s, 3’s, 4’s)
* Tuition will be paid in nine (9) equal installments on or before the FIRST day of the month (August–April). In order to hold your child’s slot for the Fall, the enrollment fee must be paid now and the first month’s tuition is due by August 15th; We depend on each month’s tuition to be paid on time and in full in order for us to cover our monthly expenses.

If your tuition is not paid by the 10th of the month, a $25 late fee will be added to your tuition bill. Please pay your child(ren)’s tuition by Check or Credit Card rather than cash (for safety and liability purposes)**;** checks can be made payable to: “Living Saviour Lutheran Preschool” or “LSLP”. Please use the provided tuition envelopes and return them each month with your payment; these are sent home at the beginning of each month for the upcoming month’s payment. Envelopes containing payments should be handed to your child’s teacher or the Director**.** Should late payments become a chronic issue, we reserve the right to dismiss from school any family whose tuition is not paid in full by the 10th of the current month.

Note: If your check is returned to us due to insufficient funds in your account (NSF), you will be charged a $20 fee to cover our bank’s handling expenses.

Should you need to withdraw your child prior to the end of the school year, no refunds can be made for partial attendance and absences**.** A one month’s written notice is required for early withdrawal. Any attendance during the month constitutes a full month’s tuition.

Reenrollment Policy**-** If you choose to withdraw your child during the school year and plan to re-enroll him/her at a later date within the same school year, there will be a $75 re-enrollment fee. We do not guarantee or hold space for re-enrollment.

# Days Off and Holidays

Each class has a set tuition fee per day, per child.  This amount is totaled based on the number of days the children are in school then divided by 9 months.  While it seems as though you may be paying for days your child is not attending on (during holiday breaks for example), please know that these days were in fact calculated into the tuition total for the year.  Please review the school calendar at the end of this handbook, in regards to days off and holidays. Please mark these dates on your calendar promptly.

# School Hours

DROP-OFF: A child may arrive at school between9:25AM -9:40AM but not before that time; this allows our staff to fully and properly prepare for the day ahead. We encourage parents to drop their children off at school NO LATER THAN 9:40AM, so that they can be included in the start of the day’s activities. Children who arrive late often have a harder time adjusting and can feel left out if they missed out on a regular part of their school day.

**Standard Late**

**Pick-Up**

**Fee: $1/Minute**

PICK-UP: All students should be picked up in carline between 1:00PM and 1:10PM. LATE PICK-UP: Any parent who is late picking up their child(ren) after 1:15PM will be charged a standard childcare center late fee of $1.00 PER MINUTE starting after 1:15PM. While we do realize that occasional accidents do happen, consistent late pick-ups alter our staff and meeting schedules. If you have an emergency around pick-up time, please CALL and inform us of your child’s arrangements.

EMERGENCIES: Only people listed on the pick-up form (which is required to be turned in at Meet the Teacher) will be allowed to take your child home; they must present a valid ID upon pick-up**.** We must have written authorization to release your child to another person; if you know in advance that someone else will be picking up your child, please send a note in to your child’s teacher.

IMPORTANT**:** We ask that parents of children of all ages to walk their children into their classrooms during the first week of school. While separation anxiety is completely normal (and please do be prepared for it), we have found from experience that some children have difficulty separating and an early or “lingering” visit to your child’s class followed by your absence may leave your child unhappy and unwilling to participate in the day’s remaining activities. Please make your drop-off time brief and understand that your child will very much be comforted and cared for.

# Teachers

Our teachers are experienced and trained in early childhood education. If you feel you may qualify for and be interested in applying for a position as a teacher or substitute teacher, please let the Director know. Resumes and letters of interest are requested for the application process; interviews and background checks are also completed on all accepted applicants. Teachers and substitute positions are paid; lesson plans and daily schedules are provided to substitutes the morning of teaching.

