



EBENEZER LUTHERAN CHURCH PRESCHOOL

2111 117TH Avenue NE
Lake Stevens, Washington 98258
425-397-6374

*"EBENEZER LUTHERAN CHURCH PRESCHOOL ADMITS STUDENTS
OF ANY RACE, COLOR, AND NATIONAL OR ETHNIC ORIGIN"*

PARENT HANDBOOK

TEACHING STAFF

Kathy Parzyk

Jennifer Escalier

Lisa Curtis

Beth Vickery

DIRECTOR

Lisa Curtis

425-397-6374

Preschool number

A STATEMENT OF PURPOSE

Ebenezer Lutheran Church views children and families as a precious resource, given by God, and acknowledges its responsibility to assist parents in providing for their children's nurture and care. The purpose of the Preschool is to provide Christian nurture in a safe, secure, and caring early childhood setting for children of the congregation and community in which two-, three-, four- and five-year-olds are helped to grow, learn, and develop as God's children, physically, socially, emotionally, cognitively, and spiritually.

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A NOTE ABOUT THE TEACHING STAFF

Our director and teaching staff here at Ebenezer Preschool views children and families as a precious resource, given by God, and acknowledges its responsibility to assist parents in providing for their children's nurture and care.

The purpose of the preschool is to provide Christian nurture in a safe, secure, and caring early childhood setting for children in which they are helped to grow, learn, and develop as God's children, physically, socially, emotionally, cognitively, and spiritually.

REGISTRATION REQUIREMENTS

For the two-year-old class, children must be two years old before August 31 of the current year. For the three-year-old class, children must be three years old before August 31 of the current year. For the four/five-year old pre-kindergarten class, children must be four years old before August 31 of the current year. This is in accord with the date set by the State of Washington for the public schools. All children must be toilet-trained for the three-year-old and four/five-year-old classes.

IMMUNIZATION FORMS

Completed immunization forms must be received in order for your child to begin school. The form will be given to you at the time of registration.

CLASS SCHEDULE

	<u>Days</u>	<u>Morning</u>	or	<u>Afternoon</u>
4/5-year-old Pre-kindergarten	M, T, W	9:00 – 11:45		12:30 - 3:15
3-year-old_Preschool	Th, F	9:00 – 11:30		
2-year-old Preschool	M	9:00 – 11:00		
2-year-old Preschool	T	9:00 – 11:00		

PRESCHOOL CALENDAR

An orientation with each child and parent will be held the week of Labor Day. Preschool classes will begin the following week. School will end after 37 weeks, this is usually the week before Memorial Day.

The preschool observes the following holidays and vacations: Labor Day, Veteran’s Day, Thanksgiving and the following day, Christmas Vacation (2 weeks), Martin Luther King Junior Day, President’s Day and Spring Vacation (per Lake Stevens School District).

There will also be one Friday workshop for the preschool teachers where there will be no preschool classes scheduled. You will be notified of this date during the year.

SNOW DAYS

Preschool will be open when practical. If Lake Stevens School District is closed; we will also be closed. If Lake Stevens declares a late start, we will be open on time based on come as you can. Information regarding Lake Stevens School District closure can be heard on the radio or television beginning at 6:00 A.M. When the Lake Stevens School District closes morning preschool, this does **not** pertain to us! Occasionally, there is a decision to cancel preschool even though Lake Stevens Schools are open. If this occurs, you will receive a telephone call to notify you of the closure. If weather should turn for the worse, we would cancel afternoon classes. We will either have a full day of classes or cancel, there will not be a late opening of classes.

OUR PRESCHOOL PROGRAM

Our preschool offers a program balanced between activities that recognize play as an integral part of a child's learning process and activities encouraging concepts and skills for kindergarten readiness. We strive to help children build a positive attitude about themselves, their school and the world around them.

By providing a variety of equipment and activities children are allowed and encouraged to develop in many areas. Manipulative play develops the small, fine muscles. Active physical play is a means of developing the use of large motor muscles. Social play involves communicating and cooperating with friends and promotes development of language skills, caring for others, learning to share and waiting their turn. Imaginative or creative play is a way for children to express their feelings and thoughts. The pre-kindergarten class includes additional activities with an emphasis on pre-reading skills and math concepts.

Our program also uses theme-oriented discussions, books, finger-plays, songs and projects. These encourage each child's self-esteem while teaching basic concepts and skills to provide a readiness experience in preparation for kindergarten. Our chapel time, bible stories and songs teach children about God, our loving creator and of the love we all have in Jesus. Each child learns that they are a special and unique child of God, cherished and valued in this world.

