

PARENT HANDBOOK



MISSION STATEMENT
“Growing Children in Christ’s Grace”

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PHILOSOPHY/PROGRAM GOALS/CURRICULUM

The philosophy of All Saints Lutheran Preschool is based on the premise that each child must be accepted as an individual. Learning opportunities must be derived from individual needs. As teachers individualize activities, they will also individualize expectancies. We believe that being valued as an individual nurtures self-esteem. The child who has a positive attitude toward his/her self, who believes in his/her capabilities, and who experiences a non-threatening environment will learn. Additionally, our philosophy maintains that children learn more through direct hands-on experience. Activity leads to learning. These learning activities will involve the child physically, emotionally, and educationally to promote personal growth and acquisition of skills.

Fundamental to our program is the provision of the Christian environment and reference. This is part of the regular program and not separate from it. When the children raise questions of a religious nature, the teachers are free to answer in terms of their understanding of the Bible and what it means to be a Christian. This means that the teachers are practicing Christians who have thought out for themselves the relationship between Christianity and their daily lives. The teachers will take the initiative to teach the children to pray and understand the Bible.

Children have special needs. They need security and successes. They have a need to know, and they need to “belong.” Children have a lively curiosity about everything going on around them. Short attention spans and restless movements dictate a need for change. A balance of vigorous activities should be followed by quiet activities. Children delight in “making things,” in singing, clapping, listening to music, which underscores the need for aesthetic satisfaction. Relating activities to these various needs must be the key component in individualized learning.

Young children have a unique way of learning. The “real” rather than the abstract and the “now” rather than the future are what make sense to children. The “talking at” or lecture method, which requires children to be passive receivers, is little more than wasted time. Involving children as active participants in a meaningful process with “real” things is how significant learning takes place. Children must be allowed to see, to touch, to taste, to smell and to hear. By doing, a child is not only learning, but is also learning how to learn and is doing it in a manner which he or she finds fulfilling and exciting. Therefore, this is not a workbook program. All Saints Lutheran Church Preschool follows quality early childhood practices and has developed theme based interest areas for exploration and learning. This lays the foundation for strong academic achievement in later years.

The classroom environment is a final important key in individualized instruction. To accept a child the way he or she “is” and not what “we want” him or her to be is the underlying tenet of our curriculum. Emphasizing strengths rather than weaknesses produces positive feelings. Providing a comfortable climate in the classroom promotes a feeling of well being which nurtures emotional and intellectual growth. Fostering the child’s capacity to look at things in new and different ways provides the child with a lifelong approach to learning. This is accomplished through the self-selection process in a variety of learning centers. Through the structuring of real situations the teacher facilitates growth and development.

ADMISSION POLICY

All Saints Lutheran Preschool enrolls children ages three (by September 1 for fall registration) through five. All enrolled children must be potty trained prior to admission. No child will be denied admission because of race, sex, national origin, or religious affiliation. Children with special needs are welcome at All Saints Lutheran Preschool. Contact the director for additional information. If financial assistance is needed, the Preschool does offer a limited number of partial scholarships See Scholarships).

DAILY SCHEDULE/ACTIVITIES

This schedule provides examples of what may happen in your child's daily routine at school. Not all activities are provided each day, but the teachers try to work all items in through your child's school week.

- Opening, sharing time, and planning the day together.
- Group Activity (Examples):
 - Project of the Day
 - Music and Movement
 - Singing, Games and Finger Plays.
- Self-selection: children choose any of the interest centers
- Clean-up.
- Prayer and snack time.
- Story-Time
- Outside play.
- Worship once a week in the church sanctuary.

ATTENDANCE

When a child is going to be absent, please call the preschool at: (505) 897-2144 to notify your child's teacher and the director. The Preschool office hours are 8:30 AM to 3:30 PM. If no one answers, please leave a message on the answering machine.

AUTHORIZATION TO PICK UP YOUR CHILD

Children will not be released to a person who is not listed on the "PERSONS AUTHORIZED TO PICK UP YOUR CHILD" form. This form is required to be completed as part of the enrollment packet. Parents will be asked to sign a written authorization for changes to this form.

SCHOOL HOURS

Doors will open at 7:00 AM for before care and after care will close at 5:00 PM. Children should **not** arrive before this time and be picked up no later than 5:00 PM.

