

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	2
Staff List	3
Hours of Operation	3
Contact Information	3
Mission, Philosophy & Goals	4
Curricula	5
Learning Content	6
Social and Emotional Skills	6
Academic Learning	7
Use of Technology	7
Early Intervention	7
Christian Education	7
Positive Behavior Guidance	8
Terminating Enrollment	9
Communication	10
Questions, Concerns & Compliments	10
Volunteers & Family Involvement	11
Licensing Rules	12
Snacks	12
Birthday Treats	12
Lunch Bunch	13
Afternoon Wrap Around Care	13
What to bring & not bring to School	14
Safety	15
Dropping your child off	15
Authorized to Pick your child up from school	16
Tuition & Late Fees	17
Scholarship Program	17
Health Policy	17
Attendance	18
Weather Related School Closing	19
Emergency Procedures & Practice	19
Social Media	20
Pets	20
Environmental Stewardship	20
Your Guide to Regulated Child Care	

WELCOME TO PEACE LUTHERAN PRESCHOOL!!

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

Please take some time to read this handbook, as it addresses important policies, procedures and provides answers to some frequently asked questions. If you have 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 provide high- quality, accessible and affordable early care and learning programs for the children of our community. Honoring the founding vision, a sustainable scholarship program was established, providing between three and five scholarships annually. Partnering with the Waunakee Community School District and community early intervention specialists, Peace Preschool staff strive to fully support children with special needs.

Peace Preschool is accredited through the National Association for Early Learning Leaders and is licensed through the Department of Children and Families. Each year, our school serves between 70 and 80 children ages three through five. Children participate in traditional preschool two, three or five mornings per week, may participate in the school's popular Lunch Bunch program or remain at school for extended "Wrap Around Care". In addition, Peace contracts with the Waunakee Community School District to provide Morning and Afternoon 4K.

Enrollment begins annually in late January. The first week of enrollment is reserved for families with children currently, or previously enrolled, and members of the Church congregation. The following week enrollment opens to the community. Enrollment is on a first come first serve basis, pending completed enrollment application and 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 a concern, please let us know by talking with your child's teachers, stopping by the Preschool Office or calling the Director at 608 849 7792.

MEET OUR STAFF:

Director – Sandra Briesath

Director Faith and Art - Suzanne Sackett

Program Director - Heidi Gaugert

Bluebird Teachers - Kellie Faulds & Heidi Gaugert

Dragonfly Teachers - Kim Klug & Amy Wilcox.

Joining the Dragonfly Class Fall Semester - Olivia Ripp Early Childhood Practicum Teacher

Morning & Afternoon 4K Teachers - Patti Bowe, Dawn Wood & Olivia Ripp

Faith Formation Teachers - Suzanne Sackett, Alexis Peterson & Deb McGowan

Lunch Bunch Teachers – Alexis Peterson, Suzanne Sackett & Deb McGowan

Afternoon Wrap Around Teacher – Kim Klug

PEACE PRESCHOOL'S HOURS OF OPERATION

Monday – Thursday 7:30 a.m. until 3:30 p.m. and Fridays until 2:15 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 ADDRESS for most staff: firstname.lastname@explorepeace.org

