

Early Childhood Programs Welcome Packet

Philosophy

At Our Savior Lutheran School, we believe young children learn through play in a carefully constructed environment rich with intentional instruction and opportunities for exploration, creativity, critical thinking, and problem solving. Here, students are nurtured, supported, and challenged so that they may grow in every learning area. Most of all, we believe that character and faith development should be integrated into every activity, interaction, and situation throughout each day so that each child who comes through our program leaves as a loving Christian, lifelong learner, and a responsible citizen.

Admission Policy

Our Savior Lutheran School offers a two day per week half-day morning Preschool, 3 day per week half-day morning or afternoon Pre-Kindergarten, and an all-day, five day a week mixed age Early Childhood Extension (ECE) classroom. Summer Day Camp (Panther Camp) is also available to students during the summer months (see Panther Camp Handbook).

Age Requirements: Preschool is available to all children who are **3 years old by the first day of school**. Pre-Kindergarten is available to all children aged **4 years by the first day of school**. Children may be enrolled in Pre-Kindergarten who **will be 4 by December 1st**, with the understanding that the child will either repeat Pre-Kindergarten or be recommended to the Developmental Kindergarten class the following year.* The Early Childhood Extension classroom accepts children ages 3 and 4 throughout the year, though children must be **3 years old at the time of enrollment**.

*Our Savior Lutheran School recommends that children enroll in a year of Preschool followed by a year of Pre-Kindergarten in order to best prepare for Kindergarten. Children may not be enrolled in Developmental Kindergarten without the recommendation of an Early Childhood teacher. Enrollment in any program is subject to review by classroom teachers. Our Savior Lutheran School reserves the right to move a child to the classroom that best meets the child's needs regardless of original assignment.

- **Bathroom Independence:** Our Savior Lutheran School's Early Childhood Programs require that a child be fully bathroom independent to attend. To enroll, children must be able to use the toilet and sink without adult assistance, including all clothing items, excepting buttons and zippers, with minimal "accidents". Additionally, children must wear underwear beneath clothing to school- NO PULL-UPS or training pants are permissible.
- **Enrollment Information:** Preschool and Pre-Kindergarten classes **will not** enroll new students after **February 1st** for the current school year, but students may join the Early Childhood Extension class at any point throughout the year. Students enrolling in Preschool or Pre-Kindergarten after the start of the school year must still meet the minimum age requirement (3 or 4 by the **first day of school**), but students must only be 3 by the **first day of attendance** for enrollment in ECE. Families may enroll students in either Preschool **OR** Pre-Kindergarten (based on age at enrollment) **AND** Early Childhood Extension, or may choose just one program. Students are not required to be

enrolled in Preschool or Pre-Kindergarten to enroll in the Early Childhood Extension class, but may participate in both based on the family's needs.

- **Hours:** Preschool (3's): Tuesdays & Thursdays 8:05am-11:15am
Pre-Kindergarten (4's): Mondays, Wednesdays & Fridays 8:05am-11:15am
OR 12:05pm-3:15pm
Early Childhood Extension (3's & 4's): Monday-Friday 7:00am-6:00pm

* Please see annual School Calendar for complete schedule (start/end dates, holidays, etc.). Parents may access the School Calendar by logging onto the Our Savior website (oursaviorlansing.org), clicking on the "School" tab, then selecting "Resources".

- **Account Balances:** All accounts must remain current. Account balances must be paid in full prior to enrolling and being admitted into another program such as Summer Camp or a new school year.
- **Required Forms:** State of Michigan Licensing requires that proper paperwork is completed and on-file for each child. **All listed forms MUST be completed and returned prior to your child's first day in attendance. No student will be admitted without all required forms. Forms are available online in our registration portal, TADS.**
 - ✓ Enrollment Application
 - ✓ Enrollment fee
 - ✓ Birth Certificate
 - ✓ Child Information Record
 - ✓ Copy of child's immunization record
 - ✓ Health and Immunization Statement
 - ✓ Health Appraisal
 - ✓ Medication Permission form filled out if your child will need to receive medication while at OSL

Fees & Payments

Our Savior Lutheran School uses TADS/Educate to track charges and payments for all accounts. Payments are credited to your account in TADS/Educate when they are received and may be made online through TADS/Educate when invoiced. Payments may also be brought in or mailed to the school. There are metal drop boxes for your payments located in the Early Childhood Extension classroom and outside the school office for your convenience.

A monthly payment plan from August to May (10 months) is provided and requires a one-time administration fee. Families may also choose to pay in full by July 1st or to pay in two installments on July 1st and December 1st. Monthly costs are based on a full academic year enrollment.

