

# Parent Handbook

**Grace Lutheran Early  
Childhood Education**

**Authored By:**

Dori Winkel, Director

2014





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## Welcome

Welcome to Grace Lutheran Early Childhood Program for preschoolers. This handbook is designed to give you insight into our goals and procedures. We strive to provide a positive learning experience for you and your child. Please review this information, and if you have further questions or concerns, please speak to us at any time.

Director/ Teacher: Dori Winkel  
231-773-2380  
ece@gracemuskegon.com  
DEWinkel07@comcast.net

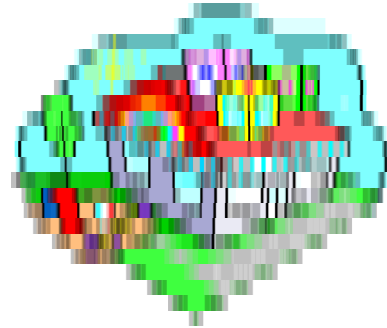
Teacher's Aide: Lisa McCabe  
231-830-4928  
lisamccabe@live.com

Pastor Timothy Winkel  
231-740-4237  
pastortw@gracemuskegon.com





*The mission of Grace Lutheran ECE is to teach young children and their families about God's love and his plan for salvation, to guide them in applying their faith to life and sharing their faith with others, to furnish them with spiritual and educational support, and to provide them with spiritual, social, mental, physical, and emotional growth in a Christian environment.*



## **Purpose and Philosophy**

Grace Lutheran Preschool operates as an outreach of Grace Evangelical Lutheran Church. Our preschool class seeks to reach and minister to the children and families in the community by offering a high quality preschool program. We strive to assist our parents with their responsibility to teach God's precious truths to their children.

The foundation of our educational philosophy is the development of the whole child. The cognitive, social/ emotional, physical, and spiritual growths of the child are all important.

Grace Lutheran's ECE ministry provides developmentally appropriate preschool experiences designed to help each child grow:

- Intellectually by encouraging an enthusiasm for learning through exploration and hands-on experiences in the arts, science, math, and language.
- Socially/ emotionally by encouraging participation in group activities and play time experiences in getting along with others and developing a feeling of security and a sense of belonging.
- Physically by encouraging experiences that develop large and small muscle coordination and motor skills.

- Spiritually by integrating a biblical Christian worldview throughout the curriculum and learning environment. Christ-centered character qualities are modeled through the love of our staff and the responses given to the children in our care. Bible lessons, songs, and prayer give the children an appreciation of God's love for them.

Each child is a unique gift from God and is encouraged to progress at his or her own rate. The caring Christian atmosphere provides a warm backdrop, allowing children to feel confident as they discover their God-given abilities. The stimulating, child-centered setting offers a safe and developmentally appropriate environment where children have the opportunity to make God-pleasing choices. Experienced and devoted teachers create challenging opportunities for children to

“Grow in Grace”.



## Certification

Grace Lutheran's ECE programs are fully licensed by the state of Michigan. The director and teachers are endorsed by the state of Michigan. Our teachers are members of the Wisconsin Ev. Lutheran Synod. Our program is staffed by well qualified teachers and assistants who receive on-going training in education, health, and development of young children.

## **Admission**

### **Non-Discriminatory Policy:**

Grace Lutheran Preschool admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, or national origin in its educational policies or admission policies.

### **Member and Non-member Admission:**

Children will be admitted on a first-come, first-serve basis. However, consideration will be given first to our church member's children, for whom the program was primarily established.

### **Enrollment in Grace Lutheran Preschool:**

Children must reach the age of three years old by December 1<sup>st</sup> and be toilet trained to enroll in the preschool program. Class size is limited to 18 students. Four-year olds will take priority to three-year olds. Two adults will staff the class: one Teacher and one Teacher-Assistant or two Teachers that will team teach the curriculum.

