

## **WELCOME TO ALL FAMILIES**

It is our pleasure to welcome you and your children to Shepherd of the Lakes Preschool. We are looking forward to sharing this year with your children as they experience many "firsts" and expand their skills and interests. Our goal is to provide an environment that is fun, comfortable, safe, and filled with a variety of positive learning experiences.

We welcome your questions, comments, and suggestions, so we may mutually assist each other in making this year an enjoyable learning experience for your children.

## **HISTORY**

Since its beginning in 1983 as a ministry of Shepherd of the Lakes Lutheran Church, preschool has been a fully licensed, educational, non-profit, Christian school. The preschool is licensed by the State of Michigan, Department of Social Services, License Number DC470017992. This license is renewed every two years.

## **MISSION STATEMENT AND VISION**

Shepherd of the Lakes Lutheran School nurtures children with Jesus' love to grow spiritually, thrive academically, and develop socially. We are building a foundation of faith, in God's love through Jesus Christ.

Shepherd of the Lakes Lutheran School offers a Christ-centered learning experience that serves as a partner with families to develop students with a Christian worldview, while offering a challenging curriculum, extra-curricular activities and opportunities one would expect from a school seeking recognition as the best in the community.

## **ENROLLMENT**

Shepherd of the Lakes Early Childhood Center is open to children of all religious, ethnic, and national backgrounds, ages 3 - 5. To enroll a child in a 3-year-old preschool class the child must be 3 by December 1 of the current year. To enroll a child in a 4-year-old preschool class the child must be 4 by December 1 of the current year. To enroll a child in the pre-kindergarten class the child must be 4 by August 1 of the current year. All children must be fully toilet trained to attend classes.

An application for admission must first be filled out and submitted with payment of a non-refundable application fee. Classes fill on a first come, first serve basis. A waiting list is generated for those classes desired, but currently full. Vacancies are filled from the waiting list. The waiting list is maintained for the current school year only. A new list is begun during the next registration period.

Enrollment priority is as follows:

1. Members of Shepherd of the Lakes Lutheran Church.
2. Pupils re-enrolling from the previous school year.
3. Children who are not included in any of the above categories.

## **CURRICULUM AREAS**

Jesus Time - Through the Bible stories and object lessons, children will have the opportunity to learn about God's love and develop a relationship with Him. Students will attend chapel on Wednesday or Thursday depending on class schedule.

Creative Art - Art allows children to clarify and express ideas. Projects using many types of art media including, but not limited to crayons, watercolors, collage materials, chalk, paper, and clay will be available for children to create.

Dramatic Play - A well-equipped housekeeping area which includes dolls, child-sized furniture, dress-up clothes, store items, and props for dramatic transformation, will be available in the preschool rooms. Dramatic play allows children to explore several aspects of self-expression through which they learn to interact with others.

Field Trips - Field trips and special guests allow children to experience the world outside of school and home as well as reinforce curriculum themes throughout the year.

Language - Real experiences can be amplified, clarified, and reinforced by relevant stories. Reading, being told and telling stories gives children an awareness of books and develops language and communication skills.

Large Motor Skills - Children will explore creativity and develop large motor skills through the use of large blocks, music, and playground activities.

Manipulatives - Puzzles, pegboards, stringing beads, Lego blocks, self-care (zippers, buttons, and laces) and tray table (sand, water, beans, and rice) activities all aid in the development of hand-eye coordination and small muscle dexterity. Many of these activities serve as an introduction to mathematic concepts.

Music - Children listen, sing, create, and move to music using instruments, tapes, records, and activity songs.

Science - Animals, plants, magnifying glasses, rocks, seasonal nature items, and simple experiments give children the opportunity to explore the world around them.

The Whole Child - Our curriculum is designed to meet the needs of the whole child. Creativity, self-expression, large muscle development and coordination, small muscle dexterity, communication skills, interpersonal relationships and Christian values are stressed in all areas of the curriculum.

