



## **EARLY CHILDHOOD HANDBOOK**

### **CONCORDIA LUTHERAN SCHOOL**

**4245 Lake Avenue**

**Fort Wayne, IN 46815**

**[www.clscubs.org](http://www.clscubs.org)**

**School Office: 260-426-9922**

**Fax Number: 260-422-6980**

**E-mail: [school@clscubs.org](mailto:school@clscubs.org)**

# **THE EARLY CHILDHOOD HANDBOOK OF CONCORDIA LUTHERAN SCHOOL**

Welcome to Concordia Lutheran School's Early Childhood Program. We are blessed to welcome you into our school family.

The following information is specifically designed to address issues of interest or concern to parents of early childhood students. Additional information about Concordia Lutheran School can be found in the School Handbook, available on the school's website.

## **OUR MISSION**

**We believe that young children are unique individuals, created by God, naturally full of wonder and enthusiasm. It is our mission to instill in children a love for God's word and a lifelong passion for Jesus Christ.**

## **OUR VISION**

**Concordia Lutheran Preschool provides a Christ-centered educational environment that nurtures spiritual, academic, physical, social and emotional growth leading to a life of service and commitment to God.**

## **OUR CORE VALUES**

- ☐ Partner with families to introduce God's plan and Jesus' love for all, encouraging His values and character in their lives.
- ☐ Provide children with a safe, loving, and nurturing Christ centered environment where they can experience success and failure.
- ☐ Provide opportunities for children to build self worth and self confidence
- ☐ Provide opportunities for children to interact with peers and adults outside the family unit.
- ☐ Provide children with age-appropriate curriculum and emergent multi-sensory activities that encompass all areas of their development

The Early Childhood program at Concordia Lutheran School is just one part of a total educational ministry. Concordia Lutheran School serves children ages 3 through 8<sup>th</sup> grade, providing high quality Christian education in a nurturing, safe and loving environment.

Concordia Lutheran School is a ministry of Concordia Lutheran Church serving children of congregational members and welcoming students from the community. If you do not have a church home, consider exploring the many opportunities for worship, Bible study, service and Christian care available at Concordia Lutheran Church.

### **STAFF**

Preschool staff are professional educators in the Early Childhood program at Concordia Lutheran School. We are committed to providing a stimulating, challenging environment that focuses on the whole child. Every classroom is a loving and nurturing space in which God's love and forgiveness is experienced.

### **THE CURRICULUM**

Developmentally appropriate curriculum is used to prepare students for reading readiness. Preschool uses the Orton Gillingham phonics first curriculum. It has been adapted for early childhood use and Concordia Lutheran school uses a variety of elements of the program in our early childhood programs.

The Early Childhood program at Concordia Lutheran School uses the Enduring Faith Bible curriculum from Concordia Publishing House as the core materials for Jesus Time. The Lutheran church has a long history of preparing high quality materials for educating young children.

Weekly thematic units from the letter of the week and Bible stories are integrated into many of the lessons and activities of each day.

### **ENROLLMENT**

Concordia admits students of any race, color or national or ethnic origin. All rights, privileges, programs made available to all enrolled students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies and other school-administered programs.

Enrollment priority is given to children of members of Concordia Lutheran Church and to children of families with older siblings already enrolled in programs at Concordia Lutheran School. At the conclusion of the enrollment window for priority enrollees enrollments are taken on a first come, first served basis.

Parents may enroll children in the Early Childhood program of Concordia Lutheran School by completing an application and submitting it to the school office with the appropriate registration fee.

***\*All children enrolled must be toilet trained.\****

### **CHOOSING A PROGRAM**

Concordia offers three different programs and meeting times. Classes are organized by age and date of birth. Our age standards for each class parallel the age requirements for entrance into Kindergarten in the state of Indiana. Please feel free to consult with the Early Childhood staff if you have questions about which program is right for your child.

### **REGISTRATION FEE**

The appropriate registration fee to hold a place in a class for a child must accompany enrollment applications. Registration fees for Early Childhood classes are generally non-refundable.

### **TUITION**

Tuition can be paid for the year, by the semester or monthly using the automatic withdrawal program.

Tuition fees vary depending on the class. Please check the Preschool Options tuition chart for specific information on each program

Tuition accounts more than one month past due will result in the child not being allowed to attend until the tuition account is current.

### **IMMUNIZATIONS**

Immunization records must be submitted to the school office prior to the first day of classes.

### **ATTENDANCE**

Attendance at early childhood programs is not a legal requirement in the state of Indiana. Nevertheless, absences and tardies disrupt the educational process; therefore good attendance and punctuality are crucial to the success of your child's early childhood experience.

Please call the school office (426-9922 x200) to report an absence before 9 A.M. in the morning.