# Carpool Procedures

The LSLP carpool line is a “No Cell Phone Zone.” For the safety of all children at the preschool, PLEASE give your FULL focus to driving. Arrival: Please give your child the independence of coming into the school on their own. Your child’s teacher(s) will be greeting them at their classroom door daily. For safety purposes, please remember to always remain in your car and allow the staff member to open the door and unbuckle your child at drop off. If you and your child arrive AFTER 9:45AM, please park and escort your child inside as the doors will be locked (for security purposes) and the bell must be rung – never drop your child off late and assume they can come inside alone.

Dismissal: The car rider line will be used for arrival only**.**

Pick-up Authorization Policy-If you need to have your child picked up by someone who is not on the Enrollment for as an authorized pick-up you MUST email the preschool informing the Director of: your child’s name, their teacher’s name and who will be picking them up. Anyone picking up other than mom or dad will be required to show a picture ID.

# Inclement Weather

In case of inclement weather (snow, sleet, extreme cold, etc.) and Charlotte-Mecklenburg Schools (CMS) are closed our preschool will also be closed. Please listen to the radio or television to be aware of these closings; we will do our best to send an email correspondence to all parents (should power be available). When CMS has a 1or 2 hour delay, the LSLP will open one hour later (at 10:25AM).

By the same token, should schools close during an already in-progress school day (also due to inclement weather), we will close one hour before CMS does. (For example: if CMS closes at 12:00PM, we will release children at 11:00AM.)

LSLP make-up days are scheduled should MORE THAN FIVE DAYS be missed in a school year, due to inclement weather.

# Health and Safety

Required Medical Forms: Your child’s health and well-being are of major importance to us at the LSLP! We require that all students have a completed LSLP health form as well as a current and official copy of their immunization records, on file with us at the start of the school year. We also require that all immunizations be kept up-to-date, as required by a licensed physician.

**Please let us know if you child has any allergies.**

Please let us know if your child has any environmental or food allergies. We also ask that you let us know if your child takes any medication(s)\* that may affect your child’s schedule, on a regular basis. (\*For liability purposes, we cannot dispense medication, including sunscreen; medications and sunscreen must be given/applied prior to drop-off and by a parent/guardian.) If your child requires the use of an Epi-Pen in an emergency, please make sure one is labeled and left with us daily; it will be kept up high and in a specified cabinet.

Should your child become ill or have an accident while at preschool, you will be called immediately. Since we do not have a nurse’s office or sick-bay isolation room, we ask that you arrive promptly to pick-up your child. It is imperative that your emergency numbers be kept current and on file with us for this very reason.If you have a preference of a certain medical provider (CMC, Presbyterian, etc.) in case of emergency, please let us know on your medical form.

The LSLP takes the preparation for emergencies very seriously. Scheduled and impromptu emergency drills (fire, tornado, etc.) are held on a monthly basis.

At the LSLP, we also recognize the importance of a good foundation on which to build academic skills. Research indicates one of the most critical building blocks in a child’s development is the ability to effectively communicate. As a team, the LSLP staff encourages parents to seek further recommendations in regards to speech and language services if they feel that their child might require them. To aid in this process, we invite “KidSpeak,” a licensed group of speech pathologists to evaluate students whose parents wish to seek further guidance in this area.

Preschool Participant Waiver Living Saviour Lutheran Church assumes no responsibility for injuries or illnesses which your child may sustain as a result of his/her physical condition or resulting from his/her participation in any athletic activities, sports programs, childcare programs, the use of any equipment or other activities. Parents assume all risk for any and all injuries and illnesses, which may result from his/her participation in this program. If your child has not be cleared to participate in vigorous physical activity, a note from the doctor is required. Parents agree to hold harmless the church, its staff and volunteers for accidents or injuries arising out of your child’s participation in preschool activities. No accident or medical insurance is provided for such occurrences.