STATE LAW REQUIRES YOUR CHILD BE BROUGHT INTO THE FACILITY AND THE CHILD'S PARENT, GUARDIAN OR OTHER PREVIOUSLY DESIGNATED ADULT IS REQUIRED TO SIGN THE CHILD BOTH IN AND OUT OF SCHOOL EACH DAY.

SCHOOL CALENDAR

- Open House _____
- First Day of Classes _____
- Labor Day, No School _____
- Fall Break _____
- Veterans' Day _____
- Thanksgiving Break _____
- Winter Break _____
- Martin Luther King's Birthday, No School _____
- Presidents' Day observed, No School _____
- Spring Break _____
- Maundy Thursday, No School _____
- Good Friday, No School _____
- Last day of classes _____

The school follows the APS schedule; these dates will be provided in a newsletter.

SNOW DAYS

All Saints Lutheran Preschool follows APS snow day schedule. If APS classes are delayed, there will be no morning sessions; PM sessions will be open from 12:00 to 5:00 PM. If APS cancels school, there will be NO preschool.

CHILD'S FIRST DAY

It is sometimes just as difficult for a parent to face separation from a child on the first day of school as it may be for a child to separate from a parent. Whatever the personality of the child and however eager he/she may appear for this new adventure, there will be a moment when he/she realizes the parent will not be present. The apprehension that accompanies this realization is a normal reaction. A parent will want to accompany a child to his/her first day of school to spend a few minutes looking around the classroom together. A parent should gradually focus his/her attention on another child or another adult in the room. When the child senses that he/she is not being closely watched, the child will usually start to relax. It is important that the parent say "goodbye" to the child and then leave immediately (never sneak away). If the parent shows doubts about leaving it only reinforces the child's doubts about being left. The teacher will handle any crying in a gentle and reassuring manner. Sometimes this adjustment comes quickly; sometimes it may take days or even weeks. It is a normal part of a child's wholesome growth in learning to accept change and being away from home.

DISMISSAL TIME

Children should/must be picked up on time. Children should be picked up in the classroom and signed out at the sign in/out desk. A late fee of \$10.00 will be charged if a child is not picked up

within 15 minutes of the scheduled dismissal time. See **Authorization to Pick Up Your Child** section above with regard to who can pick up your child.

DISENROLLMENT PROCEDURES

Parents may be asked to withdraw their child if one or more of the following situations arise:

- Director determines a child cannot adjust to the preschool program.
 - In this instance, a meeting will be held with the director and parents.
- The parent has misunderstood the preschool philosophy and/or is unhappy with the program
 - If parents elect to withdraw their child, a two week written notice must be given. This avoids the possibility of being charged for two weeks tuition.
- Tuition is delinquent
- A parent is consistently late in picking-up or dropping-off his/her child

CLOTHING

Please have your child wear clothes that will be appropriate for active work, play and weather conditions. Be mindful of the child's comfort and provide simple clothing that is easy to pull up and/or take off and free of complicated fastenings. Also, consider your child's use of messy art materials and other activities.

We appreciate the labeling of outer garments, including hats and mittens. Many items are left behind during the year and this helps the school return them quickly. Open-toed sandals or cowboy boots should not be worn to school. Each child needs a gallon size plastic zip-lock bag with the child's name on it. Zip lock bag should contain a shirt, slacks or shorts, underwear and socks. These items should be changed out consistent with the weather. For example, when the outside temperature reads below 50 degrees, shorts and tank tops would not be appropriate attire to change your child into.

PARENTAL ASSISTANCE

All Saints Lutheran Preschool welcomes parents' presence in the classroom. The preschool teachers want parents to be familiar with the program and to participate in the learning experiences of the children when time permits. The children also enjoy their parents' participation. If a parent volunteers, we ask that siblings not be brought with them. Involvement could include but certainly not be limited to:

- Contact parents of children encouraging them to organize special events
- Work with the Preschool director and/or Board to organize and implement fund-raisers
- Implement the use of a phone chain as needed, when requested by a teacher or the director

Also, volunteer to assist in the classroom and/or volunteer for special events happening at the preschool. All Saints Lutheran Preschool welcomes parent(s)/guardian(s) and grandparents who wish to share their time and talents. Please see the director for a list of activities in which parent volunteer time is needed.

