

# PEACE LUTHERAN PRESCHOOL PARENT HANDBOOK



Peace Lutheran Preschool  
is proud to be accredited by:



**National  
Accreditation  
Commission**  
FOR EARLY CARE AND  
EDUCATION PROGRAMS

## INDEX

|  |    |
|--|----|
| Welcome                                      | 1  |
| Staff List                                   | 2  |
| Hours of Operation                           | 2  |
| Contact Information                          | 2  |
| Mission, Philosophy & Goals                  | 3  |
| Curricula                                    | 4  |
| Learning Content                             |    |
| Social, Emotional and Self – Regulation      | 5  |
| Academic Learning                            | 5  |
| Use of Technology                            | 6  |
| Early Intervention                           | 6  |
| Christian Values                             | 6  |
| Behavior Guidance                            | 7  |
| Parent Involvement                           | 8  |
| Communication                                | 8  |
| Concerns                                     | 9  |
| Attendance                                   | 10 |
| Licensing Rules                              | 10 |
| Snacks                                       | 10 |
| Lunch Bunch                                  | 11 |
| Afternoon Wrap Around Care                   | 11 |
| What to bring & not bring to School          | 12 |
| Safety                                       | 13 |
| Dropping your child off                      | 13 |
| Authorized to Pick your child up from school | 14 |
| Tuition & Late Fees                          | 14 |
| Scholarship Program                          | 15 |
| Health Policy                                | 15 |
| Weather Related School Closing               | 17 |
| Emergency Procedures & Practice              | 17 |
| Environmental Stewardship                    | 18 |
| Social Media                                 | 19 |
| Pets   | 19 |
| Your Guide to Regulated Childcare            | 20 |

## WELCOME TO PEACE LUTHERAN PRESCHOOL!!

On behalf of the teachers, it is my pleasure to welcome your child and family to Peace Lutheran Preschool! The teachers and I look forward to getting to know your child and partnering with your family to ensure your family has a wonderful experience!

Please take some time to read through this handbook as it addresses important policies, procedures and provides answers to many frequently asked questions. If you are left with questions after reading the handbook, please do not hesitate to ask the teachers or stop by the office.

Peace Lutheran Preschool was established in 2010 as a ministry of Peace Lutheran Church. The school was built with a mission to providing high- quality, accessible and affordable early care and learning programs for the children of our community. Honoring our founding mission, a sustainable scholarship program has been established, awarding 55 scholarships and totaling more than 150,000 since the school's inception. Thanks to partnerships with the Waunakee Community School District and community early intervention specialists, therapy and support services are available to support children with special needs.

Committed to high-quality programming, preschool staff enrolled in a voluntary, in-depth self-study period, followed by an unannounced validation inspection resulting in the Preschool earning accreditation through the National Association for Early Learning Leaders in 2015, an honor fewer than ten percent of our nation's early childhood programs attain. Maintained ongoing accreditation since 2015 requires the same in-depth self-study process and unannounced validation inspections every four years. In addition to national accreditation, Peace Preschool is also licensed through Wisconsin's Department of Children and Families with the highest rating of 5 stars under the WI YoungStar childcare quality rating system.

Peace Preschool welcomed 12 children the fall of 2010. By the following spring, enrollment had grown to 21 children. Each year our school serves between 70 and 80 children ages 30 months through five. Approximately 40 children participate in preschool programming two, three or five mornings per week, while the remaining children attend either Morning or Afternoon 4K, a program available thanks to a collaborative agreement with the Waunakee Community School District.

Annually, in late January enrollment begins for the upcoming school year. Families with children currently or previously enrolled in the preschool and members of the Church congregation can enroll during the first week of the open enrollment window, opening enrollment to the community the following week. Enrollments is on a first come first serve basis, pending completed enrollment paperwork and applicable fees.

Peace Lutheran Church and Preschool are committed to serve all children and families in a non-discriminatory manner, without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, disability, or age.

Preschool staff, both teachers and administrators, are passionate in their work to ensure every child and family has a wonderful experience at Peace Lutheran Preschool. If at any time you have questions or concerns, we strongly encourage you to speak with our staff.

**PEACE PRESCHOOL'S STAFF:**

Director – Sandra Briesath  
Assistant Director - Suzanne Sackett  
Program Director - Heidi Gaugert  
Bluebird Teachers - Kellie Faulds & Heidi Gaugert  
Cardinal Teachers - Kim Klug & Amy Wilcox  
Morning & Afternoon 4K Teachers - Patti Bowe, Alexis Peterson & Dawn Wood  
Faith Formation Teachers - Suzanne Sackett, Alexis Peterson & Deb McGowan  
Lunch Bunch Teachers – Alexis Peterson, Suzanne Sackett & Deb McGowan  
Afternoon Wrap Around Teacher – Kim Klug  
Enrichment and Nature Education Teacher – Sandy Esse / Nature Nana  
Lead Pastor - Karen Locken  
Associate Pastors - Doug Locken & Anne Wickland

**PEACE PRESCHOOL'S HOURS OF OPERATION**

Monday – Thursday 7:30 a.m. until 3:30 p.m. and Fridays until 2:20 p.m.

