



# PARENT HANDBOOK

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## Holy Cross Lutheran Preschool

Holy Cross Lutheran Preschool extends a warm welcome to all families and their children who will be entering our school. It is our hope that your child's early religious and educational experiences with us will be rewarding for both you and your child. Holy Cross Preschool will give your child the values, socialization, and skills you needed to prepare your child for Kindergarten. We admit children of any race, religion, color, gender, national, and ethnic origin to all rights, privileges, programs, and activities accorded the children in our early childhood program.

Our school was established in 2002 and is a ministry to the community of Onaway and the surrounding areas. It is governed by the Church Council as a non-profit, non-sectarian, non-discriminatory Christian Preschool. We are licensed by the Michigan State Department of Licensing and Regulatory Affairs and meet or exceed the minimum standard set by them for facility, staff, ratios, and record keeping. The Department periodically inspects the school to ensure standard of health and safety for all children in our care.

The Parent Handbook sets forth the school's procedures and policies. They are subject to change from time to time and do not confer any obligation on the school. Holy Cross Lutheran Preschool explicitly reserves the right to modify any of these procedures and policies at any time and without notice.

## ADMISSION/ENROLLMENT/WITHDRAWAL

We admit children of any race, religion, color, gender, disability, or special need based upon space availability and our ability to care for your child.

All children admitted must be at least 2 years 6 months by September 1 according to our license. Children must also be able to use the restroom by themselves. Enrollment is limited to the permitted number and is on a first come basis. Students must have ALL state required paperwork within 30 days of enrollment. ALL students must have a health appraisal and valid immunization proof (or valid exemption) in accordance with the state licensing regulations. Students may enroll throughout the school year as space allows.

Families who wish to withdraw their child from Holy Cross Lutheran Preschool are asked to notify the Teacher/Director in person or by phone. If there is some issue you are encouraged to talk to the Teacher/Director before withdrawal. Help may be available.

## DISCRIMINATION, CULTURAL COMPETENCE AND INCLUSIVENESS STATEMENT

There is **NO** discrimination against age, race, religion, disability, or special needs at Holy Cross Lutheran Preschool. Each child is accepted based upon availability and our ability to care for your child. At Holy Cross Lutheran Preschool we strive to make each family feel at ease and each child feel at home. We are a "school family." We love talking about the similarities and differences of families, ours and other cultures, activities our families like doing, and traditions practiced in our homes. Each child is encouraged to share and embrace their own family's culture. The best way to build a bonding relationship with your child is to connect with the families. We hope you share your family with us!

Ways to share your child's culture with us:

- Tell us who's in your family, bring a picture to share.
- We love knowing what family members do all day. Tell us about your job. Is there something extra special you can share with us?
- How do you celebrate birthdays, holidays, and special occasions.
- What are your family's favorite activities? Can you share something about them?
- What are your favorite meals to cook? Is there a special recipe we can make here together? Or bring in for snack?
- Do you have pets? Share them with us! Children love talking about their furry family members.

Ways we share culture in our school:

- Provide multicultural dolls, dress up clothes, music, art and books.
  - Providing opportunities for families and community members to share their culture with us.

Our students will be addressed and known by the sex God made them and is listed on their birth certificates. We will not reject God's design and the person He created them to be. The Bible describes people as either male or female, making no distinction between biological sex and gender. As followers of Jesus, we use the same definition.

## TUITION

A monthly tuition is charged to all students. The tuition is set by the Church Council and paid on a monthly basis to ensure child's enrollment in class.

### FEES AND PAYMENTS

Tuition is based on a 9 month school year--September through May, and number of days per week attending. A registration fee of \$30.00 is charged to all students prior to registration. (One fee per family)

On day per week:	\$56.00 per month
Two days per week:	\$112.00 per month
Three days per week:	\$168.00 days per month
Four days per week:	\$224.00 per month
Five days per week:	\$280.00 per month

10% discount when the entire year is paid in full at the beginning of the school year

Tuition is due by the 10th of each month. A \$10.00 late after the 10th.