PARENT PARTICIPATION FOR TWO-YEAR-OLD PROGRAM

The two-year-old preschool class requires parent participation. A parent of each preschooler will be assigned to help in the classroom approximately once every eight weeks. In the event you are unable to help in the classroom on the assigned day, it is your responsibility to arrange a trade with another parent and notify the teacher of the trade. If you must be absent due to a sudden illness or an emergency situation, please notify the teacher as soon as possible. As the classroom helper, you will be asked to interact with the children and give general help to the teacher as needed. You will also provide snacks for the preschoolers on the same day you are assigned to help in the classroom.

The parent helper may bring the preschooler's sibling to class. However, due to classroom size, parents are asked to bring no more than one additional child.

BACKGROUND CHECKS

Our church policy requires that background checks be requested on all adult employees and volunteers that will be working with children in our church programs. Pursuant to the Child and Adult Abuse Information Act (RCW 43.43.840-43.43.845) and the WA State Criminal Records Privacy Act (RCW 10.97), a background check may disclose criminal history conviction record information including convictions of crimes against children and certain civil adjudication.

Families with a child enrolled in our one-day class are required to take turns being a parent-helper in the classroom. In our other classrooms, parents may wish to volunteer on a regular basis. In keeping with our church policy, we must request a background check on these adults. Forms are available in the preschool office and are completed with no cost to the preschool families.

EMERGENCY PREPARADNESS

All preschoolers will participate in fire drills and earthquake drills. The teachers will discuss these drills with the children first to help avoid any feelings of anxiety that may arise.

Our preschool is equipped with emergency supplies for all classes which include first aid kits, emergency blankets, water, juice and snacks. In addition, all teachers have had certified first aid and CPR training. In the event of an emergency, a teacher will remain at the preschool until all children have been picked up. Parents are invited to send a comfort letter and family picture to be stored at school for use in an emergency.

Interested parents may review the preschool's complete written emergency plan in the preschool office.

DISCIPLINE

An important part of your child's preschool experience is learning to function in a classroom environment. Cooperation and respect for self and others are important ingredients of a positive educational process. It is our goal to guide your child, to encourage and enhance their growth and development in this area. We believe this can be accomplished by:

1. Setting classroom rules that encourage cooperation and respect for others.
2. Using group management techniques.
3. Providing sufficient materials and a variety of activities.
4. Providing the opportunity for constructive interactions.
5. Using positive language with the child to give praise for appropriate behavior.
6. Speaking with a child if behavior is inappropriate.
7. Redirecting a child to another area, if they are having problems cooperating.
8. Using natural or logical consequences when appropriate.

After exhausting these methods, if a child still has a problem with inappropriate behavior, the child may be asked to "cool-off" away from the other children or conflict situation. After an appropriate "cool-off" period, the child and the teacher will discuss the behavior and with the help of the teacher, think of a better way to handle the situation.

Children with consistent difficulties are taken through the above steps and the parents are consulted. If difficulties continue, even after parental involvement, the child may ultimately be dismissed from our program. This is seriously considered when the health, safety and welfare of this child or another is at risk.

Please be advised that under the law any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, is illegal and is against our philosophy. NONE of these behaviors will ever take place at Ebenezer Lutheran Church Preschool.

RECESS

Once each week, classrooms take turns playing in our "Big Toy" play area in the church's fellowship hall. The "Big Toys" include a climber with slide, teeter-totter, balance beam, hop-a-long balls, tumbling mat and other toys that encourage large motor development. We call this our recess time and the children really enjoy the extra space and freedom to move around.

We also have a fenced, outdoor play area. Classes enjoy outdoor recess whenever the weather permits.

CHAPEL

One day a week the three-year-old and four/five-year-old classes go up to the church sanctuary to have a “chapel” time with the pastor and other classrooms. They share stories and songs and learn about God. This has become a very popular time with the children. The two-year-old classes have their “chapel” time in the classroom.

SHOW AND TELL

Children are encouraged to participate in “Show and Tell” as scheduled by their teacher. A limit of one item per child is necessary. The teacher will suggest a “Show and Tell” theme on the monthly snack schedule.

Toy guns and other toys that suggest violence will not be shown.

TOYS FROM HOME

Bringing toys from home, other than for “show and tell”, should be discouraged. If a book is brought from home, please plan to leave it in class for several days. If you have tapes or records to share, please discuss them with the teacher first.

ADVENTURE DAYS

There will be special adventure days arranged throughout the preschool year. These are days when we meet away from the school at places such as the Children’s Museum or a roller rink. Parents are required to accompany their child on each adventure day or make their own arrangements for another adult to accompany their child. Parents and preschoolers will meet at the specified location. Maps will be provided as necessary.

The two-year-old class offers one adventure day. A parent or guardian **must** accompany their preschooler.

BIRTHDAYS

Birthdays will be observed at snack time on or near your child’s birthday. Summer birthdays will also be celebrated as arranged by the teacher. Parents may bring cupcakes or another special treat.