**CONTACT INFORMATION**

Preschool Office: 608 849 7792  
Church Office: 608 849 7732 – Sandra extension 13, Suzanne ext. 27 and Heidi ext. 28

**EMAIL ADDRESSES** - changed last year to: [firstname.lastname@explorepeace.org](mailto:firstname.lastname@explorepeace.org)

Sandra.briesath@explorepeace.org  
Suzanne.sackett@explorepeace.org  
Heidi.gaugert@explorepeace.org  
Kellie.faulds@explorepeace.org  
Kim.klug@explorepeace.org  
Amy.wilcox@explorepeace.org  
Dawn.wood@explorepeace.org  
Patti.bowe@explorepeace.org  
Alexis.peterson@explorepeace.org  
Karen.locken@explorepeace.org  
Doug.locken@explorepeace.org  
Anne.wickland@explorepeace.org

**WEBSITE:** [www.explorepeace.org/preschool](http://www.explorepeace.org/preschool)

## MISSION

*Empowering Play. Enhancing Learning.*

## PHILOSOPHY

*"Show me and I forget.  
Teach me and I remember.  
Involve me and I learn."*

Benjamin Franklin

Young children learn best by "doing". Children who are empowered to follow their own interests as they actively explore within a classroom intentionally staged to contain relevant, interesting, open - ended and developmentally appropriate materials, children learn. By harnessing children's innate curiosity and desire to touch, taste, smell, hear, that children learn to make sense of the world. Through this process of active exploration children learn to experiment, test ideas, problem solve, and apply prior knowledge into the learning experience and understanding of words such as hibernate and habitat as the class explores the winter animals leaving tracks throughout their playground.

The philosophy and practice of "active, hands on and playful learning" aligns with research in the science of learning which supports "playful learning leverages the power of active (minds-on), engaging (not distracting), meaningful, socially interactive, and iterative thinking and learning in powerful ways that lead to increased learning. (Zosh et al. 2018). Additionally, research has proven content and information learn through "hands on exploration" is more engaging, leads to increased retention of "learning", offers practice in problem solving and critical thinking and results in learning that can be applied to unrelated knowledge and scenarios.

To provide children with a safe, welcoming, supportive, and respectful environment.

To provide children with a nurturing environment in which they will flourish emotionally, socially, intellectually, creatively, and physically.

To provide children with significant chunks of uninterrupted time and space for self -directed play on a daily basis.

To fill our classrooms with the toys, props, games and learning materials that enable children to thrive, grown and learn through play.

To partner with families by providing partial scholarships when affordability poses a barrier.

To collaborate with families and work to provide the programming each child needs to optimize development.

To provide our staff with a competitive wage, benefits, and ongoing professional development.

## CURRICULA

After decades of using and learning detailed information from many different curricula, our preschool team has created our own curricula. Our staff have incorporated research with the best of several well-

known, research based early childhood curricula that uses play as the vehicle for learning. Some of the key elements we have adopted include:

- Build a trusting and secure relationship with each child as the teacher's first priority.
- Build within each child confidence in knowing he/she is loved by God.
- Build partnerships with each family and collaborate to best meet each child and family's needs.
- Within each class build a sense of community, belonging and respect for self, others, and property.
- Provide an environment where children see themselves as capable.
- Use observation, documenting, informal assessment, and children's work samples to establish children's developmental level in all domains.
- Use child's developmental levels to create individualized learning goals.
- Use children's goals and interests to create lesson plans and equip classrooms to contain the toys, props, games and learning materials that lead to growth toward the preidentified goals.
- Create classroom environments staged with countless rich, open-ended and interesting opportunities that will peak children's interests, providing the motivation that leads to active exploration.
- Balance children's self-directed play with teacher directed instruction.
- Prioritize social, emotional, and self-regulation skill building.

## **DEFINING SOCIAL, EMOTIONAL AND SELF-REGULATION SKILLS**

A few researched and proven reasons why teaching and providing children with time to practice the use of social, emotional and self-regulation skills is at the core of our curricula. "Being fluent in the use of social, emotional and self-regulation skills impacts emotional, mental, and physical health." "The skill set is essential and plays an integral role in every aspect of life and throughout life." "The skill set is crucial to building and maintaining healthy relationships and is key to achieving academic and career success." "Social, emotional, and self-regulation skills are the "pre-requisite" to kindergarten success."

### **Social and Emotional Learning - SEL**

Social and emotional skills include the ability to recognize, understand and respond appropriately to one's emotions, feelings, and needs. They serve as our self-management skills. The skills allow us to recognize emotions, and needs of others, and enable us to respond to the emotions and needs in appropriate ways. The skills allow us to read nonverbally communication – facial expressions and body language, enable us the insight to respond in socially and culturally appropriate ways. SEL skills are essential to communication and are required to build and maintain relationships. Build coping mechanisms, develop healthy identities, make responsible and informed decisions, help us master "soft skills" such as problem solve, compromise, negotiate, taken another's perspective, show empathy and compassion.

### **Self-regulation**

Self-regulation includes the ability to manage our emotions, actions and behaviors in appropriate and socially acceptable ways. It includes impulse control, helps us develop ways to manage stress, adjust our level of energy to meet the situation before us and provides us with the ability focus, prioritize and shift attention, to follow directions, to avoid distraction, delay gratification, persevere despite challenge, and to set and achieve goals.

