

Immanuel Lutheran Preschool

Family Handbook



632 E. Hwy N

Wentzville, MO 63385

(636) 639-9887

“Childhood should be a journey...not a race.”

**IMMANUEL LUTHERAN PRESCHOOL
2023-2024**

Preschool Class Options 3's & 4's	Registration Fee
2 days per week program	\$300
3 days per week program	\$325
5 days per week program	\$325
Terrific 2's must be enrolled in 2 or more days per week	\$325

Preschool 3's	Monthly Tuition
2 days per week program	\$378.60
3 days per week program	\$495.20
5 days per week program	\$720.00
Preschool 4's	Monthly Tuition
2 days per week program	\$360.00
3 days per week program	\$475.00
5 days per week program	\$660.00
Terrific 2's	
2 days/week	\$430.00
3 days/week	\$545.00
4 days/week	\$656.00
5 days/week	\$820.00

Payments are to be placed in the drop box by the school office by the 10th day of each month or a \$35.00 late fee will be added to your account the next month.

Child must be 3 by August 1st for the 3 year old class.

Child must be 4 by August 1st for the 4 year old class.

An updated birth certificate and immunization record is required before your child can attend classes.

Admissions Policies

- Nondiscrimination Policy

In compliance with Federal, state and local laws, Immanuel Lutheran School admits students to all the rights, privileges, programs and activities generally accorded or made available to students at the school regardless of race, sex, national and ethnic origin, or disability. It does not discriminate on the basis of race, sex, national and ethnic origin, or disability in the administration of its educational policies and athletic and other school-administered programs.

- Admission Priority

Immanuel Lutheran School was established primarily as a parochial school for the children of Immanuel Lutheran Church. Immanuel also recognized the opportunity it has in providing Christian education to others in the community. Therefore, the Board of Directors has adopted the following policy of priority in accepting new admissions:

- 1) Children of members of Immanuel Lutheran Church and children enrolled at Immanuel Lutheran from the previous school year.
- 2) Community Enrollment

- Tuition Policy
- **Tuition is due by the 10th of each month, after that a \$35.00 late fee will be added** Any family falling two months behind in tuition without making arrangements with our office will not be allowed to attend until their account is current or payment arrangements have been made. Notices will be sent home if a payment is missed, please contact us if you need to make special payment arrangements. **THIS POLICY WILL BE STRICTLY ENFORCED.**

Preschool Hours

Class	Start Time	Dismissal Time
Terrific 2's	8:30 a.m.	2:30 p.m.
3's & 4's	8:30 a.m.	3:00 p.m.

Please do not bring your child more than 5 minutes prior to class time. The classroom will not be staffed until this time. Prolonged waiting outside the classroom creates anxiety for the child and makes the transition into the classroom more difficult. The classroom doors will remain closed until this time, please respect the teacher's preparation time.

Before and After Preschool Care

Before and After preschool care will be available this year, times and fees are listed below.

Morning Care is available beginning at 6:30 a.m. After Care is available until 5:30 p.m. (We strongly encourage preschool parents to pick-up ASAP) While care is available, preschoolers are little and get tired after a long day of learning!

The fee is **\$5.00 per hour** for before and /or after care. Fees will be prorated to the nearest half-hour. A **\$5.00 minimum will be charged for use.**

Example: 4:30 pm pick-up - \$5.00-first hour \$2.50 -for the additional time (15 min) total-\$7.50

Drop-Off and Pick-Up:

Please bring children to the classroom at the beginning of your child's school day. Pick up times are: 2:30 for the Terrific 2's class (a guardian must pick up at the classroom door) and 3:00 for the 3's & 4's. The teachers will walk the 3's & 4's to their cars, which will be parked in a U-Shape line in the school parking lot. You are asked to turn your car off at pick-up. Teachers will dismiss the first car in the line after all students have been loaded, please do not leave before teachers have dismissed.

Attendance:

Regular attendance will make your child aware that school is not something that

is a matter of choice. It is assumed when you register your child that it is for the full school year.

Illness:

Should your child become ill at school, you will be notified immediately. Please have emergency phone numbers on file in the school/nurse office. **Please note: your child will need to be fever, diarrhea, and vomit free (without the aid of medicine) for 36 hours before he/she may return to school.**

Dress:

Washable, comfortable play clothing should be worn at all times. Tennis shoes are best for the playground. No Flip-Flops....Please!

Potty Training:

Students entering a 3 or 4 year-old preschool program must be fully potty trained before starting school. We understand that young children will have the occasional accident, but ongoing diapering/changing can not be accommodated in a preschool classroom. Please be sure your child has a seasonally appropriate change of clothes in his/her backpack.

