



Parent Handbook

2022-2023

2022-2023 Preschool Calendar

August 24	6:00 Parent Orientation
September 1	September Tuition Payment Due
September 6	First Day of Preschool May Tuition Payment Due Student Activity Fee Due
September 30	Preschool Fall Fair 5-7pm
October 5 & 6	School Pictures
October 20	No School Parent Conferences Meet the Teacher Time
October 21-24	Fall break
November 23-25	Thanksgiving Break- Preschool Closed
December 21	Progress reports for the 4's and 5's due to parents for next year recommendations Christmas Program and Breakfast with Santa- NO SCHOOL
December 22-January 3	Christmas Break– Preschool Closed
January 4	Classes Resume
January 13	Closed Registration for Current Students open house to register for next year 3-5:30
January 16	Martin Luther King Day– Preschool Closed
January 20	Open Enrollment to the Public
February 20	NACS Make-up Day (If make-up day is not needed, then preschool is closed.)
March 10	NACS Make-up Day (If make-up day is not needed, then preschool is closed.) Preschool Prom Night @Cedar Canyon 6-8pm
March 31-April 7	Spring Break Preschool Closed

April 21	Teacher in Service Day no school
May 2	Conferences NO SCHOOL
May 11	Preschool Graduation 6pm
May 12	Last Day of Preschool- NO Class End of the year family picnic 11-1

WELCOME

Welcome to Lifehouse Preschool! We are excited to have your child joining us. In this handbook, you will find answers to many of the questions that may come up throughout the school year; however, please do not hesitate to contact us with any questions or concerns you may have.

PURPOSE

This organization shall be a non-profit preschool established to provide a setting where children may develop social, emotional, and intellectual skills appropriate for each child, within his/her own abilities; as well as develop spiritual concepts about God and a primary understanding of the Christian faith.

We hope anytime you have a concern or question about preschool, you will feel free to contact your child's teacher, the directors, or any of the board members. Do not contact your child's teacher with texts, emails, or phone calls with your concerns during class time. They are busy with children and are not permitted to use their phones during class time.

CLOSING POLICY

We follow Northwest Allen County Schools' Delays and Cancellations. Please follow NACS's via Television or text alerts.

If NACS has a: 2 - hour delay – AM classes begin at 10:00 and end at 12:00
PM classes begin at 1:00 and end at 3:00
3 – hour delay – NO AM classes
PM classes regular class times
Cancellation or E-Learning Day – Preschool is Closed

REGISTRATION FEES

Lifehouse Preschool is a non-profit organization. The non-refundable registration fee of \$100.00 and tuition holds your child's place in school, teaching materials, and the salaries of the teachers and director.

STUDENT ACTIVITY FEES

A one-time payment of \$65.00 covers daily nutritious snacks, programs fees, field trips, enrichment activities, and equipment for your child. This is due by September 7, 2021.

TUITION FEES

Yearly payments are due September 1, 2022

Semester payments are due September 1, 2022, and January 4, 2022

Monthly payments: The first month's (September) payment is due on or before September 1, 2023, and the last month's (May) payment is due on or before September 7, 2022. The remaining monthly payments are due the first day of each month. All payments need to go through our system, Brightwheel.

LATE TUITION PAYMENTS

If a monthly installment has not been paid in full by the 10th of the month a late fee of \$5 per day past date. If the monthly payment has not been paid by the end of the month, the child may not return to school the following month. The child may return with the missed monthly payment, plus late fee, and the current month's payment. If there is a problem with making the payment on time, please contact the director.

WITHDRAWING FROM PRESCHOOL

If you need to withdraw your child from Preschool, please understand the following:

- Registration fee will not be refunded.
- Notice of withdrawal needs to be given to the Preschool Director by the parent or guardian at least 15 days in advance of the child's last day of school.
- A vacancy will be considered in effect and steps taken to fill the vacancy once the Preschool Board receives notice of withdrawal.

