

# Welcome to Concordia Preschool! 2010 - 2011

**Pastor:** David Kummer  
**Ministry Coordinator:** John Hetrick  
**Director:** Helen Spillan  
**Faculty:** Allison Bacher      Kris Baronio      Tina Conner  
                 Susan Dramis      Jenn DeLuca      Jane Doran  
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                 Beth Ann Troy      Amy Villec      Jill Wierzbowski

## **History and Mission Statement**

Concordia Preschool is a nonprofit preschool that began serving the community in the fall of 1981. It is a part of the outreach program of Concordia Lutheran Church. We are committed to providing an enhanced early childhood education experience for children.

## **Programs**

Concordia Preschool is licensed by the State of Delaware and is a member of the Nursery and Kindergarten Association of Delaware. We offer the following programs:

2 year old 2 day	3 year old 3 day	3 year old 5 day
4 year old 3 day	4 year old 5 day	Readiness

Class size maximums are:

2 year old classes – 12 children	3 year old classes – 13 children
4 year old classes – 14 children	Readiness class – 16 children

Each classroom is staffed with a teacher and an assistant teacher.

## **Preschool Hours**

9:00 a.m. to 11:30 a.m.\*

\*Two year old classes dismiss at 11:00 a.m. until after Thanksgiving vacation. We have found that a two-hour time period provides a smoother transition for children of this age.

## **Lunch Bunch**

We offer an extended morning on Monday, Tuesday, and Wednesday for children enrolled in our three year old, four year old, and Readiness classes. Lunch Bunch begins at **11:30 a.m. and dismisses at 1:00 p.m.** Our program provides time for children to eat a nut-free parent-provided lunch with their school friends, listen to a story, socialize and play outside. Sign-up sheets for lunch bunch are posted on a weekly basis. Attendance is limited to thirty students each day. Lunch Bunch coupons are \$6 a piece. Coupons do not expire and lost coupons will not be replaced. A completed coupon should be placed in your child's lunch box each time he/she attends. Concordia Preschool reserves the right to cancel a Lunch Bunch session should the need arise. All reasonable attempts will be made to inform you of this ahead of time.

### **Special Interest Programs**

Concordia Preschool will periodically offer Special Interest Programs on Fridays from 11:30a.m. until 1:00p.m. These programs may include but are not limited to soccer, Spanish, dancing, or karate. Each session will run for a specified number of weeks and will require an additional fee. There will be a limited number of openings for each program that will be filled on a first come basis. Each participant should bring a nut-free parent-provided lunch.

### **Preschool Closings and Other Notifications**

In an effort to improve communication between parents and school, Concordia is instituting a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, a company specializing in school-to-parent communications. Concordia will continue to report school closings due to snow or weather on WDEL 1150 and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all phone numbers in our selected parent contact lists and will deliver a recorded message from the director. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call. The decision to open or close is made by the Director based on safety considerations. Snow days are not made up; there is no tuition reimbursement for days missed due to bad weather.

### **Daily Class Schedule**

Learning Centers – imaginative play, fine motor skills, thinking skills, interaction with others.

Circle Time – calendar, songs, weather

Snack – Refreshments of juice and crackers or other snacks are provided.

Indoor/Outdoor Gross Motor – large motor development, group play

Story/Language Time – listening and comprehension skills

Specials – Music, Gym, Chapel, and Computer Time

Please have your child bring a backpack, **clearly labeled** with your child's name for transporting papers, projects, and parent teacher communications. Please check your child's backpack each day for papers.

### **Music**

The classroom teacher includes music daily. In addition, all of our classes have a weekly music class.

### **Gym**

The children participate in gross motor activities daily. In addition, all of our classes have a weekly gym class utilizing coordination games and equipment. Please dress your children in comfortable clothes and sneakers.

## **Chapel**

The three year old, four year old, and Readiness classes participate in a chapel service twice monthly. The emphasis is on community building and thanksgiving.

