

Zion Lutheran Preschool Parent Handbook Receipt 2017 – 2018

*I have received and read the Zion Lutheran Preschool
Parent Handbook.*

*Please sign below and return it to your child's teacher
no later than October 6, 2017.*

Student's Name _____

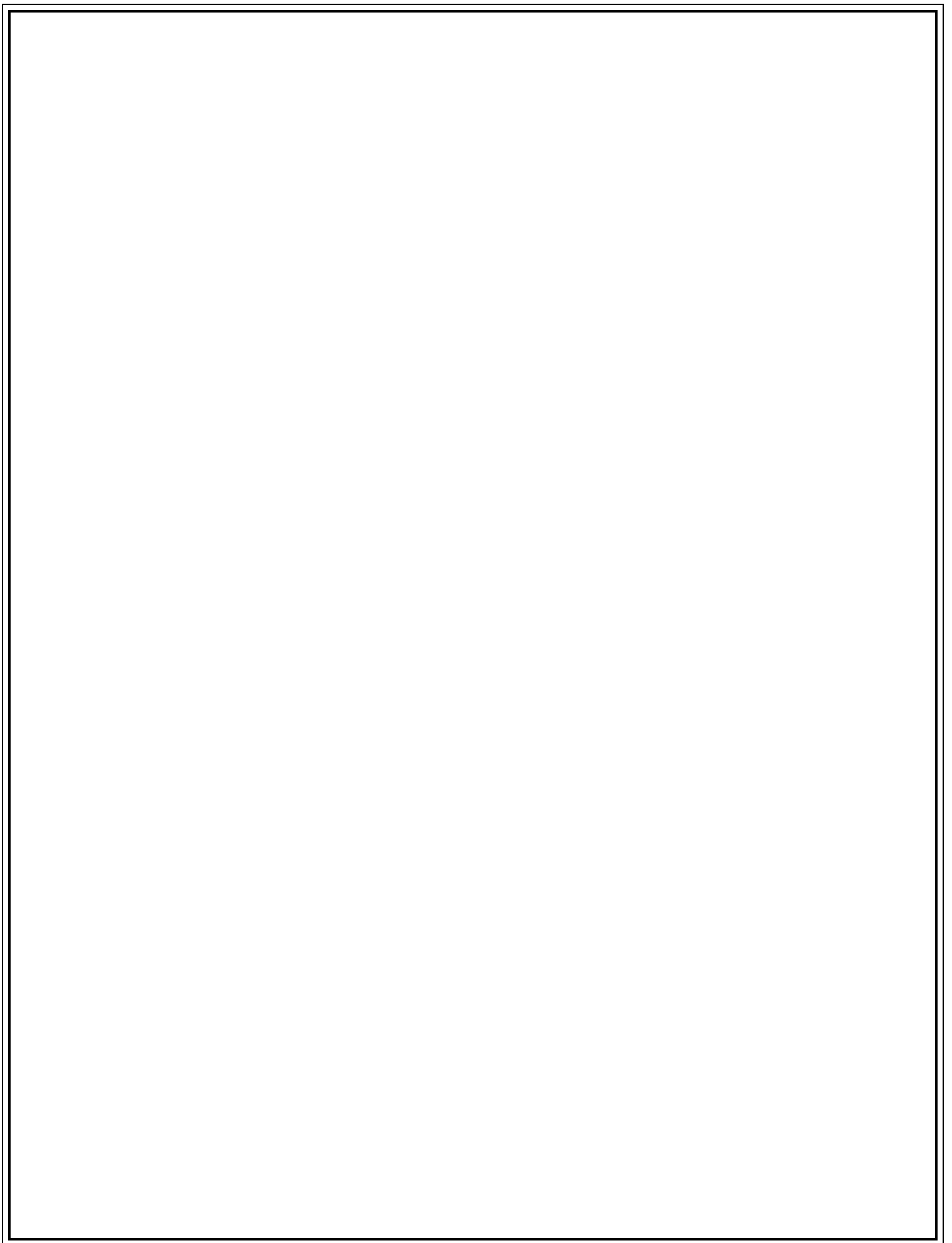
Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

A copy of this signature page will be kept in your child's folder in the Preschool office for the 2017-2018 school year and will be used as a reference if necessary.