Application for enrollment requires:

- Application form
- One time application fee of \$35

Upon enrollment and prior to the first day of attendance also requires:

- Child's immunization record
- Emergency information/ authorization card
- Child's health appraisal form
- Family Partnership Agreement and Licensing Notebook Notification
- A State required form for Background Checks

## Tuition and Fees

This self-supporting program relies on tuition for financial support. Our rates are:

*Three day Preschool for 3 and 4 yr olds:* Monday, Wednesday, Friday,  
1/2 day.....\$1250/yr or \$125/mo

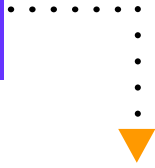
*Two day Preschool for 3 and 4 yr olds:* Monday and Wednesday, or  
Wednesday and Friday, or Monday and Friday, as space allows  
1/2 day.....\$950/yr or \$95/mo

These one-time fees will be assessed for each child.

Application fee.....\$35  
Activities fee.....\$25 /yr

All payments and fees will be collected at the beginning of the month before receiving services. A late charge of \$10 may be added after the 10<sup>th</sup> day of each month. Accounts in arrears for two consecutive months may result in dropping the student from enrollment. Please drop payments off at the church office, or give payments to the classroom teacher. You may also mail your tuition to:

Grace Lutheran Church  
2651 Shettler Road  
Muskegon, MI 49444



## **Withdrawal Policy**

If a prolonged illness or a move deems it necessary to withdraw, we request that you notify the teacher two weeks in advance. Parents will be charged for this period, unless the space is filled before the two weeks expire.

If the director feels that a child should be withdrawn from the school, the following steps will be taken:

The director, pastor, and staff members who work with the child will meet and discuss the reason(s) they feel the child should be withdrawn.

A meeting of the parent(s) and the director will be held to discuss the child's readiness for the program in which the child is presently enrolled.

The parent(s), director, and pastor will decide what would be most beneficial for the child and school.

## **Calendar Schedule**

Grace Lutheran Preschool will begin the school year the first Wednesday after Labor Day in September. The last day of school will be the Wednesday of the week before Memorial Day in May. We will follow the Fruitport Public School District's calendar for vacations and legal holidays. When Fruitport Schools have delayed start Wednesdays, Grace Lutheran Preschool will still begin the school day at 8:30. A complete school calendar will be available in September.

## **Hours of Operation**

The school hours are 8:30 a.m. to 11:30 a.m. Monday, Wednesday, and Friday for preschool age classes, not including vacation days or holidays.

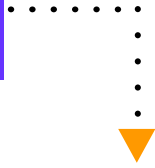


## Daily Schedule

7:45-8:15 a.m.	Teacher Preparation
8:30-8:45 a.m.	Children arrive; Hand washing; Table jobs
8:45-9:00 a.m.	Whole Group; Gather together with a song; Bible story; Agenda
9:00-9:15 a.m.	Music and Movement
9:15-10:00 a.m.	Small Groups
10:00-10:30 a.m.	Play choice Activities Sensory table Science/ Math center Small manipulatives center Art center
10:30-10:45 a.m.	Cleanup; Calendar
10:45-11:00 a.m.	Snack
11:00-11:10 a.m.	Review the Day; Closing prayer
11:10-11:25 a.m.	Outdoor play
11:30 am	Dismissal

## Arrival

Please accompany your child to the building when you arrive. It is unsafe to drop children off in the parking lot and let them run into school. Entering with your child gives you a chance to speak with the teachers. **We ask that you arrive no earlier than 5 minutes before the Preschool session begins unless previous arrangements have been made.**



## Dismissal

The class is on the playground at the end of the day, and your child will be dismissed from there. If someone is picking up your child other than a parent please notify the teachers. We must have on file the names, addresses and telephone numbers of individuals permitted to drop off and pick up your child from preschool. If someone arrives to pick up your child and his or her name is not in our file we cannot allow your child to leave with that person.

## School Delays or School Closings

In times of inclement weather, Grace Lutheran Preschool will follow the policy of the Fruitport Public School District. If Fruitport Schools **close**, Grace Lutheran Preschool will also close. Watch for Fruitport School closing information listed on the bottom of the screen on WOOD TV 8 and also on the internet at: [www.woodtv.com](http://www.woodtv.com).