A Note about birthday invitations!

Please, don’t pass out birthday party invitations at school unless there is an invitation for everyone in class. As you can imagine, children are very hurt when they are not included. Teachers will be happy to give you a class list so that invitations may be mailed.

SCHOLASTIC BOOKS

A service provided by the preschool is the opportunity to purchase Scholastic Firefly Books. Scholastic is a nationally renowned company in which you may order children’s books and tapes at an inexpensive price. Order forms are sent home monthly and returned to school if you choose to order books. Books arrive at the school in about three weeks. The school benefits by earning books and learning materials with every order sent in. This is an option to you.

CLOTHING

Please have your child dress in clothing that will allow him/her to be comfortable, to participate in activities with glue and paint, and that will encourage him/her to be able to tend to his/her own needs. Remember to send a coat for outdoor recess!

Please label all outer garments and avoid such clothing as belts, overall buckles and overalls with buttons on the shoulders.

For the two-year-old class, send a backpack or diaper bag to preschool with your child that contains extra clothing, underwear or diapers depending on your child's progress in toilet training.

DAILY SCHEDULE

Two-year-olds:

30 minutes	FREE CHOICE (art, play-doh, puzzles, classroom toys)
15 minutes	CIRCLE TIME (Bible story, discussion, books, songs, finger-plays)
15 minutes	PROJECT TIME (teacher-directed art project for the entire class)
15 minutes	SNACK TIME (prayer, snacks)
15 minutes	Show & Tell Time (sharing their favorite things)
30 minutes	RECESS in "Big Toy" area downstairs

Three-year-olds:

15 minutes	OPENING (hang-up coats, attendance, entry activity)
15 minutes	Thursday-CHAPEL, Friday – RECESS
15 minutes	CIRCLE TIME (flag-salute, calendar, weather chart, theme-related discussions, books, songs, finger-plays, show and tell)
55 minutes	FREE CHOICE (art, play-doh, puzzles, classroom toys) AND CLEAN UP TIME
15 minutes	SNACK TIME (prayer, snacks, then book or puzzle)
20 minutes	PROJECT TIME (teacher-directed art project for the entire class)
15 minutes	CLOSING TIME (coats, pack-up papers and belongings, book, prayer or song)

Four/five-year-old pre-kindergarten:

10 minutes	OPENING (hang-up coats, attendance, entry activity)
15 minutes	Monday – RECESS, Tuesday – CHAPEL, Wednesday – SHOW AND TELL
25 minutes	CIRCLE TIME (flag-salute, calendar, weather chart, theme-related discussions, books, songs, finger-plays, pre-reading/math games and activities)
55 minutes	FREE CHOICE (art, play-doh, puzzles, classroom toys) AND CLEAN UP TIME
10 minutes	CIRCLE TIME (pre-reading/math games and activities)
15 minutes	SNACK TIME (prayer, snacks, then book or puzzle)
20 minutes	PROJECT TIME (teacher-directed art project for the entire class)
15 minutes	CLOSING TIME (coats, pack-up papers and belongings, story time, prayer or song)

SCHOOL TOURS

Appointments to receive a tour of our school may be scheduled with the director. The tour will include a walk through the school including brief observations in the classrooms. Tours are typically scheduled during the first hour of class. You may bring the prospective preschooler with you.

DAILY ARRIVAL

Doors will be unlocked five minutes before starting class time. The time before class is for teacher preparation.

Parents must walk children to the classrooms every day for the entire year. Please wait with your child until the teacher opens the room.

DAILY DISMISSAL

Please pick up your child promptly at the close of the session. Charges for late pick-ups will be assessed to frequent abusers (\$5.00 per 15-minute interval). Parents will be responsible for the late charge if the sitter is late. Children will be released only to the parent or an authorized adult. If another adult is picking up your child, please be sure to inform the teacher.

SICKNESS

Please do not send your child if he or she appears to have symptoms of illness before school. Children with such symptoms will be sent home. Please keep children home if they have had a fever in the last 24 hours. Notify the teacher if your child will not be in school and especially if absence is due to a contagious illness.

ABSENCES OR WITHDRAWALS

Tuition must be paid on a monthly basis even if your child is absent from school for an extended period of time due to illness or vacation. Please notify the teacher if your child will be absent for several days.

If your child must withdraw from the school, two weeks notice to the teacher and the director must be given to allow for any tuition refund that may be due.