Please review and sign the Unity Pledge on the reverse side.



Zion Lutheran Preschool Family Pledge of Unity

Zion Lutheran Preschool is committed to providing a loving, learning Christian environment for your child that is free from any form of harassment or intimidation. In an effort to protect your child and ensure their development in a positive way, we ask you as families to make and sign the pledge below. This pledge seeks to remind us of the appropriate channels and ways to communicate with children, staff and parents/caregivers as in accordance with our biblical beliefs and our grievance policy.

_____ We will strive to support the Preschool in the way we communicate with our children, the staff of the Preschool and other parents. We will not be discourteous to, threaten or use inappropriate language or actions towards any child, teacher, administrator, parents, guardian or any other person acting on behalf of the Preschool either on or near Preschool property, or when attending Preschool related functions;

_____ We will not approach any child, other than our own to obtain confirmation, clarification or "their view" on Preschool related issues, disputes or disagreements between children at Preschool. Such matters or concerns must be brought to the Teacher or Preschool Director's attention;

_____ We will take any question or suggestions to the Teacher or Preschool Director directly. We understand that gossiping and complaining among parents can be destructive and not in the best interest of our child's experience and education at Zion Lutheran Preschool;

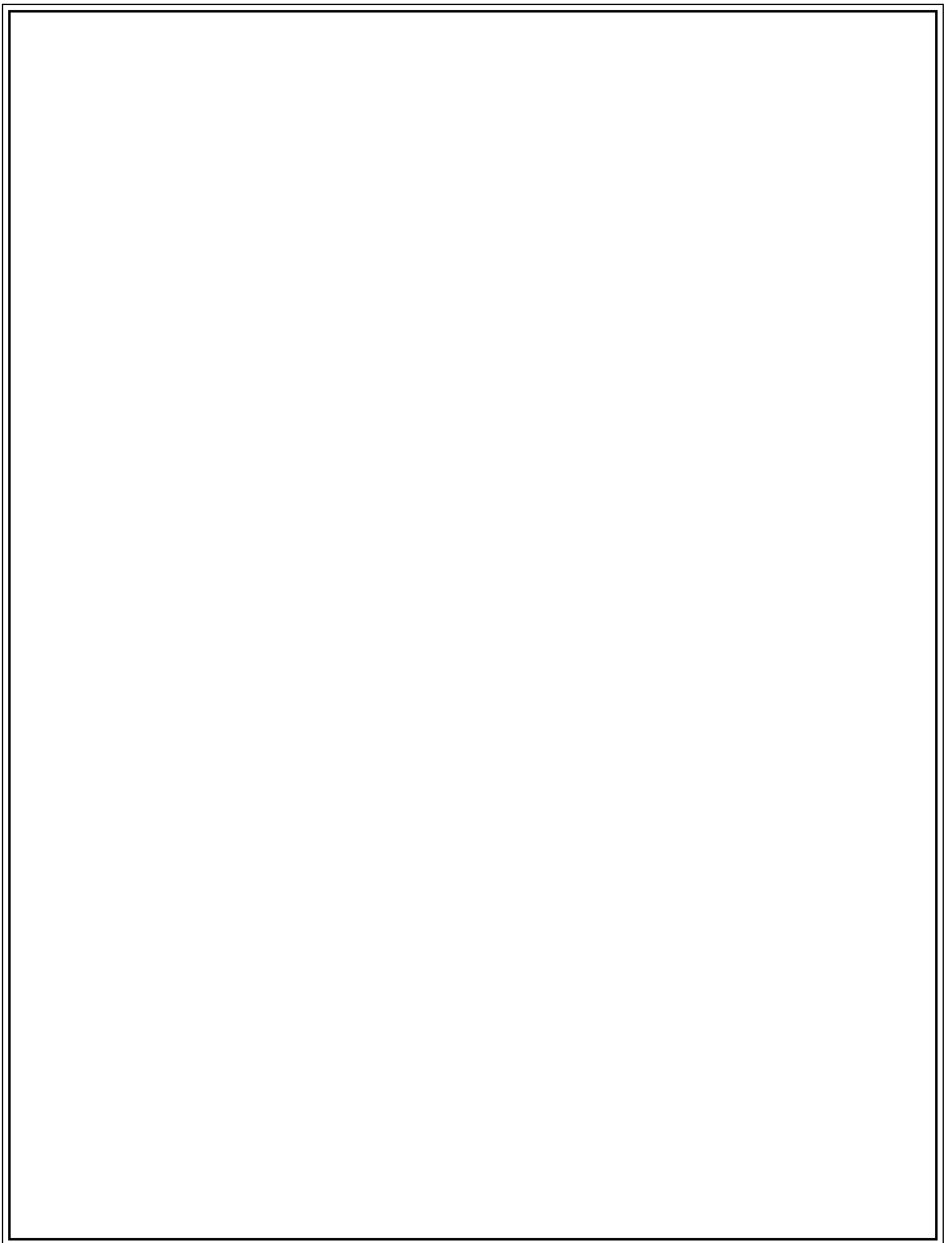
_____ We will in our communication and conduct at Preschool and with children of the Preschool act with the "Law of Love" James 2:8a: If you really keep the royal law found in Scripture, "Love your neighbor as yourself," you are doing right.