CONFIDENTIALITY

The entire staff of All Saint's Lutheran Church and Preschool holds all matters regarding the children and their families in strict confidence. The Church and Preschool offices keep information about employees in confidence. If you have concerns, see the Director of the Preschool or the Pastor of the Church.

SPECIAL EVENTS

The preschool plans numerous activities during the school year. Field trips are scheduled in advance and detailed in newsletters. Permission slips will be sent home before each field trip and must be filled out and signed by a parent or guardian before a child can attend an event. Parents are responsible for providing transportation to and from the planned event. Some events require additional monies which can be turned in with the permission slips.

When field trips are taken, it is asked that a child wear his/her All Saints Lutheran Preschool T-shirt.

From time to time, the preschool will welcome special guests. These guests may include but are not limited to police officers, fire fighters, ambulance drivers, etc. As a parent, if you know someone who would be willing to be a special guest to show and tell something that would be of interest to the children, please see the director.

BIRTHDAYS

The preschool celebrates birthdays during the snack period. All classes will join together in the Fellowship Hall for this celebration. Parents whose children are celebrating a birthday that month will receive an assigned item on the sign-up sheet.

KID'S KORNER

Please contact our Director if you are interested in this program for more detailed information.

PREPAREDNESS/DISASTERS - EVACUATIONS - FIRE

A plan addressing how disasters are handled at the Preschool is posted and on file in the Preschool office. If at any time the Preschool should need to be evacuated, children and staff will go to the office building located East and a little North of the preschool (formerly the Devonshire Inn Bed & Breakfast). Parents will be called and asked to pick up their child/children at that location. In case of fire, children and teachers follow the procedures used in Fire Drills. During Fire Prevention week in the beginning of the school year, fire drills are performed with each class of 3 & 4 year olds. After these drills, practice is done randomly throughout the school year. A way to help your child/children understand what a fire drill is is to practice at home by sounding your detectors.

NUTRITION

Children are provided with a nutritious mid-morning or mid-afternoon snack. Once a month, parents are required to bring the snack for their child's classroom. A monthly calendar will be placed in each child's file folder indicating the day that child's parent(s) is responsible for snacks.

The Health Division of the State of New Mexico requires that daily snack times include: “milk, water or juice; fresh fruit or vegetables, or bread or bread alternative; meat or meat alternative.” The snack should be comprised of one selection from each of the following components (One item from each category):

.....
(1)

Item	Example	Serving Size
Milk:	Regular - 2% Chocolate - 2%	½ cup
Juice	Must be 100% fruit juice (no artificial Juices); grape, orange, apple, pineapple, etc. or vegetable juice	½ cup
Water		½ cup

.....
(2)

Item	Example	Serving Size
Fruit	Fruits - apples, oranges, bananas	½ serving
Vegetable	Vegetables - celery, cucumber, zucchini, etc	½ serving
Bread or Bread Alternatives:	White, wheat, rye, english muffin, etc.	½ serving
	Graham crackers, 2" square	1 cracker
	Soda crackers or Triscuits	2 crackers
	Hi-Ho Sunshine, Escort, or Nabisco	2 ½ crackers
	Ritz, Townhouse, or Keebler	3 crackers
	Saltines, 2" square	4 crackers
	Pretzels	½ cup

.....
(3)

Item	Example	Serving Size
Meat or Meat Alternative:	Meat with cheese rolled inside	1 roll
	Turkey, chicken, or ham chunks	1 slice
	Cheese slices	1 slice
	Cheese spreads	½ serving
	Tuna spreads	½ serving

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 Snacks should be small and fully prepared and packaged in such a way to make serving, set up and clean up simple for teachers and children. Children need a little boost not a full meal. (Example: 100% Apple juice, 3 Ritz crackers, with ham and cheese slices or milk and vegetable sticks with a cheese dip)

DISCIPLINE

Along with creating a favorable classroom climate, it is important to set limits and be firm and consistent. Limits help children feel more secure. These limits are explained in a cheerful, empathetic manner to make them understandable and acceptable to a child/the children. In order to develop self-discipline, it is important for children to learn to be responsible and to experience natural and logical consequences for their actions. For example, if you throw sand, you will have to leave the play area.

