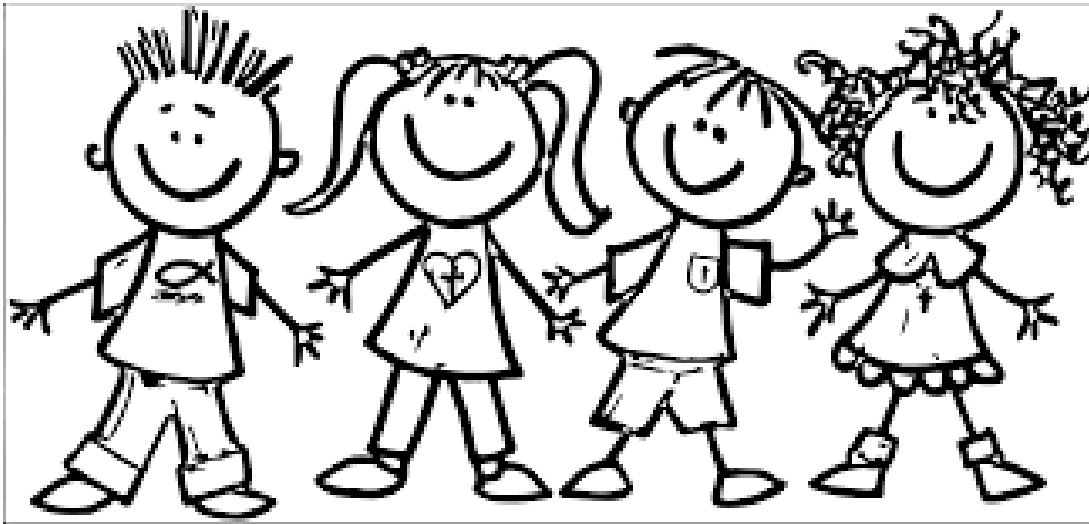


# Mt. Calvary Lutheran Church and Preschool

800 North Franklin  
La Grange, TX 78945  
(979) 968-5913

## Parent Handbook



"Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these."

Mark 10:14

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## INTRODUCTION:

Mt. Calvary Lutheran Preschool was established in 1981. The school is licensed by the Texas Department of Protective and Regulatory Services. Mt. Calvary Lutheran Church and Preschool is a non-profit organization. All tuition monies go to the operation of the Preschool. Our Preschool is a loving, caring body of believers devoted to Christ, His Church, His teachings, and His ministry.

## MISSION:

Our mission at Mt. Calvary Lutheran Church and Preschool is to provide a loving, spiritual environment in which the children can learn about Jesus' love as well as learn the skills necessary to help them be successful, life long learners.

"Committed to reaching out with LOVE OF JESUS."

## GENERAL INFORMATION:

### ADMINISTRATION:

Lori Hollek	Director
Becky Weikel	Curriculum Coordinator

### ADDRESS:

800 North Franklin  
La Grange, TX 78945

### CONTACT INFORMATION:

Preschool Building	979-968-5913
Church Office	979-968-3938
Fax:	979-968-2918
Director e-mail	preschool@mtcalvary-lcms.org

### AGES:

We offer programs for the following age groups:

2 year olds

3 year olds

4 year olds

After Schoolers (Kindergarten through 2<sup>nd</sup> grade)

## DAYS:

Monday – Friday                      5-day program

## HOURS:

Drop off time	As early as 7:30 a.m.
Full Day Program	8:00 a.m. - 5:15 p.m.
Half Day Program	8:00 a.m. - 12:00 noon
After-School Program	4:00-5:15 p.m.

1. Mt. Calvary Preschool is open from 7:30 a.m. until 5:15 p.m., Monday through Friday. A late fee will apply for children picked up after 5:15 p.m. The late pick-up fee is \$1.00 per minute, per child.
2. In the event of an emergency such as ice, snow, or other adverse weather conditions, the Preschool may dismiss early or be cancelled. Please listen to KBUK La Grange (104.9) for the most up-to-date information. The director will also send out e-mails and Remind101 updates as soon as this information is available.