ATTENDANCE

Children should come to preschool during their scheduled session, well rested, with proper nourishment and on time. You must call the preschool if your child will be absent. Please do not text or email the school to let us know of absences. You may leave a message or talk with the answering staff member directly. Please leave your name, your child's name, and the reason for the absence. We need to know if your child is not feeling well so we can be aware of illnesses going around. **Children need to arrive no later than 10 minutes past start times unless prior arrangements have been made.**

ARRIVAL AND DISMISSAL

Arrival:

AM session: 8 A.M. - 11 A.M. (Car line will begin at 7:55 A.M.)

PM session: 12 P.M. - 3 P.M. (Car line will begin at 11: 55 P.M.)

Parents may walk their child to Door #1. Wait until a staff member comes to let you in. Parents may also drop their child off at Door #5 by entering the north driveway, driving to the far back parking lot and turning left, then left again to come up alongside the south side of the building, turning under the overhang. Please unbuckle your child while you wait for staff to help them out of the car. Have hugs and kisses, bookbags ready and finish eating anything they may have before the staff person comes. Children will not be allowed to finish eating in class.

Please set up a quick routine of saying goodbyes. We will call you if we find that your child is terribly upset and will not calm down for us. Don't worry, they often relax as soon as they arrive at their classroom.

Please do not bring your preschool child to the classroom before their scheduled time. The teachers are preparing for their day and will not be able to properly supervise your child. Your cooperation is appreciated. Upon entering, students will be sent directly to their classrooms to begin class. Should you need to drop your child off early, contact us about our Before Care Program.

If you are late or picking up in the middle of the school day, you will need to come to Door #2. Come in, go up the short flight of steps to the door and ring the bell.

Dismissal:

Children will be brought to Doors #1 and #5 at the end of their preschool day. Parents may park and walk up to Door #1 or come in the north driveway as in the morning and pull around to Door #5. Staff will allow the walk ups to leave first. Whoever is picking up the child must have their Car Number, no exceptions! If someone different than the regular pick-up person is coming to pick up your child, please call to let us know or write a note and hand it to us when you drop off. Should you not be able to pick your child up on time, contact us about the After Care Program.

LATE PICK-UP POLICY

All children need to be picked up promptly. They often become distressed if there is no one to pick them up after preschool. Please call the preschool if you will be delayed for whatever reason, so that we may prepare your child and comfort them. Late pickups will be recorded and are considered late after the car line has dissipated (about 10 minutes after).

We understand situations occur beyond your control; therefore, we allow 2 late pickups per year. Should a third late pickup occur, you will be charged a late fee of \$30.00 for every 15 minutes after the car line is gone. **Parents more than 30 minutes late, without notification, will be considered neglectful and authorities will be notified.**

BEFORE AND AFTER CARE PROGRAM

Parents may need to drop their child off at preschool before 7:55 for various reasons. Other times you may not be able to pick your child up when their class ends because you are still at work or are at an appointment. For times like these we have Before and After Care. Let us know a week in advance so we can put your child on the schedule to come early, leave late, or both. This will be charged to you at a rate of \$6.00 per hour above the cost of tuition. You will be billed separately for this each month. You will have 1 week to pay. You may not use this program, if you have outstanding debt to the preschool after that week, until paid in full.

Preschool Parent-Teacher Conferences

Parent conferences will be held on October 21st. There will be NO classes for any student. Your child's teacher will contact you to schedule a conference time. This will be a laid back meet and greet and goal setting time for you and your child's teacher. An end of year conference will be held in February per the calendar above.

Additional conferences can be arranged with the teachers and/or director at any time. Any discussion pertaining to your child must be in a scheduled private conference and not during preschool sessions.

SNACK TIME

The preschool will provide a snack each day your child has class as arranged in your student activity fee. Outside snacks are not permitted but we will be mindful of any allergies. We will be providing a snack of whole foods. Basically, fruits and vegetables. Your child may bring the snack for his/her class for their birthday. This is not mandatory. Let your child's teacher know in advance if you plan to do so. This snack too will be fruits and/or vegetables. Your child will enjoy choosing the snack to share with friends.