## **GENERAL POLICIES**

### **Tuition**

Tuition for each month is due on or before the 1<sup>st</sup> of the month. Full month's tuition is due every month regardless of illnesses or vacations. A total of ten (10) installments occur during the school year. For example, a student attending preschool two days per week will require \$1,200.00 in annual tuition, paid in ten installments of \$120. Payments begin September 1st, with the last two payments due May 1<sup>st</sup>. Those choosing to pay tuition in full prior to the beginning of the school year will receive a 3% discount.

Families with more than one child attending will receive a 10% discount off the lesser tuition amount(s) for additional children's tuition.

Shepherd of the Lakes Preschool maintains a TRIP (Tuition Reduction Incentive Program) to aid our school families with tuition costs. This program combines Meijer Community Rewards, Kroger Community Rewards and SCRIP, tracked monthly and available to use towards tuition on a quarterly basis. For more information please visit the school website or check with the school office. All tuition payments may be dropped in the Tuition Box located on the wall outside the school office or mailed to:

Shepherd of the Lakes Lutheran School  
2101 S. Hacker Road  
Brighton, MI 48114

Checks should be payable to: Shepherd of the Lakes Lutheran School (SOTL)

A two-week written notification is required if a child is being withdrawn from Shepherd of the Lakes Preschool. Parents must sign a release form, which may serve as written notification.

### **School Hours**

The preschool operates Monday through Friday. An annual calendar of scheduled days, holidays, and vacations is published and available by the start of school each year. Session choices are as follows:

Monday/Wednesday/Friday:	Mornings (9:00 - 11:30 a.m.) or Afternoons (1:00 - 3:30 p.m.)
Tuesday/Thursday:	Mornings (9:00-11:30 a.m.)
Monday/Wednesday:	Mornings (9:00-11:30 a.m.)
Pre Kindergarten	Mornings (8:45-11:50am)

### **Attendance**

It is important that your child attend each session. A child needs consistency in knowing school is two, three, or five days each week. Regular attendance also allows your child to maintain a sense of continuity with the curriculum and aids in the development of good school habits for the future.

If your child is going to be absent, please call us at (810) 227-6473. Tuition is not reimbursed for absences. Absences cannot be made up.

If a child misses two consecutive weeks and notification has not been given to the Director, it will be assumed that our services are no longer desired. Parents will be notified that the child's place has been forfeited. Tuition paid for the time missed will not be refunded.

### **Arrivals and Departures**

An adult **MUST** accompany the child into the building and depart when the child is in the classroom and has joined the circle for "circle time." We ask that good-byes be quick when dropping off your child. It is easier on the child and the teacher. Lingering good-byes can be particularly difficult if a child is having trouble separating. For your peace of mind, after leaving the classroom area, you may enter the office and observe your child through our observation windows.

Children are released **ONLY** to a parent/guardian or other person authorized in writing on the Child Information Record. If someone other than you or your regular car pool is providing transportation, you must provide written authorization. Please notify the school in advance, when possible, whenever someone on your card will be picking up your child. Please notify designated persons that picture identification is required upon their arrival prior to our release of your child to them.

Punctuality is essential in the smooth operation of each class session. Your timely arrival and departure ensure the greatest benefit for your child. Late arrivals interrupt the work of the children currently present in the classroom and also deprive your child from his/her classroom time. Additionally, late departures lessen valuable preparation time for our staff, as well as causing scheduled patterns to be disrupted. Please respect this and strive to model punctual habits for your child.

### **Show and Tell**

We encourage children to leave their toys at home. Occasionally the teacher may request specific items to be brought in accordance with a particular theme. There will always be time for something special.

### **Inclement Weather**

The preschool maintains its own individual listing for school closings due to inclement weather. Please listen to WHMI (93.5 FM/1350 AM), WJR (760AM), WWJ (950AM) or watch your local news station for school closing information.