## **Computer Time**

Children in the four year old and Readiness programs spend computer time with an instructor on a weekly basis. In addition, some four year old classrooms have daily access to computers. A permission slip to participate in computer class will be provided.

## **Food and Nutrition Policy**

### **Snack Time**

The monthly snack menu is posted in each classroom and on the parent bulletin board. Apple juice and crackers or other snacks are provided. Grace is said before eating. If there are any food allergies, please inform your teacher immediately.

### **Lunch Bunch and Special Interest Programs**

We suggest that you pack a simple, easy to handle lunch and drink and include an ice pack to prevent spoilage. We are a peanut and tree nut free school. Peanuts, peanut butter and tree nuts cannot be included in the children's lunches. No candy please.

### **Parties**

Parties will be held for each holiday. Dates for these parties will be announced in the monthly teacher newsletters. Refreshments and paper goods are provided by the parents. Teachers will post sign up sheets outside the classrooms. Birthdays may be celebrated by making arrangements for refreshments with your child's teacher.

### **Peanut /Tree Nut Free**

In an effort to promote a healthy and safe environment for all children, we maintain a peanut and tree nut free school. Please avoid any foods with peanut butter, peanut oils or tree nuts when sending lunches, birthday treats, or seasonal party snacks. Peanuts and peanut oils are listed as the last ingredient on food labels. If your child does have a nut allergy, please be sure to have his/her medication and Medication Administration form in the office.

## **Physical Environment and Safety**

### **Informational Changes**

Please notify the Director regarding changes in addresses, telephone numbers, emergency contacts, etc. in writing as soon as possible. For the safety of your child this information must be accurate. It is also necessary to have the most up-to-date phone numbers in order for the SchoolReach system to work effectively.

### **Personal Possessions**

Please write your child's name on his/her jacket, lunchbox, backpack, etc. If possible, persuade your child to leave personal possessions at home. These are generally too precious to share and are easily lost. Perhaps you and your child can find a place at home or in the car where the valued item can "wait" for his or her return. Children are not permitted to bring lip

balm or sunscreen to the preschool. Concordia Preschool is not responsible for loss or damage to personal property.

### **Toileting**

Children who are in our two year old classes, who are in diapers, need to supply their own. Children in our three year old and four year old classes are expected to be toilet trained.

**Please take your child to the restroom before going to the classroom.**

Please dress your child in clothing that is easy to get on and off for toileting.

### **Dress Code**

Seasonally appropriate clothing must be worn. Hats and gloves must accompany the child each day during the winter season. Please wear appropriate shoes for playing and outdoor activities. Please understand our students do a variety of activities and may get dirty. Please dress appropriately.

### **Emergency Planning**

An Emergency Planning Committee has been established to form and maintain plans for the safety of the children in the event of a natural or manmade incident. The Preschool will be working with the Church and our community should the plans need to be implemented. Each teacher has received written instructions for a variety of emergency situations. These measures are practiced monthly and updated as needed. More information will be provided as necessary.

### **Arrival and Dismissal**

Changes are difficult for some children. Consistent routines help young children feel safe, and they are less stressed when they understand what to expect throughout the day. Your help is needed to drop off and pick up your child on schedule.

### **Arrival and Dismissal Transitions**

It is very important that your child arrive at school and depart for home safely. Therefore, a parent or authorized adult must accompany children when they are brought to the school and picked up from school. Interacting with your child at the beginning and close of their school day is critical. Please do not use your cell phone in the school building.

The school doors open at approximately 8:50 am. Please use the lower entrance at the back of the church. You should help your child put his/her belongings in their cubby and bring them to the classroom. Each teacher will write the daily schedule on a white board outside of the classroom. Please read it to your child before he/she enters the classroom so they know what to expect. It will also help you to know what they will experience while they are not with you and can help to build memory and conversation skills as you ask them about their school day. Please make your parting brief and cheerful. If your child is upset, we will help him or her find an activity to make the transition easier. It is best to set up a private time to discuss any concerns with your child's teachers. The teacher's primary concern at arrival is welcoming the children and beginning the daily routine. The doors are locked at 9:10. If you come to school late or need to pick up early, you must enter at the upstairs church door.