A non-refundable application fee is due with enrollment forms. Enrollment in Early Childhood classes (Preschool, Pre-Kindergarten, Early Childhood Extension, & Developmental Kindergarten) requires tuition contracts. **Contracts specify that parents are committed to paying tuition for the full contract year regardless of student attendance. Refunds will not be**

given due to student absences. Parents may be held responsible for the entire unpaid balance on their contract regardless of withdrawal (see withdrawal policy on page 6).

Early Childhood Extension (ECE): Families will be billed the drop-in daily rate for the Early Childhood Extension classroom if a child attends on a day that is not included in the signed contract.

A two-week written notice is required to make a permanent or temporary change in your child's ECE days. If parents need to make an emergency/unexpected addition to a child's schedule, you must call ahead to see if there is space for your child to attend, as we must also adjust our staffing schedule.

Questions about Fees/Payments/Accounts should be directed to Lisa Keefer, Business Administrator, at lkeef@oursaviorlansing.org.

Supplies/Items Needed (by class)

All Classes (PS/PK/ECE):

- Full size backpack
- 2 Full sets of extra clothes including pants, shirt, underwear and socks (at minimum)
- Weather-appropriate outdoor clothing

Preschool & Pre-Kindergarten ONLY:

- Two-pocket folder and other supply list items
- Monthly snack donation (as assigned by teacher)

Early Childhood Extension ONLY:

- Reusable water bottle (to be left in classroom - staff will wash daily)
- Rest time items (crib sheet or other mat covering, blanket, optional: pillow and one small stuffed animal)
- Cold Lunch from home or sign up for Hot Lunch in classroom

***Note:** Each child will have a cubbie in which to place their coats, backpacks and other belongings from home each day in each classroom. If your child shares a cubbie, please be sure to take all of your child's items home every night. **Please label all of your child's belongings with permanent marker with his/her name.**

Snacks, Birthday/Special Treats, Party Invitations, and Lunch

Nutritious snacks are provided three times daily, two in the morning and one in the afternoon. Children will be offered snack at the scheduled snack times according to each classroom's daily schedule. Either milk or 100% juice is provided with daily snacks. There will be a snack schedule posted in each classroom monthly.

- **Special Snacks/Treats** - In order for teachers to monitor and control exposure to allergens and provide an inclusive environment, we ask that only **NON-FOOD** treats are brought to school for child birthday celebrations (see list below). For classroom holiday parties, room parents are asked to consult with the classroom teacher to arrange/plan for special snacks that adhere to the needs of the classroom.

Below is a list of ideas and approved items that may be shared with classmates for birthdays, holidays, or other celebrations:

- Stickers
- Bubbles
- Temporary Tattoos
- Fun pencils
- Little coloring or activity books
- Little playdough tubs
- Donate a new book to the classroom in honor of the birthday boy/girl

Please note that all items brought to school for a birthday treat must be suitable for use by children 3 years of age and will be checked by a teacher prior to distribution to the class. Many small toys and trinkets are not suitable for children under the age of 3, so we ask that parents check the factory labels of items before purchasing. If a parent wishes to provide a treat not on the list, they must first contact the teacher for approval.

- Private Party Invitations – We realize that often, children wish to invite their friends from school to their private birthday parties or other events outside of school. In order to ensure amity among all our enrolled students, physical party invitations will only be allowed to be distributed at school if **ALL** children in the class are invited to the event. If only select classmates will be invited, we ask that invitations be delivered privately. Further, teachers cannot give parents the contact information of any other school family. If parents wish to contact other parents (for whom they do not have contact information) for any purpose, they may provide the classroom teacher with their own contact information to be passed on to the other party.

Lunch:

Preschool/Pre-Kindergarten- No lunches are served or consumed during Preschool or Pre-Kindergarten class times. Students are expected to eat lunch either after class (for A.M. students) or prior to arriving to class (for P.M. students), unless the child is also enrolled in Early Childhood Extension. Those students also enrolled in ECE will eat lunch in that classroom.

Early Childhood Extension-Families with children enrolled in ECE must either provide a lunch from home or order hot lunch if students will attend during the scheduled daily lunch time. Parents can order hot lunches via a sign-up sheet provided each morning in all classrooms. Parents may also order just a milk (choice of chocolate or white) for their child if they are providing a lunch from home. Hot lunch order sheets will be taken to the kitchen staff by 9:15am, so any student arriving after that time must speak with a classroom teacher if a hot lunch and/or milk is needed. Meals and milks will be billed through TADS (\$3/lunch and \$.65/milk) and can be paid in the same ways as tuition and other fees. Menus for hot lunch are published monthly and will be posted in the Early Childhood Extension classroom. Lunches provided from home must be marked with the student's name and should contain an ice pack

to keep items cool as necessary. Lunches from home should also include all eating utensils or other items necessary for the child to eat his/her meal. Items requiring warming are permitted and will be warmed using the classroom microwave. Please notify the classroom teacher if a lunch from home includes any foods that are uncooked and need microwave cooking (i.e. EasyMac), as those items take time to prepare and cool and drastically reduce a child's time to eat if not prepared prior to the start of lunch time.