Student Name: _____

Parent/Caregiver Printed Name(s): _____

Parent/Caregiver Signature: _____

Date: _____



Zion Lutheran Preschool

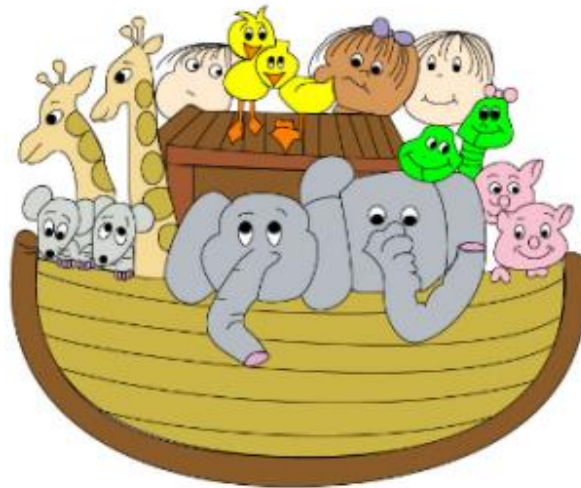
505 Watchogue Road
Staten Island, New York 10314

Call: (718)981-3623
Text: 917.853.ZION (9466)

www.zionlutheranpreschoolsi.com

Like us on Facebook: Zion Lutheran Preschool Staten Island

Parent's Handbook



Est. 1984

CLASSES OFFERED

Parent/Toddler Program

Ages: 13 – 30 months

Terrific Two's Separation Class

Preschool for Three Year Olds

Pre-K for Four Year Olds

Extended Day Program

Ages: 3 and 4-Year Olds

After-School Programs

Ages: 3 year olds through Kindergarten

Zummer Camp

Ages: Terrific Two graduates – 4th grade

Our mission..... A Great Beginning

STATEMENT OF PURPOSE

Zion Lutheran Preschool is a comprehensive, developmental program sponsored by Zion Lutheran Church and is conducted for Church and community preschool children. Our program is one in which the total design helps children acquire the basic competencies and skills for full development and social participation, while at the same time assuring that the quality of the child's experience is emotionally satisfying, personally meaningful, and provides a basis for future learning.

