



**Pilgrim Lutheran School
Preschool Handbook
Mrs. Wendy Winterstein and
Mrs. Martha Eiland
2018-2019**

Mission Statement

Pilgrim Lutheran School provides a Christ-Centered education so all families will know and share God's Word.

Pilgrim Lutheran Preschool (CDC8369) is licensed by:

The State of Arizona Department of Health Services
Office of Child Care Licensure
150 North 18th Avenue, Suite 400
Phoenix, Arizona 85007-3244
602-364-2539 phone
602-364-4768 fax

All inspection reports are available for review upon request. Please contact the school office for this information.

Admissions

In order to provide the best educational experience for your child, Pilgrim Lutheran School's policy states that any child entering the preschool must be three years of age and completely potty trained. Any special placements may be done only through the Principal, Director, Teacher and the School Board. Children with special needs will be evaluated on an individual basis. An assessment will be done and a meeting will take place between the child's parents, teacher, Principal and school advisor. As a team we will decide if we are able to provide your child with the very best care while meeting their developmental and social needs appropriately.

Every child must be registered prior to admittance into the classroom. All necessary forms as required by the State of Arizona must be filled out completely before your child can be admitted into the preschool. Please have your child's immunization records, medical and dental history and personal history available at the time of enrollment. **Your child will NOT be allowed to start at Pilgrim until we have an emergency card on file, current copy of your child's birth certificate and their shot record with all immunizations up to date.**

At times when space may be limited, enrollments will be considered in the following order of preference.

1. Children of Pilgrim Lutheran congregation when one or both parents are members of the congregation.
2. Children of congregations in fellowship with Pilgrim Lutheran Church.
3. Children (unsolicited) whose parents are neither contributing nor communicant members of another denomination.
4. Children (unsolicited) whose parents are members by contribution and attendance of nonaffiliated churches.

Since all Christian denominations present Christianity differently, we want to be on the level with what we stand for and why. We want all involved with our school to know what we, as a church body, teach and preach.

These classes are also meant to stress the keen interrelationship between church and school in our Christian education program. The whole learning process will be enhanced as children are brought up as Christians in all areas of their lives.

Curriculum

Our curriculum will not only share God's love for our children through the Word, but will introduce children to learning through play. Through hands on arts, crafts, reading, math, music and science children begin to explore and understand the world around them. Throughout the year they most importantly learn about personal relationships and the love that their Savior has for them.

Calendars

A complete school calendar will be given to the parents at the beginning of the school year. Pilgrim Preschool follows the same calendar as our elementary school.

Non-discrimination Policy

Applications for enrollment are accepted without regard to race, religion, color, sex or national origin. However, since we are an extension of the church, members of Pilgrim Lutheran Church have first priority. We will be teaching God's Word throughout all aspects of the academic day.

Program Schedule

The Preschool program runs from 8:15 am until 11:30 am Monday through Friday. There is also an optional afternoon session available for those children enrolled in the morning class. This session will run from 11:30 am until 3:15. It is very important that your student is on time so that classes may begin and not be interrupted. Tardiness is disruptive for not only the student but also his or her classmates. Continued tardiness can be very damaging, even giving the impression that a child's education is not important. Therefore to help solve a tardiness problem, the following steps will be observed on a semester basis:

- 3 tardies - a meeting with parents by the child's teacher
- 6 tardies - a meeting with parents by the principal
- 10 tardies - a meeting with parents by the school board

Pilgrim Lutheran School does not offer any transportation to or from school.

Payment Schedule

A tuition statement will be issued the first of each month (August through June). Payments are due by the 15th of each month. A 3% discount will be given to families that pay their entire tuition by the end of September. In fairness to all of our student families and due to the importance of tuition income, Pilgrim Church and School has approved a policy for delinquent tuition. The policy consists of the following three phases designed to ensure payment.

1. Two months past due -Overdue notice on Invoice
2. Three months past due -Parents must contact the tuition review committee and set up a written plan of payment for approval.
3. At each semester break, family accounts must be paid to date or an approved written plan for payment must be in place. If a family fails to follow the written plan, students may be held out of school until accounts are current.