## Daily Schedule

*\*all times are approximate\**

8:00-8:45	Arrival/Check-in/Free Play
8:45-9:30	Small Group/Centers
9:30-9:45	Clean Up
9:45-10:15	Calendar, Weather, Letter of the Week, Bible Time
10:15-10:45	Snack, Brush Teeth, Independent Reading
10:45-11:00	Exercise, Music, Circle Time
11:00-11-15	Story Time
11:15-11:30	Art
11:30-Noon	Outdoor Play

## Parent/School Communication

Monthly newsletters and calendars will be sent home regarding school activities. Families will be notified of any changes or special activities that come up such as an opportunity for field trips. All field trips require permission.

If any particular successes, issues or concerns arise the staff will speak to you at drop off or pick up time. You may also be notified by text or phone call.

## Healthy Nutrition

Your child's health and well-being is very important. Good nutrition and enough sleep greatly affects how your child learns. Families are asked to provide snacks and drinks at least once a month during the school year. We encourage you to provide nutritious snacks, especially natural foods, fresh fruits and vegetables, and 100% fruit juices. Please remember that all juice must be pasteurized, even apple cider. One snack per day is served sit down at the table family style.

Special snacks to celebrate birthdays or other special occasions are welcomed!

Please let us know of any food allergies or sensitivities so we can inform other families and avoid any harm or danger to your child.

If there is any issue to providing healthy nutritious to your family, child, or the class please let us know. We can help you by giving you information as to where you can receive assistance.



## Health Policy

In order to maintain a healthy environment and reduce the spread of illness, we ask that you do not bring your child to school when he/she is ill. If your child is displaying any of these symptoms, it is best that he/she stays home: fever, diarrhea, vomiting, or uncontrolled coughing. When your child is free of these symptoms he/she may return to class.

If your child's doctor has prescribed antibiotics, your child may return when they have been on the medication 24 hours and has no fever. Please administer any medication before or after school.

If your child becomes ill at school they will be isolated from the rest of the children in the office and family called to pick them up. If the illness is infectious this will hopefully reduce the spread.

In case of accidental injury we will make an immediate attempt to contact a family member. If urgent care is required, we will also call the ambulance. Please keep the school updated on phone numbers, emergency contact numbers, and any pertinent medical information.

In the event of a major catastrophe (fire, storm damage, etc.) where the children would need to be removed from the school grounds, they will be taken to the parsonage. The family will be notified where to pick up their child.

## Dental Health Policy

Dental Health affects overall general health. As such, Holy Cross Preschool encourages good dental health by setting aside time each day for children to brush their teeth after eating. We also observe Dental Health Month by having a Dental Hygienist come into the school to teach about our teeth and what we should do to take care of them. Toothbrushes and toothpaste are provided for each child free of charge.

## Discipline Policy

Holy Cross Preschool uses a positive method of discipline that encourages self-direction and self-regulation. Children are taught and encouraged to use belly breaths to calm down and their words to resolve conflict. Children are also taught other calming techniques such as counting to 10 or removing themselves to another center that has calming activities.

Any serious misbehavior that continues each session will be brought to the attention of the parents. If necessary, the parent will be asked to keep the child home and will be given suggestions on how to receive help.

## Child Screening and Assessment

Holy Cross Preschool staff will assess your child's initial development and progress 3 times per school year. *Ages and Stages* will be used as a screening tool to assess where your child is in their individual development at the beginning of the school year. The information gathered will then be used to identify areas where growth is needed.

*Teaching Strategies Gold* will be used to measure their progress in December and May. These tools help to develop and adapt class study and instruction (using *Creative Curriculum*) that meets the needs and interests of your child.

Drop Off/Pick Up times are used to communicate with the staff and families any issues or concerns on your child's mood, behavior, general well-being, or other pertinent information. Please feel free to share.