STAFF

An educational staff is maintained to provide all children with appropriate learning activities and experiences. Teachers hold a Bachelor's Degree or Master's Degree in Education. Each teacher is aided by an assistant. The Director holds a Master's Degree in Early Childhood and is a certified teacher in NY State. Our staff is concerned with the needs of each child and we offer the loving concern of a Christian atmosphere for your child.

All Department of Health guidelines are followed. Each employee is fingerprinted by the Department of Investigation and background checks are performed on all employees.

ADMISSIONS PROCEDURE

Zion Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the students at the school. Students are admitted on a first-come-first-served basis.

To enter a program at Zion Preschool, your child:

- should be the age of the class enrolled in by December 31 of that school year
- must be toilet trained (only 3's & 4's)
- must have a health form and a physical examination completed by the family physician or clinic in compliance with the New York City Department of Health

During the registration process: Priority is given to church members, current students, siblings of current students, alumni siblings, and children of alumni before the Public can register.

If our class sessions have the maximum number of children enrolled at the time you try to register, your child's name is placed on a waiting list and parents are contacted if/when an opening is available.

ADJUSTMENT PERIOD

If the Director and your child's teacher feel the child does not exhibit adjustment, we may recommend that the child be withdrawn for his or her own good. Please understand that this would only take place after the parents have been notified on numerous occasions that the child's behavior is not meeting the expectations of Zion or is putting other children's safety or learning experience at risk.

POLICIES AND PROCEDURES

ABSENCES

When your child is absent, please notify the school before your child's scheduled session or within the first hour of the session. You can text the message to our cell phone. To be in compliance with the New York City Department of Health, our school is required to call, text, or email you within one hour of your child's scheduled time of arrival if you have not contacted us beforehand. If your child has a communicable disease, the school must be notified within 24 hours of such absence by order of the New York City Department of Health. If your child has a fever or yellow/green mucus or a bad cough please keep him/her home. We understand children have allergies but that mucus is clear.

BITING

Biting will not be tolerated. If a child bites another child but the skin is not broken the child is sent home immediately and there will be a warning for expulsion, should it occur again. If the skin is broken on the 1st bite, the child will be asked to leave the program permanently. Both sets of parents are notified immediately of this occurrence. Pre-paid tuition will be refunded.

CLOTHING

Children should be dressed comfortably in clothes that will enable them to play indoors and out. They should also be dressed for active and messy play, as paint and glue spots, etc. are a natural occurrence at preschool. Although all our products boast that they are washable we have found this is not always the case. All belongings should be labeled, especially jackets. Elastic waistbands are recommended because zippers, buttons, and belts can be frustrating to a child. The staff encourages self-help.

DISCIPLINE

At Zion Lutheran Preschool we do not think of discipline as punishment, but rather as teaching self-control. Teachers will tolerate actions acceptable for certain levels of development, channel actions when necessary, and finally stop any behavior that interferes with learning activities. Days are planned with a balance of activities with a routine that allows children to anticipate what comes next. Rules are few, simple and clearly stated. Expected behaviors are modeled and the staff tries to prevent

problems before they arise. These are the keys to effective discipline and they work most of the time.

If your child is disregarding a rule, the staff will take the following steps:

1. State the rule in a clear and positive manner.
2. Give the child a choice of appropriate behavior
3. Redirect the child

Unfortunately some behaviors cannot be remedied in the above manner. In some cases the following may become necessary in this order:

1. Child may be asked to sit for a “meditation moment” next to the teacher.
2. Child will be brought to the Director.
3. Private meeting between the teacher and the parent/guardian
4. Private meeting between the Director, teacher and parent/guardian

If after this process the situation has not improved it may become necessary to take these additional steps, in no particular order:

1. Educational evaluation from an outside source, which is available at no expense to the parent
2. Opportunity to have child’s classroom changed
3. Permanent removal from the preschool program

Our goal is to make each discipline situation a learning experience in which the child develops increasing self-control and is better able to deal with problems in a positive manner.