### **How do we teach and how do children learn the skill set?**

Children ages three through five are within a perfect timeframe to learn the skill set. By age three most children are curious about, want to find out information about and want to interact with children who are similar in age. By capitalizing on that curiosity and motivation to want to interact, children have the opportunity to work together and come up with rules for the games they want to play, they learn to negotiate who gets to go first, or who gets to be Spiderman. Children learn to develop rules, negotiate and come to agreements, take turns, learn how to deal with the frustration of not being the first one on the playground, or the child chosen to be the line leader. Sitting together during group meetings with 14 peers and their two teachers, children learn to ignore distractions, listen to and follow directions even though they would rather continue playing than having to clean up. Children learn to listen to one another, incorporate what they heard and understand another's perspective. Children learn to problem solve, think creatively, collaborate, come up with scripts, roles as rules as they discuss what to build in the sandbox when they go outside in 10 minutes. Children who learn how to handle frustration, anger, disappointment, how to make friends by taking turns, following rules of the game and share, tend to make and keep more friends over time... that impacts how a child views himself, views life, builds the motivation to participate, take a chance ...

As children interact with their peers, or watch from the sidelines, or withdraw because of disappointment after losing a game, teachers jump in at a moment's notice to support children's learning at the level and in the way that child needs to learn and with the level of support each particular child needs. Teachers continually stage opportunities to practice skills. Teachers know which toys, games and activities will "create" the needed opportunity and for which child in order to present the open window to practice skills. By playing Simon Says, teachers help children focus their attention and listen carefully to the teacher's directions. Setting up a board game for four children creates natural opportunity to follow rules, call out the peer who took two turns, self-advocate because your turn was skipped and learn to deal "more" gracefully when the game doesn't go the way one would have liked.

Practicing SE and SR skills with peers is vastly different than with a sibling or two. In a classroom of 15 children, each working at a different ability level, having unique personalities and interests all contribute to presenting countless opportunity to use, respond to and witness a peer's response. Having teachers stage, observe, intervene, and scaffold learning present the ideal platform for children to practice the skills.

## **BUILDING A STRONG FOUNDATION FOR ACADEMIC LEARNING**

Teachers maximize opportunities to incorporate pre-math, and pre-literacy concepts and content into daily routines, when doing so is meaningful. Children exposed to numbers and math vocabulary learn that those symbols have meaning, children learn one to one correspondence – knowing the quantity associated with the number. Examples of relevant use may include tasking a child with setting out 15 napkins in preparation for snack, graphing the number of kids that prefer the taste of golden delicious apples vs gala. Associated math vocabulary such as more/less, larger/smaller, noticing patterns, empty/full, heavy/light, recognizing shapes, learning about volume while pouring 5 ounces of water from a tall thin container into a short and wide container. Using a scale to test which is heavier, lighter, balance etc. Estimating weight of different objects, predicting, matching and classifying. Sorting or lining up pumpkins smallest to largest, by weight etc. All are examples of fun, engaging and interesting activities that hold meaning. Using this type of hands-on activity allows for a deeper understanding that allows the information to be applied to other scenarios versus rote memorization, paper and pencil, teacher recited drills.

Preliteracy activities can take the form of displaying "environmental print" throughout the classroom. In the pretend kitchen, children play with empty cereal boxes, spice containers, milk jugs. Children see recipes, cookbooks, notes taped to the refrigerator to call grandpa, a schedule of weekly activities, grocery list etc. Children begin to recognize words they see, McDonalds, Piggly Wiggly, road signs – Stop. They learn that letters make sounds, form words and have meaning. Books are available

throughout each classroom, various books to appeal to each child, books on tape encourage turning pages to match what is being read. Teachers recite pomes, sing songs, rhyme, all of these activities work together in helping children familiarize themselves with print.

Every academic concept young children need to know can be taught through hands on, enjoyable fun play-based activities.

## **USE OF TECHNOLOGY**

The use of computers, iPads, and television is limited to less than a handful of special occasions during any given year. When devices are used, it is to look up information to further explain or get facts, show pictures, play a brief clip or to lead a song. We believe most children have ample opportunities to engage with technology outside of preschool and our time is better spent interacting with peers and teachers.

## **EARLY INTERVENTION**

Knowing that timing of early intervention is critical, if staff question whether a child may have a delay in any area of development, we will communicate our observations to the family. It is highly possible a skill not observed at school, is seen at home. Staff will err on the side of caution, rather than wait and see. Likewise, if the family suspects the child may have a delay, please let us know. WCSD and the community have many excellent early intervention specialists who may be able to provide insight.

## **CHRISTIAN EDUCATION**

4K is funded through state and federal dollars. As such, there is no religious education in 4K. Families who wish to have their child attend faith-based enrichment have the option to enroll their 4K child in Faith Formation, FF. FF is available directly following Morning 4K and prior to the start of Afternoon 4K. Additional information is available in the Options & Prices document found on the Church website.