The discipline methods used at All Saints Lutheran Preschool are as follows: early intervention, redirection, removing the child from that interest center, or asking the child to sit down.

The preschool does not use physical punishment. If a child is disrupting class, he or she will sit with an adult until he or she can gain control of his/her behavior and return in a calm manner. Parents will be notified when disruptive behavior occurs. Ongoing efforts will be made to work with parent(s) and child(ren). However, if unacceptable behavior persists and continually disrupts the class, the parent(s) will be asked to withdraw the child(ren). If, as a parent, you are concerned with these procedures, discipline or otherwise, please talk with the director.

ILLNESS

All Saints Lutheran Preschool conducts classes for well children. When a child is ill, be considerate of the other children in the class and do not bring your child to preschool. Providing "get well care" for your child will enable your child to regain his/her health more quickly and it will protect the other children from contracting the illness your child has. For the well-being of your child and his/her classmates, please refrain from bringing your child to preschool if he or she:

- has a fever or has had one during the previous 12 hour period
- has a cold
- has a nasal discharge(yellow-greenish) (clear is okay)
- has a constant cough(that a drink of water will not stop)
- is fussy, cranky, and generally not acting like he/she normally does
- has symptoms of a possible communicable disease, or
- is not well enough to play outside
- is vomiting in the morning prior to coming to class

If a child becomes ill while at All Saints Lutheran Preschool, the parent will be notified and is expected to pick him/her up as soon as possible. If a child is sent home sick, he/she is expected to stay home the following day unless there is an absence of fever and an absence of the symptoms listed above.

Please notify the Preschool if your child has a communicable disease. In accordance with New Mexico state requirements, after a child has had a communicable disease such as chicken pox, pink eye, impetigo, etc., he/she will be readmitted to All Saints Lutheran Preschool only upon written approval of the attending physician.

If you have questions of what is acceptable call the Preschool.

MEDICATION

A master list of children with allergies and health concerns is maintained in the Preschool office and each classroom. ALL medications must be stored in the Preschool office. (prescription drugs, inhalers, epi pens and diabetes testing kits). A form regarding information and use of the medication must be filled out by the parent and signed by the Dr. prescribing the medication. NO over the counter medications will be administered by any employee of the Preschool. The Preschool holds the right to refuse to administer medication. A parent can return to the Preschool to administer medication if it cannot be taken before or after class.

SANITATION/BLOOD BORNE PATHOGENS

All Saint's Preschool employees are trained and re-certified each year on state mandated sanitation handling blood borne pathogens. An environment friendly disinfectant is used on all surfaces in the Preschool. A cleaning crew cleans and empties trash daily. Any cut or situation that requires the handling of blood (cuts, nosebleed) is handled in such a way to not endanger children or staff.

CHILDREN YOUTH AND FAMILIES DEPARTMENT (CYFD)

All Saint's Lutheran Preschool is certified yearly by CYFD. Many rules and regulations in this handbook come directly from CYFD requirements. If you wish to know more about these regulations see the Director.

ACCIDENTS AND EMERGENCIES

In case of any serious accident or injury, 911 will be called immediately. The parent will then be notified. If the parent cannot be reached, preschool personnel will use the emergency numbers listed on the child's registration form. It is, therefore, very important that those you list as emergency contacts understand their responsibility and your wishes. For this reason, we ask that parents **keep the list current, including phone numbers, as soon as changes occur.**

For minor accidents or injuries, the staff will administer first aid until professional medical personnel are available, and the parent will be notified.

In case of less serious accidents or injuries, the parent or emergency contact will be notified and his/her/their instructions followed.

The staff members keep current First Aid Certification which is granted through the Red Cross. Certification is met upon completion of an eight-hour course, covering most situations in which emergency first aid is required.

MISSING CHILD

If a child is missing and not located after a 15-minute search, the director, teacher, or staff member in charge will notify parent/guardian(s) and police.

SUSPECTED CHILD ABUSE

Staff members are familiar with signs of abuse/neglect as described by the Human Services Department of the State of New Mexico.

As required by New Mexico law (children's code), staff members **shall** report to the proper authorities any known or suspected case of child abuse or neglect.

CONFERENCES

At any time during the year, teachers and or director will gladly schedule a conference with the parent(s)/guardian(s) at his/her/their request.

