Beautiful Savior

Lutheran Preschool



Parent Handbook

2018-2019

**BEAUTIFUL SAVIOR LUTHERAN PRESCHOOL**

 Thank you for choosing Beautiful Savior Lutheran Preschool for your child. We hope that you will be happy with your decision. If you have any concerns, please contact the Preschool Director, Anne Wilcox, **534-7004 or 534-5354**.

**BEAUTIFUL SAVIOR LUTHERAN CHURCH INFORMATION**

Preschool E-mail preschool@bslcnp.com

Church E-mail bslc@bslcnp.com

Church Office **308- 534-7004**

Church Address 402 Baytree Ave, North Platte, NE

**Church Staff**

Pastor Robert Deardoff

Director/Teacher Anne Wilcox

Teacher’s Aide Julie Arnold

Secretary Val Ragland

Director of Christian Education Jarryn Wiley-Pearce

**Board Of Education**

Beautiful Savior Preschool is under the careful guidance of the Board of Education from Beautiful Savior Lutheran Church. The Board of Education has monthly meetings on the third Monday of the month at 7:00 p.m. Preschool parents are invited and encouraged to attend.

**Members:**

Lori Unger

Colleen Steele

Ashley Roehrs

**WELCOME**

Beautiful Savior Lutheran Church, invites you and your family to worship with them. Services are Sunday 8:45 and 11:00 a.m. with Sunday school at 10:00 a.m.



**TUITION**

 MWF tuition is **$91.00** per month for 4 and 5 year olds. TTH tuition is **$71.00** per month for 3 and 4 year olds. Tuition is divided into nine equal payments based on a calendar with the starting dates in late August through May. The first tuition payment is due in August. Any exception to the above guidelines require Board of Ed approval. There is a 50% discount on second tuition for families of multiple children attending preschool.

 ***Tuition is due by the 7th of each month. If payment is not received by the 7th, a reminder will be sent home. If no attempt is made to pay, a 30 day notice from the Board will be sent. If the situation is still not rectified, the child may be dismissed from the preschool.***Other arrangements can be made by contacting the office. The school and church are willing to help if problems concerning tuition exist.

**SCHOOL HOURS**

The morning classes begin at 8:45 a.m. and end at 11:15 a.m. The afternoon class begins at 12:45 p.m. and ends at 3:15 p.m. Children may enter the school any time after 8:40 a.m. and 12:40 p.m. Parents should pick up children **PROMPTLY** at 11:15 A.M. and 3:15 p.m. A child will only be allowed to go home with a school friend if a note from home is brought from school or a call is received from a parent. The school will then call the home to confirm the arrangements.If it is not the normal person picking up your child, they should present their I.D. in order to pick them up.

**ATTENDANCE**

Continuous attendance is extremely important throughout the entire school year. If your child needs to be absent from school please notify the school, by calling, at least one week in advance, IF POSSIBLE. We will do our utmost to cooperate with all parents in this area. **If your child is ill and will be absent, please call the school at** **308-534-7004**, before 9:00 a.m. Afternoon classes please call between 12:30 and 12:45 p.m. No refunds are made for tuition because of absence.

These guidelines are set up for the safety of your child, and are not meant to be a hindrance. Thank you in advance for your cooperation in this matter.

**DEVELOPMENT PROGRAM**

Beautiful Savior Lutheran Preschool’s developmental program includes the following aspects:

1. *Approaches to Learning;*
2. *Creative Arts;*
3. *Health and Physical Development;*
4. *Language and Literacy Development; and*
5. *Social and Emotional Development.*

**SCHOOL CLOSINGS**

 In case of any emergency or severe storm and school is closed, Beautiful Savior follows the schedule of the public school system, please listen to **KODY, KELN, KJLT or KNOP TV**. If school is to be closed it should be announced by 8:00 a.m. Please do not call the school to see if school is going to be cancelled. Should school be cancelled, classes will resume the next day unless you are informed otherwise.

**RECESS**

 All students will be required to go outside during recess unless a note is written by the parents saying the student shall remain inside. Exceptions will be made if the student is obviously sick. All students shall remain inside in the case of rain or severe cold weather.

**VISITING THE CLASSROOM**

 The parents of enrolled children are welcome to visit the preschool announced or unannounced, during hours of operation. It is not too difficult for the children to continue on schedule with a parent or two visiting, but it is difficult for them to do so when toddlers or other young brothers or sisters are present and playing with toys. We ask you to find a babysitter for very young children when you visit.

**OPEN DOOR POLICY**

We encourage you to visit with your child’s teacher frequently during the year. Please check your child’s backpack or sack each day. We will be sending home notes, information and newsletters so that you will be aware of what we are doing each day. Working together as parent and teacher for the good of each child will help give your child security in his/her school environment.

**DRESS CODE**

 Appropriate dress and good grooming are important to every boy and girl. Pride in our appearance is a valuable asset. Children may wear shorts, summer outfits, sun dresses, tank tops, etc., should it get warm during the months of Sept., April and May. Sandals should be avoided for outdoor time. Since our weather changes quickly and without warning, please send a lightweight jacket with your child whenever summer clothes are worn.

**TOYS**

 We will have special sharing times and children will be asked to bring items of interest from home. You will receive more information from the teacher during the year. Please do not send guns or other weapon toys. With the exception of these special times, we ask that you leave your child’s toys at home. Often toys become lost, damaged or destroyed.