Children enrolled in the two preschool classes, in Faith Formation, Lunch Bunch and Afternoon Wrap Around will have religious education woven throughout their day. In addition to teaching the meaning of many Biblical stories directly from the ELCA Lutheran Bible, the curriculum focuses on the human characteristics valued and highlighted in the Bible. Children learn about being thankful, inclusion and community, love, compassion, faith and joy. We focus on God's creation, His love and grace. Lessons are taught through readings from various Children's Bibles, song, plays, projects, and retelling of Biblical stories.

## **BEHAVIOR GUIDANCE**

Missteps with behavior is to be expected and is a normal part of every child's development. Such missteps are viewed from a developmental perspective, viewed as teaching opportunities, and addressed in the moment while still meaningful to the child. Teachers take proactive steps that encourage positive behavior, including creating clear and consistent expectations and boundaries. Teachers and children discuss the boundaries, in fact children in the Cardinal and 4K classes are often in charge of creating classroom agreements. The number of rules are limited and primarily focus on safety and respect. Classrooms are set up to guide behavior by posting the number of children who can play, providing

multiple of popular toys and placing furniture so as to prevent running zones. Teachers work to encourage positive behavior by recognizing and verbally praising wanted behavior.

“Negative” behavior that persists is tracked so that staff can work to figure out the motivation behind the behavior. When/if the motivation is found, teachers work to replace the behavior with a positive

alternative. Teacher intervention varies based on the child, the child’s ability levels and of course the behavior. Teacher intervention includes modeling, providing language, redirecting, and as the child’s skills increase, teachers watch, ready to support only if needed, with the goal of children learning to resolve conflict without adult support. Teachers in the Blue Bird class do a lot of modeling, praising desired behavior, providing words to help express strong emotions and redirecting. By the time children leave Peace Preschool and head off to kindergarten, our hope is for children to have the vocabulary and skills needed to resolve most conflicts independently.

Teachers do continue to monitor interactions to make sure all children are being treated fairly and with respect.

“Time Out” is not used. Staff will however remove children from a situation, especially if safety is a concern. The removal includes time for the child to calm down and then discuss what occurred and what better choices are to be used next time. Every classroom includes multiple spaces that are meant for just one or two children. Children often use the cozy spots to rest and read a book, cuddle, and share a book with a friend, or take a moment in a quiet, calm place for some alone time, until the child feels ready to rejoin the group. If the behavior continues to be disruptive or potentially puts any child in harm’s way, classroom teachers may ask for support from one of the directors or have the child briefly leave the classroom with adult supervision.

If a child’s negative behavior becomes frequent and or endangers others, staff will contact the family to collaborate on workable solutions and to create a plan on how to move forward with everyone’s best interests in mind. In extreme cases outside professional help may be required. Although unlikely, extreme behavior may require the child’s enrollment be terminated.

Families are typically not informed of minor missteps in behavior for multiple reasons. One, challenging behavior is part of typical development. Two - teachers address behavior in the moment when conversations can serve as teaching moments. Three - sometimes parents feel guilty and there is no need to feel guilty.

## **PARENT INVOLVEMENT WELCOME**

### **CLASSROOM VOLUNTEER OPPORTUNITIES AND VOLUNTEER COMMITTEE**

We enjoy and welcome parent participation in our classrooms. Parents are welcome to join their child for lunch, to help out with a special project, offer support during a special event, or volunteer to make playdough, among other projects to be announced at a later time.

### **VOLUNTEER CRIMINAL BACKGROUND APPLICATION**

Any family member wishing to volunteer in the classroom will need to submit information that allows for a criminal background check. Families wishing to volunteer in their child’s preschool class must complete the Preschool’s Volunteer Application. Family members wishing to volunteer in the classroom with their 4K child, must complete the online Criminal Background Application through the Waunakee School District.

## **PEACE PRESCHOOL'S BOARD OF DIRECTORS**

Peace Lutheran Preschool is governed by a Board of Directors consisting of members of the congregation, members from Peace Lutheran Church Council, the preschool's director, lead pastor and two preschool parent volunteers. Members serve for a minimum of two years and commit to attending 5 or 6 annual board meetings. If you are interested in serving on the Board of Directors, please speak with the director.

## **RELIGIOUS HOLIDAYS AND TRADITIONS**

With the exception of 4K, we celebrate Christian Holidays and their meaning. Wanting to broaden children's awareness of other faiths, and traditions, we invite family members to teach us about their beliefs. Speak with the director if interested. It is our goal to celebrate differences while affirming our commonality in God's family.

## **COMMUNICATION**

### **PARENT AND TEACHER CONFERENCES**

Parent-teacher conferences are held twice annually – November and March. We invite parents to actively participate in conferences by asking questions, giving us feedback, and establishing age-appropriate goals for your child. Although we offer two conferences annually, we are happy to offer additional time. If you have questions or concerns at any time, please contact your child's teachers to set up a time to meet.

### **LESSON PLANS**

Lesson plans are posted on the bulletin board outside your child's classroom. We hope lesson plans will provide insight to what your child is studying at school and will help facilitate conversations at home. Lesson plans list the concepts being taught and is listed as the "goal" next to the activity. Goals are often listed in broad terms to accommodate range of developmental needs of the children in class.

**CLASS BULLETIN BOARD** Each class has a bulletin board right outside their classroom, where teachers post important information such as lesson plans, menus listing what children ate for snack, as well as the daily class schedule.