ILLNESS POLICY

- All medical information and all inoculations must be up to date.
- Please do not send a sick child to preschool. Call the preschool at 637-3716 if your child is ill and will not be attending. Please leave a message on our answering machine. We need to know your name, your child's name and the reason for their absence.
- **FEVER**-100.1° by mouth or 101.1° by rectum; Children must be fever free for 24 hours WITHOUT fever reducer before returning.
- Thick, running noses will not be allowed at preschool. Preschool children need to be able to use tissues.
- A child with an upset belly or complaining of not feeling well will be sent home upon observation from the director
- Any communicable diseases should be reported immediately so other parents can be informed. **DO NOT underestimate a communicable disease.** You will be contacted if we hear of it entering the building and noted if it was in your child's class.
- **MEDICATION** Do not send any medicine, including cough drops, to school. Special accommodations need to have a note from their doctor, and the director will need to be notified.
- Students testing positive to **Influenza** are not permitted to return until 48hrs fever free without medication assistance.
- **VOMITING AND DIARRHEA**- A child must be 24 hours vomit or diarrhea free. A child must stay home if there is more than one instance of a loose stool.
- **CONTAGIOUS ILLNESS**- For chicken pox, rubella, measles, whooping cough, mumps, diphtheria, and strep infection children should be home until fully recovered. In the case of chickenpox, three days after the newest blisters start drying, your child may return. The preschool MUST be notified if your child has chicken pox.
- **CONTAGIOUS CONDITIONS** -For colds, tonsillitis, and flu, your child should remain home until well and/or the fever is completely gone for 24 hours. For scabies, head lice, conjunctivitis, ringworm, impetigo, and pinworms, children may require a doctor's release slip to return.
- **UNDIAGNOSED RASH** – A doctor will need to check any rash and a release slip from the doctor will be needed to allow the child back in preschool.

- **ABDOMINAL PAIN** – A doctor should check persistent or intermittent pain. The child should remain home until the doctor gives permission to come back to preschool.

DISCIPLINE POLICY

Your child deserves the most positive environment possible for a successful year of preschool. To assure this, we use the following discipline plan:

CLASSROOM RULES:

- Gentle touches
- Walk inside the classroom.
- Listen to the teacher and to others.
- Show respect – no one gets hurt (physically or emotionally).
- Everyone gets a turn

TO ENCOURAGE CHILDREN TO FOLLOW THE CLASSROOM RULES, WE WILL REINFORCE APPROPRIATE BEHAVIOR WITH:

- Verbal praise and hugs.
- Being allowed to participate.
- More free choice activities.

IF A CHILD CHOOSES TO BREAK A RULE, THESE ARE POSSIBLE CONSEQUENCES:

- Verbal reminder first and redirection when appropriate.
- If necessary, removal from activity (3-5 minutes)

To put an immediate end to a severe behavior problem, the child will spend quiet time with the director until he/she is ready to return to the classroom. A phone call will often be made to notify the parents and allow them to talk with their child. If the behavior continues the parent will be contacted to come pick up the child. If the severe behavior becomes an ongoing problem, the preschool director and teacher will meet with the parent of the child for a behavior intervention meeting to discuss the problem and create a plan of action.

EVACUATION PROCEDURES

THREATENING WEATHER:

Posted inside each classroom doorway is a map showing the path to be taken from the classroom to the designated shelter of the church to be used during tornado warnings and other threatening weather.

FIRE AND OTHER TYPES OF EVACUATION:

Posted inside each classroom doorway is a map showing the path to be taken from the classroom to the two or three closest building exits.

TEMPORARY EVACUATION SITES:

In the event a temporary site evacuation from Lifehouse Preschool is needed, children will be moved to one of three sites depending upon how far we need to evacuate.

First site: Our Hope Lutheran Church, 1826 Trinity Drive, Huntertown 260-338-1211

Second site: Huntertown Fire Department, 15412 Lima Road, Huntertown 260-449-3698

Third Site: Cedar Canyon Elementary School, 15011 Coldwater Road, Fort Wayne 260-637-6101

Emergency Information Cards will be taken and the numbers on them used to contact parents.