Sandra.briesath@explorepeace.org

Suzanne.sackett@explorepeace.org

Alexis.peterson@explorepeace.org

Heidi.gaugert@explorepeace.org

Kellie.faulds@explorepeace.org

Miss Amy & Miss Kim - Dragonflies@explorepeace.org

4K Teachers – 4Kowls@explorepeace.org

Olivia.ripp@explorepeace.org

WEBSITE: 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

GOALS

1. To provide each child with a nurturing, respectful, enriching, engaging and fun experience.
2. To provide each child with countless “teacher staged” play-based opportunities that promote learning, growth and well-being of the whole child.
3. To provide each child with high - quality interactions that enable the development of strong and secure bonds between the child and teacher/s.
4. To stay connected and be informed of new research findings, curricula and programming, incorporating elements that support and promote the overall health and well-being of young children, their families and the early childhood profession.
5. To ensure every family is confident in their knowledge that their child is safe and well cared for by excellent, top-notch teachers within an environment that supports the care needed for every child to be happy and thrive.
6. To provide teachers with a competitive salary, benefits and an environment that helps recruit excellent teachers and incentivizes staff retention.
7. To provide every teacher with the tools, resources and support needed to provide children with high -quality interactions and care.
8. To make ongoing professional development a priority for every staff member.
9. To provide each employee with the financial resources and benefits needed.

CURRICULUM

The quality of relationship a young child has with their primary caregiver/s, plays a critical role in that child's life trajectory. Until age six, children build an understanding of their world and self, largely through the eyes of their primary caregivers and from the environment they live in. Children whose needs are consistently met through nurturing, warm and responsive interactions develop a healthy relationship with that caregiver. Feeling safe, cared for and confident their needs will be met by their caregiver, the child is able to fully immerse in their work of exploring their environment and the people in it.

Knowing relationships are the foundation young children need, Peace Preschool teachers spend the first several weeks of each new school year getting to know each child. Through thoughtful and nurturing interactions, teachers get to know each child's interests, personality, temperament, and abilities. Those interactions, and the knowledge gained over several weeks builds trust and leads to strong relationships.

Using the information learned throughout the first month, along with details each family provided on intake paperwork, a collection of each child's "work samples", pictures and written observations, teachers are able to identify each child's ability level in all developmental domains. Domains include social and emotional, speech and language, cognition, physical development (fine & gross motor), and adaptive development (which includes skills such as eating, drinking, toileting, getting dressed etc.) The children's ability levels are used to create goals for every child.

The combination of the children's developmental goals and interests are used to create lesson plans. The lesson plans are then used to stage the classroom environment with the precise toys, props, activities, and learning materials that will prompt development of the pre-established goals. With the classroom staged and equipped with the "right selection of learning materials and toys", teachers welcome the children into the classroom. While children play, teachers are busy wandering through the classroom to observe, support and extend play. Teachers again collect children's work samples, document their observations and track children's development. By updating classroom content, switching out toys and adding new materials teachers work to keep children engaged.

Teachers spend a significant amount of time planning, staging the classroom, tracking development, documenting observations, collecting, and reviewing work samples – a process known as the "Teaching Cycle". Every "school" day includes a delicate balance of child directed play, teacher directed learning and seizing every opportunity for fun and as "learning moments". The daily schedule for example, follows the same sequence of events and teachers provide children with foreshadowing of upcoming transitions, opportunities that ultimately build time management, goal setting and prioritizing skills.

As teachers continually monitor children's development, it also happens that children show minimal or no progress toward their goals. In those cases, teachers may change out the toys, props or learning materials, may readjust the goals and if all efforts fail to show growth, Preschool staff will consult the child's family to share observations. If the family agrees to gather additional information, a referral can be submitted to the Waunakee Community School District requesting a consultation with an early childhood specialist. Knowing the effectiveness of early

intervention, Peace Preschool staff is proactive in seeking additional information. In our experience, it is much better to hear the child does not need any type of early intervention, than miss out on an opportunity to provide the support a child needed to optimize learning.

For more information on curriculum, play-based learning etc. check out the Parent Resource Bulletin Board or feel free to speak with any member of the Preschool's team.

PRIORITIZING LEARNING CONTENT

SOCIAL, EMOTIONAL & SELF- REGULATION SKILLS

Peace Lutheran Preschool's curricula focuses heavily on supporting children in learning and practicing social, emotional, and self-regulation skills, a set of skills often referred to as "the prerequisites" for kindergarten. Examples of social and emotional skills include effective communication, ability to negotiate, resolve conflict, the ability to recognize and express one's emotions, the ability to solve problems, take someone else's perspective, empathy, and compassion. SE skills are essential to building and maintaining healthy relationships, both personal and professional.