**Wellness Policy: The Preschool follows the CDC guidelines and anything that they instate will take precedence over our policy.**

 It is our sincere desire to provide quality care for your children while you are attending Living Saviour Lutheran Preschool. For the safety and wellbeing of all children and staff, the following health and wellness policies will be strictly enforced. Children should not be in attendance at LSLP if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in preschool activities.

2. The illness results in a greater need than the LSLP staff can provide without compromising the health and safety of the other children.

3. The child has any of the following conditions:

a. A fever higher than 100 degrees. Child must be fever free for at least 24 hours without fever reducing medication before they can return to childcare programs.

b. Continuous and/or Colored Nasal Drainage. A current note from a physician can be provided if drainage is caused by an allergy.

c. Diarrhea within a 24 hour period

d. Vomiting within a 24 hour period

e. Communicable diseases (Including but not limited to pink eye, head lice, skin rash, hand foot and mouth, etc.)

f. COVID SYMPTOMS; FEVER, NEW COUGH, CHILLS, NEW LOSS OF TASTE OR SMELL, SHORTNESS OF BREATH OR DIFFICULTLY BREATHING or has been around anyone who has been diagnosed with COVID in the last 10 days.

* Please notify the LSLP at once should your child have a communicable disease that is highly contagious (i.e. head lice, hand-foot-mouth disease, etc.). All parents will be notified that said-disease has been present in our school; contracted student will remain anonymous. Proper facility cleaning procedures will also be maintained. A doctor’s note clearing your child to return to school will be requested upon their return.

If children exhibit any of these symptoms while at school, the parent/guardian will be asked to pick their child up promptly. Children may return to preschool if they are symptom free after 24 hours or if a written note from a child’s physician is provided to LSLP. A doctors’ note can be provided for seasonal allergies.

Parents: Trust your instincts and please do NOT put the health and safety of your child’s classmates in jeopardy.

# Discipline & Behavior Management Policy

We believe that positive methods of guidance contribute more to the development of self-discipline than do negative ones. We continually strive to foster the development of self-control and self-discipline. Because we are working to maintain a supportive and relaxed atmosphere, we set limits based upon the developmental age and maturity of the children to define acceptable behavior. As teachers take the responsibility for consistently enforcing limits, safety, consideration for others, self-control and negotiation are encouraged. **Our Preschool’s Techniques of Behavioral Management:**

* Positive reinforcement – first recourse.
* Focusing more on productive (vs. unproductive) behavior that is not destructive to people or property.
* Redirecting children to other areas or to new activities.
* Use of modeling and encouragement of appropriate behavior.
* Emphasize the development of social skills that involve cooperating, helping, and negotiating with others to solve interpersonal problems.
* Quiet Zone – Should the first set of methods above not work to alter misbehavior, children will be asked to sit in the “Quiet Zone” to think about their recent choices and make the decision to make better choices the next time. Children will remain in this separately assigned chair in a quiet part of the classroom based on their age (one minute per year of age).

By using these techniques, children learn to redirect their energies into constructive outlets and learn to take responsibility for their own actions. The purpose of this LSLP policy is threefold: safety, consideration for others, and part of the social and emotional development of the child. Should a teacher feel that a student is (1) of a danger to themselves, (2) of danger to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to learn from and enjoy the programs, the parent will be contacted via a phone call by the teacher. The parent will receive a documentation form the following day stating the schools concern, notes from the phone conversation along with a follow up plan. This form will need to be signed by the parents and returned the next day.

# Other Policies

Potty Training: We understand that all children develop at different paces. If your child is not potty trained, we will do our best to work with you and your child. Each class will have various scheduled as well as impromptu potty breaks each day. Please make sure you send your child to school with one or two extra sets of clothes (including undergarments and socks) as well as diapers or training pants. We do ask that all three year olds be potty trained prior to the start of the school year. If 2 accidents happen in 1 week for a 3 year old, you will be asked to put your child in pull-ups, pull-ups will not be changed in the 3’s. If the child has a bowel movement in their pull-up you will be contacted to come in and change them.

