

*ADVENT LUTHERAN
PRESCHOOL
&
KINDERGARTEN*

**PARENT HANDBOOK
2016-17**

**Advent Lutheran Preschool & Kindergarten
Advent Lutheran Church-LCMS
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ADVENT LUTHERAN PRESCHOOL & KINDERGARTEN

A Ministry of

ADVENT LUTHERAN CHURCH

Sunday Services: 8:15 & 10:45 A.M.
Sunday School/Bible classes for all ages: 9:30 A.M.
Kindergarten & Daily Preschool for ages 2 - 5 Sept. - May

Pastor, John Fiene
Vicar, Adam Debner
Preschool Director, Debalyn Trewartha

WELCOME

Welcome to Advent Lutheran Preschool and Kindergarten. The following pages are designed to share important school information. This guide should answer many questions; however, if you have any questions or concerns beyond this handbook, please feel free to contact the school's director or your child's teacher. Parent/school communication is an important tool for assuring that your child's preschool experience is positive and successful.

OUR PURPOSE AND PHILOSOPHY

The purpose of our early childhood program is to nurture children toward Christ. "Go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always to the very end of the age." (Matthew 28:18-20)

Advent Lutheran Church views our school as an important ministry to families in our community. We believe that each child is a precious gift from our gracious Lord. Advent is dedicated to provide an essential, Christ-centered start to each child's education by strengthening and supporting parents in nurturing their child in spiritual, intellectual, social, emotional and physical needs. We are focused on the total development of each individual child and will provide developmentally appropriate education with experienced and qualified teachers.

STAFF

Pastor, John Fiene

Vicar, Adam Debner

Church Secretary, Juanita Duncan

Church Custodian, Ervin Garcia

School Director, Debalyn Trewartha, Bachelor Degree—Depauw

University, Master Degree—Butler University

Pre-K Teacher, Teresa Bostwick, Bachelor Degree—Ball State University

Preschool, Pre-K, & Kindergarten Teacher, Lois Doods, Bachelor Degree—Valparaiso University

MMO Teacher, Judy Pugh

Pre-K Teacher, Nicole Seiler, Bachelor Degree—Indiana University

Preschool Teacher, Jill Williams, Bachelor Degree—Indiana University

OBJECTIVES AND SCHOOL CURRICULUM

Advent Lutheran School provides a fun, flexible, Christian atmosphere with learning experiences that enable children to develop a strong, positive self-worth as a valued child of God. The curriculum is carefully planned to provide continuity and progressive development of each child through the philosophy that a child's work is his play. Each day has a balance of child-directed free choice and teacher-directed group activities, quiet play and active play, indoor and outdoor activities (when possible), large muscle and small motor manipulation opportunities (cutting, puzzles, etc.), and avenues for creative expression. We will strive to formulate social and emotional skill, develop appropriate cognitive and motor skills, facilitate spiritual growth through Bible stories and songs and continually demonstrate the love and saving grace of Christ in all we do. A typical day will include:

- Bible Stories
- Music and Rhythmic Movement
- Art Activities
- Reading and Math Readiness
- Nature and Science Experiences
- Alphabet and Numerical Activities
- Motor Coordination
- Language Development
- Visual and Auditory Perception Activities
- Other Enrichment activities may be offered

CLASS DESCRIPTIONS

Mom's Morning Out (2 year olds): The MMO classes are mainly play-based with a minimum of academic endeavors. However, both large and small motor activities are included. Students need NOT be potty-trained.

Preschool (3 year olds): Phonemic Awareness, Phonics and letter recognition are introduced with a letter each week. Name recognition, color and shape recognition, and number recognition as well as many fine motor building activities are priorities. "School behaviors" such as sharing, getting along with peers and teachers, listening to short stories, and transitioning from various activities are also areas of concentration. Many opportunities for creative expression and discovery are included. We ask that students be potty-trained at this level and beyond.

Pre-Kindergarten (4 year olds): The Pre-K classes are designed to prepare students for kindergarten. Students work on the letters in upper and lower case, writing their name in upper and lower case, early math and language skills, as well as building on all other skills introduced in the Preschool classes. An optional Extended Day AM Pre-K (extends day until 1:00 PM) is also available. It incorporates 45 minutes of lunch bunch plus an extra ½ hour of activities.

Kindergarten (5 year olds): The Kindergarten class is designed to prepare students for success in the challenging elementary schools in Zionsville and surrounding districts while

retaining our small class size and spiritual focus. Indiana Common Core Standards will guide the academic curriculum.

Lunch Bunch: Lunch Bunch is an extended-day option for 3-5 year olds whereby morning students can stay an extra 45 minutes/hour or afternoon students can come 45 minutes early. It is available on all weekdays. Students bring a sack lunch. Students may sign-up for individual days throughout the year on the sign-up sheets on the coffee credenza or outside the classrooms. Students signed up on a given day will be charged \$6 for that day. However, parents volunteering to assist with lunch bunch would not be charged for their child that day. A student may also enroll for “daily lunch bunch” for the entire year which would enable them to attend lunch bunch every class day at a reduced rate.

