



PARENT HANDBOOK

Revision 1

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Mission Statement

Gloria Dei Preschool nurtures and educates children in a loving, Christ-centered environment. As they learn to love God, one another, and themselves, the children develop confidence and self-esteem which leads to a love of learning and independence.

Philosophy

Gloria Dei Lutheran Preschool Development Program is a unique and exciting preschool designed to teach, nurture, and introduce young children to creative learning in an understanding environment. Our goal is to utilize fun to foster love of learning.

The Gloria Dei Program

Small class sizes (10 to 1 ratio) allow the staff to facilitate your child's social development through one on one communication and group play. Gloria Dei's unique program rotates children through six learning rooms performing activities designed to strengthen your child's self-esteem and promote successful social adjustment. We offer a wide range of physical activities designed to develop and coordinate large and small motor skills. Class participation is encouraged during art, science, physical movement, and realistic and creative play. Our preschool provides an environment that emphasizes a strong relationship between parent and school by promoting parental visits and participation.

Discipline Philosophy

Kind, consistent, firm discipline with positive redirection will be used at Gloria Dei Preschool. A child may be temporarily removed from an activity if repeated redirection fails to correct the unacceptable behavior. This time away may help the child regain control. If the child has persistent behavior problems, a parent/teacher conference will be arranged to establish goals. Open communication between the parent and teacher is considered the key to effective discipline.

Eligibility

All students must be potty trained by the time school begins. No diapers or pull-ups are permitted. The age requirements for enrollment are:

- 3 year old students must be 3 by October 1
- 4 year old students must be 4 by October 1
- 4 year old whole language students must be 4 by October 1
- Older 4 year old students must be 5 by March 1
- Pre-K classes are for those children who may have missed the cut-off date for kindergarten or for those who may not be ready for kindergarten, either socially or academically.

Enrollment Fee

A registration fee is paid by all students at the time of enrollment. This fee is non-refundable upon placement in a class. If we are full and unable to place your child, the registration fee will be refunded. A supply fee is due with the first month's tuition payment in August. Checks or money orders should be made payable to Gloria Dei Preschool.

Tuition

Tuition rates are based on the amount of days in the school year. These rates are set prior to registration and will not be changed during the school year. Tuition is due by the 10th day of each month for the following month. Example: October's tuition is due by September 10th. A ten dollar late fee will be charged to your account after this date has passed and your payment has not been received. You are allowed to be late with your tuition payment once throughout the year. An envelope will be provided to put your tuition payment in. This envelope gets reused each month so please don't seal it. Tuition should be placed in the tuition box located by the preschool dry erase board in the hallway.

Checks should be made payable to Gloria Dei Preschool. There is a twenty-five dollar charge for any returned checks. If paying by cash, please put the exact amount in your envelope.

Students enrolling in Pre-K will have to pay their first month's tuition for the following school year in April. This payment guarantees a placement in the class and is non-refundable.

Adjustment to Preschool

Some children may go through an adjustment period when experiencing school for the first time. If a child is having difficulty adjusting, the Director, parent(s) and your child's teacher may meet to discuss special needs, goal setting, health related issues or other concerns influencing your child's success. If at any time your child is experiencing difficulty, please notify the teacher via note or phone conversation rather than in front of the child or their peers. If after a reasonable amount of time your child is not adjusting to preschool, and everything has been done to help your child have an enjoyable experience, the Director may request you remove your child from preschool.

Withdrawal from Preschool

Parents are requested to give thirty (30) days notice to the preschool if it becomes necessary to withdraw their child. Regardless of the reason for withdrawal, no refunds will be made for the month immediately following notification.

The preschool maintains the right to release a child with fourteen (14) days notice if the child's adjustment to the program is not acceptable. Students dropping from the program for any reason will not have priority registration for the next school year.

Class Size

There will be a maximum of ten children per class. Each class will have one teacher and one aide to assist with art and restroom breaks.