Field Trips:

A field trip may be taken during the year to a farm/pumpkin patch in the surrounding area. Permission slips will always be required for these events.

Snacks:

Snacks and drink are provided daily. Drinks include a cup of milk or water. (Food items range from fruit slices to vegetable sticks, crackers and cheese, or cookies) If your child wishes to bring in a special birthday treat, please let your teacher know in advance what you are planning to send. Treats must be store bought and individually wrapped.

Progress Report (Parent/Teacher Conference):

There is one scheduled Parent-Teacher Conference in October to go over your child's progress. If a conference is desired at any other time during the year, the parent can request a meeting time. A developmental screening will be conducted by Wentzville School District's Parents as Teachers, for students who reside in the Wentzville school district. This screening will give you an idea of where your child is in all areas of development. This screening will be done at school shortly after school starts. Students who reside outside the Wentzville

School District will be evaluated by the ILPS staff or referred to their district for a screening.

Discipline Policy:

At Immanuel Lutheran School we believe that each child is a unique and wonderful gift from God, with that being known and with Immanuel Lutheran school's core values as our guide we have developed this discipline policy for our preschool.

Classroom expectations:

1. Classrooms will be set-up in a way that promotes good choices and freedom of exploration. Preschoolers will be allowed to freely explore the classroom as long as their actions are not potentially harmful or disruptive.
2. Empathy and respect will be used when guiding preschoolers through problem solving using developmentally appropriate natural consequences. Preschoolers will be expected to treat their peers and adults with empathy and respect as well.

Phone Calls:

You can contact Shirlee Van Ness, Preschool Director, at (636) 639-9887 with any questions or concerns regarding your child.

Newsletter:

A newsletter and calendar will be sent home with your child at the beginning of each month. It will inform you about all activities taking place at school. Updates will be sent home as needed to keep parents aware of important information. **All notices sent home with your child need to be read, as this reduces miscommunication with our families. Backpacks and folders should be checked daily. Please subscribe to the all school communication, the Eagle Weekly.**

Backpacks and Supplies:

Each child in our preschool program needs a standard size backpack. **FOR SAFETY REASONS ROLLING BACKPACKS WILL NOT BE ALLOWED.** A supply list is emailed in the summer online packet. Toys, dolls and stuffed animals should be left at home unless they are required for a special event or topic.

Fundraiser:

Preschool has one major fundraiser "Shape-A-Thon" this is a fun way to raise \$\$ and support learning shapes and colors. Information on this will be given to parents at Parent/Teacher conferences in the fall. All monies received from this event are used in the preschool for special classroom events and new classroom items. Beginning 2023 a portion of these funds will be set aside for playground improvements. **THIS FUNDRAISER IS VERY IMPORTANT TO OUR PRESCHOOL. Thank you for your support!**

Terrific 2's Program Needs:

Children enrolled in our two year old program will need to bring in bedding for nap time. This should include: *Crib sheet, small blanket and small comfort item* (optional). These items will be sent home to be laundered weekly or as needed and are to be returned on their next school day. Please make sure your child has 2 seasonally appropriate changes of clothes at all times. Reminders will be sent home when diapers/pull-ups are running low. Parents will receive a daily report detailing the activities your child participated in that day.

IMMANUEL LUTHERAN PRESCHOOL OBJECTIVES

We strive to:

- Provide a rich, Christian environment for your child and acquaint him/her with our loving Lord and Savior.
- Increase each child's ability to get along with other children and adults outside the family environment.
- Develop a positive self-concept, a sense of community, and the ability to express needs through verbal language within that community.
- Develop number/letter concepts, explore beginning sounds to develop school readiness skills.
- Introduce and develop concepts of shape, color and size through various learning environments.
- Introduce physical education through creative movement and varied large motor activities.
- Develop artistic creativity through the free use of various artistic materials and media.

Terrific 2's Program Goals

- Social Skills (conflict resolution, group play, sharing)
- Develop language...Communication skills
- Introduction to math concepts (shapes, numbers)
- Letters (Introduction)
- Values and Manners
- Fine Motor Skills
- Large Motor Skills
- Following 1-2 step directions
- First Name recognition
- Most importantly, to build a strong relationship with Jesus.

Preschool 3's Program Goals

- Social Skills (conflict resolution, group play, sharing)
- Introduction to math concepts (shapes, numbers 1-10, meaningful counting)
- Letters (Recognition)
- Weather (seasons)
- Values and Manners
- Fine Motor Skills (pre-writing skills)
- Large Motor Skills
- Following 1-2 step directions
- First Name recognition
- Most importantly, to build a strong relationship with Jesus

Preschool 4's Program Goals

- **Fine Motor Skills (letter formation)**
- **Large Motor Skills**
- **Recognition of the alphabet A-Z, numbers 1-15, colors, shapes, full name**
- **Following 2-3 step directions**
- **Basic math concepts such as sequencing, patterning, and classification**
- **Basic science concepts**
- **Social Skills**
- **Rhyming**
- **Opposites**
- **Body Parts**
- **Writing Skills**
- **Most importantly, to build a strong relationship with Jesus.**

“Meet the Teacher” Day

9:00-11:00 a.m OR 1:00-2:30 p.m.