**PARENT RESOURCE BULLETIN BOARD** is located by the cubby area. A copy of the State of Wisconsin, Department of Children and Families, Rules for Governing Group Childcare Centers, DCF 251, is available for review on the Parent Bulletin Board as well as on the DCF website. Information ranging from product recalls, safe sleep practice, USDA Nutrition guidelines for children, child development to community events and resources are posted.

**OFFICE BULLETIN BOARD** - want to know more about the director's qualifications, list of licensing violations, emergency practice drills? All that information can be found on the bulletin board outside the Preschool Office.

**CONCERNS or QUESTIONS** – Important!! We want your child and family to have a wonderful experience at Peace. If you have concerns or questions, please reach out. Two-way communication is essential in providing your child and family with an excellent preschool experience. If you have concerns it is your responsibility to communicate that, so staff have a chance to address concerns. Frequent communication between parents and teachers usually addresses most concerns. If your concern was not resolved after speaking with your child's teacher, please talk with the director or assistant director right away. We will make a prompt effort to schedule a meeting with you and the teachers (if appropriate). If

your concern is still not resolved after talking with the director, please put your concern in writing and give it to the director, who will forward your letter to the Board President or Lead Pastor. Decisions made by the Board of Directors are final.

Your privacy will be protected and information regarding your child and family is kept confidential.

If you would need an interpreter, or would like to talk through any policies, curriculum etc., please contact the director.

## ATTENDANCE

**IF CHILD WILL BE ABSENT**, whether because of illness, needs a day to rest, vacation etc. it is important you let your child's teachers and Sandra know. Please send us an email and if your child is ill, please list your child's symptoms and onset of symptoms. Having that information allows us to track illness as well as a potential spread of an illness.

## LICENSING RULES

The Wisconsin Department of Children and Families maintains oversight of Peace Lutheran Preschool. If you are interested in reviewing guidelines and rules, a copy of the rule book is available online. <https://dcf.wisconsin.gov/files/publications/pdf/205.pdf>

**MADATORY REPORTERS OF SUSPECTED CHILD ABUSE AND OR NEGLECT.** It is important to note, per the Wisconsin Department of Children and Families, all "childcare" staff are mandated reporters of suspected child abuse and or neglect.

## SNACK AND LUNCH

**PEACE PRESCHOOL IS A NUT AND PEANUT FREE SCHOOL!!**

### SNACK

Each family will be asked to purchase and provide snack for their child's class on a rotating basis. Please provide one or two unopened boxes of crackers. Per licensing requirements, foods prepared at home cannot be served. All snack foods must be prepared commercially or prepared in a kitchen inspected by the local health department. Your child's teacher will let you know how many boxes of crackers are needed for the class. In addition to crackers, please bring either a fresh fruit or fresh vegetable to go along with the crackers. The preschool will provide milk or water as the daily choices at snack time. Your child's teachers will provide you with a "snack schedule".

Every year the Preschool provides care for children who have significant, and at times, life threatening allergies. Please be diligent and check labels to make sure the crackers you brought as the class snack, are peanut and nut free. The same rule applies to lunch. Please make sure you do NOT send food that contains nut or peanuts. Granola bars often contain nuts.

If sending sun butter or any type of food that looks or smells like nut, include a note to let staff know it is not a nut item.

## NO BIRTHDAY TREATS

Please Do Not send in food or goodie bags for your child's birthday celebration. Our staff debated at length whether special treats should be allowed. After thoughtful discussions, the decision has been made to celebrate birthdays without special food, without cake, no cupcakes, no cookies nor goodie bags. Teachers have special routines to make sure every child feels special and gets to celebrate their birthday at school! Kids will receive a gift from the school on their special day. Thank you for your understanding.

## LUNCH BUNCH

Peace offers a "Lunch Bunch" option following morning programming. Unless enrolled for full days, children must be potty trained by June 1, 2023, to participate in Lunch Bunch.

Children enrolled in "Lunch Bunch" need to bring a **NUT & PEANUT FREE** lunch from home. The lunch should include a drink as well as utensils if needed. Please pack a healthy and well- balanced lunch. For information on nutritional value or examples of a "well – balanced" lunch, please refer to the USDA website at:

If sending Sun Butter as part of your child's lunch, please include a note stating Sun Butter is included. This saves our staff from having to investigate ☺

If the food needs to remain cold, you can use a cold pack but do know lunch boxes will not be refrigerated simply because we don't have enough space.

Brochures regarding the nutritional needs of young children can be found on the Parent Resource Bulletin Board or on the USDA website. <https://www.dietaryguidelines.gov/>

Accreditation standards require families are provided information about the importance of choosing food container storage that is BPA -Free. **BPA or Bisphenol A is a man-made industrial chemical used to harden polycarbonate plastics and make epoxy resin.** The chemical is found in most household products made of hard plastics, such as water bottles, baby bottles, and food containers. This link provides additional information. <https://www.mayoclinic.org/healthy-lifestyle/nutrition-and-healthy-eating/expert-answers/bpa/faq-20058331>

## AFTERNOON WRAP AROUND CARE

We have limited spots and limited hours for Afternoon Wrap Around Care. Afternoon Wrap Around is available from 12:15 until 3:30 Monday through Thursday. Care is not available on Fridays. Children participating in "Wrap Around Care" may bring a lovie from home and a small pillow. However, you do not need to bring anything. The Preschool will provide each child with their own cot, with sheets and a special quilt specially made for our peeps by the Quilting ladies.