Monthly Preschool Rates

	Mon-Fri All Day	Mon-Fri AM	M, W, F All Day	M, W, F AM
Member	\$450	\$290	\$290	\$185
Non-Member	\$630	\$400	\$400	\$290

	2 Days/Week All Day	2 Days/Week $\frac{1}{2}$ Day	
Member	\$195	\$125	
Non-Member	\$310	\$175	

Families who fail to completely pay their tuition from the previous year will not be allowed entrance into the new school year.

Parental Involvement

Our preschool has an open door policy and welcomes you at any time. For the safety of our students and staff we simply ask that you sign in with the office before proceeding to the classroom. If you would like to help in the classroom on a regular basis AZ state law requires a background check and fingerprint card. Please let us know if we can assist you in any way.

Field Trips

Due to the State of Arizona's strict regulations on transportation the preschool children do not take any field trips that would require us to transport them from school grounds. However, special events may be planned throughout the year which allows children along with their parents to meet after school hours for group activities. Transportation is not provided to or from Pilgrim. Transportation of any kind by a Pilgrim employee is strictly prohibited.

Emergency Procedures

In case of injury, we will follow our school emergency plan which is posted on the preschool bulletin board. We will make an immediate attempt to contact you. In the case of emergency, we will call 911. The person in charge will make all necessary decisions about the care of your child until contact with parent can be established. All minor accidents suffered will be indicated by an "OUCH" report and documented in the accident/illness log. It is to your benefit to keep the school current with all phone numbers as well as emergency contact numbers. Please keep the teacher informed about any changing medical information. In order to give your child the best possible care we need to be informed.

Health

Your child's health is important to us, therefore your child will be sent home if he/she displays symptoms of illness during school hours. In these cases, the child will be isolated immediately from the other children and a parent will be contacted. We understand that illness is often inconvenient to parents who work outside the

home. However, for the well-being of every child that attends our school we must insist that the ill child go home as soon as possible. **A child may only return to school when he/she has been fever free for a complete 24 hours or until the symptoms have completely resolved.**

Please keep your child home if he/she shows any signs of the following:

- **Has a fever of 101 or higher**
- **Has a heavy nasal discharge (green in color indicates infection)**
- **Has a consistent cough**
- **Has any diarrhea type symptoms**
- **Has any symptoms of a communicable disease such as:**
 - Chicken Pox**
 - Head Lice**
 - Pinworm**
 - Ringworm**
 - Pink eye**
 - Any unidentifiable rash anywhere on the body**

When a child in our school has a contagious disease a notice will be posted immediately.

Medications

Although we do not anticipate daily medications being administered during the preschool day, if a unique situation should arise official paperwork is available. If medication is needed, it will be stored in a locked box and must be accompanied by a signed release form by parents. Please see preschool teacher for detailed instructions.

Abuse and Neglect

In accordance with Arizona State laws, we must report any suspicions of child abuse. They would include sexual, physical, and emotional abuse as well as neglect. We do not condone, hide, or tolerate any type of child abuse or neglect. Our main responsibility is to ensure the safety of the child.

Food and Nutrition

Your child will need to bring a snack from home every day. We are a state licensed facility; therefore all snacks must be **"healthy"**. A list of suggested snacks is posted on the preschool bulletin board. If snacks need to be kept cold, please send

a small ice pack in their lunch box. Junk food is not allowed; chips, candy, soda or gum cannot be brought as a snack. Occasionally, your child will have the opportunity to cook or prepare special treats at school, a note will be sent home prior to the parent for proper notification.

If your child is enrolled in the afternoon session they will need a healthy lunch and an additional snack.

Rest Time

Our preschool provides a half day program with a balance between active and quiet play. Because of the time allotment, a specific nap time is not built into our morning schedule. However, if your child should become tired and need to lie down, a rest mat will be provided. Please see the teacher for any special needs or considerations.

If your child is enrolled in the afternoon session a designated naptime is provided. From 1:30 PM until 2:30 PM children will be required to rest. Each child will need to bring in a blanket/sheet and will be given a mat. All children are expected to sleep or lay quietly during that hour. If your child cannot fall asleep, or you as a parent do not want them napping they will be given books to read. If you would like your child to rest for a longer period of time please talk to your child's teacher. This quiet time is not optional.

Birthdays

Parents may send a treat for their child's birthday. We will celebrate during our scheduled snack time. Food treats need to be purchased from a bakery and cannot be cooked from home due to AZ state regulations.