Class Schedule

The following will be included in your child's class schedule:

- Small and large motor learning activities incorporated in sensory motor
- Imaginative story time
- Dramatic play and creative expression
- Creative art, science and use of the tactile table
- Music activities
- Indoor or outdoor gym depending on the weather
- Quiet time—an age appropriate video will be shown
- Lunch time

This program will be supplemented with seasonal activities, special guests, and other enrichment activities.

Monday Whole Language Class

This class is a supplemental learning opportunity for the mature 4 year old. The challenging and creative activities used emphasize the whole language approach to learning. Story activities incorporating math, reading readiness, motor skills, science, music and art promote a unique approach to learning. The enrichment activities in this class will not duplicate those of the other 4 year old classes. The hours for this class are the same as the rest of the week. (10:00am -2:00pm)

Pre-K Class

This class is designed for those children who may not be ready to attend kindergarten or who are too young to make the kindergarten cut-off date. The classes are on Monday, Wednesday, Friday or Monday, Tuesday, Thursday from 10:00am-2:00pm. The three Pre-K classes share designated time periods to enrich their learning themes together.

Lunch

Parents must supply a healthy lunch for their child each school day. The State of Kentucky requires that a healthy, nutritious lunch be served with representation from each of the four food groups (protein, dairy, fruits and vegetables and grains).

A choice of milk or water will be provided by the school for the children. Apple juice will be available for those children who have an allergy to milk. **NO BOX DRINKS, SQUEEZE BOTTLE DRINKS OR SOFT DRINKS ARE ALLOWED TO BE PACKED IN THE LUNCHES.** These drinks will be left in the lunchboxes if packed.

Peanut Free Policy

Please remember we are a “peanut free” preschool. **NO PEANUT BUTTER, PEANUTS, PEANUT M & M’S, REESES OR ANY OTHER PRODUCT CONTAINING PEANUTS ARE ALLOWED AT PRESCHOOL.**

Drinking Fountain and Water Bottles

Due to state regulation passed in 2002, children are no longer allowed to drink directly from the water fountain. A sports bottle with your child’s name **CLEARLY MARKED IN PERMANENT MARKER** should be filled with water and brought with your child to school each day. Should you forget the water bottle a paper cup will be provided.

Clothing

Please dress your child in play clothes that they can manage by themselves in the restroom. Remember, belts, over-alls, and one-piece outfits are difficult for preschoolers to remove.

Shoes should be comfortable and sturdy. Dress shoes, jellies, sandals, clogs, crocs and flip flops are **NOT SAFE** for climbing and running. They do not stay on their feet securely and do not provide enough traction on the steps. These types of shoes are highly discouraged. Children wearing such shoes spend much of their time outdoors digging mulch or gravel out of their shoes.

All coats, jackets, sweaters must be marked on the inside tag with your child’s name. These should be hung on the hook above your child’s cubby.

Please send an extra change of clothes that may be used year round for any emergency situations. Clothes should be sent in a plastic zip-lock bag and clearly marked with your child’s name. Items to include in the zip-lock bag are socks, underwear, pants and a shirt.

Backpacks and Lunch Boxes

Your child will need a backpack or school bag with his or her name clearly marked on the FRONT of the bag in permanent marker. They will also need a lunchbox that is clearly marked with the child's name on the OUTSIDE of the lunchbox.

Toys and Books

Do not bring toys to preschool. It is very difficult for young children to share their favorite possessions. All toys that enter the preschool must be shared. The only exception is when the teacher requests items to be brought to school for show and tell. Children may bring in books for the teacher to read to the class. Please be sure the books are clearly marked with the child's name.

Field Trips

Gloria Dei Preschool will not take field trips by vehicle. The only field trips taken are walking trips on the preschool grounds.

Transportation

The preschool does not operate vehicles. Parents are responsible for transporting their children to and from school. Car pooling may be workable for some families. To assist you in forming car pools, we will supply a list of student's names, addresses, and phone numbers for your child's class.