Preschool staff will apply sunscreen or insect repellent for children who participate "Wrap Around Care" as long as childcare licensing paperwork is completed and on site. Sunscreen and insect repellent must be supplied by the family. Please stop by the Preschool office to pick up an "Authorization to Administer Medication" form.

Per Childcare Licensing, “Afternoon Wrap Around” includes a 30-minute rest period. Children who have not fallen asleep after 30 minutes of rest may get up and play. Children will be offered snack after their naps/rest and will end the day with free play.

## WHAT TO BRING TO PRESCHOOL

Please place a full change of clothes, including socks and underwear, in a zip lock bag, labeled with your child’s name. The change of clothes will remain in your child’s cubby at school, in your child’s cubby. Teachers will send the “change of clothes” home to be washed if soiled, outgrown or to exchange to accommodate Wisconsin’s changing seasons.

We love to spend time outside!! Please send rain boots, a rain jacket and full winter gear every day your child attends preschool. No umbrellas please. We have a wonderful supply of “EXTRA” clothes, including outdoor gear. If your child forgets a clothing item, check with your child’s teacher, as we likely have extras.

Please label clothes that children put on or take off while at school. Items such as rain boots, snow boots, snow pants, hat, mittens ☺

Not yet potty trained – no problem. Please send in diapers and or pull ups, along with wipes. If your child has transitioned to underwear but may have frequent accidents, please send in extra clothes. If your child requires any type of cream or powder, whether prescription or over the counter, you must complete “Authorization to Administer Medication” form in order for Preschool staff to apply or administer.

Dress your child not only for the weather, but also to get MESSY! I love to see children play in the mud, jump in puddles....

Depending on the child’s age and ability, learning to dress is a popular goal. Teachers build in extra chunks of time and space to allow children to practice (if appropriate) with getting dressed to go outside and when returning inside. Please be conscientious and avoid clothing with lots of buttons, tiny buttons, belts, suspenders or overalls.

### A WORD ABOUT WINTER GEAR

Please send waterproof MITTENS, rather than gloves. Label snow pants, snow boots, rain boots, mittens, jackets .... with your child’s name.

## WHAT NOT TO BRING TO SCHOOL

We want your child to feel comfortable at school and for that reason welcome “transition objects” like small stuffed animals, small blankets or a special “lovie. Other than lovie, please don’t have your child bring toys to school. Often children would rather not share their toy, toys have gotten lost, broken... we’ve seen too many tears. We cannot be responsible for lost or broken toys.

## SAFETY

### FOBS

In order to provide the children and staff of Peace Lutheran Preschool and Church with a safe and secure environment, entrance into the building is via access fob using the main entrance to the church. Every exterior door is locked throughout the Preschool's operating hours. The only way into the building is by using a fob.

Preschool families will be issued an access fob, programmed to the specific individual listed on the application form. You will receive the fobs during Orientation week.

**PLEASE NOTE:** Fobs are only effective if we all work together and **DO NOT ALLOW STRANGERS** into the building. If you meet up with a visitor who wants to enter the building, please ask them to wait in the air lock/vestibule/front main entrance and ask them to ring the either the preschool or church office doorbell OR ask them to wait and let one of the directors in the Preschool office know someone is waiting.

### DROPPING YOUR CHILD OFF SAFELY

Prior to dropping your child off in her/his classroom, please stop by the bathroom and give your child the opportunity to use the restroom or to double check your child is wearing a clean diaper. Also, please have your child **wash their hands** prior to stepping into the classroom.

When dropping off your child with the teacher, **BE SURE TO ESTABLISH EYE CONTACT OR CHAT WITH THE TEACHER TO LET HER KNOW YOU ARE DROPPING YOUR CHILD OFF.** This seems silly to say, but it can easily happen that the teacher is engaged elsewhere, did not notice you and your child enter the classroom or playground and is completely unaware your child is now under her supervision. A simple greeting exchange alerts the teacher to take over responsibility.

**Signing your child in and out.** It is essential that you sign your child in daily, using the "Sign In / Sign Out" sign in sheet on the teacher's clipboard. Teachers should always be able to rely on the number of children signed as the accurate count of which children are at school. Not only is the process of "Signing In and Out" a critical safety measure, but also a licensing and accreditation requirement. Failure to "Sign In or Out" can result in a licensing violation and fine. If you have left and suddenly realize you forgot to sign in or out, please send a text or email to your child's teachers and director, and we can make the correction. The biggest worry is being able to count on what is listed on the document as being accurate. In the unlikely event of an emergency- it is important to be able to rely on the clip board to accurately reflect attendance. During an emergency, there are too many things that require attention, this is one important task that we want to check off the list of worries.

### PICKING YOUR CHILD UP FROM PRESCHOOL - Very Important!!

#### ADULTS AUTHORIZED TO PICK MY CHILD UP – Very Important.

If anyone other than the non-routine caregiver or parent will be picking up your child – PLEASE provide us with advance notice. Ideally in writing or an email. Whether in writing or leaving a message, please include first and last name and date they will be picking up.