PROCEDURE FOR MONTHLY FIRE DRILLS:

We will have a fire drill once a month. At the sound of the fire or smoke alarm, teachers will lead children from the building. The director will check that restrooms and classrooms are empty before leaving the building. All staff will bring Emergency Cards. After teachers are sure everyone is accounted for, we will return to the building.

GENERAL INFORMATION FOR PRESCHOOL

- Please label all possessions clearly with first and last name.
- All students should bring a backpack to school daily. Label this with your child's **first and last name**. Backpacks should be big enough to hold a full-size folder and a side pocket for a water bottle.
- Please check your child's folder every day. Remove all newsletters, and notes every day, so we know you have seen them. It is a line of communication between you and the preschool staff. Use the colored folder in your child's bag to make sure we see your messages.
- Remember that your child worked very hard on the projects you find in his/her backpack. Take time to talk about them and reinforce the concepts learned in the project.
- Your child may not bring home papers every day. They will be too busy exploring and investigating to do paperwork!
- A water bottle (WATER ONLY) should be sent daily labeled with their first and last name.
- Encourage your child to be independent.
- Children need to wear PLAY CLOTHES to preschool. Shoes with good gripping soles and a strap around the heel are important. Please no flip flops or Crocs! We find that athletic shoes are a great choice. It is normal for preschoolers to be active and occasionally paint will get on clothes even though we wear painting smocks. Children should wear clothes they can zip, button, and snap by themselves when they need to use the restroom.
- Dress your child for the weather. The children go outside daily, weather permitting. We will be outside if it is nice and about 25 degrees wind chill. Please keep a Ziploc with extra hat and gloves in their book bags at all times, labeled.
- Your child needs adequate rest at night and a good meal before attending preschool to allow him/her to function at his/her best.
- If your child will not be attending class for any reason, please call the preschool (637-3716) to let us know.
- Gum, lipstick, Chapstick, medicine, etc. is not to be brought to preschool.
- No weapons, toy or otherwise, such as guns, knives, or swords are allowed at preschool.
- Toys are not to be brought to school without special written permission from their teacher for something such as Show and Tell.
- Please do not bring pets into the preschool.

- To avoid unnecessary hurt feelings; we ask that no invitations be passed out at school unless there is one for everyone in the class.
- Please let us know of any situation at home that could be relevant to your child's behavior.

VISITATIONS

Any time you (without siblings) wish to visit, please contact your child's teacher to make arrangements.

GOALS FOR THE PRESCHOOL

The Preschool Staff will:

1. Provide a warm, friendly, Christian environment for your child.
2. Help your child adjust to being away from home.
3. Help develop good self-esteem in your child.
4. Help your child learn to play and work as part of a class and as an individual.
5. Encourage manners, and consideration for others.
6. Guide your child in getting along with others, help him/her to modify unacceptable behavior, and help them state clearly what they need from others.
7. Help your child to develop physical skills and coordination.
8. Provide opportunities to develop creative expression through a variety of materials.
9. Help your child develop good listening skills.
10. Promote good health and safety habits.
11. Provide opportunities to encourage the proper use of pencils, crayons, and scissors; and to begin the process of fine motor control.
12. Use games and activities designed to develop gross motor skills.
13. Work towards developing necessary kindergarten readiness skills.
14. Encourage open communication with parents.
15. Develop nondenominational spiritual concepts about God and a primary understanding of the Christian faith through our chapel time, stories, songs, and prayers.
16. Always keep in mind that the most important reason to attend preschool is to have fun!

GOALS FOR THE CHILD

Your child will be given opportunities to develop the following skills:

1. **SOCIAL DEVELOPMENT:** respect the rights of others, participate in group activities, listen to others, assume responsibility, try new experiences, know and use the classroom rules, wait his/her turn, listen during story time, feel happy and comfortable away from home, show self-control, help during pick-up time.
2. **AUDITORY SKILLS:** recognize rhyming sounds, follow directions, respond to music, and listen to others.