Discipline

The ultimate goal of our program is to teach children how to be self-disciplined. When teachers or the director discipline students, they are showing that they care too much for them to let them behave in a way that is not God-pleasing and want to take the time and effort to help children learn how to behave in a God-pleasing manner. This is done in partnership with the home. Certainly it is critical that school and home cooperate in helping the child learn self-discipline. Teachers are encouraged to partner with families to address specific discipline issues within the classroom.

Generally speaking, discipline is part of the classroom management and is handled by the teacher. The exceptions to this are probations, suspensions, and expulsions, which involve the principal and/or school board. Under most circumstances, discipline follows a progression until the desired outcome is reached. This progression would include discussions with the child, teacher, parents, director, pastor and Pilgrim School Board as appropriate.

Disciplining is a teaching or leading process. Pilgrim's Preschool discipline program is based on the proper application of Law and Gospel. The law condemns and curbs a person's sinful nature as it shows the undeniable need of the Savior. But, it is the gospel (good news) of Christ which changes the heart and motivates a person for true discipleship. Simply put, the discipline program at Pilgrim is reflected in these three objectives:

1. To teach and model appropriate behavior.
2. To stop inappropriate behavior.
3. To promote personal responsibility and accountability.

In efforts to teach and model appropriate behavior, intervention before a problem exists is one of our goals. Positive guidance and techniques which involve being sensitive to the classroom environment and situations that arise are a critical aspect of prevention. More specifically, preschool staff members focus on:

1. Prompting appropriate behavior by talking about expectations.
2. Positively reinforcing children's behaviors by calling attention to children's appropriate behaviors.

However, if a child with inappropriate or uncontrolled behavior (i.e. biting, hitting), demands an excess amount of staff or administration energy and time at the expense of other children, the following steps will be followed:

- 1. Parents will be initially informed of the situation with a phone call by the teacher.**
- 2. A conference will be held to discuss documented concerns (parents, teachers and director/principal if needed).**
- 3. Additional meetings will be set with the teacher, director and/or principal regarding any cancellation of enrollment prior to cancellation.**
- 4. Failure to correct inappropriate behavior(s) will lead to dismissal of child (cancellation of enrollment).**

All children are expected to obey and show respect to all those in authority. Hebrews 13:17 serves as a guide "Obey your leaders and submit to their authority.

They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

Children are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." 1 John 1:9-10 tells us, "Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

Insurance

Although we do not anticipate a serious accidental injury, it is our policy to carry student liability insurance as required by the State of Arizona. A student accidental insurance policy is available for a nominal fee.

Pesticide Usage

From time to time we need to spray for insects/bugs. We will give you a 48 hours' notice before we spray. All the information regarding the product such as the...

1. Brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
2. The date and time of the pesticide application;
3. The pesticide label and the material safety data sheet; and
4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator will be posted, filed and available for your inspection upon request.

Emergency Drills

Emergency drills (such as a fire drill) are held once a month to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to them and further know what to do in the event of a real emergency.

Toys from Home

We ask that you leave your child's personal toys at home. We will provide a special day during the week that your child will be allowed to bring in one toy for show-n-tell. As a class we will set limits and expectations about our toys and friends, this will help everyone understand the importance of personal property and respect.

We do ask that your child does not bring guns, war toys or and toy of destruction to school.

Safety of Your Child

Pilgrim Lutheran School uses a sign in/sign out system to record the arrival and departure of the children each day. **Parents or other designated adults must sign the daily record when bringing or picking up a child from the school.** Any person designated to pick up your child must be on file with the school office. A form is provided for this information. Also, please inform the school if there is any person not permitted to pick up your child.

Please understand that it is mandatory for all persons picking up your child to show proper identification if the teacher is unfamiliar with the individual. If you are unable to pick up your child, please notify the school office immediately with verbal authorization allowing your child to go home with some else.

Child Care Licensing of Arizona states that each child must be signed in and out using the child's first and last name each time they arrive and leave the school.

Clothing

As fellow believers, we need to put guidelines in place to promote Christian attitudes. Students are to present themselves in a neat, clean, and well-groomed manner while attending school and while attending any school related activities. Clothing, jewelry, patches and clothing designs must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliation, pop stars, violence, death, satanic ideology, or other items working contrary to scripture.