ELIGIBILITY

Our school is designed for children ages 2 through 5. September 1st is our age eligibility date; however, exceptions may be made provided the child meets developmental readiness to be determined by an interview with the teacher or director.

All children are welcome; however, registrations are accepted on a first-come, first-served basis. Class sizes are limited to assure a preferable teacher/student ratio. If classes fill, a waiting list will be maintained in the event an opening occurs. Advent Lutheran Preschool will not discriminate on the basis of race, color, religion, gender or national origin.

CLASS SCHEDULES

Mom’s Morning Out (2 years old by September 1)

Monday or Tuesday or Friday 9:00 - 11:30 A.M.

Preschool (Potty-trained 3 years old by September 1)

Tuesday & Thursday or Monday & Wednesday 9:00 - 11:30 A.M.

Pre-Kindergarten (4 years old by September 1)

Monday, Wednesday & Friday 9:00 - 11:45 A.M. or 12:30 - 3:15 P.M.

or

Tuesday, Thursday & Friday 9:00 - 11:30 A.M. only

(*Extended Day AM Pre-Kindergarten [M/W/F] 9:00 A.M. - 1:00 P.M)

½ Day Kindergarten (5 year olds)

Monday, Tuesday, Wednesday, Thursday & Friday 12:30 - 3:15 P.M.

Lunch Bunch (Any 3-5 year old enrolled in a regular class)

Monday, Tuesday, Wednesday, Thursday, Friday 11:30/45 - 12:30 P.M.

FINANCIAL INFORMATION

Tuition Fees

Mom's Morning Out (1 day per week)	\$55/month
Preschool (2 days per week)	\$110/month
Pre-Kindergarten (3 days per week)	\$165/month
Extended Day AM Pre-K (9AM - 1PM)	\$225/month
Kindergarten (5 days per week)	\$285/month
Lunch Bunch	\$6/day
Daily Lunch Bunch (1 day per week)	\$15/month
Daily Lunch Bunch (2 days per week)	\$30/month
Daily Lunch Bunch (3 days per week)	\$45/month
Daily Lunch Bunch (4 days per week)	\$60/month
Daily Lunch Bunch (5 days per week)	\$75/month

A non-refundable registration fee of \$175 or \$150 for returning families (\$100 for each child after 1st per family) is due at the time of registration. There is a 10% discount on tuition for multiple children in a family after highest tuition. Tuition is due on the first day of each month. After the tenth day of the month, a \$5 late fee will be assessed if payment has not been received. A \$15 fee (or bank's regular charge) will be assessed for returned checks. Payments should be made by check if possible. Please make checks payable to **ADVENT LUTHERAN SCHOOL**. Tuition payments should be given to the school director in the school office. If a student must withdraw from the school, the payment for that month is non-refundable. For tax purposes, our tax ID number is 35-187-5009.

We realize that unexpected financial burdens can arise. If this happens, please contact the preschool director so that appropriate financial arrangements can be made. If financial assistance is needed for yearly tuition, an application must be submitted to the School Board for consideration. Tuition assistance forms are available in the school office.

ATTENDANCE AND ARRIVAL/DEPARTURE PROCEDURES

All children are expected to attend class regularly. Please call the church office (873-6318) or email (dtrewartha@adventlutheran.org) if your child is unable to attend class that day.

The school entrance is at the Northeast parking lot canopy for upstairs classroom, at West door for downstairs classroom and front office door for Mom's Morning Out. All children entering the building should be under the direct control of the parent or guardian until they are left in the care of the classroom teacher or aide. Please do not bring your child before 9:00 A.M./12:30 P.M. in order to allow the teacher sufficient time to prepare for the activities of the day. Each family will be issued a key card to allow access to the building during school hours only (please return at the conclusion of school year).

Parents should pick up their children promptly at the conclusion of their class. For Preschool, Pre-K, Kindergarten, and Lunch Bunch, please enter the church parking lot using the **SECOND** entrance and park single file along the sidewalk. Your children will be brought to your car by a staff member. Mom's Morning Out parents will receive a key card (please return at the conclusion of school year) to enter using the office door off the front parking lot. Please sign-out your child and exit through front of building to your car. If you also

have a Pre-K or Preschool student, that student will be in the normal pick-up location for their class, so please proceed on to the pick-up line after you have gotten your 2 year old.

Authorization for a child to be released is required for any person other than the parent or guardian who enrolled the child. The authorization should be in writing, although an emergency phone call will suffice. In the interest of safety, we will not release any child to an unauthorized or unapproved person.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather, please tune into a local radio or television station for information about school closings. We will follow the closing procedures for **Zionsville School Corporation**. Corporation delays will mean an automatic **ONE hour delay for our morning classes**. You will receive an email or phone call if we cancel classes for any reason other than Zionsville school closings.