## **SCHOOL CALENDAR**

Early Childhood classes begin meeting in August one week after the grade school begins. Our classes end one week prior to the grade school's last day. A preschool calendar is published each year with dates specifically for preschool.

### **ARRIVAL TIME**

Morning class may arrive at 8:00 a.m. Class begins at 8:15 a.m. Doors open at 8:00 a.m. **Please DO NOT leave your child unsupervised at doors, they are to remain in your vehicle until doors are opened.**

Monday morning class (late start) may arrive at 9:00 a.m. and class begins at 9:15 a.m. Dismissal on Monday will be at 11:30 a.m.

### **DISMISSAL TIME**

We make every effort to dismiss classes on time. However, our priority is the safety of our students. It is imperative that you follow the car line safety rules we have in place:

- **Cars are to line up at the west entrance to the school in a single file line.**
- **Please DO NOT park in the car line and exit your car, if you need to enter the building, park in the parking lot.**
- **Please stay in the car line to pick up your student, a teacher or aide will walk your student out to your car.**
- **Children will only enter cars through curbside doors.**
- **Children should be placed in appropriate and legal car safety seats.**
- **Each family will be provided with a car tag to be displayed where it is visible to staff. To assure safety and efficient dismissal, each family's car tag should be displayed clearly in the window at pick up time. Please do not remove your car tag until your child is safely in your car.**

## **IMPORTANT**

Students will not be released to anyone except the parent/legal guardian or someone designated by a parent/legal guardian. Please notify the teacher in advance of any changes in transportation plans. In the event your child's teacher or the office has not been previously notified of changes, any person sent to pick up your child will be asked to park while staff contacts parent/legal guardian to verify. Any person not the legal guardian of the student will be asked to provide proper identification before the student is released to them.

Children not picked up on time at the conclusion of the Enrichment Program will be taken to Extended Care. Families will be charged the regular Extended Care rates for this service.

## **TRANSPORTATION**

Concordia Lutheran School is a self transport school. The school does not arrange transportation. Parents that would like to carpool may contact each other privately to make those arrangements.

## **CANCELLATIONS AND DELAYS**

Our school is listed separately as *Concordia Lutheran Elementary*. Announcements of Closings and Delays will also be posted on our website: [www.clscubs.org](http://www.clscubs.org), and communicated by phone call through school reach. Morning Preschool will begin at 10:15 a.m., and will dismiss at noon.

## **KEEPING YOU INFORMED**

Keeping the lines of communication open is one of our top priorities. The Early Childhood staff strives to keep parents informed about activities and upcoming events in the classroom. A monthly calendar is published and regular notes come home. Important information is also shared via Fast Direct, as a Concordia family you are expected to check your Fast Direct consistently and respond accordingly. Teachers are always willing to answer questions about your child's progress and work on solutions to challenges. Each teacher sends home a monthly calendar and weekly newsletter. Each family is provided with a communication folder at the beginning of the year. Please make sure you are checking your child's folder **DAILY**. Most of the information in your child's folder is time sensitive and requires a response.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held in the fall and spring. **PARENT/TEACHER CONFERENCES ARE MANDATORY.** They play a vital role in keeping the lines of communication open with your teacher and monitoring your child's progress. Additional conferences may be requested by the teacher or parent as needed.

## **SNACKS**

Families will take turns providing snacks several times during the year. Reminders will be sent home the week before your scheduled snack time. The reminder will include suggestions from your child's teacher that may help the snack fit in with the theme of the week. Healthy snacks are always the best option for growing children. Milk is provided by the school.

## **DRESS CODE**

1. POLO SHIRTS (ALL SOLID COLORS, NO PATTERNS),
2. TENNIS SHOES  
(NO BOOTS, SANDALS, FLIP FLOPS, CROCS OR SLIDES)  
**\*\*IF YOUR CHILD WEARS RAIN/SNOW BOOTS TO SCHOOL, PLEASE MAKE SURE THEY HAVE TENNIS SHOES TO CHANGE INTO WHILE AT SCHOOL.**
3. PANTS/SHORTS (TAN, BLUE OR BLACK) OR JEANS (NO HOLES).
4. **GIRLS MAY WEAR DRESSES OR SKIRTS WITH SHORTS UNDERNEATH**
5. NO ACCESSORIES SUCH AS WATCHES, NECKLACES, OR BRACELETS. EARRINGS ARE ALLOWED **(STUDS ONLY)**

**How we dress should reflect respect for God, others and self.**

## **PARENT VOLUNTEERS**

Parents are given the opportunity to volunteer as room helpers. They help arrange for parents to assist with parties and other special classroom events throughout the year. Our teachers greatly value parent help!