Children are dismissed from the classrooms. The school doors will be opened at approximately 11:25. Please be prompt so your child does not have to wait long.

### **Moving to a New Class**

Generally, children move from one classroom to another at the start of the new school year. Our parent open house occurs in the evening and allows parents to meet the preschool staff, visit the classroom and obtain information about the upcoming school year. We offer time for the children to visit their new classroom and teachers before the school year starts as well. All students will receive a letter from their teacher in late August with the date and time that a classroom visit should occur. During this event, teachers will interact with children and families. If you have specifics about your child that you would like to discuss with the teacher, please arrange a separate time for this.

### **Parking**

At arrival and dismissal time, please park in the marked spaces. Do not park in the circle drive or in front of the door. Please do not leave your car engine running. Do not leave a child unattended in your car at anytime. The parking lot is very busy during these times. **PLEASE HOLD ONTO YOUR CHILD.** Take the closest route from your car to the grass and follow the grassy area into the building. **At no time are children permitted to play on the rock in the parking lot.**

### **Field Trips**

Our students do enjoy field trips throughout the year. A nonrefundable field trip fee will be assessed once, or twice if necessary, during the school year. We do request parent volunteers on some trips. All drivers are required to provide proof of car insurance prior to the trip. Concordia Preschool reserves the right to deny any driver deemed impaired the right to accompany the students on the trip. School buses are used for some trips, others are taken by car. Trips taken by car, require all children under 80 pounds to be in a carseat or booster seat. To allow you to better focus on the preschool children you are accompanying, siblings are not permitted on field trips.

### **Release of Children**

It is important that we protect your child by ensuring that he or she does not leave school with a person you have not authorized to pick up your child. Anyone you authorize to pick up your child should be listed on your Child Information Card. In addition, please notify your teacher when someone else will be picking up your child. Even if it is an emergency, Concordia must have your written permission to release your child to someone other than you. You will need to provide your teacher with the name of the person the child will be released to. If the child is reluctant to go with that person, the child will not be released and the parent will be called.

The school assumes both parents have the right to pick up your child, unless you provide a copy of a court order stating otherwise. We will need to discuss how to handle the non-custodial parent should he or she arrive to pick up your child. Without a copy of the court order, the school cannot refuse a parent. If the school has a court order, and a non-custodial parent tries to pick up the child, the custodial parent will be immediately called. If the non-custodial parent leaves with the child, the police will immediately be called and notified of the situation. The other children will not be placed at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, if a staff member suspects the person picking up the child may not be able to deliver the child safely to his/her destination, the school will request the child remain at school until other arrangements can be made. If this request is refused, the school reserves the right to notify the proper authorities.

### **Positive Behavior Management**

The discipline policy of our school is to provide helpful guidance, encouragement and support to children as they learn and achieve self-control and acceptance by adults and peers. It is helping children to understand why certain behaviors are more desirable than others are and is a strategy for setting limits in a giving, sharing, teaching and loving environment. Discipline is not physical punishment or just making and enforcing rules. It is not denying, frustrating or shaming. Spanking, shaking or denial of food are only a few of the negative disciplinary measures specifically forbidden in our program.

Discipline is effective when a relationship of affection and respect exists between teacher and child. Good teachers are firm, gentle, patient and understanding; they model the behavior they want the child to learn. Good teachers not only talk to children to make clear what behavior they are asking for but they are also good listeners. They provide a simple, logical set of rules to set limits in positive terms, telling children what to do, rather than what not to do. Good teachers enforce rules lovingly and consistently but not rigidly and without sudden changes in rules or consequences. Often careful supervision gives a teacher an opportunity to see a problem developing so that they can intervene before misbehavior occurs.