FIELD TRIPS

Off-site learning experiences for Pre-K and Kindergarten will be planned throughout the year. Please fill out and return the field trip permission form which will cover the entire year. It will be necessary to have parent volunteers to drive and chaperone. Drivers must have a valid license, insurance, be accident free and have seatbelts for all passengers.

HEALTH AND SAFETY

The safety and wellbeing of every child is first and foremost and every effort is made to assure your child is always in a harm-free environment when at school. However, in the event an accident would occur, it is important that we have current phone numbers and emergency information on file for your child. We will notify parents of any incidents involving their child. The church's detailed Child Protection Policy is also available upon request.

We ask that you use good judgment when your child is or has been ill. If your child is or has been vomiting, running a fever in the last 24 hours, or is possibly contagious, please do not expose the other students and staff by bringing him/her to school. Also, please note that your child should not bring any medications to school. We will not administer any over the counter or prescription medicines to children.

VISITATIONS

Parents are always welcome to observe or volunteer in the classroom. While not necessary, a phone call ahead of time would be a welcome courtesy. For the safety of our students and staff, the outside doors are locked. Parents may ring the doorbell for entrance if they do not have their key card with them.

COMMUNICATION

You will receive a monthly newsletter and calendar at the end of each month for the following month. There are also scheduled parent/teacher conferences in the fall and spring for 3-5 year olds (see calendar) during which regular class is not held, but you may bring your children and the classroom aide will watch them while you conference with your child's teacher. If other communication is necessary, the teacher will contact you; likewise, you are always welcome to contact your child's teacher or the preschool director to arrange a meeting.

DISCIPLINE POLICY

One of our preschool's objectives is to help children learn appropriate social behavior when interacting with peers and teachers. When needed, discipline is approached from a positive, Christian perspective. Our staff will not use corporal punishment, degradation, embarrassment, or harsh words. They discipline by example, well-planned activities to hold children's interest and encouraging apologies when needed. However, because of the developmental stage of preschool-age children, these methods may not always solve undesirable behavior. Therefore, each teacher uses some form of warning/consequences. They may also remove a child from the situation to "cool down" or talk with him/her in another part of the room or the director's office. Teachers will keep parents informed of any problems their child might be experiencing, so that we can work together to help the child.

CLOTHING AND TOYS

The students will be actively involved each day. Comfortable, washable play clothes are recommended. We also will be going outside for a short time each day (weather permitting), so appropriate coats, gloves, hats, boots, etc. are a must.

We have many developmentally and educationally appropriate toys in our classrooms. Therefore, we request that no toys be brought from home unless the teacher has assigned a show and tell opportunity.

SNACKS

A snack schedule will be distributed with the monthly newsletter/calendars. Please remember the state regulations require that only unopened items prepared in a licensed commercial kitchen can be brought into school.

A list of appropriate snack possibilities will be distributed at parent orientation, but, in general, it is preferable to bring healthy, low-sugar foods for the children. Please be sensitive to any food allergies of students in your child's class when providing snacks. You will be notified if any exist.

2016-17 ADVENT LUTHERAN SCHOOL CALENDAR

August	31	Wednesday	Parent Orientation Night *6:00 P.M--Mom's Morning Out *6:30 P.M—Preschool & AM Pre-K *7:00 P.M—Kindergarten & PM Pre-K
September	6-9	Tuesday—Friday	First Week of Classes
	21	Wednesday	Parent Chapel & Coffee 9:15am
October	10	Monday	Open School Board Meeting 7pm
	12	Wednesday	Parent Chapel & Coffee 9:15am
	17-21	Monday-Friday	Fall Break—No School
November	7/8	Monday/Tuesday	Picture Days
	9	Wednesday	Parent Chapel & Coffee 9:15am
	14/15	Monday/Tuesday	Picture Viewing/Purchasing @ Drop Off
	21/22	Mon/Tuesday	Fall Parent/Teacher Conferences
	23-25	Wed/Thurs/Friday	Thanksgiving Break
December	14	Wednesday	School Participates in Advent Service 6pm dinner/7pm service
	23	Friday	Christmas Break Begins
January	9	Monday	School Resumes/Open School Bd. 7pm
	11	Wednesday	Parent Chapel & Coffee 9:15am
	16	Monday	M. L. King Day—No School
	17	Tuesday	Registration for 2017-18
	23	Monday	Start of Lutheran Schools Week
	29	Sunday	Lutheran Ed. presentation 9:30am School sings in Advent service 10:45am
	30	Monday	Registration Opens to General Public
February	8	Wednesday	Parent Chapel & Coffee 9:15am
	11	Saturday	Annual Valentine Dinner
	20	Monday	President's Day—No School
March	8	Wednesday	Parent Chapel & Coffee 9:15am
	29/30	Wed/Thursday	Spring Conferences
	31	Friday	Spring Break Begins
April	10	Monday	School Resumes/Open Bd. 7pm
	14	Friday	GOOD FRIDAY—No School
May	10	Wednesday	Parent Chapel & Coffee 9:15am
	26	Friday	Last Day of 2016-17 School Year