SNACKS

Our snack policy is that snacks must be store bought and pre-packaged. This policy has been made for health reasons and your child's protection. Approximately once a month each family will be responsible for sending store bought pre-packaged snacks. The 3-day classes have 12 children; the 2-day classes have 10 children; and, the 1-day classes have 8 children enrolled. Snacks should consist of the following:

- *Drink: ½ gallon of milk (unopened) or pre-mixed juice
- *Snacks: store bought, pre-packaged (please, all the same flavor)
- *Disposable, WAXED paper cups
- *Napkins for each child in the class and spoons (if needed)

If snack day is missed, please replace the items used from our supply.

SNACK IDEAS

Snack time is an experience that teaches sharing, trying new foods, learning table manners, and thanking God for his food. These are simply suggestions and are not meant to limit you in any way, other than the fact that the snack must be store bought and pre-packaged. Please, be sure that there are enough snacks so that all preschoolers have the exact same snack and same flavor.

Snacks

String Cheese
Applesauce, in individual cups
Crackers
Popsicles or Fudgesicles
Pudding cups
Fruit rolls or Fun fruit
Granola Bars

Muffins

Graham Crackers
Bread Sticks
Nuts and Bolts cereal mix
Cookies or bar cookies
Popcorn (store packaged)
Pretzels

Birthday Celebration Ideas

Cupcakes
Mini bite cupcakes
Mini muffins
Cookies or bar cookies
Ice Cream Dixie Cups
Pudding or Jell-O cups
Popsicles

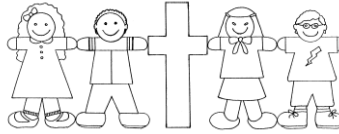
TUITION POLICY

Please read the following policy carefully to be certain that you understand and agree with it. You will be asked on the registration form to sign that you have read it.

1. A non-refundable registration fee of \$50.00 is required upon enrollment (\$25.00 for the two-year-old class).
2. Tuition is due on the first day of school of each month. It is to be paid directly to the preschool director, Lisa Curtis, or placed in the drop-box provided for tuition payments. It should not be given to the teacher. Please do not put cash in the drop box. A receipt will be written for all cash payments. Tuition can also be mailed directly to Ebenezer Lutheran Church Preschool, 2111 117th Avenue NE, Lake Stevens, WA 98258.
3. The Preschool director should be notified of unusual circumstances.
4. A late charge of \$5.00 will be added for payments received after the 10th of the month (except September). A 30-day delinquency shall be grounds for dropping the child from the program, pending review by the Preschool Board.
5. A \$7.00 service charge will be added for Non-sufficient Funds (NSF) checks.
6. Tuition for the month of May is collected with registration. If it is necessary to withdraw your child from school before the end of the school year, this deposit is refunded only if the preschool is given two weeks notice. Please give notice to both the teacher and the director.
7. A payment booklet will be provided for your convenience in payment of tuition. You will receive no monthly statements, so that it will be the parent's responsibility to have the payments in the office the first of each month. Checks should be made out to Ebenezer Lutheran Church Preschool.
8. The monthly tuition is an average of all the school days for the entire nine months from September through May. It reflects school holidays, workshop days, bad weather closures and other emergency closures.

TUITION SCHEDULE

	2-year-old Preschool	3-year-old Preschool	4/5-year- old Pre-K	
Registration Fee + May tuition →	\$80	\$150	\$190	
Tuition: ↓				
September	55	100	140	
October	55	100	140	
November	55	100	140	
December	55	100	140	
January	55	100	140	
February	55	100	140	
March	55	100	140	
April	55	100	140	
May(prepaid w/reg.)	0	0	0	
Total tuition + reg.	520	950	1310	



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Lake Stevens, Washington 98258
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KEY DATES FOR THE 2010-2011 SCHOOL YEAR

Parent Orientation Night

September 1st, Wednesday 6:30 - 7:00 PM Returning Parent Meeting
September 1st, Wednesday 7:15 – 8:00 PM New Parent orientation meeting

School Start Dates

September 7 – 10 Parent/child classroom introduction
September 13, Monday Monday one-day class **and** pre-kindergarten classes begin
September 14, Tuesday Tuesday one-day class begins
September 16, Thursday Two-day classes begin

Non-School Days

September 6, Monday Labor Day
*November 11, Thursday Veterans' Day
November 25-26, Thanksgiving Holiday
Dec. 20 – Dec. 31 Christmas Vacation
*January 17, Monday Martin Luther King, Jr. Day
*February 14, Monday Presidents' Day
March 11, Friday Teacher's Workshop Day
April 4 – April 8 Spring Break

***Please note:** Make-up class for the Monday or Tuesday, one-day class will be scheduled for the following Wednesday, from 9:00 to 11:00.
(Monday classes make up day on January 19 & February 16)

End of School Year

May 16, Monday Last day of class for the Monday, one-day class
May 17, Tuesday Last day of class for the Tuesday, one-day class
May 18, Wednesday Last day of class for the Pre-K classes
May 20, Friday Last day of class for the two-day classes