## HOLIDAYS:

The Preschool will be closed for holidays, which are indicated on the school calendar. We will be open on most LGISD in-service days so as to accommodate working parents. We will close two days for our Early Childhood Conference. We will close one week after the spring term to prepare for the summer session and one week after the summer session to prepare for the fall.

## FUNDRAISERS:

Mt. Calvary Preschool does fundraisers to raise money for classroom items, the playground, and teacher training. Fundraisers are not mandatory; they are strictly on a volunteer basis.

## PRESCHOOL PURPOSE AND GOALS:

The first purpose of Mt. Calvary Lutheran Preschool is to help each child realize the Love God has for him/her through our Savior Jesus Christ. Each child will be guided in love to grow in his/her daily life as a Child of God. Jesus the Master Teacher, said, "Let the little children come to me, and do not hinder them, for the

kingdom of God belongs to such as these." It is our prayer that through the efforts of loving teachers, staff, and volunteers, the children God sends to us will come to know Jesus as their Savior and Friend. It is our desire that each staff member, by fulfilling Jesus' command to "Feed my lambs" (John21:15), will be instrumental in making each child feel secure in God's world.

Secondly, we seek to provide an environment in which parents can feel comfortable and secure leaving their children, knowing they will receive excellent care in their "home away from home."

Thirdly, Mt. Calvary seeks to provide opportunities for children to grow and develop through exploration and experimentation with various learning materials, activities, and music. We strive for activities that are stimulating, developmentally appropriate, and will enhance spiritual, social, emotional, physical, and intellectual development. Through our Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and life-long learners.

### PARENT COMMUNICATION:

With these purposes in mind, namely, to bring children to Jesus, we strive to work cooperatively with parents to meet the needs of their children and family. Parents are welcome to visit the Preschool at any time during our hours of operation to observe their children, the Preschool's operation, and program activities. We encourage those parents who want to participate in the Preschool's activities, by volunteering their time and talents, to speak to the Director.

We will be happy to answer any questions you may have and would love to hear your thoughts about the program. The teachers or director will be happy to discuss any questions or concerns about the policies and procedures at our school. A copy of the Minimum Standards is kept in the Director's office and is available for review by the parents. The most recent Licensing inspection report is posted by the Director's office. Parents may contact the local Licensing Office at 512-753-2272, the Abuse and Neglect Hotline at 1-800-252-5400, or the Texas Department of Family and Protective Services at their website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## OPERATIONAL POLICIES:

The Board of Preschool sets the policies of Mt. Calvary Lutheran Preschool. This is a group of elected church members who serve two-year terms. Questions regarding policy may be addressed to the administrative staff.

Parents will be notified in writing of any changes to our operational policies and enrollment agreement. At that time at least one copy of the updated operational policy must be signed and dated by parents.

## AGE REQUIREMENTS:

We are licensed to care for children 2-4 years of age. The children are divided into groups according to the age they will be eligible for kindergarten. **Children must be 2, 3, or 4 years old on or before the first of September for enrollment into those classes.** We ask that you keep a complete set of extra clothes at school, including: shirt, pants/shorts, underwear, socks and shoes. We also ask that you send a water bottle to school each day with your child. Make sure that all items are clearly labeled. Additional specific age-level requirements are as follows.

### 2-YEAR-OLD REQUIREMENTS:

Children in the two-year old program may not bring bottles or pacifiers to school. Parents are responsible for bringing diapers and wipes.

### 3-YEAR-OLD REQUIREMENTS:

Children in the three-year old program must be potty-trained.

### 4-YEAR-OLD REQUIREMENTS:

Students who are four years of age or older when school begins must be screened for possible hearing or vision problems within 120 calendar days of enrollment and the results will be kept in the child's file. Mt. Calvary Preschool will provide a screening for all four-year-old students during the fall semester. If the child is not present for these screenings, it is the parent's responsibility to have the child screened by his/her family physician.