### **Field Trips**

Field trips are a part of the preschool program and occur throughout the year. Prior to each field trip, parents/guardians are given a permission slip to return to the school, as well as information about the facility/location to be visited, the date and time of the trip, and any cost involved. Field trips are scheduled to accommodate all class sessions. The "Field Trip" section on the white

Emergency Information Card must be filled out in order for your child to participate on field trips. The preschool does not provide transportation.

## **SCHOOL PICTURES**

Pictures are scheduled each fall. Parent/guardians will be notified of this date in advance.

## **SCHOOL DIRECTORY**

Our school directory is published at the beginning of each school year in order that parents, teachers, and children have access to the names and telephone numbers of all families in attendance at Shepherd of the Lakes Lutheran School. Changes in the directory should be submitted to the school office.

## **PARENT COMMUNICATION**

Program activities and announcements will be communicated with parents through monthly newsletters and notes.

Parent/teacher conferences are scheduled each year to discuss your child's development. Parents of pre-kindergarten and 4-year-old students have conferences in February. Parents of 3-year-olds do not have formally scheduled conferences, but you may have discussions with your child's teacher if requested.

All children will be assigned cubbies (personal storage spaces). Please check cubbies daily for crafts, creations, and communications.

### **Visitors and Observers**

You are welcome to spend time with your child at school; however, your child's teacher would appreciate advance notice. The observation window allows one-way viewing of the preschool rooms.

## **CLOTHING**

We recommend you dress your child in clothing which is comfortable for running, climbing, sitting, and painting and that you do not mind getting soiled. Child-manageable clothing encourages self-help and makes bathroom trips easier.

Students should always be prepared for outdoor play. For your child's safety on the playground we ask that students do not wear sandals or croc styles shoes. We ask that students wear socks and tennis shoes to school. Parents are especially asked to consider daily weather changes and temperature fluctuations when helping your child select appropriate clothing. Shorts are allowed at the parent's discretion.

We ask that all students keep an extra set of clothes (shirt, pants, underpants, and socks) in their backpack in case of spills or accidents.

The preschool is not responsible for lost items, such as toys or clothing.

Pre Kindergarten students will adhere to the Shepherd of the Lakes Lutheran School Dress Code. Please refer to the school website (SOTLschool.com) or the school office for details.

### Outdoor Play

We try to get the children outdoors for large muscle activities on a daily basis. Please dress your child appropriately. As the weather gets colder and snow begins to fall, please provide LABELED snowpants, hats, boots, and mittens to school each day.

Children, who cannot go outside due to illness, should not be at school. It is preschool policy that if a child is considered healthy enough to attend, he/she is healthy enough to participate in all classroom activities including those outdoors.

### SNACKS

#### Preschool

We ask that parents take turns providing snack for our preschool classes. We will be assigning student days to bring snack. The teacher will prepare a monthly snack calendar. Birthday snacks will be placed in the snack calendar as needed. Each child will be assigned snack approximately every month and a half in preschool. We ask that you send a nutritious snack on your assigned day. We are a **peanut free** school. Cups and napkins will be provided. Snack suggestion lists and reminder notes will be sent home. We encourage families with children who have severe allergies to bring their own snack to school each day.

#### Birthdays

Birthday celebrations are very important; therefore, children will be encouraged to share a snack on their special day. If your child's birthday occurs when school is not in session, we will celebrate their summer birthday during the school year. Please contact the teacher to plan this special treat and determine the number of children expected.

### HEALTH AND SAFETY POLICIES

#### Health

The State of Michigan Health Requirement is:

1. Certification of immunization must be on file with us from the first day of attendance.
2. A physical exam must be on file within thirty (30) days of the first day of attendance. Your child's pediatrician **MUST** complete this form. An immunization record only is not acceptable.
3. Physical exams must not be more than 12 months old per State of Michigan Administrative Rule: *Parents of children 2  $\frac{1}{2}$  years to school age shall provide the following:*
  - a. *A document signed by a licensed physician or his/her designee that a physical evaluation has been made within the preceding year.*

- b. Documents provided under this rule shall be kept on file at the center and updated as needed, but not less than once per year.*
4. Emergency Medical Information must be on file from the first day of attendance. It is the parent's responsibility to make certain the Emergency Medical Information Card is updated if changes occur.