If there is a **2 hour delay**, we will plan to still have Preschool and the adjusted start time will be 10:00 am. We will still have class for 2 hours (dismissal will be 12:00 noon) and we will plan on adjusting our schedule and eating snack at approximately 11:00 am. If you choose not to send your child on that day due to the weather, please contact the church office at 231-777-3011 or Mrs. Winkel at 231- 773-2380.



WOODTV.COM - GRAND RAPIDS

## Dressing for Preschool

Please dress your child in clothing that is comfortable, washable and allows for self-dressing. Label all articles of clothing, including boots and mittens, in the winter.

A large school bag or backpack to carry home artwork and correspondence is suggested for each child. Please label the school bag with your child's name.

## Personal Items at Preschool

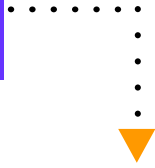
Guns, swords and toys that could hurt other children will not be allowed at preschool. Cartoon-inspired toys encourage specific sorts of play and keep children from exploring the open-ended activities that we provide. Please keep these toys at home. We ask that children not bring personal belongings to preschool without prior permission. Your child will have opportunities to bring items from home that connect with the curriculum. Please watch for these opportunities in the daily memos.

## Food from Home

Snack time is an important part of our daily routine. It is a time for children to socialize, learn to use manners, and try new foods. Paper products are provided by the preschool. Parents are asked to furnish snacks on each day for their own child. Please try to follow the USDA Food and Nutrition Guidelines. The following lists are provided to help you meet these standards.

Snacks for the whole group may be brought for birthdays and other special occasions.

**Please do not send any product containing peanuts or peanut butter.**



**Milk**

- Fluid milk

**Fruit/Vegetable**

- Juice, fruit and/or vegetable

**Grains/Bread**

- Bread or
- Muffin or
- Cereal or
- Cookie or
- Cereal bar

**Meat/Meat alternate**

- Cheese or
- Eggs or
- Yogurt

Some snack suggestions are:

- 100% fruit juice and goldfish crackers
- water, crackers and string cheese
- Trail mix (cereal, raisins, m & m's) and 100% fruit juice
- Cereal bar and milk
- Grapes, pretzels and water
- Popcorn and 100% fruit juice
- Yogurt and 100% fruit juice
- Blueberry muffin and milk

**Please do not send any product containing peanuts or peanut butter.**

Unless it is a special occasion, please avoid sending brownies, cookies, or cakes. If you have any questions, we would be happy to help you.

Please notify the teacher if there are any specific allergies that your child may have.

## **Communication**

Written daily communication will be paperless, via the internet, for all parents who supply a current e-mail address. We will send a copy of the daily communication home with each student whose parents request a printed report. Monthly calendars will be sent home the last week of the month. Watch for other written communication as the need arises.

The staff will phone parents in cases of emergency. (Please refer to Emergency Procedures- page 15)

**Please keep your emergency contact information up to date.**

\*\*Remember, we are here to assist you in your parenting. Please let us know if there is any way we can be of service to you. Call your director, pastor, or classroom teacher at any time.

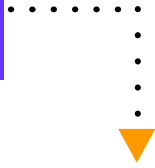
We will not be able to pass on personal contact information from our files, such as phone numbers or addresses. If you would like to communicate with parents of other students as well as their children, you are welcome to use the personal space for each child in the entry way.

## **Discipline**

Our children will be encouraged to represent their Savior in all of their words and actions toward classmates and adults. They will be encouraged to respect the feelings and property of others. We will promote the development of self-control through positive guidelines and actions.

Redirecting negative behaviors will be done whenever possible. We will give the child choices whenever possible. We will set rules that apply to health and safety. Physical punishment will not be used as a form of discipline however, we will step in to avoid harm to any children or adults at the school.