School Closing Dates/"Snow Days"

- Scheduled School Closing Days - Preschool, Pre-Kindergarten, and Early Childhood Extension classes may be open on days that grades Kindergarten through 8th are closed. The Early Childhood calendar will differ slightly from the overall school calendar because the EC staff are trained on a different schedule than other school staff. Parents can find the Early Childhood schedule for the year included in the School Calendar for the school year.
- Snow/Inclement Weather Days - All Early Childhood classes will be closed any time Our Savior Lutheran School closes due to inclement weather. Notification of closures will occur via News, Radio, Website, and by phone. Parents should be sure to update telephone numbers in the school office to ensure that all-call messages are received.

Late Pick Up

Preschool and Pre-Kindergarten students not enrolled in Early Childhood Extension must be picked up by each program's respective end times (see admission policy). If a child who is not enrolled in ECE is not picked up by the end of class, the child will be transferred to the ECE classroom. That family will then be responsible for the fees associated with attendance in that class. The Early Childhood Extension classroom closes at 6:00 pm. Children must be picked up by 6:00 pm or there will be a charge of \$1.00 per minute after 6:00 pm. If parents/guardians have not arrived by 6:10 pm, the staff will begin calling the names listed as emergency contacts on the Child Information Record to arrange pick up of the child.

Please note that in the event that a child is not picked up by 7:00pm and staff have exhausted the list of emergency contacts, the child may be considered abandoned and the proper authorities will be contacted.

Withdrawal Policy

Parents may withdraw a student from Preschool, Pre-Kindergarten or Early Childhood Extension at any time. However, a two-week written notice indicating withdrawal intentions is required. **Families may be responsible for the remainder of tuition owed for the school year as there is a no-refund policy for these classes (refunds may be considered in cases of family relocation, emergency, or other extreme situations on a case-by-case basis by the Business Administrator).** For ECE, families will be charged up until the final day of attendance as indicated in the written two-week notice. If proper notice is not given, families will be charged for the two-week minimum, regardless of attendance during that time.

SCRIP Program

The SCRIP Program is a great opportunity for parents or other family members and friends to earn money toward tuition while also supporting our school programs by simply purchasing gift cards to various local stores, restaurants and other businesses. SCRIP gift cards can be purchased in the school office at face value and a percentage of that purchase is then split between your child's tuition and the school for the following school year. For example, any SCRIP money earned in the school year 2016-17 (from May 1st of 2016 through April 30th of 2017) would be applied toward tuition for the school year 2017-18. For an order form listing available stores, restaurants and other businesses for which SCRIP cards can be purchased, parents may log on to Fast Direct, click on the "Links" tab, and look for the "SCRIP Order Form" link under the "Documents" heading.

Lead Teacher Contact Information

- Mrs. Windy Carroll, Early Childhood Director, 517-882-3550 Extension 108. Email: wcarroll@oursaviorlansing.org
- Mrs. Sara DeYarmond, Preschool and Pre-Kindergarten Lead Teacher, 517-882-3550 Extension 214. Email: sdeyarmond@oursaviorlansing.org
- Ms. Catie Berg, Preschool and Pre-Kindergarten Lead Teacher, 517-882-3550 Extension 106. Email: cberg@oursaviorlansing.org
- Ms. Leona Herrin, Early Childhood Extension Lead Teacher, 517-882-3550 Extension 213. Email: lherrin@oursaviorlansing.org
- Ms. Marianna Lozano, Early Childhood Extension Lead Teacher, 517-882-3550 Extension 213. Email: mlozano@oursaviorlansing.org
- Mrs. Jessica Goschka, Early Childhood Extension Lead Teacher, 517-882-3550 Extension 213. Email: jgoschka@oursaviorlansing.org

Additional Contacts

- Mrs. Lisa Keefer, Business Administrator, 517-882-8665 Ext 102. Email: lkeefer@oursaviorlansing.org

Full-text Early Childhood Parent Handbook

To view the full Early Childhood Parent Handbook, including program descriptions, absence, illness, medication, discipline and health policies, and grievance procedures, parents may log onto the Our Savior website (oursaviorlansing.org), click on the "School" tab, then select "Resources".