### **Illness**

A child who becomes ill at school will be isolated from the rest of the children. We will follow the emergency contact instructions on your child's Emergency Medical Form.

Order of contact will be:

Parents/Guardians

Designated alternate contacts

Staff supervision will continue until your child has been picked up.

A child who has a fever, diarrhea or vomiting should remain home. Your child may return to school after 24 hours without any of these symptoms.

Please keep your child home if they have any of these infectious conditions:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1. Yellow or green nasal discharge. | 12. Head Lice                     |
| 2. Pink Eye                         | 13. Chicken Pox                   |
| 3. Strep Throat                     | 14. Diarrhea                      |
| 4. Vomiting                         | 15. Skin Rashes                   |
| 5. Fever                            | 16. Fifth's Disease               |
| 6. Animal Bites                     | 17. Scarlet Fever                 |
| 7. Mumps                            | 18. Rubella                       |
| 8. Mononucleosis                    | 19. Hand, Foot, and Mouth Disease |
| 9. Whooping Cough (pertussis)       | 20. Shingles                      |
| 10. Scabies                         | 21. Meningitis                    |
| 11. Impetigo                        | 22. RSV                           |

If these conditions occur during the school day, you will be contacted to pick up your child.

Children that contract a communicable disease (chicken pox, lice, pink eye, measles, strep throat, etc.) should notify the Center as soon as possible. The child will be allowed to attend school when he/she is no longer contagious. Parents/guardians of children that may have been exposed to a communicable disease while at the school will be notified in writing.

### **Accident and Injury**

A child who sustains accident or injury will receive immediate attention.

We will follow the emergency contact instructions on your Child Information Record.

Order of contact will be:

Parents/Guardians

Designated alternate contacts

## Physician

Staff supervision will continue until your child has been picked up.

In the event of an accident, an incident report is completed. The original report will be sent home with parents and a copy will be placed in the child's school file.

## **Medical Emergency**

In the event of a medical emergency, emergency services will be called. Children will be transported to the nearest emergency room by ambulance and will be accompanied by an adult. Parent/guardians will be notified immediately following the call to emergency services by a representative of the center.

Permission to seek emergency medical treatment for your child is REQUIRED, granted, and maintained on the child information record.

## **Medication**

Shepherd of the Lakes Preschool will not administer any type of medication to students, except for those children with allergies or asthma. Inhalers and/or EpiPens will be held in a locked cabinet. A medication administration form must be completed by the parents with specific instruction as to how and when to administer these medications.

## **SAFETY**

Disaster Plan - If there is a tornado warning (an actual sighting of a tornado) children will be taken to an inside hallway.

Fire Plan - In the event of an actual fire, children will be evacuated from the building as quickly as possible.

Shelter - In the event of a terror attack or state of emergency, lock-down procedures are followed.

All safety procedures are practiced during the year.

## **Parking**

All parents must park in the parking lot spaces and use the crosswalk to enter the building. Parking at or near the crosswalk is prohibited for safety reasons.

## **Suspected Abuse or Neglect**

In accordance with the State of Michigan Child Protection Law, where reasonable cause of abuse or neglect is suspected, the Principal will be notified. Reports to the Principal will be noted in writing and placed in the child's file. The Principal will report to the State of Michigan Child Protective Services.

## **BEHAVIOR MANAGEMENT AND DISCIPLINE**

The environment at Shepherd of the Lakes Preschool is planned, orderly, and filled with activity for your children. Therefore, minimal discipline problems occur. However, problems may arise. Teachers bear in mind that certain types of misbehavior are appropriate and to be expected at certain ages. This is a part of a child's development and teachers will place age appropriate demands on a child's behavior.