Parking

There is ample parking provided in the lot in front of the church. Do not park under the carport. This area must be left open for emergency vehicles. Parking in the handicap spaces is only allowed for those with a valid handicap permit displayed. When arriving and departing, please follow the arrows on the pavement to alleviate any traffic congestion and to keep the children safe.

Arrival and Departure

Upon arrival everyone should enter through the side doors to the left of the parking lot. Children may not be dropped off at the door. You are responsible for getting your child to their cubby area and classroom. Children may proceed to the classroom at 9:55am. Please do not bring your child to their classroom early.

When picking up your child from school, please be punctual. Dismissal is at 2:00pm. Any time after 2:05pm will be considered a late pick up. A late pick up will result in a fee of one dollar per minute which must be paid to the teacher at the time of arrival.

Since safety is of the utmost importance, we maintain a strict policy regarding the release of your child. Parents are required to sign their child in and out of preschool. Sign In / Sign Out sheets will be located next to each classroom door.

Gloria Dei Preschool needs advance written notice for an individual to be authorized to pick up your child. A transportation form (filled out by the parent) will contain the names of individuals authorized to pick up your child. Children will NOT be released to anyone who is NOT listed on this form. If the teacher does not recognize the person picking up your child, that person will be asked to provide a license to prove their identity. In the event of an emergency, the Director may be notified by phone of an individual not listed on the transportation form who will be picking up your child. At this time the Director will request the name, phone number, address and a brief description of that individual.

Snow Days

The Director will decide by 7:30am if school will be closing due to inclement weather. Your child's teacher will then contact you by 8:30am. The closing will also be posted on various news stations. We are aware the roads may be passable by 10:00am. Unfortunately we are unable to wait that long to make the decision whether or not to close school. There are two snow days built into the school calendar. Refunds will not be issued for days missed due to inclement weather.

There is an emergency phone tree in place that will be implemented when school is already in session but needs to close for bad weather or any other emergency situation. Two parent volunteers from each class will contact the families from his or her class. Parents will then need to come and pick up their child from school. Please inform your child's teacher of your cell phone number and **please keep your cell phone on during school hours.**

Parent Involvement

We have an open door policy at Gloria Dei Preschool. Parents are welcome to visit the preschool at any time. Your child's teacher will keep you informed through notes, phone calls, monthly newsletters or brief chats at dismissal time. If a more formal conference is needed, the teacher or parent may request one to be scheduled. Parents wishing to speak to a teacher by phone should call the office at 331-1739. The teacher will return the call after class time. Verbal messages from the child cannot be accepted by the teacher. Please write a note or leave a message for the teacher to return your call.

Each teacher has a bulletin board near her ending classroom with the daily lesson plan and upcoming events posted. It is recommended that parents check the bulletin board regularly to know what is planned in the classroom. The Director will post information on the dry erase board located in the hallway next to the tuition box. Please check the board when you bring you child to preschool.

Gloria Dei Preschool Parent Board is an important part of our preschool. This group of hard working volunteers sponsors many activities and fundraisers for the preschool throughout the year. Parents will receive a flyer prior to orientation regarding information about volunteering to be a member of the board. All parents on the board are required to attend a monthly meeting. This meeting is held on the second Saturday of every month at 7:00pm.

Share Your Occupation Day is another way parents can become involved in their child's school. Those parents wishing to share their professions with our students can give first hand information about what they do at work. In past years nurses, doctors, mommies, flight attendants, pilots, carpenters, chemists, lawyers, dentists, etc. have given demonstrations and talks to the students. If you would like to participate, please fill out the Friends of Preschool form given to you on the first day of school. Your child's teacher will contact you in January to arrange a day for you to come and share your occupation.

Birthdays

If you would like to send a birthday treat for your child's birthday, please notify the teacher in advance so she can include this in her class plan. Some of the treats allowed are: rice krispie treats, donut holes, ice cream cups or fruit roll ups. We discourage brownies or cupcakes because the children tend to eat the frosting and crumble the cake. Please no extra treat bags other than the snack. On their birthday each child will receive a birthday crown, certificate, and a gift from the preschool to help celebrate his or her special day. Summer birthdays will be celebrated during the months of April and May.