A written age appropriate observation will be sent home with each child in April. Parent(s)/guardian(s) who wish to discuss this observation are encouraged to schedule an appointment with the preschool teacher.

GUIDANCE POLICY/SPECIAL SERVICES

The following persons and groups assist preschool teaching and administrative staff to make sensitive judgment and decisions with the children and their families:

- All Saints Lutheran Church Pastor (505) 898-3932
- Samaritan Counseling Center (505) 842-5300
- Child Find (505) 880-8289

SCHOLARSHIPS

When it becomes economically feasible for All Saints Lutheran Preschool, scholarships will be available for families needing financial assistance for up to 50% of the tuition cost.

- Preference will be given to children of All Saints Lutheran Church members.
- Recipients will be determined by the Scholarship Review Panel.
- Names of scholarship recipients and all records not required by the State of New Mexico will be kept separate and confidential.

If you would like to contribute to the scholarship fund, please make checks payable to:

All Saints Lutheran Preschool and reference **Scholarships** on the memo line.

For additional information regarding scholarships, please contact the director.

COMMUNICATION

The best form of communication is to volunteer to assist in the classroom and/or volunteer for special events happening at the preschool. All Saints Lutheran Preschool welcomes parent(s)/guardian(s) and grandparents who wish to share their time and talents. Please see the director for a list of activities in which parent volunteer time is needed.

Newsletters will be distributed and a parent information board is located in the preschool sign-in area.

Preschool board meetings are open to all parent(s)/guardian(s) and church members. If you have an agenda item, please contact the director at (505) 897-2144 or current board president.

CONCERNS

If at any time there is a problem or concern regarding a child or the procedures of the preschool, contact the director. The preschool encourages communications between parent(s)/guardian(s) and the child's teacher and/or the director.

If, as a parent or guardian, you feel a problem is unresolved, please follow these steps:

- Complete a "Concern Form" which you may obtain from and return to the director.
- The director will discuss the matter with the teacher and/or staff member at the next regularly scheduled staff meeting.
- A meeting between the parent(s) and director will be held at the earliest convenient time to discuss resolution of the issue.
- If an issue is not resolved to parental satisfaction, the director will inform the Preschool Board to assist in a solution to the concern.

ENROLLMENT PROCEDURES & FORMS

Prior to your child being enrolled, the following items are required:

- | | |
|--|-------|
| 1. Nonrefundable Registration Fee | _____ |
| 2. Tuition Fee | _____ |
| 3. Signatures on Pages 1-4 as Highlighted on Enrollment Form | _____ |
| 4. All Sections of Enrollment Form Completed In Their Entirety | _____ |
| 5. Up-to-Date Shot Record | _____ |
| 6. Birth Certificate | _____ |

TUITION

Tuition for August is due and payable on the date of registration. August is the only month of the school year that tuition is prorated by 50%. Tuition is paid one month in advance. For example, September tuition is due the first week of school in August; October tuition is due and payable the first week of September, etc. Reminder notes will be provided to parents if tuition is not received by the end of the first week of the month. Generally, a grace period of 7 days will be given before a \$15 late fee is assessed.

Siblings who are enrolled for the same school year receive a 10% discount off the second sibling's monthly tuition. Church members of All Saints Lutheran Church will receive a discount off their monthly tuition. See the Director for details.

If the account is not paid by the end of the month, the child may be dis-enrolled. If there are extenuating circumstances causing a late payment, see the Director.

All Saints Lutheran Preschool requests all payments be made via check or money order; **no cash please**. Accordingly, please make checks/money orders payable to: **All Saints Lutheran Preschool**. The check/money order may be put in the "Tuition Box," or mailed to the preschool at the church address: 4800 All Saints Road NW; Albuquerque, NM 87120.

There will be a \$25 charge for all returned checks. Replacement of returned checks must be by money order or cashier's check.

NO refunds will be made for vacations, illnesses and holidays as no allowances have been made for these circumstances in the operating budget.

You **shall** notify the preschool in writing two weeks prior to the withdrawal of your child from the preschool. If written notice is not given, two-week's tuition will be charged.

ALL FORMS AND FEES MUST BE IN THE PRESCHOOL OFFICE BEFORE THE CHILD'S FIRST DAY OF SCHOOL.