We hope the children will learn to respect other people and their property. We will use positive methods of discipline to try to help them develop self-control, self-direction, and self-esteem. Your child will be encouraged to interact in a positive manner with classmates and to treat property and others with respect.

Getting along in a group may be new for some children. Praising positive behavior and redirecting unacceptable behavior are two ways we help improve children's socialization skills. We also model problem-solving behavior and help the children decide mutually acceptable alternatives.

If a rule is violated, the teacher will state the rule. We accept a child's right to be angry and will help verbalize feelings and suggest alternative action. However, if a child is unable to control unacceptable behavior, the child will be removed from the situation until he is able to establish control and rejoin the group. Dangerous behavior, such as biting or physically hurting another child or staff, will require a phone call to the parent/guardian.

If a child's behavior is dangerous, or disruptive to the extent that it is harming the experience of other children in the classroom, immediate action will be taken as noted above. A conference will be scheduled with the teacher, parents, and the preschool director. The teacher/preschool director will discuss the situation with the parent/guardians and recommend a course of action. Resources outside of the preschool may be suggested. Please note every child and situation is different and discipline issues will be handled on an individual basis in a loving, Christian manner.

## **GRIEVANCES**

As human beings, from time to time concerns and disagreements will surface. In God's Word, chapter 18 of the book of Matthew lays down guiding principles that we choose to follow. "If your brother sins against you, go and tell him his fault, between you and him alone."

We recognize there will be issues that come up in which conflict may exist or when special assistance may be necessary. In situations where you believe that a student is in danger, please contact Dr. Pagels or Pastor Milatz immediately. For all other issues, please follow this chain of command:

1. Speak with the classroom teacher.
2. If the issue is not resolved to your satisfaction, request a meeting with Dr. Pagels along with the classroom teacher. The administrator will not be able to meet with

parents until the classroom teacher has been spoken with. The classroom teacher should be invited into the meeting with the administrator.

3. If after following the first two steps, a problem still exists, Pastor Milatz can be consulted along with the administrator. Pastor Milatz will not be available for assistance before an administrator has been brought into the process.
4. A final step in the process will be a joint meeting with the School Leadership Team and a representative from the congregational Board of Directors to determine whether a breach in policy has occurred.

## **STAFF**

Shepherd of the Lakes Preschool is proud of our staff.

### **Teachers**

Teachers strive to provide an environment which will encourage children to discover new things about their expanding world. Teachers will instruct and interact with children. They will follow a daily lesson plan developed around a weekly theme. Preschool teachers are required to have or be working toward a Teaching degree, an Early Childhood Education degree, a Child Development degree, or a Child Development Associate.

### **Preschool Director**

The Preschool Director is responsible for the actions of all preschool staff members. It is the responsibility of the Director to ensure that all policies are followed and to approve activities, program, and curriculum. Administrative tasks such as financial record keeping, student records, personnel records, and training are also the Preschool Director's responsibility.

Staff members are certified in CPR and first aid.

## **VOLUNTEER OPPORTUNITIES**

### **Parent/Teacher Organization (PTO)**

Shepherd of the Lakes Lutheran School PTO is an integral part of our school ministry. All preschool parents are encouraged to attend PTO meetings and volunteer for various activities. Members of the PTO will oversee fund-raising opportunities, plan activities for Lutheran Schools Week, and organize a school celebration at the end of the year.

### **Parent Volunteers**

Shepherd of the Lakes Lutheran School encourages parent volunteers to help in the classroom. We strongly feel parents should be involved in their child's education. Parents who wish to volunteer should sign up with their child's teacher. We ask that siblings do not attend when the parent is volunteering. We feel that this should be a special opportunity for you to spend time with the child

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enrolled in our program, and licensing regulations do not allow extra children in our classrooms. Any volunteer working directly with children must complete a criminal history background check form.