EMERGENCY INFORMATION

It is important for the safety and well-being of your child that all emergency information is kept up-to-date. Any change in telephone number or address should be reported to the office immediately.

ALL CHILDREN MUST HAVE ON FILE:

1. Registration/Emergency Contact
2. Current Medical with printed immunization form – completed by doctor
3. Photo/Video Release Form (done on-line at registration)
4. Unity Agreement
5. Signed Parent Handbook Receipt

EMERGENCY MEDICAL ATTENTION

All efforts are made to keep your child safe; however, there may be a time when your child would require emergency medical attention. In this case all attempts will be made to notify parents immediately. In the event you cannot be reached, the child's physician and other emergency contacts will be notified. The child will be taken to the Emergency Room of a local hospital accompanied by the Director or his/her teacher. You will be asked to meet the ambulance at the hospital.

EPI-PEN

If your child has any allergy that may require an Epi-Pen, please leave one labeled in the school office.

FIRST AID

The school provides only the basic kind of first aid in case of an accident. If more serious injury is indicated, parent will be notified immediately and the school will take the usual necessary precaution for the comfort of the injured and the prevention of further injury. A first aid kit is provided in the office.

GOODY BAGS & BIRTHDAY CELEBRATIONS

Every birthday is special and your child should have a classroom celebration with their friends. Parents are allowed to send in a snack that is listed on our Approved Snack List for that day. **No home baked** goods are allowed. Parents that send in goody bags for Birthday/Holidays must be aware of the school's policy. **NO FOOD or CANDY** items can be included. **ONLY** toys, pencils, books, stickers or novelties are allowed.

PARENT/TEACHER CONFERENCES

A mid-year Parent/Teacher Conference will be held to advise you of your child's progress. If a conference is necessary before the scheduled time, the teacher will notify the parent. Parents may request a conference with the teacher or Director at any time also. Dismissal is a very busy time of day and is not the most appropriate time for you to discuss a situation with your child's teacher, so please request a private phone call or meeting.

PEANUT/NUT FREE

Our school is a Peanut/Nut-Free Environment. When party sign-up sheets are posted we ask that the parents only send in the specific brand of snacks that are on our approved snack list. We are very diligent in keeping all of our children with allergies safe. Our students who bring in lunch may not have ANY food from home that has peanut butter as an ingredient (ex.: sandwiches, granola bars, peanut-butter cups etc.)

SCHOOL CLOSINGS

Our Christian preschool has its own calendar and does not close the same exact dates as the public schools. We are not closed for Jewish holidays in the Fall and in the Spring we are closed for Easter, not Passover. **SNOW DAYS:** If the school is closing due to bad weather the information will be on the school Facebook page and the answering machine. You will also get a text from your teacher via the REMIND app. If the public schools close, we close automatically. If public schools are open we may decide to close if walking, driving or parking lot conditions are hazardous for students, parents and staff.

TEXT MESSAGES

For teachers to communicate easily with parents, we are now using the REMIND app. It will be used for ONE-WAY communication for teachers to get pertinent information to you. This is NOT to be used for you to communicate with your child's teacher.

TUITION

The tuition may be paid in full or you may opt to pay in installments. A one-time non-refundable \$100 fee is due at registration. A \$500 payment is collected soon after and put towards your yearly tuition amount. The remaining installments are due on the first day of each month. If a payment has not been received in the office by the 1st of the month, a late charge of \$25.00 applies. If the payment is not made within 30 days subsequent to the payment due date, the child's enrollment in the preschool may be terminated. If you encounter a problem making a timely payment, please call the Office and arrangements may be made. If a check is returned for insufficient funds, the parent is responsible for the bank fee of \$25. If you remove your child from the program during the school year there will be NO TUITION refunds.