## **VOLUNTEER TRAINING AND CERTIFICATION**

In order to provide the safest environment possible for our students, all volunteers who will be working in a supervisory role over children MUST be trained and certified through our Child Protective Program.

Training takes about an hour, and training sessions are scheduled throughout the year. Certification involves filling out an application, submitting to a criminal background check, and being interviewed.

## **ORIENTATION**

Before the start of the school year, parents and children are invited to an orientation in which the students become familiar with the classroom and the parents can get additional information about the Early Childhood program. Invitations are mailed in early August.

## **PREPARING YOUR CHILD FOR SCHOOL**

Here are some suggestions that can make your child's early childhood educational experiences successful.

1. Develop the attitude that school is a happy place and that the teacher is trusted adult
2. Take advantage of the orientation at the beginning of the school year to help your child feel comfortable in the classroom.
3. Help your child learn to dress himself. Consider providing outdoor clothing that is easy for the child to put on or take off.
4. Label items (including clothing) that belong to your child
5. Provide simple, washable, easy-to-manage clothing.
6. Children regularly go outside, so please provide boots, hats and mittens as the weather turns colder.
7. Guide your child to show independence in taking care of his toilet needs.

**All children must be toilet trained.**

All children are expected to play outdoors daily, weather permitting. Please send appropriate outerwear. Children will not be kept inside from outdoor play without a doctor's note.



## **FIELD TRIPS**

Students will take various field trips during the course of the year. ALL field trips are self transport and a parent/adult is required to remain with their student throughout the field trip. There will be NO afternoon enrichment program on field trip days. Permission slips are sent home in advance of the field trips. Please return them in a timely fashion, in an envelope marked with the child's name.

## **SPECIAL PROGRAMS**

Children have the opportunity to perform or participate in a variety of programs outside of normal school hours. Often these are opportunities for parental interaction and bonding. An annual Grandparents Day is also scheduled.

The balance of the material in the Early Childhood Handbook has been taken from the Concordia Lutheran School Handbook and may be of interest to parents of Early Childhood students.

## **ACCREDITATION**

Concordia Lutheran School is a fully accredited Christian school. After a rigorous process of self-examination and planning, visiting experts evaluated the Concordia Lutheran School and its Ongoing Improvement Plan. They recommended Concordia Lutheran School for accreditation through the National Lutheran Schools Accreditation office.

## **ADMINISTRATION**

Concordia Lutheran School is a ministry of Concordia Lutheran Church. For efficiency, the congregation elects a School Board and delegates much of its authority to this body. The Board is responsible to the Voters Assembly of the congregation. It is the role of the School Board to develop broad policies, to oversee the staffing of the school and to plan for the financial well being of the school ministry.

The principal, with the aid of the faculty, develops procedures that assist in carrying out School Board policy. The bulk of the material contained in this Early Childhood handbook and the School Handbook is procedural. It is the responsibility of the principal to see that procedures are carried out in a fair and consistent manner.

## **PRESCHOOL AND PRE-KINDERGARTEN ENRICHMENT PROGRAM**

Families may enroll in the Enrichment program as a supplement to the curriculum taught in the morning. Please indicate on the Preschool Application your desire to enroll in both the Preschool and/or the Enrichment Program.

## **BEFORE/AFTER SCHOOL EXTENDED CARE PROGRAM**

The Extended Care Program will be available for all Concordia preschool and grade school children. Hours are 7:00-7:50 a.m. and 3:30-6:00 p.m.

Note: Extended Care ends at 6:00 p.m. sharp. There is a \$5 per 15 minute charge per child for late pick ups.

### **FEES:**

- o The Extended Care fee is \$1.75 per half hour or any portion of the half hour. Parents are charged at the end of month and are billed at the beginning of the next month. Bills are due by the tenth of the month and late fees charged after the 10<sup>th</sup>. Bills are viewable on Fast Direct unless a specific request is made. Checks are made out to Concordia and directed to Extended Care.
- o A late fee will be charged to any unpaid monthly bill effective one week following billing. Students will not be allowed in Extended Care when an account is still delinquent by the next month's billing date.
- o Checks are preferred and should be made out to Concordia Extended Care program and are not to be combined with any other payments.

## **MEDICATION**

The day-to-day health needs of the students are cared for by the **school office personnel**. We have a school nurse who assists us with immunizations, vision, and hearing screenings, **but is on-site three days a week during school hours**.