Along with the written heads up, please have the individual bring a **recognizable picture id** – Wisconsin Driver's license is best.

If you didn't anticipate sending someone to pick up your child, call the Preschool and if there is no answer, leave a message. You may also call the church office and ask the receptionist to relay the message. If a child is not picked up on time, teachers know to check the Preschool's phone for messages.

**BLUE EMERGENCY CARD** on file for your child, has you list the names of the individuals who you have authorized to pick your child up from Peace Preschool. Again, it is very helpful to let teachers know in advance that you will be sending an individual unfamiliar to Preschool staff to pick up your child. Knowing in advance helps us prepare. It is particularly important you ask the individual to bring a picture id.

If the pickup person is not listed on the Emergency Card, and you have NOT provided written notice, Peace Lutheran Preschool staff cannot release your child.

You may add or delete names on the Emergency Card by talking with your child's teacher and making the change in writing on the Emergency Card.

If you are running late to pick your child up, please let us know. Send us an email or call the Preschool office – 608 849 7792. A late "pick up" may result in a fine that will be added to the monthly tuition bill. Fines will increase in the unlikely event of a reoccurrence. If late pickups occur more than three times, the director may terminate your child's enrollment.

## **TUITION PAYMENT AND LATE FEES**

An initial invoice will be placed in your child's backpack or "Take home" folder in early September. The listed amount will remain the same September through April. May's tuition includes the prorated amount owed for June and minus the deposit – if paid. You will not receive monthly tuition invoices if paying tuition using ACH. If you need or would like a monthly invoice, please let Sandra know and we'll be happy to process an invoice for you.

Full tuition will be collected monthly regardless "non-school days", snow days, family vacation or child's illness. Peace Preschool follows the WCSD's calendar with a few exceptions. Please reference the Family Calendar for the specific days.

\*Please note, on days 4K is NOT in session, Faith Formation, Lunch Bunch and Afternoon Wrap Around will NOT be available.

Tuition is pulled from the bank account listed on the ACH Agreement submitted. Tuition will be withdrawn by the 10<sup>th</sup> of each month beginning in September through May.

If payment is not collected for any reason, any fees incurred will be at the family's expense. Late fees are charged for missed snack, late or missing paperwork and picking your child up late.

### **LATE PICK – UP.**

A fee of \$ 15 will be assessed for anything beyond five minutes. If you exceed 3 late pick-ups per semester, you will be assessed a \$ 100 fine and your child's enrollment may be terminated.

## SCHOLARSHIP PROGRAM

Part of Peace Lutheran Preschool's mission is to serve the needs of our community. We offer partial scholarships for families that complete the scholarship application and exhibit financial need. Please reach out to the preschool office for more information.

## HEALTH

Wanting to keep everyone healthy, please keep your child home if he/she is not able to fully participate in all preschool activities.

Peace Preschool's policy requires children to stay home if they may be infectious or demonstrate physical symptoms that require continual one to one care.

### HEALTH CONDITIONS THAT REQUIRE YOUR CHILD STAY HOME:

**Fever** - fever is defined by a body temperature of 100.4 degrees or higher.

**Diarrhea** - 2 or more runny or watery stools within a 2-hour period. May return 24 hours after the last episode and the child has returned to eating, sleeping, and acting "back to normal".

**Vomiting** - child vomited within 24 hours of her/his regular preschool session.

**Runny nose with yellow or green discharge** that requires one to one teacher attention.

**Strep Throat** (may return 24 hours after the start of antibiotics)

**Pink Eye** (may return when drainage is no longer present, & 24 hours after appropriate treatment started or 4 doses have been administered).

**RSV** (remain home until fever free, without the use of fever reducing medication, for 24 hours)

**Head lice** (may return after application of hair treatment and no live nits are visible).

Any other communicable disease such as chicken pox, measles, mumps, scarlet fever, fifth disease, whooping cough, meningitis, ringworm, scabies etc. please keep your child home and consult with your medical provider regarding a safe return to school date.

### CHILD NOT WELL ENOUGH TO ATTEND SCHOOL

If your child is not well enough to participate fully in all preschool activities, including going outside, he/she is not well enough to be at preschool. For us to best serve your child, please inform us of any chronic conditions, including all allergies, at the beginning of the school year.

### CHILD BECOMES ILL WHILE AT SCHOOL

If your child becomes ill while at school, you will be contacted and asked to pick your child up within the hour. While waiting to be picked up, we will move your child to the office and depending on the child and symptoms, we will set up a cot with a blanket while we wait for you. If unable to reach you, we will go down the list of individuals you listed in your paperwork as your emergency contacts.

### ALERT OF POSSIBLE EXPOSURE

When a child is diagnosed with a communicable disease, preschool staff will follow the Department of Children and Families and Madison Dane County Public Health's protocol by emailing all families whose children may have been exposed, notifying families of the disease, along with any relevant details. Staff will also notify officials with MDCPH of the exposure.

Children who may have been exposed will be monitored for symptoms of the disease. Anyone infected will be excluded from the program until s/he has been treated or passed the incubation period as specified by their medical provider.

There are exceptions in the case of infectious hepatitis and HIV infection.