TUITION DISCOUNTS

A 10% discount is available for the second child registered from the same family during the same school year. A loyalty discount is applied to your second child who has attended our 3 year old program and will continue in our PreK 4's program. A 50% discount is also available to Zion Lutheran Church members in good standing. Active membership includes: attendance, communion and contributions for a minimum of 18 months prior to enrollment.

ENTERING THE SCHOOL

Our doors are locked at all times and every visitor must ring the bell. Entry will be granted by being buzzed in if the Director knows who you are or you will be greeted by a staff member at the door to check your I.D. NO PERSON is to be in the school without the knowledge of the Preschool Staff. NO CHILD is to be dismissed to someone other than the people designated by parents unless prior arrangements have been made (in person, by phone, or signed note). If you need to visit with the Teacher or Director, please make arrangements in advance. Again, the children's safety is our first priority!

It is IMPERATIVE that you **do NOT hold the door open for ANYONE** when you are leaving the building. It may seem rude to close the door and tell them to ring the bell, but **security is a PRIORITY**. Our four outdoor cameras are monitored constantly but we need your help in this matter.

*Let the children come to me, for the kingdom of God belongs to such as they.....
.....Mark 10:14*

*Behold, children are the gift of the Lord....
.....Psalm 127:3*

CURRICULUM AND GOALS

1. Our desire is to give the child an education which is appropriate in his stage of development, which will be satisfying in the present, and will prepare the child for the years immediately following
2. The objectives for our programs for two, three and four year olds are to instill in the child a positive self-image, a love for learning and primarily for the four year olds, to prepare the child for Kindergarten.
3. The curriculum will include a variety of activities aimed toward our goals. Each week's schedule will provide time for stories, songs, music, art activities, play and learning about God's love. When appropriate (weather permitting) an outdoor physical activity playtime in our playground will be a part of our day.
4. Ample opportunity for self-expression and discovery will also be provided so that the child learns responsibility and decision making in using classroom material and centers. Our centers and activities will be aimed at promoting reading readiness and math readiness.

COGNITIVE OBJECTIVES

1. To help auditory, visual and verbal skills.
2. To develop academic skills needed as developmentally appropriate.
3. To teach basic thought processes including logic, decision making and problem solving.
4. To encourage and help creativity.
5. To help students become independent learners.

PERSONAL DEVELOPMENT OBJECTIVES

1. To nurture in each child awareness of person worth.
2. To assist the child in developing a Christian value system.
3. To help the child understand that there is a value in all life.
4. To lead a child to grow in self-discipline.
5. To help the child appreciate and use leisure time constructively.

PHYSICAL DEVELOPMENT OBJECTIVES

1. To develop individualized basic physical skills in all students.
2. To develop an awareness of physical growth and development.
3. To understand that developing physical skills is a basis for a lifelong attitude toward good health.

SPIRITUAL DEVELOPMENT OBJECTIVES

1. To foster within each child faith in God.
2. To expose the child to Bible stories and songs.
3. To develop an appreciation for Christian traditions.

SOCIAL DEVELOPMENT OBJECTIVES

1. To help the child understand Christian attitudes and reflect them in social behavior.
2. To help the child become aware of the needs of others and be encouraged to respond positively.
3. To help the child to learn to respect individual and community property.
4. To help the child learn to respect persons in authority.
5. To encourage meaningful friendships.

PHYSICAL DEVELOPMENT OBJECTIVES

1. To develop individualized basic physical skills in all students.
2. To develop an awareness of physical growth and development.
3. To understand that developing physical skills is a basis for a lifelong attitude toward good health.

Train up a child in the way he should be and when he is old he will not depart from it.

PROVERBS 22

GRIEVANCE POLICY PROCEDURE

Zion Lutheran Preschool has a documented parent's grievance procedure. Our goal will always be to resolve grievances as quickly and cooperatively as possible. The school will take all concerns seriously at the earliest stage so as to reduce the number of issues that may develop into formal grievances. A summary of the grievance procedure is available in the preschool office.