Our staff is expected to model the behavior they want the child to imitate. Depending on the age of the child, distracting, reasoning and redirecting may be tools used by the teacher to produce the desired behaviors. Time out (an opportunity for the child to calm down) is used sparingly and as a chance for the child to think about his/her actions and time to think of other, better ways to act. Time outs are short and ended with the teacher talking to the child so that the teacher can better understand how the child's feelings provoked the misbehavior and to clear up any misunderstandings on the child's part as to why a calming down period was needed.

Parents can provide valuable insight into their child's behavior. Parents will be consulted when misbehavior is recurrent or potentially harmful to the child or others. A general strategy for handling problem behaviors is to try to understand the cause of the behavior, eliminate situations where the behavior is likely to occur, and offer acceptable alternatives. Concordia staff follows the Delacare Rules and Regulations model of Positive Behavior Management.

### **Child Abuse and Neglect**

Concordia Preschool is mandated by law to report any suspected cases of child abuse to the authorities. All staff members are required to obtain criminal and child abuse clearance from the state police.

### **Delaware State Bureau of Identification**

In agreement with the regulations governing a licensed child care center in Delaware, our school shall maintain a list of registered **high-risk** level sex offenders located in the surrounding community. Only offenders convicted after June 27, 1994 for sex offenses under Delaware Law are required to register. Persons who have been arrested but not convicted are

not required to register. This information will be updated regularly in order to assure it is complete and accurate. The log will be maintained in the Director's office. You are able to access a more complete list through the State of Delaware or Delaware State Police websites.

### **Documenting Children's Progress**

Conferences are scheduled in the fall and spring. A comprehensive checklist of skills will be discussed at these times. There is no school on conference days, however childcare is provided while you meet with your child's teacher. You are welcome to schedule a conference with your child's teacher anytime during the school year. Teachers of children registering for Kindergarten are available for a conference in January prior to registration, if necessary.

### **Parent/Guardian Communication**

#### **School Newsletter**

We send home a newsletter each month. It will contain information about important upcoming dates and events.

#### **Parent Bulletin Board**

The bulletin board is located in the downstairs lobby. Lunch Bunch sign up sheets, articles pertaining to early childhood, and other various notes of interest are posted on this board. There is a section dedicated for parent use. You are invited to post items for sale, services offered, etc.

#### **Teacher Newsletter**

Each teacher will send home a monthly newsletter updating class specific information.

#### **Classroom Bulletin Boards**

The bulletin boards outside each classroom often display classroom themes and projects. Also watch for photo displays of preschool events. A picture is worth a thousand words!

#### **Classroom Dry Erase Boards**

Each teacher has a dry erase board outside the classroom on which they note daily classroom activities. When you bring your child to school, please review the day's activities with your child. After school, you will be able to more specifically discuss the child's day.

We realize that parents are not always the one bringing the child to school. If you carpool, or have a grandparent or babysitter bring your child, please ask that caregiver to advise you of the notes.

### **Health Care Plan**

#### **Medical Assessment Forms**

Enrolled students must receive an annual examination and any required immunizations by his or her physician. This information is necessary for our records and your child's welfare. Law also requires it. A health assessment form, completed by your child's physician is required within thirty (30) days of enrollment. Any child who has not been immunized against the reported disease will not be allowed to attend school in accordance with the Division of Public Health procedures. All currently enrolled children will receive a new form in the beginning of their birth month to take to their annual doctor well visit.

## **Absence from School**

If a child is not feeling well, parents should keep him or her at home, as he or she would not be at their best and would not be able to participate to the extent of their ability. At times, school staff may need to make this determination. In agreement with the regulations governing a licensed child care center in Delaware, our school shall not permit a child who has symptoms of illness specified below to be admitted to school or remain at school unless written documentation from a licensed physician or verbal permission with written follow-up states the child has been diagnosed and poses no serious health risk to the child or to other children.