**NUTRITION**

 All snacks served at preschool will be supplied by the parents on a rotating schedule. A snack day will be assigned on the monthly calendar. If you wish to have a special day please notify the teacher during the previous month. Snacks include BOTH DRINKS AND FOOD ITEMS. At least one serving from one of the four basic food groups should be served and all food must meet nutritional standards set by the U.S. Sept. of Agriculture. All food must be obtained from an approved or commercial source and meat must be from an inspected source. No home canned foods may be served to the children. Fluid milk and fluid milk products must be made from pasteurized milk.

**FIELD TRIPS**



 It is necessary to have a parent’s written permission to take the child off the school grounds. A “Permission to Take from Premises” form is included in your child’s application. Please make sure you have signed this as it is required for your child to take part in our field trips. We will need drivers for transportation during field trips and greatly appreciate parent volunteers to accompany us on field trips. Also, it is required that any child up to the age of 6 years be in a car seat. It is the parent’s responsibility to leave a car seat with us at school the day of the field trip.

**DISCIPLINE**

 The staff will insure that no child is spanked, slapped, pinched, punched, shaken, struck with any inanimate object, handled roughly, or bitten as a form of discipline; **Teachers will first try to redirect behavior and will only use time out as a last resort** with certain behaviors, such as those that hurt oneself, hurt other children, or destroy property. Time outs will be one minute for each year of the child’s age.

The staff shall not discipline children by denial of food, abusive or profane language, yelling or screaming or threats of physical punishment. Please feel free to first visit or call the director and express any concerns you may have. If you feel your concerns have not been heard or fairly addressed you may then call a board member or the pastor.

**MEDICINES**

 Prescription drugs are not dispensed at Beautiful Savior Lutheran Preschool, because of our short sessions.



**ILLNESS**

 For the welfare of your child and others in school, all children who are sick must be kept at home. Any will be excluded from school if any of the following symptoms of illness are present: *any illness associated with a fever of communicable condition such as diarrhea, flu, ringworm, impetigo, head lice, pink eye, chicken pox, mumps, measles, or scabies.*

 A child may also be asked to leave school if any of the following minor symptoms are present: *colds, repeated sneezing, continuous runny nose, headache, earache, sore throat, or stomachache.* Parents should be prepared for these unexpected occurrences.

 If a parent refuses to exclude his/her child, they must provide a written statement from a physician indicating that the child’s illness/condition is not highly communicable.

 Upon returning to school a child must have a written statement from home indicating that the child is no longer in the contagious stage of illness.

 **Please remember, it is better to keep your child at home if there is any doubt concerning the health of your child that day.** Remember to call the school and notify them of your child’s absence. The number is 534-7004.



**SPECIAL NEEDS POLICY**

(For persons who have either physical or mental limitations.)

 We will evaluate each child for physical or mental limitations in order to determine whether we are capable of meeting their needs as well as maintaining the quality learning environment for the other students in the class. If the child is accepted, we will further evaluate the child and our capabilities with the child for a period of a month. If during that time, it appears that we are not able to meet their needs or maintain a quality learning environment, we will release the child and return any unused tuition.

 If possible, we will accept that child into our school. Jesus expressed a desire for all children to come to Him, and we would not turn down a student unless it was absolutely necessary.

**FIRE/TORNADO/DISASTER PLAN**

**Plan for Children With Special Needs In An Emergency**

* Fire - In the event of a fire, the child or children with special needs will be under the care of the Preschool Director. The Preschool will evacuate to the corner of C and Baytree, and it will be the director’s responsibility to ensure the child or children with special need receives the required assistance to safely reach the fire safe point.
* Disaster – In the event of a disaster, the child or children with special needs will be under the care of the Preschool Director. The Preschool will evacuate to Holy Spirit Catholic Church (2801 W E St, North Platte, NE 69101), and it will be the director’s responsibility to ensure the child or children with special need receives the required assistance to safely reach the disaster safe point.
* Tornado – In the event of a tornado, the child or children with special needs will be under the care of the Preschool Director. The Preschool will take shelter in the men’s restroom on the south side. It will be the director’s responsibility to ensure the child or children with special need receives the required assistance to safely reach the shelter location safely.

**Disaster Plan**

* In the event of a disaster, the preschool must evacuate the premises in a calm and orderly fashion to Holy Spirit Catholic Church (2801 W E St, North Platte, NE 69101). Parents will be called, and can pick up their children from Holy Spirit Catholic Church.



**ENROLLMENT POLICY**

 Enrollment is open to any parents who want their child(ren) to have a Christ-centered education. It is not limited to the children of the members of Beautiful Savior. As classroom space is available, students will be accepted as follows:

1. Children re-enrolling after completing the prior school year. (Example-going from a 2 day/week to 3 day/week class.
2. Children who have a brother or sister already attending.
3. Children where one or both parents are members of Beautiful Savior Lutheran Church.
4. Others

 This order of enrollment will be used until February 1st. Thereafter, enrollment will be on a first-come, first-serve basis. The 3 day classes are limited to 12, and the 2 day class is limited to 12.



**CALENDAR 2018-2019**

**August 23** First day for T-TH class

**August 24** First day for M-W-F classes

**September 3** No School/Labor Day

**October 18-19** No School

 Parent/Teacher Conf.

**November 21-23** Thanksgiving Break

**December 21-January 2** Christmas Break

**January 3** School Resumes

**March 14-15** No School

 Parent/Teacher Conf.

**April 19-22** No School/Easter Break

**May 15** Last Day & M-W-F Graduation

 End of Year Program

**May 16** Last Day of School T-TH