1. The school **must have on record a written order from the prescribing physician/practitioner and written consent from the parent /guardian for prescription medication.** There must be a written request from the parent/guardian for over-the-counter (OTC) medications before they will be administered to a student at school. **\*OTC medication will only be administered for a specifically stated reason for a designated amount of time.** (For example, Sarah may have Ibuprofen every four hours for wisdom teeth pain from 8/20/16-8/24/16.)
2. **Supply of the OTC medication will need to be provided and brought in by the Parent only (not brought in by the student).** Medications prescribed and/or OTC meds should be kept in the original container with the pharmacy or brand label affixed. The label must include the following:
  - ❖ Student's Name
  - ❖ Name of Medication
  - ❖ Dosage of Medication
  - ❖ Prescribing Physician/Practitioner
3. **Medication brought to the school must be checked in at the office and will be kept in a locked cabinet.**

Medical Consent Forms can be found on our website: [www.clscubs.org](http://www.clscubs.org) under Files and Documents-Medical Forms-Medical Consent Forms

### **PARENTAL RESPONSIBILITY**

As an educational institution, Concordia Lutheran School at its very best can only be a **partner** with the parents who enroll their children. We pray that this statement will help every parent of our students recognize the weight and significance of parental responsibility in the education of children.

At Concordia our mission is to provide educational experiences that will enhance those provided by you, the parents. We will work hard to make these experiences productive, enjoyable and distinctly Christian.

We encourage you, as the primary authority, caregiver, and role model for your child to keep in mind the following responsibilities we believe you have as a parent. As teachers and school staff we will pledge to assist you in carrying out these responsibilities.

### **SPIRITUAL**

- ☐ Be a spiritual role model for your child through regular prayer, Bible-reading and study and worship attendance. Your actions speak much louder than words.
- ☐ Pray with and for your child.
- ☐ Involve your child in family devotions.
- ☐ Model appropriate ways to handle problems and concerns.

### **HEALTH**

- ☐ Provide proper healthcare including preventative care.
- ☐ Provide and insist on a balanced diet and proper rest. Children and teenagers need at least nine hours of sleep a night to function properly.
- ☐ Make recreation, both planned and spontaneous, part of your relationship with your child.
- ☐ Take your child to church, to the circus, fair, museum, library, concert or ball game instead of sending the child with a friend or having him or her attend alone.

## SCHOOL

- ☐ Get to know your child's teacher and learn to trust and support his or her efforts on your child's behalf.
- ☐ Know what is required of your child at school. Check homework regularly for spelling, grammar, neatness, and completeness.
- ☐ Praise and perhaps reward accomplishments such as good papers, tests, projects, chapel participation, music performances and sports participation.
- ☐ Read school and classroom newsletters and attend P.T.L. meetings to keep informed.
- ☐ Encourage your child to share information about school and play activities. Remember to use open-ended questions that cannot be answered with one-word answers. If your child tends to be negative, help him or her identify and share positive events.
- ☐ Become directly involved in your child's schooling by helping your child on a special project, serving as a resource person for your child's teacher or being a teacher helper for a day.
- ☐ Know what and how much your child reads.
- ☐ Give priority to your child's responsibilities such as singing in church, attending sports practices and returning teacher notes.
- ☐ Provide time, materials and a quiet place for your child to study and have privacy.

## MEDIA

- ☐ Closely monitor TV, videos, music and computer activity.
- ☐ Family media experts **strongly** recommend that children not have a TV or a computer with Internet access in their rooms. Instead, these should be in public areas of the house which are easier for you to monitor.
- ☐ Take the ratings on movies, videos and video games seriously. Remember that people who probably do not even share your family's values rate most types of media. Family-friendly reviews of movies, videos, video games and music are also available on the Internet.
- ☐ Carefully monitor what your child will be exposed to at the homes of friends. Communicate directly with the friend's parents and let them know your standards.

Please add your own ideas to your list and share them with your child's teacher or the principal. Above all pray that God will give you the wisdom to be a Godly, loving example for your child.

### **PARENT-TEACHER LEAGUE**

This organization of parents and teachers is primarily concerned in bringing the home and school into a closer relationship. Parents are therefore expected to be in regular attendance at the programs provided. Meetings are designed to be informative, educational and inspirational. We pray that through the monthly contact of parents and teachers in the P.T.L. that there will be a better understanding and more sympathetic interest between parents, teachers and children.

### **PLAYGROUND USE**

Students and guests may use the school playground and facilities after school hours, but we strongly recommend adult supervision be provided. The main playground, the outdoor basketball court, the soccer field and the baseball diamond are off limits until 6 p.m. to children not signed in to Extended Care.

### **SCHOOL PICTURES**

Photographs of the students are taken yearly in the fall. Order packets are sent home previous to picture day. Payment is required at the time the photos are taken.

### **TELEPHONE**

The school office number is 426-9922 extension 200. This number is the only one that will assure communication with teachers and staff during the school day between 8:15 a.m. and 3:15 p.m.