The following should spell out quite clearly the school's dress code. For items not found here because of fashion changes, parents do need to discuss the matter with the staff before sending their children to school dressed in a way that would be inconsistent with our policy. If students come to school inappropriately dressed, parents will be called and asked to bring a suitable change of clothes. If this is not possible, there will be temporary clothing available to the student (t-shirts and athletic shorts).

GIRLS: **Yes** - Dresses and skirts at the knee when the student is standing.
 Please wear SHORTS under all skirts or dresses.
 -Blouses, sweaters, slacks, jeans, sweatshirts, bib-overalls,
 capris, tank-top blouse if worn under another type of shirt or

blouse, shorts. All tank top blouses must be at least 3 inches in width. Pants, shorts, etc. must ride at a natural and appropriate waistline.

-Makeup in moderation is allowed in the 7th and 8th grade.

No - Cut-offs, halter tops, racers, open-backed tops, blouses that expose the midriff, or any other type of clothing that unnecessarily exposes the body.

- Writing or graphics on the rear of the pants, shorts, etc.

- Undergarment showing.

BOYS:
shirts.

Yes - Jeans, pants, shorts, shirts, sweaters, sweatshirts, and t-

No - Tank top shirts, unless worn under another type of shirt, cut-off shirts, or any other clothing that unnecessarily exposes the body.

-Underwear showing.

- Piercings.

BOYS AND GIRLS:

Yes -Hair hygienically kept and not covering eyes.

-Shorts below the midpoint of the knees and hips.

-Earrings for the girls are the only body piercing allowed.

-Hats for outdoor activities and sun protection only.

-Athletic shoes and socks for any physical education/recess

times.

-Sandals must secure the entire foot (i.e.: no flip-flops or

slides).

No - Shirts and blouses unbuttoned below the second button unless there is another high-necked shirt, such as a T-shirt underneath.

- Extreme styles or unnatural colors (i.e.: Mohawks, pink hair).

- Short, tight shorts, biker shorts, and ragged-edged clothing.

- No shoes with wheels.

- Since we are not a military school, and the scouting program is not part of our activities, military or scouting uniforms are not to be worn to school or its functions.

Because there always seems to be the possibility of some who will try to stretch the limits of the above definitions, the Board of Education has left the judging of the appropriateness for school dress to the discretion of the faculty should questions arise concerning clothing worn to school.

Parents, as role models, you also need to set an example for our students. Please keep this in mind when visiting the school campus or other attending off campus school functions.

Chapel Offerings

School chapel is held Friday mornings at 8:30 am unless the school has an early release or another special program scheduled. School chapel offerings are designated for a particular cause such as graduates from our Martin Luther College or to assist in our mission fields, etc. Chapel offering envelopes are provided and sent home with the child the Thursday prior to chapel. Information regarding our school chapel collections can be located in our weekly school newsletter or on the bulletin board in our main hallway.

Report Cards

Your child will receive a progress report on a quarterly basis. A regular conference will be scheduled for parents to discuss their child's progress with the teacher following the first semester.

Also, during the year you will be made keenly aware of your child's progress through casual visits with the teacher, seeing papers brought home and notes directly from the teacher. Please feel free to contact your child's teacher for any concerns if they should arise and a special conference, if needed, can be arranged at the convenience of both the teacher and parent to discuss the concerns in greater detail.

Toileting Issues

All children must be completely toilet trained before admission to the preschool. With that said we understand that accidents happen. If an accident should occur during the preschool day, please know that the teacher on duty will assist your child in undressing, cleaning, and redressing. The teacher will do everything possible to make sure your child feels safe in this situation. A note will go home and one will be placed in the child's file regarding the matter and how it was

handled. The teacher will let the parent know when they arrive about the situation personally. If you have any questions or concerns about how toileting issues are handled, please feel free to discuss them with the teacher directly.

Closing Statement

When you enroll your child in Pilgrim's Preschool, we assume the responsibility of assisting your child with any special needs in relation to school adjustment, growth, and development. Your child will be given the maximum consideration as an individual. We will look after his/her health and safety with the utmost consideration and offer a planned program which is geared to be developmentally, educationally and spiritually appropriate for young children.

So that we may provide you with the best possible care we ask you to remember us in your prayers. If any problems should arise please feel free to contact your child's teacher or directors as we are here to serve you and your child.

Sincerely,

Mrs. Kim Drexler - Director

Mrs. Wendy Winterstein - Teacher/Assistant Director