3. **LANGUAGE SKILLS:** speak clearly in complete sentences, use pronouns properly, retell a story in sequence, repeat fingerplays and songs, give full name, say his/her address and phone number, understand spatial relationships.

4. **VISUAL SKILLS:** match shapes and sizes, name colors, recognize things that go together, recognize opposites, name shapes, recognize his/her written name, trace a given form, count objects to 10, continue a set pattern, copy a pattern set, identify body parts, recognize visual discriminations, begin to recognize letters and their phonetic sounds.

5. **LARGE MOTOR COORDINATION:** bounce and catch a ball, hop, jump, run, skip, walk on tiptoes.

6. **SMALL MOTOR COORDINATION:** hold scissors, pencils, crayons, and paint brushes correctly, string beads, do simple puzzles, lace a picture card, zip, snap, tie, use building blocks

A variety of activities and materials will be used to develop these skills within your child. Please contact your child's teacher and/or director if you have questions or concerns about any of our activities.

REMEMBER YOUR CHILD'S PLAY IS HIS/HER WORK! DO NOT EXPECT WORKSHEETS AS PROOF OF LEARNING. YOU WON'T BE GETTING THEM.

Outdoor Spaces and Appropriate Dress Policy

Because Lifehouse Preschool embraces all seasons and aims to utilize our outdoor environments when able, it is critical that students have clothing that allows them to do so comfortably. Below you will find a guide for necessary supplies. Please do not hesitate to reach out with questions or suggestion help! If students come to class without the necessary clothing (children at least need to have the clothing with them they do not need to be wearing at drop off if it's a struggle!) you will be asked to return with the missing gear or to take your child home. We understand this is much different than the past and may seem a bit harsh but we want all children in our programs to be able to experience our spaces and do so in a good experience this means being comfortable with the weather.

Beliefs on outdoor program time

Our program is informed by best practice, research, and evidence based staff development. Offering choice and allowing them to have ownership over learning will increase motivation. Offering a variety of learning tools helps them to learn in a way that is best for their individual needs. We believe children to be sensorial learners and by engaging the senses they are able to retain more. We believe nature can provide opportunities for impulse control, less disruptive behaviors. Children will have increased enthusiasm for learning and greater engagement with lessons

Lifehouse Provided items- We will provide water proof covers for clothing and some on hand supplies when available

Everyday Basics- closed toed shoes, water bottle, backpack, and a spare outfit of weather appropriate clothing

Fall/Spring- raincoat and boots when needed, hat, outdoor shoes with solid soles, sleeve length appropriate to the weather

Winter- snow Boots, snow pants, wool socks, mittens (better than traditional gloves for warmth), fleece/wool hat, waterproof everything is best!

Layering is key especially in the cold months! We will get dirty (it's how we learn!) so a spare outfit labeled in a gallon ziplock is helpful. Please label EVERYTHING! We do have lost in found but having labels will help keep everything organized. Teachers can not always be responsible for lost or misplaced items.

Lifeshouse Preschool Board

The preschool board will meet monthly on the 3rd Thursday of each month at 1:00pm. Parents are welcome to attend and share their concerns with the board. We are also looking for 2 new board members: A non-church member Parent and a Lifeshouse Member if you're interested in serving.

Meeting Dates	Board Members	Position	Contact Information
September 15, 2022	Missie Ritonya	Chairperson	preschool@lifeshousefw.com
October 20, 2022	Brent Bracht	Accountant	
November 17, 2022	Angie McClurg	Family Ministries Director	angie@lifeshousefw.com
December 15, 2022	Shannon Grace	Preschool Director	shannon@lifeshousefw.com
January 29, 2023	Katelyn Spahr	Church Member Parents	
February 16, 2023	Djuana Blasius	Church Member at Large	
March 16, 2023	Open	Non-Church member Parent	
April 20, 2023	Open	Church Member at Large	