The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

- A. Temperature: equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness - until medical evaluation indicates inclusion;
- B. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) – until medical evaluation allows inclusion;
- C. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper - until diarrhea stops;
- D. Blood in stools not explainable by dietary change, medication, or hard stools;
- E. Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours) until vomiting resolves or until a health care provider determines the cause of the vomiting is not contagious and the child is not in danger of dehydration;
- F. Persistent abdominal pain (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms;
- G. Mouth sores with drooling, unless a health care provider determines that condition is noninfectious;
- H. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- I. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after twenty-four (24) hours after antibiotic treatment has been initiated;
- J. Scabies, until twenty-four (24) hours after treatment has been initiated;
- K. Pediculosis (head lice), until twenty-four (24) hours after treatment has been initiated;
- L. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend care;
- M. Impetigo, until twenty-four (24) hours after treatment has been initiated;
- N. Strep throat or other streptococcal infection, until twenty-four (24) hours after initial antibiotic treatment and cessation of fever;
- O. Varicella-Zoster (Chicken pox), until all sores have dried and crusted (usually six (6) days);
- P. Shingles, only if sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and are dry;
- Q. Pertussis, until five (5) days of antibiotic treatment;
- R. Mumps, until nine (9) days after onset of parotid gland swelling;
- S. Hepatitis A virus, until one (1) week after onset of illness, jaundice or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff;
- T. Measles, until five (5) days after onset of rash;
- U. Rubella, until six (6) days after onset of rash;

V. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions; or

W. Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without comprising the health and safety of other children.

A child may not return to school until he/she has been symptom free for 24 hours.

Our school will not permit a child with a "reportable communicable disease", as specified by the Division of Public Health, to be admitted to or remain at school unless:

- Written documentation from the child's licensed physician states the child has been evaluated and presents no risk to the child or to others.
- The school has reported the illness to the Division of Public Health and has been advised the child presents no health risks to others.
- If there is conflict in the opinion of the physician and the Division of Public Health regarding the exclusion of a child, the school shall follow the instructions of the Division of Public Health.

For current information on reportable communicable diseases, contact the Division of Public Health or refer to the website - <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If the school receives notice that a student has developed a reportable communicable disease, notice will be sent home to parents.

### **Administration of Medication**

Medications that may be administered at school are drugs for diabetes, asthma, or severe allergies. Written permission (signed and dated) from the child's parent(s) is required for each medication and must specify the medication and proper dosage. All non-prescription medication must be in its original container and properly labeled with the child's name and be accompanied by physician's directions for administration. All prescription medication must be in its original container properly labeled and authorized by the child's physician. All medications are stored in the office. Any unused medication will be returned to the child's parent(s) when the medication is no longer needed or the end of the school year.

### **Illness or Accident at School**

Our staff members strive to maintain a safe environment for all children. Should an injury occur at school, parents will be notified either personally or in writing as to the nature of the injury, where, when, and how it occurred, and the first aid administered. When a child becomes ill or has an accident at school, the child will be brought to the office and the parents contacted. If a parent cannot be reached at the home, work, or cell phone numbers, the school will contact the responsible adults as designated on the emergency treatment data card. The child will be expected to be picked up in a timely fashion from school and either taken home or to the doctor's office. In the event of an emergency, 9-1-1 will be activated, the family physician may be consulted, and the parents will be notified.

### **Inclusion Policy**

Concordia Preschool strives to provide opportunities for all children to actively participate in all aspects of the program. Whenever possible, children with special needs or disabilities and children who are developing typically will be together in classrooms to support and enhance all

children's opportunities for learning. The program will make every attempt to make the necessary accommodations in order to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). All teachers will have knowledge and training in inclusion best practices. Our goal is to create an environment in which all children are valued and respected in order to support their optimal learning and development.

## **Enrollment**

### **Registration**

Registration is held in January. Each child must re-enroll for the following September. Current families register first, followed by new church families and families returning to the preschool, and finally new families. A \$50.00 nonrefundable registration fee is due upon registration of the child. Registration is on a first come, first serve basis. When space is closed for a desired class, a child will be assigned to an open class and put on a waiting list. One month's tuition is due by May 1<sup>st</sup>.