Regular communication between parents and staff is encouraged. Parents will be contacted if their child's behavior is causing concern. Parental concerns are welcomed and will be addressed by the director and staff of the school.



## **Health**

**Child Information Card:** Each parent must fill out an information card. This data will allow us to take action during a medical emergency.

**Health Appraisal Form:** Each child must have a completed Health Appraisal Form on file. Vaccinations must be up to date.

## **Safety**

In case of serious accident or injury:

1. Basic first aid will be applied.
2. Parents will be notified. If parents cannot be contacted, the emergency contact on the child's information card will be used.  
**Please keep these up to date.**
3. If the above persons cannot be contacted, and the child needs medical attention due to a life-threatening situation, the child will be transported via ambulance to the hospital of choice as indicated on the child's information card. A staff member will accompany the child until a parent arrives.

## **Illness Policy**

Keep your child home from school if he/she has:

- Cough or sore throat
- Strep throat
- Fever or headaches
- Flu
- Vomiting on two or more occasions in the last 24 hours
- Stomach pain or diarrhea
- Skin rash

Inflamed or swollen eyes  
Ear infection (must be on antibiotics for 24 hours)  
Head lice or communicable diseases

After a fever, your child's temperature must be normal (98.6°) for 24 hours before returning to school.

If your child becomes ill while at school, you will be called and asked to take your child home.

## **Medications**

Medication will only be administered from original container with the original prescription label. A medical release form must be signed and dated for all medication, including over the counter medications. Please note: this includes sunscreen and bug sprays.

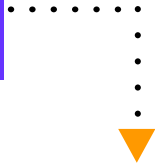
## **Emergency Procedures**

In case of an emergency, the staff will make every effort to reach the parents or the alternate listed on the "Child Information Card." Parents are asked to notify the school immediately in case of any change in address or telephone number.

## **Fire and Tornado Drills**

Fire and tornado drills will be held on a regular frequency to familiarize the students with the alarms and the emergency procedures. Fire drills will be conducted quarterly in the school year. Tornado drills will be conducted twice during the tornado season.

In case of an actual evacuation, we would walk the children to the parsonage (Pastor and Mrs. Winkel's home), which is across the field to the west (2585 Shettler Rd).



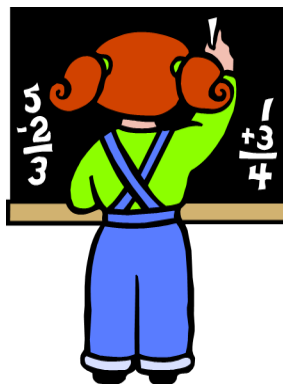
## Volunteers

We are always in need of volunteers. We need and urge your assistance in planning trips, programs, public relations activities, recruitment of future students, and other activities. We always need extra parents to accompany us on field trips. If you have a talent, hobby or trade you would like to share with the class, please contact the teacher. (Example: Sewing, cooking, music, reading, collecting, bring a pet to share, etc.)

The Background Check Policy and form is included in the pocket of this folder. Please understand that this is state required and only helps to ensure your child's safety when in our care. The background checks must be completed for any adults assisting in our program. Please contact the school if you need more forms.

## Parent Visits

The parent/teacher relationship is extremely important. Parents are welcome to visit the preschool classroom at any time. We ask that you do not bring other children when you visit.





## Family Partnership Agreement

Please place your initials in the space before each statement after you have read through each one. Place your signature at the bottom of this page.

\_\_\_\_\_ I agree to follow the policies of Grace Lutheran Preschool as found in this handbook.

\_\_\_\_\_ I agree to support the Early Childhood ministry of Grace Lutheran Church with my time, talents, treasures, and especially my prayers.

\_\_\_\_\_ I am aware that Grace Lutheran Preschool maintains a licensing notebook of all licensing reports and all related corrective action plans.

\_\_\_\_\_ I am aware the notebook will be available to parents for review during regular business hours.

\_\_\_\_\_ I may also find licensing inspection and special investigation reports from the past two years at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

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(Parent's Signature)

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(date)

**NOTES**

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