Self-regulation skills include self and social awareness, the ability to focus attention, shift attention, avoid distraction, control impulses and the ability to manage stress, depression and frustration etc.

Learning SEL skills requires social settings, and preschool age is the perfect time to teach and practice the skill set. Most preschool age children are social creatures, curious about everyone and everything in their environment. As such, they are motivated to interact and "play with" peers. Playing amidst a large group of same age peers provides the perfect setting to practice skills, especially when learning is supported and fostered by knowledgeable teachers who are ready to scaffold learning when needed.

SEL skills are the foundational skills required to learn.

Effective communication, focused attention, impulse and self-control, socially appropriate behavior, the ability to listen and respond to someone else's ideas, the ability to build and maintain relationships... all of these skills impact quality of life at any age. Being able to learn depends on social, emotional and especially self-regulation skills. By the time children begin kindergarten, much of the focus is on academic learning, rather than SEL skills.

FOCUS ON BUILDING THE FOUNDATION FOR ACADEMIC LEARNING

Teaching SEL (Social and emotional literacy) and self-regulation is not at the cost of teaching academics, but rather in addition to academic learning. Using fun, daily, and relevant activities, teachers provide children with a solid foundation for literacy and math. Exposing children to letters, numbers, rhyming, math vocabulary, stories that prompt children to predict or estimate are all ways children build valuable academic knowledge.

Teachers maximize opportunities to incorporate academics when relevant and applicable to the situation – such as counting the number of children in class, and with older children, how many children are absent today? Using cards with numbers provided in numerical form, with the corresponding number of dots and spelled out are available during snack telling children the number of "strawberries" or "crackers". That teaching is relevant – it serves to inform the number of crackers to take. Children learn that the symbol has meaning, one to one correspondence – knowing the quantity associated with the number. Provided in writing, prereading, words have meaning etc. another example of relevant math / number learning may include having a child tasked to lay out 15 napkins in preparation for snack. Children may graph the number of kids that prefer the taste of golden delicious apples vs gala. Associated math vocabulary such as more/less, larger/smaller, learning about volume, critical thinking, problem solving, predicting, testing a hypothesis, learning about volume as children pour 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. Learning

academics through relevant, applicable, fun and hands on activities allow for a deeper understanding that allows the information to be applied to other scenarios.

USE OF TECHNOLOGY

The use of computers, and television is limited to less than a handful of special occasions annually. iPads are typically only used by teachers to add to a topic being discussed, to play a brief clip, get facts or to lead a song. We believe most children have many opportunities to engage with technology outside of preschool and preschool time is better used for interaction with peers and teachers. Use of technology is limited to 3 or 4 shows per school year, being a bit more open to songs, or stories heard on an iPad.

EARLY INTERVENTION

Children grow, learn and achieve developmental milestones at different rates and in their own way. Using Wisconsin Model Early Learning Standards, a well-researched publication that promotes developmental milestones on a continuum achieved through mastery of a series of sub steps. Using a combination of each child's work samples along with notes of observations of children over several weeks, teachers establish each child's development in speech / language, social and emotional, fine and gross motor, cognition & general knowledge and self-help skills. Knowing each child's development enables teachers to individualize learning goals for each child. As children's developmental progress is tracked, it is not uncommon to come across questions or concerns about a child's development. If questions arise, teachers will share their observations with the family. If the family has the same observations or questions, Peace Preschool staff will request a consultation with an early childhood specialists employed by Waunakee school.

Please know, our staff is proactive in sharing observations even if their observations hint at the possibility of a slight delay because when specialized early intervention is provided early on results are typically more effective and act early typically prevents the child falling farther behind.

CHRISTIAN EDUCATION

4K is funded through state and federal dollars. As such, there is no religious education in 4K. Families wishing to have their child attend faith-based enrichment can enroll their 4K child in Faith Formation, FF. FF is available directly following Morning 4K and before 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.