## ENROLLMENT:

The following materials are required for enrollment:

1. Completed Admission Information Form (Texas Department of Family and Protective Services: Form 2935)
2. Mt. Calvary Enrollment Information
3. Immunization Record
4. Birth Certificate (copy)
5. Financial Agreement Form
6. Registration Fee
7. Parent Signature (Read and Understand policies in Parent Handbook.)

Please let the director know immediately if there are any changes to the Enrollment Information so that we are able to stay updated and in touch with you at all times. Parents must sign and date the updated information. (For Example: Change of telephone number, change of address, change of doctor or hospital, change of names to whom your child may be released, etc.)

Mt. Calvary Lutheran Preschool does not discriminate due to race, color, sex, national, or ethnic origin. While Mt. Calvary Lutheran Preschool does not wish to exclude any child, the admission of children with special needs or disabilities will be decided on an individual basis. The Preschool Director, the Board of Preschool, and the parents will be responsible for taking the following factors into consideration:

1. The nature and extent of the disability
2. The amount and feasibility of the necessary modifications
3. The amount of staff training that would be required
4. The amount of barrier removal measures that would be required.

## TEXAS CHILD IMMUNIZATION REQUIREMENTS:

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas. Documentation acceptable for immunizations records must have been validated by a physician or other health-care professional with a signature or a rubber stamp. It should include the child's name, birth date, number of doses, type of doses, and month, day, and year the child received each vaccination. It may be a photocopy. The state of Texas requires that your child have updated shot records to be in any school program in the state of Texas.

## TUITION AND FEES POLICY:

1. Monthly tuition is due on the 1<sup>st</sup> of each month, but may be divided into two payments, one on the 1<sup>st</sup> and the other on the 15<sup>th</sup>. Payment received after the 15<sup>th</sup>, will be assessed a late fee of \$5.00 per child. If payment is not made during the following week, your child will not be accepted for further care the following week. (Unless prior arrangement has been made with the Director.)
2. A 10% tuition discount is given if a family:
  - \*has two or more children enrolled at the Preschool,
  - \*is a member of Mt. Calvary Lutheran Church, or
  - \*is a member of the Preschool Board.Only one discount applies.
3. A \$25 fee will be charged on all returned checks.
4. Tuition is due even if your child is ill or on vacation

## SIGN-IN/SIGN-OUT (RELEASE POLICY):

1. It is the Parent's responsibility to bring the child into the Preschool.
2. Parents must pick up the child in the Preschool. Children will not be released to older brothers and sisters younger than 12 years of age.
3. While parents are at the Preschool, they are responsible for their child/children.
4. Parents must notify the Preschool if someone other than those designated on the enrollment form will be picking up the child.
5. If a parent or adult is under the influence of alcohol or drugs when the child is picked up, the child will not be released to that person.

## DISCIPLINE AND GUIDANCE:

A child's good behavior is recognized and encouraged through fair and consistent rules. Some of our rules are as follows:

1. LISTEN CAREFULLY
2. FOLLOW DIRECTIONS
3. USE INSIDE VOICES
4. RESPECT OTHERS
5. RESPECT SCHOOL AND PERSONAL PROPERTY
6. WORK AND PLAY SAFELY

A child who breaks the rules will be given three verbal warnings. If verbal warnings and redirection are not effective, the child will receive a color change. If the



behavior continues and is disrupting the other students from learning, the child may be removed from the group until such time as he/she can control his/her emotions and behavior. Periods of "Time Out" may be administered, approximately a minute for each year of age of the child.