Bite Policy: Children often bite others because they do not have the words to express their emotions. The child may be frustrated or want attention. We are dedicated to helping your child use his/her increasing vocabulary to work through this phase. However, for the safety of other children, your child may be asked to take a day off from preschool should the bite break the skin; recurring issues will be handled on a case-by-case basis. Thank you for your understanding.

Photo Release Policy: You must inform the director if you do not wish your child’s photos to be used to promote the Preschool Program.

What to Bring to School Each day your child should arrive to school with the following items:

* A nutritious lunch and drink in an insulated lunchbox.
* A backpack and folder (so that art and other fun things can be sent home; a folder will help these items not get lost in the clutter of a backpack which will also hold emergency items as stated next).
* An extra set of clothes (or 2, if your child has recurring accidents) including undergarments and socks, for emergencies.
* Diapers/training pants and wipes (if appropriate).

IT IS EXTREMELY IMPORTANT TO LABEL ALL ITEMS WITH YOUR CHILD’S FULL NAME!!! THIS IS REQUIRED.

Young children (even at age 5) can often forget which item is theirs. The LSLP cannot be held responsible for items that are sent home with another student because they were not labeled and the child could not recognize them.

# What to Wear to School

Each day think of your child’s comfort and provide simple clothing that is free of complicated fastenings. While staff are always present and available to assist in times of getting ready to go outside (i.e. putting on a coat) or using the restroom (i.e. unbuttoning buttons, unzipping zippers), we do encourage and teach independence.

We are a fun preschool and we enjoy lots of activities that may result in your child’s clothing getting a bit messy. While the majority of our materials state that they are “washable” should they come in contact with clothing, the LSLP cannot be held responsible for any ruining of attire or personal belongings.

Should the weather be agreeable, we will play outside on the playground. Please provide TENNIS SHOES or BOOTS that are closed-toed AND have rubber soles. There are many places to climb on our playground, so sandals and smooth soled shoes will cause your child to slip – please do not send your child to school in them!

Remember that as the seasons change, you need to dress your child in layered clothing. For example, even though the sun may be bright at 9:00AM, it might be cold and cloudy by 10:00AM. Should it be seasonably appropriate, always pack a sweater or jacket just in case! It is much easier to remove a sweater or jacket and leave it in the classroom, than to go outside without one (because one wasn’t sent in) and be too cold to play and feel left out of the fun activities. (Also try to remember to switch out the emergency set(s) of clothing in your child’s backpack as the weather changes.)

# Lunch Time Rules and Nutrition

Please try and keep lunches as nutritious as possible and eliminate the white sugar content found in junk foods. Please do NOT send in the following: HOT DOGS, POPCORN, NUTS, UNCUT GRAPES, CARROTS (due to the danger of choking) or CANDY OR SODA. While we will never withhold food from your child, we will always encourage children to eat the nutritious part of their lunches before eating any sort of treat provided by you. Please note, due to safety (temperature heating) and sanitation (checking temperature) precautions, we cannot heat up food for children.

# Field Trips

Due to seat belt laws, the LSLP does not have transportation suited to transport children to various outside activities. In lieu of going out for field trips, we provide a variety of special activities that are hosted on-site and during school hours. Information on these activities will be shared in the parent newsletter each month.

# Birthdays and Special Celebrations

Each child’s birthday will be observed at school on or during the attending day nearest to their birthday. Parents may send in a special treat (individually wrapped) for after lunchtime on that day. We request that you ask your child’s teacher if there are any of the children in your child’s class who have allergies (as we will only allow a treat that all children can partake in together).

Children who have summer birthdays may enjoy a special day in the same manner early and during the month of May; please let your child’s teacher know if you would like to have this scheduled. We want each child to know and be recognized on their special day. Please note: we cannot host birthday parties at preschool or during school hours.