RELIGIOUS HOLIDAYS AND TRADITIONS

With the exception of 4K, we celebrate Christian Holidays. By selecting multiple key lessons from the Bible, teachers create developmentally appropriate activities, songs, and books to help children understand how the lessons apply to all of us. The overarching goal of our faith curriculum is to highlight several positive character traits, attributes and conditions that positively impact self, others and the world. Examples include gratitude, love, compassion, faith, joy, community and peace.

Wanting to broaden our understanding and awareness of other faiths and traditions, we invite families to teach us about their beliefs. Please schedule a time to talk with your child's teachers or the director to further the conversation. Our goal is to celebrate differences while affirming our commonality in God's family.

POSITIVE BEHAVIOR GUIDANCE

Missteps with behavior are to be expected and are 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 is limited and primarily focus on safety and respect. Classrooms are set up to guide behavior by posting the number of children who can play in a particular center, providing multiples 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 and three, sometimes parents feel guilty and there is no need to feel guilty.

TERMINATING ENROLLMENT

Peace Preschool is fortunate to have a staff of early childhood professionals with decades of early childhood work experience and a level of educational expertise essential in supporting children with a wide range of special needs, including children with challenging behaviors. However, we do retain the freedom to terminate enrollment if the child's needs require teacher attention that significantly impacts their ability to perform their job, the child's needs compromise the quality of programming for peers, the child's behavior poses a safety risk to self or others, or if the child's family is unwilling to collaborate with preschool's staff in addressing concerns. The preceding scenarios are some examples of behaviors that could lead to termination.

Please know that terminating enrollment would never be a decision made lightly. The process follows a policy with defined steps, timelines, and efforts to collaborate with the family are central to the process.

WAYS WE COMMUNICATE

EMAIL - The majority of communication is done electronically. Test emails are sent before the new school year begins. Please let your child's teachers and the director know if you have not received an email.

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 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 BULLETING BOARD is located by the cubby area. A copy of the State of Wisconsin, Department of Children and Families, Rules for Governing Group Child Care 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 BULLETING BOARD Interested in licensing inspections or licensing violations, dates of the last emergency drill, are curious about the director's qualifications... Take a look at the bulletin board located on the wall outside the Preschool Office.

CONCERNS, QUESTIONS & COMPLIMENTS

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.

In our society we often don't give or get enough compliments. If you have been impressed, are thankful for or noticed an act that went above and beyond, please share so that the director can forward your comment to our wonderful staff.

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.

WECLOMING VOLUNTEERS & FAMILY INVOLVEMENT

CLASSROOM VISITORS

We welcome and enjoy families stopping by to spend a couple of hours in your child's classroom. You may join your child for an hour, stop in to help out with a special project, join snack on your child's birthday or sign up to help out in the school on a regular basis.

CRIMINAL BACKGROUND CHECK

IMPORTANT NOTE: All individuals wishing to spend time in the classroom, must complete and pass a criminal background check prior to stepping into a classroom.

1. 4K Process: Families of 4K students, must complete a criminal background check through the Waunakee Community School District. Applications are completed electronically and available free of charge through the school's website.

2. Families with children enrolled in the Dragonfly or Bluebird class need to complete "Volunteer Criminal Background" form and return the completed document to Sandra or drop forms off in the Preschool Office.

Family members wishing to volunteer need to complete the same process as parents/guardians.

VOLUNTEER OPTIONS

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.

NEW!! FAMILY VOLUNTEER OPTIONS:

1. INDOOR COMMITTEE/ VOLUNTEER: Help with regular housekeeping and "prep" tasks such as refilling glue bottles, taking artwork off the walls, coordinating Scholastic Book club, making playdough, fixing broken toys, disinfecting toys or helping out in the classroom by reading to a small group of children or facilitating a board game, blow up playground balls etc.