At the time of initial registration, parents will be required to read and sign of The Parents Right to Know Act form. A copy of this signed form will be given to you and a copy will be maintained in each child's file.

### **Tuition Payments**

Rates are based on September through May Attendance. **TUITION IS DUE ON THE FIRST OF EACH MONTH.** Checks should be made out to Concordia Preschool and given to the director, placed in the designated mailbox inside the classroom, dropped in the mailbox outside the director's office, or mailed to the school. The tuition rates are as follows:

2 day classes	\$170/month	3 day classes	\$234/month
5 day classes	\$286/month		

A \$25 late fee will be assessed if the payment is received after the tenth of the month. A \$15 fee will be assessed for any returned check. If a family's tuition check is returned on more than one occasion, Concordia Preschool will require that all future payments for that family be made by cash or money order. All outstanding obligations must be paid prior to the closing of the school year, May 31<sup>st</sup>. Concordia Preschool reserves the right to exclude the child from further attendance of the school program if fees are not paid.

A Financial Assistance Fund is established to help families in need of tuition assistance. A limited amount of assistance is available. Concordia families can support the fund by adding an additional amount to monthly tuition checks. Families receiving tuition assistance will be asked to support the school by non-monetary means. Please discuss any needs with the Director.

## **Governing Body**

### **Advisory Board**

As a non-profit organization, Concordia Preschool is governed by an Advisory Board. The Advisory Board meeting times are posted each month. The minutes from the meetings are posted on the bulletin board in the lobby. There is a parent representative from each class, two teacher representatives, a church member, Pastor and the Director on the board. The primary responsibility of each parent representative is to bring parental comments and concerns to the attention of the board. The parents on the board serve as chairpersons for the

following committees: playground, Dessert Night, fundraising, and emergency planning. Please contact your parent representative if you have any suggestions concerning the policies or operations of the school. The following are the 2010-11 Advisory Board Executive Committee members elected in May, and the staff members of the Board:

<u>Name</u>	<u>Role</u>	<u>Phone#</u>	<u>Email</u>
Helen Spillan	Director	584-5327	concordia.preschool@verizon.net
Erin Fahnoe	President	230-0202	erin@fahnoe.com
Julie Toy	Vice-Pres.	478-8221	jbockrath@yahoo.com
Julie Moore	Treasurer	479-0330	jmoore315@comcast.net
Nichole Bishop	Secretary	529-1803	nicholebishop@comcast.net

### **Parent Participation**

Parents are the primary educators of children. Concordia Preschool encourages parent participation in a variety of ways. Your presence and enthusiasm are welcome. Please advise your child's teacher, the Director, or Board member if you are interested in volunteering.

### Dessert Night

This event is held in the spring and is our major fundraiser. Many local businesses contribute desserts and door prizes. It is a wonderful evening out for ladies. Please plan on being part of this event through volunteering and attending this special night.

### Teacher Appreciation Luncheon

Each month one class will host this luncheon. This is a year round way to show the staff their efforts are appreciated. Your Advisory Board classroom representative will provide more information.

### Disposable Items Supply

In order to keep our program costs and your tuition rates down, you will be requested to contribute napkins, tissues, antibacterial gel, and other specific items. Each class will be assigned a specific month. The Advisory Board representative for your child's class will provide further details.

### Playground Maintenance

Over the past few years, much time, effort, and funding has been put into the complete renovation of the playground. A Playground Committee has been established to oversee the maintenance of the area. In order to keep the playground looking great all year, each class will be adopting the playground area for one month. This means that you will be responsible for picking up sticks, trash, and leaves. If you are not available during this month, the playground committee is always looking for assistance with continual maintenance needs. Extra help is always needed in the fall for leaf removal and the spring for monkey ball cleanup.