Friday, August 11, 2023	Families with last names: A-M
Monday, August 14, 2023	Families with last names: N-Z

****Terrific 2's will be contacted by the classroom teacher to schedule your date/time**

Please bring your child's supplies to his/her class on your scheduled “Meet the Teacher” day.

The 1st Day of Preschool is:

Monday, Aug. 21st for the MWF and M-F enrolled students

Tuesday, August 22nd for the Tues/Thurs enrolled students

***Terrific 2's will start the week of Aug. 21st on the first day your child is signed up to attend.**

SUPPLY LISTS

Terrific 2's

Labeled Items	Non-labeled Items
<ul style="list-style-type: none"> • Full-size backpack (non-rolling) • 1 2" 3-Ring Binder with clear front pocket • 1 crib sheet • 1 small blanket • 1 pack of diapers (if needed) • 2 complete changes of clothes in a Ziploc gallon bag 	<ul style="list-style-type: none"> • Four pack of Play-doh cups • 8 glue sticks (Elmer's purple) • 1 pkg. garage sale dot stickers • 1 box JUMBO, 8 ct. Crayola crayons • 1 box Crayola washable markers • 3 pkgs. baby wipes • 2 containers of Clorox wipes • 1 roll of paper towels • 1 pkg. Sheet protectors (50 ct) • 1 box of Kleenex • 1 box Ziplock JUMBO sized storage bags • 1 Plastic pocket folder

Preschool 3's

Labeled Items	Non-labeled Items
<ul style="list-style-type: none"> • Full-size backpack (non-rolling) • 1 pkg. sheet protectors (50 ct) • 1 2" 3-Ring Binder with clear front pocket 	<ul style="list-style-type: none"> • Four pack of Play-doh cups • 8 glue sticks (Elmer's purple) • 2 boxes LARGE (not Jumbo), 8 ct. Crayola crayons • 1 box Crayola washable markers • 2 Crayola brand watercolor paints • 2 pkg. baby wipes • 2 containers of Clorox wipes • 1 box of Kleenex • 1 pkgs. of paper plates • 1 roll of paper towels • 1 box Ziplock sandwich bags • 1 Plastic pocket folder

Preschool 4's and 3/4 mix

Labeled Items	Non-labeled Items
<ul style="list-style-type: none"> • Full-size backpack (non-rolling) • 1 pkg. sheet protectors (50 ct) • 1 2" 3-Ring Binder with clear front pocket • 1 pair Fiskars brand scissors (appropriate to your child's handedness) 	<ul style="list-style-type: none"> • 2 pkgs. stickers • 8 glue sticks (Elmer's purple) • 2 boxes 24 ct. Crayola crayons • 1 box Crayola washable markers • 1 Crayola brand watercolor paints • 2 pkg. baby wipes • 2 containers of Clorox wipes • 1 roll of paper towels • 1 pkg. of paper plates • Four pack of Play-doh cups • 1 box of Kleenex • 1 box Ziplock gallon-size storage bags • 1 Plastic pocket folder

2023-2024

August 11, Meet Your Teacher Day for families with last names A-M (9-11 and 1-2:30)

August 14, Meet Your Teacher Day for families with last names N-Z (9-11 and 1-2:30)

August 21: First Day of Preschool for MWF and M-F Classes

August 22: First Day of Preschool for T/Th classes

Sept 1: No School - Teacher PD Day

Sept 4: No School -Labor Day

October 11-13: No School- Teacher PD

October 27: **Preschool Early Dismissal time: 11:30** Teacher in-service

October 30- 31: No School- Parent/Teacher Conferences

November 20-24: No School - Thanksgiving Break/Teacher In-Service

December 22: **Preschool Early Dismissal time- 11:30**

December 25-29 Christmas Break- No Preschool

January 1-5: Christmas Break-No Preschool

January 8: School Resumes

January 15: No School - MLK Day

February 16: No School Teacher In-service

February 19: No School- Presidents Day

March 8: No Preschool- Teacher In-Service

March 11: No School- Teacher In-Service

March 29-No School -Good Friday

April 1-5: Easter/Spring Break- No Preschool

May 16-17-Last day in classrooms

May 20-21: Preschool End of the year program/graduation (Pre-K 4's only)

May 20-21: End of the year Preschool picnics (off campus)