2. OUTDOOR COMMITTEE / VOLUNTEER: Pulling tricycles out of the garage and setting up a tricycle track, helping us keep up the garden by weeding, harvesting etc.

3. SPECIAL EVENTS COORDINATOR: Coordinate meals for Parent – Teacher Appreciation, help with fundraisers, bake treats to be given to neighbors or special helpers etc.

LICENSING RULES

The Wisconsin Department of Children and Families maintains oversight of Peace Lutheran Preschool. If you are interested in reviewing "group child care" rules and guidelines – DCF 251, please reference the document posted on the Parent Resource Bulletin Board or view a copy online: <https://dcf.wisconsin.gov/files/publications/pdf/205.pdf>

It is important to note, per the Wisconsin Department of Children and Families, **all "child care" 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 food allergies. Please be diligent and check labels to make sure the crackers sent as school snack, and your child's lunch does NOT contain Nuts or Peanuts.

BIRTHDAY TREATS

Families are welcome to bring a treat to celebrate your child's birthday. Prior to bringing in a special treat, please check with your child's teacher to make sure the date you wish to bring the snack is available.

Special treats must follow the NUT and PEANUT free rule AND must be store bought and in the original packaging.

Please do NOT bring in toys, trinkets or gift bags.

LUNCH BUNCH

Peace offers an optional "Lunch Bunch" program daily from 11 until 12 p.m.

Children enrolled in "Lunch Bunch" need to bring a **NUT & PEANUT FREE** lunch from home. Your child's 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: <https://www.myplate.gov/life->

[stages/preschoolers](#) or reference the handout distributed along with September's Family Snack Schedule.

If sending Sun Butter as part of your child's lunch, please include a note stating you have included Sun Butter. Seeing Peanut and Sun Butter look very similar, the note saves our teachers from having to investigate 😊

Refrigerator space is limited. If your child's lunch needs to remain cold, feel free to use an ice pack but know lunches will not be refrigerated. If you would like to send warm food, please do so using a thermos.

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/>

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. Children enrolled for "Wrap Around Care" do not need to bring anything. However, please feel free to bring a "lovie". Peace Preschool will provide cots, sheets and a quilt specially made for our peeps by the Quilting ladies.

Because children participating in "Wrap Around Care" stay at school for longer hours, Preschool staff will apply sunscreen and or bug spray at parent's request if required documents are completed and licensing standards are met. Please ask the director for more information and for an "Authorization to Administer Medication" form.

Afternoon Wrap Around" includes a 30-minute rest period as required per State Licensing. Children who have not fallen asleep after 30 minutes may get up to play after the required rest period. Children will be offered snack after their naps/rest and will end the day with free play.

WHAT TO BRING TO SCHOOL

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.

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 lovies, 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.

A WORD ABOUT WINTER GEAR

Please send waterproof MITTENS, rather than gloves and label outer wear with your child's name – including snow pants, snow boots, rain boots, mittens, jackets. No scarves allowed as they can pose a hazard on playgrounds.

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.

BEFORE ARRIVING IN THE CLASSROOM

Before dropping your child off in her/his classroom, stop by the restroom and you're your child use the toilet or if diapered, please make sure the diaper is fresh. Next, please have your child **wash hands**.

DROPPING YOUR CHILD OFF IN THE CLASSROOM SAFELY

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.

PROCEDURE TO PICK YOUR CHILD UP FROM SCHOOL - 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

In September you will receive a tuition invoice to confirm the monthly amount that will be withdrawn electronically, on a monthly basis September through April. The deposit paid to reserve your child's enrollment will be applied to May's tuition. June's prorated tuition will be withdrawn in May along with any remaining balance. Tuition is withdrawn by the 10th of every month.

Full tuition will be collected monthly regardless “non-school days”, snow days, family vacation or child's illness. Peace Preschool follows the WCSD's elementary school calendar. Please check 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.