If an outbreak occurs, infecting 50% or more of a class who become ill, the classroom may be shut down in order to deep clean in hopes of mitigating spread. If this were to occur, an email will be sent to all families impacted, letting them the duration of the classroom's closure.

## **COVID**

An individual who tests positive for Covid or has Covid symptoms (with or without testing) needs to stay home for 5 days starting the count the day after symptoms started. An individual who had no symptoms but tested positive, needs to stay home for 5 days starting the count the day after the positive test.

While protecting the identity of the individual who tests positive for Covid or any other communicable disease, families of children who may have been in close contact with the infected individual will be notified of the exposure.

## **ALLERGIES**

If your child has conditions that mimic illness, such as runny nose because of allergies, please let us know or better yet request a note from your child's medical provider stating the child's condition is not contagious and the child may attend school.

## **ACCIDENTS**

Accidents requiring more than a simple Band-Aid, or ice pack are reported to parents. In emergencies, EMS will be called, and families will be contacted. It is essential for families to provide telephone numbers where you can be reached during the time your child is at preschool. If your telephone number or email address changes, or you move, please be sure to provide us with updated information.

## **MEDICATION**

Preschool staff will administer medication, apply diaper cream, lotion, or lip balm as long as permission has been provided by correctly completing and turning in "Authorization to Administer Medication" form to the Preschool's Director. According to the Preschool's licensing agent, the Department of Children and Families, everything ranging from chap stick, lotion, hand sanitizer, to diaper cream requires a completed "Medical Authorization Form". Forms are available in the Preschool's Office.

## **WEATHER RELATED SCHOOL CLOSINGS**

In the event Waunakee Community School District closes schools due to weather, such as snow, ice or other threatening weather conditions, Peace Lutheran Preschool will automatically close. You will NOT receive additional communication from the Preschool about the closing. If the WCSD closing is communicated through local news channels, Peace Preschool will also be closed.

Delayed Start - If WCSD has a two-hour delay due to weather, Peace Preschool will open at 9 a.m. Morning 4K will NOT meet on days WCSD announces a 2-hour delay. Afternoon 4K will operate as normal, beginning at 11:35 a.m.

If threatening weather appears during the time your child is at school and the preschool will be closing early, Preschool staff will contact you with updates and directions. Closing the preschool due to poor weather conditions is at the director's discretion.

## EMERGENCY PROCEDURES & PRACTICE

### FIRE DRILLS

Preschool wide fire drills are practiced monthly. If the school is ever evacuated because of an actual fire, staff will take all children to the playground.

### TORNADO DRILLS

During tornado season, we practice school wide drills monthly. During Covid restrictions, teachers will talk to the children about tornado drills and practice but will not congregate in the predesignated tornado shelter. Children and staff gather in the bathrooms, by the cubby area in the center of the building.

### EVACUATION PROCEDURE

In the event that the building needs to be evacuated because of a water leak, loss of heat or air condition – something that does not require an immediate evacuation, the children will be moved to Heritage Elementary school. We will do our best to keep you updated as events unfold. If unable to do so during the evacuation, we will contact you once safely at Heritage.

### UNDISCLOSED LOCATION

In the event the Preschool has to evacuate the building because of a credible threat, preschool staff will relocate to an undisclosed and prearranged location. Once it is safe to do so, staff will communicate where to pick your child up. The reason the location is not being shared publicly, if such a threat would occur, it is highly likely the threat would be coming from someone familiar with a child in the school.

**NO CONCEALED WEAPONS** - Although Wisconsin Act 35 allows legal gun owners to carry concealed weapons in public, we forbid weapons on church property. Law enforcement personnel are exempt from this rule.

### DRUGS, ALCOHOL AND SMOKING

The use of Drugs, Alcohol and or smoking are prohibited on church property.

## COMMITMENT TO ENVIRONMENTAL STEWARDSHIP

**ANTI IDELLING POLICY** Committed to preserving the environment, **car idling is prohibited**. Please turn vehicles off while waiting. We also ask that **children not be left alone in vehicles** while pick up your preschooler.

**RECYCLE & PRESERVE** We encourage children to preserve natural resources such as paper, turning off water when done and recycling.

**NO TRANSPORTATION PROVIDED THROUGH PEACE** Please note, the preschool does not provide transportation.

## **SOCIAL MEDIA**

It is the policy of Peace Lutheran Church and Preschool that pictures, video, and / or audio taken at PLP or a school sponsored event and posted on social media include only your child or members of your family. The preschool respects the privacy of its staff, students, families and interested parties and requires all to follow this policy.

## **PETS**

Peace Preschool does not have a pet at this time. If we adopt a school pet, we will share the news with you prior to bringing the animal to school.

## **BRINGING YOUR PET TO SCHOOL**

We love having pets visit. However, before bringing a pet to school, please check with your child's teacher and director. Families will need to be notified and information regarding allergies needs to be collected. Animals brought in must be up to date on all immunizations and must be free of disease. While visiting, the pet must be on a leash and the owner must remain with the pet for the duration of the visit.

The Wisconsin Department of Children and Families forbids the following animals from visiting reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic, and wild animals.

**Thank you AND Welcome to the Peace Lutheran Preschool Family. We will work hard to make Preschool a positive experience for your child and family!**

Updated January 15, 2024