Health

Before entering preschool, an official immunization certificate must be obtained, completed and signed by a physician or health department. This certificate is required to be kept on file at preschool. This immunization form must be up to date for the entire school year.

If your child is ill, please phone the school office at 331-1739 to let us know your child will not be attending school. It is **MANDATORY** to keep your child home when he or she has a bad cold, rash, sore throat, fever, upset stomach, pink eye, earache, diarrhea, or any other childhood disease. Keeping your child at home when he or she is showing symptoms of illness will establish and maintain a healthy environment which benefits all of our staff and children. If a child is brought to school ill, your child's teacher or the Director will instruct you to take your child home so the other children's health will not be compromised. Parents should notify the Director if a child contracts a contagious disease. Each parent should make the teacher aware of any allergies or special diet requirements for their child.

Accidents and Injuries

If a serious injury occurs at preschool, we will call 911 and then notify the parents. A staff member who is CPR certified will be on duty whenever children are present. In the case of a minor injury, the parent will be informed by the teacher when the child is picked up at the end of the school day. The teacher will have an accident report completed for the parent to sign. The form will be kept on file in the Director's office. It is extremely important that the teacher has an updated list of your child's emergency contacts in the event we would need to get in touch with you. **IF YOU HAVE A CELL PHONE, PLEASE HAVE IT ON DURING SCHOOL HOURS.**

Blood borne Pathogens Policy

Please be advised that we have a Blood borne Pathogens Policy. All bodily fluids, including vomit, blood and urine, will be placed in a sealed, marked bag and disposed of properly.

Medication

No form of medication can be administered by the staff except for EPIPEN or Benadryl in the case of an allergic reaction. If your child has an allergy that requires medication, you must sign a daily permission slip provided by the Director in the school office.

Procedure for Allergic Reaction

If a child has an allergic reaction, the following steps will be followed:

- The teacher or aide will sound their whistle to alert the Director and other staff members that they need immediate help
- 911 will be called
- The parents of the child will be called
- The procedure as directed by the parents will be followed
 - Benadryl and no other medication
 - Benadryl and then EPIPEN
 - EPIPEN
 - No medication
- If Benadryl has been given and the child can't breathe after the recommended allotted time, EPIPEN provided by the parent or guardian will be administered
- If Benadryl has been provided by the parent or guardian, the recommended dosage attached to the medicine bottle will be administered

Procedure for the Treatment of Seizures

If a child experiences a seizure, the following steps will be followed:

- The teacher or aide will sound their whistle to alert the Director and other staff members that they need immediate help
- The teacher will take notice of the time the seizure began
- 911 will be called
- The parents of the child will be called
- The child will be placed on a soft surface (carpet) if possible
- The area around the child will be cleared to keep the child safe from harm
- The preschool will not administer medications for seizures of any kind
- The preschool will give the responding squad member a copy of any medication that the child is on and the dosage of that medication (as long as the preschool has been given that information by the parent)
- The other students in the classroom will be taken to another room in the preschool by a staff member and told the following information:
 - Seizures are not a medical condition that you can "catch"
 - The child who had the seizure will be fine
 - The child was taken to the hospital so the doctors can help him or her feel better
 - The teacher will advise all parents if their child witnessed a seizure

Fire Drills

Fire drills are held once a month for the entire school. After the alarm is sounded, all students will walk to the designated exit areas with their teacher. Teachers will count the number of students and report the number to the Director. This will ensure all children are accounted for and safe. All rooms will be checked by the aides and all doors will be closed to prevent the spread of fire. Students will return to their classrooms after the drill has been completed. A monthly fire drill report is sent to the Fort Mitchell Fire Department.

Tornado and Earthquake Drills

These drills are conducted quarterly. The signal for both drills is the ringing of the class bell. During the tornado drill, all students are directed by their teacher to the safe area. This area is located in the main hallway by the Director's office. The students will face the wall on their knees with their hands covering their heads. During an earthquake drill, all staff and children will go under a table, sit and cover their heads with their hands.