If payment is not collected for any reason, associated fees will be added to the tuition invoice.

If you need a copy of your invoice, please let Sandra know. All families who pay tuition will receive a year end statement that can be used for tax purposes.

FEES - LATE PICK – UP / REPEATED MISSED SNACK/ MISSING PAPERWORK

A fee of \$ 15 will be assessed for a late pick up. A fee of \$ 100 will be assessed if late picks ups have occurred more than three times in one semester and enrollment may be terminated.

Fees may also be assessed for repeated missed snack or missing paperwork.

SCHOLARSHIP PROGRAM

If tuition payments cause great financial stress, please speak with the Preschool's director as Scholarship funds may be available.

HEALTH POLICY

If your child has chronic health conditions, including allergies and asthma, that may impact your child while at school, please let your teachers know. Having that information has answered many questions throughout the years.

HEALTH CONDITIONS THAT REQUIRE YOUR CHILD STAY HOME:

- Fever = temperature of 100.4 degrees or higher
- Diarrhea
- Has vomited within the past 24 hours
- 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.

RETURNING TO SCHOOL AFTER ILLNESS:

- Fever free for the past 24 hours (without the aid of medication)
- Has not vomited within the last 24 hours

CHILD BECOMES ILL WHILE AT SCHOOL:

If your child becomes ill while at school, we will contact you and ask you to pick your child up. If we are not able to reach you, we will go down the list of individuals you listed in your paperwork as your contacts. For everyone's health and well-being, we require your child be picked up **within 30 minutes of our contact**.

COMMUNICABLE DISEASE

In order to protect everyone at preschool, we follow the rules outlined by Wisconsin's Department of Children and Family Services and Public Health Madison Dane County with regard to communicable disease such as chickenpox, measles, mumps, rubella, whooping cough, scabies, lice, strep throat, etc.

While protect the identity of the child, we will alert families of children who may have been exposed. The infected child is excluded from the program until s/he has been treated or passed the incubation period as specified by the child's medical provider. There are exceptions in the case of infectious hepatitis and HIV infection.

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, are reported to parents. In emergencies, EMS will be called, and families will be contacted. It is critical to keep teachers and the director updated on phone number and emergency backup contacts. he director if phone numbers

change 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.

ATTENDANCE

IF CHILD WILL BE ABSENT, whether because of illness, appointment, needs a day to rest, vacation etc. **it is important you email your child's teachers and Sandra**. Please send us an email notifying us of the absence.

In the event your child will be absent because of illness, in your email to your child's teachers and Sandra, include a brief description of your child's symptoms, onset of symptoms, are other family members experiencing the same (is it contagious?) and if the child was seen by a medical provider, what was the outcome.

Having this information allows us to **track illness and notify families** of classmates - if appropriate.

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.

If WCSD has a two-hour delay due to weather, Peace Preschool will open at 9 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. In the event of fire, children and teachers gather in the large, fence in playground.

TORNADO DRILLS

During tornado season, we practice school wide drills monthly. Children and staff gather in the bathrooms located across the hall from the lunch room.

EVACUATION PROCEDURE

In the event that the building needs to be evacuated because of a water leak, loss of heat or air condition, a non-emergency evacuation, children and staff will move to the high school. We will do our best to keep you updated as events unfold but may have to contact families once safely relocated at the high school.

UNDISCLOSED LOCATION

In the event the Preschool has to evacuate the building because of a credible threat, preschool staff and children will relocate to an undisclosed and prearranged location. Once it is safe to do so, either staff or police will communicate the pick-up location. 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, weapons are forbidden 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.

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.

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.

A COUPLE OF NOTES REQUIRED PER ACCREDITATION

BPA Free food storage containers. Accreditation standards require families are provided information about the importance of choosing food storage containers that are 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>

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 TRANSPORATION PROVIDED THROUGH PEACE. Please note, the preschool does not provide transportation.

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 August 21, 2024