Below are the State Guidelines we follow as listed in the Minimum Standard Rules for Licensed Child-Care Centers:

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon the unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## CLOTHING:

Children should come to the Preschool comfortably dressed in washable play clothes. **We suggest that you do not send your child wearing a belt, overalls, or other clothes that are difficult to remove quickly.** Children who are busy playing wait until the last minute to ask and go to the bathroom. If it takes time to get clothes off, even with the teacher's help, it is sometimes too late to prevent an accident. Tennis shoes are preferred. **Please do not send children to school with jewelry, watches, or accessories.**

## ACTIVITIES:

All children are offered the following activities:

- \*Chapel and Bible Time
- \*Music and Movement
- \*Story Time
- \*Math Manipulatives
- \*Art Activities
- \*Science Experiments
- \*Language Art Experiences
- \*Dramatic Play Materials
- \*A large, fenced-in yard for free and directed outdoor activities
- \*Small and Large group classroom learning times

## MEALS AND SNACKS:

Breakfast may be brought to the Preschool for those children who arrive early; however, breakfast will only be allowed until 7:55 a.m., as classes will begin at 8:00 a.m. Morning snack is served at approximately 8:30-9:00 a.m. If your child will be arriving after 9:00 a.m., please call and let us know so that they can be included in the lunch count. Nutritious lunches are served and included in the tuition for a full-day student. If the student is on the half-day program, he/she may pay \$2.00 per lunch and eat with the class. A monthly menu will be posted as well as provided online, in the Fayette County Record, and on the local radio station 104.9. For full-day students, an afternoon snack is served at approximately 3:00 p.m.

## BIRTHDAY CELEBRATIONS:

Parents may bring snacks for their child's birthday. Please notify the teacher or director before bringing these items and do not bring items that contain nuts. Ideas for snacks include, brownies, small cupcakes, rice krispies, doughnuts,

cookies, etc.

If handing out invitations, please make sure that all children from the class are invited, and please wait until the end of the day or give them to the teacher to distribute.

### TOYS:

We ask that your child **NOT** bring toys to school. We feel bad when toys are accidentally broken or lost. Children are allowed to bring a small, soft toy to snuggle with at naptime.

### NAPTIME:

The Preschool will provide a supervised sleep or rest period for 1½ to 2 hours, after lunch, for all children who are in our care. Parents are to provide a nap mat, small pillow, and blanket for rest time (please be sure to clearly label all items). These are to be taken home weekly for laundering and returned the following week. If needed, your child may bring a small, soft snuggle toy to sleep with.

### ILLNESS/INJURY:

When a child becomes ill at the Preschool, the welfare of the child and the consideration of others is our first concern. The child will be separated from other children and given staff supervision until he/she is picked up. Fever, diarrhea, and vomiting are common symptoms necessitating a child's removal from the Preschool.

Parents cannot admit an ill child for care if one or more of the following is true:

1. The illness prevents the child from participating comfortably in Preschool activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following, unless medical evaluation by a healthcare professional indicates that you can include the child in the child-care center's activities:
  - A. Oral temperature of 101 degrees or greater
  - B. Armpit temperature of 100 degrees or greater
  - C. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or

more vomiting episodes in 24 hours, rash with fever, mouth sores, behavior changes, or other signs that the child may be severely ill.

4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Emergency phone numbers must be on the child's information form in the event parents cannot be located to come for the child. In case of sudden acute illness or serious injury, emergency medical care shall be obtained and the parents notified as soon as possible. An Incident/Illness Report form will be completed on injuries requiring medical attention by a health-care professional.

**Note: If we send your child home with fever, diarrhea, or vomiting, your child will not be allowed to return for at least 24 hours after symptoms and/or fever have subsided.**

#### MEDICATION:

1. Medications will be administered only if the medication chart has been filled out and signed by the parent or guardian.
2. Prescription medication must be in its original container, labeled with the child's name, date, instructions, and the physician's name.
3. Parents are to reclaim the medication when the child no longer requires the medication..
4. Non-prescription medication must be labeled with the child's name, date the medication was brought to the Preschool, and instructions.
5. We will dispose of or return medication with expired date.

#### CHILD ABUSE:

The Director and staff of Mt. Calvary Lutheran Preschool are required by law to report suspected child abuse, exploitation, and neglect cases.

## Parent Signature Page

Please complete the information below and return to your child's teacher:

I have read and understand the enrollment, discipline, and operating policies of Mt. Calvary Lutheran Preschool as stated in the Enrollment Forms and the Parent Handbook.

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_