We have also made arrangements with the Bank of Kentucky to take the children to their facility in the event we need to be underground for safety reasons. Unlike the preschool, the bank has a large underground basement and is located directly across the street from the preschool.

Intruders

All staff members are issued whistles to wear and will use them should an intruder be spotted on school property. In the event an intruder is discovered, the police department will be contacted immediately and the staff will be informed of the situation. The children will remain in closed classrooms until it is safe to evacuate.

Terrorism

In the unlikely event of an accident or attack involving chemical or biological weapons, the Director will secure the building and no one will be permitted to enter or exit the school. All thermostats will be set to the off position rendering the circulation fans of the HVAC system inoperative. Our emergency phone tree system will be activated to advise you of the subsequent steps to be taken to protect your child as determined by Homeland Security. Children may be required to remain at school for a specific amount of time or you may be advised that it is safe to come immediately and pick up your child.

National Disaster Policy

If we are alerted of a national disaster by Homeland Security or any other authorized authority and told to remain in our building we will do so in accordance with the procedures outlined below. If a parent or guardian wants to retrieve their child, they will be asked to sign a release form stating they are taking full responsibility of their child. In the event we do not recognize you, an ID will be required.

If we are alerted of a national disaster and we are instructed to remain in the building we will follow these procedures:

- Lock down the preschool
- Take children to the main hallway to be accounted for by their teacher or aide
- Direct children and staff to remain in the hallway and await further instructions
- Attempt to entertain the children using songs, finger plays, stories, etc.
- Provide for the children's needs with those provisions we have available

If we are alerted of a national disaster but are told to evacuate our building and proceed to a building with underground facilities, we will follow these procedures:

- Evacuate the building in the same manner as stated in our fire drill
- Direct classes to meet in the parking lot to be accounted for by their teacher or aide
- The Director or staff member in charge will ensure that each and every person has been located
- Immediately initiate a search for any missing person or child
- Instruct the children to proceed in an orderly fashion to the Bank of Kentucky's underground facilities (this arrangement has been pre-approved with bank officials)
- If locating a missing person or child becomes impossible the search party will proceed to the Bank of Kentucky for safe shelter

Note: Should Homeland Security issue a plan of their own differing from the above procedures, we will follow those instructions whenever possible.

Non-Discrimination Policy

It is the policy of Gloria Dei Preschool to provide an environment that is free from unlawful discrimination. This includes discrimination based on race, color, religion, or nationality and applies to all programs and activities offered at Gloria Dei. We do not discriminate in the administration of educational policies, admissions policies, or any school administered program.

Sexual Misconduct Policy

Sexual misconduct will not be tolerated by Gloria Dei Preschool. Inappropriate sexual behavior is a violation of the law and is never permissible. We require that all members of our staff exercise responsible sexual behavior. They must maintain the integrity of their employment and a professional relationship at all times. Charges of sexual misconduct will be treated with the seriousness they deserve and be dealt with swiftly and fairly for the benefit of all parties involved.

Sexual Abuse of a Minor Policy

Based on the Kentucky Revised Statute 620.030, any individual employee, Director, or volunteer (whether serving in a personal or professional capacity) who knows or has reasonable cause to believe that a child is neglected or abused **has a duty to report said neglect or abuse.** “Reasonable cause to believe” means that if the evidence were presented to individuals of similar background and training, it would cause the individuals to believe that a child was neglected or abused.

Reporting child abuse or neglect to authorities:

It is the intention of Gloria Dei Preschool to ensure the safety and well being of all children who are minors involved in any activity or program associated with the preschool. Any pastor, Director, employee or volunteer who works with children who are minors will be informed of the legally binding “duty to report” in the case of suspected child abuse or neglect.

I, _____, parent or guardian of
(print first and last name)

_____, have read the Gloria Dei
(print first and last name)

Parent Handbook and understand the policies and procedures.

Signature _____

Date _____