



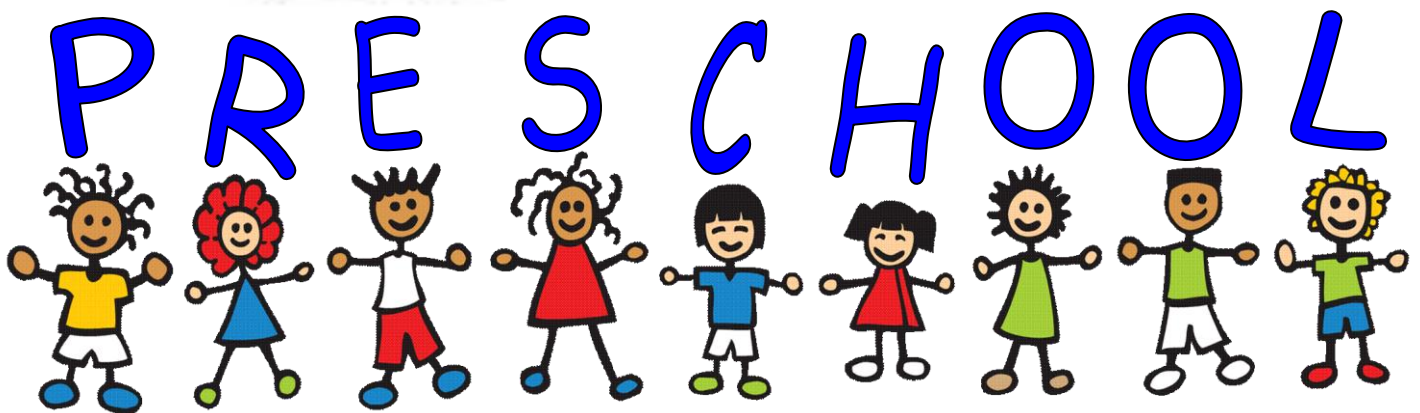
Immanuel Lutheran
Church
1861-2011

– from Generation to Generation –

God with Us
– 150 Years –

Immanuel Lutheran
School
1863-2013

Immanuel Lutheran



2016 – 2017 Handbook

IMMANUEL LUTHERAN PRESCHOOL

247 NORTH LINCOLN

BAY CITY, MICHIGAN

(989) 893-8521 Fax: (989) 893-4172

On the Web at: immanuelbaycity.com

E-Mail: ils@immanuelbaycity.com



The members and staff of Immanuel Lutheran Church extend a warm welcome to the children who will be enrolled in our Preschool program this year. We feel certain that their experience at Immanuel will be happy and profitable.

These pages will provide an introduction to the Immanuel Lutheran Preschool program. Please keep this handbook available for ready reference throughout the year.

ABOUT IMMANUEL LUTHERAN SCHOOL

OUR MISSION

In response to the redeeming love of our Lord Jesus Christ, and in obedience to His Commission to make disciples of all nations, Immanuel Lutheran School teams with parents and the church in purposefully shaping the spiritual, intellectual, social, physical, and moral growth of children, within the context of a distinctively God-centered and high quality Christian educational program.

OUR OBJECTIVES

General Objectives for each Preschool student:

1. To provide for the child a Christ-centered learning environment for a crucial growth period of his life.
2. To guide the child to a better understanding and a deeper faith relationship with Jesus Christ as his Savior.
3. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
4. To provide meaningful play experiences that contribute to the developmental needs of the child.
5. To broaden the child's growth experiences: intellectual, physical, social, emotional, and spiritual.
6. To provide for the child an educational foundation on which future learning experiences can be based, and to foster readiness for the primary grades of school.
7. To provide opportunities for the development of a positive self-image.
8. To foster independence in the child - an ability to make choices for himself.
9. To foster in children the realization that learning can be exciting and enjoyable.
10. To help parents to better understand their children.
11. To serve as a mission outreach to the community.
12. To foster the growth of our Christian Day school.
13. To provide a service to the community.

OUR PHILOSOPHY

1. We believe that there is one true, Triune God, Father, Son, and Holy Spirit.
2. We believe that God the Father is the creator of Heaven and earth, and of all things visible and invisible, which creation He still preserves, purely out of fatherly divine goodness and mercy.
3. We believe that sin has corrupted the nature of all humanity, such that all persons are by their sinful nature, doomed to everlasting destruction.
4. We believe that Jesus Christ, true God and true man, is our Lord. He was given by the Father so that we lost and condemned sinners might be redeemed through His holy precious blood and His innocent suffering and death. Through the power of His resurrection, we as repentant and forgiven sinners may enter eternal life with Him.
5. We believe that the Holy Spirit calls us by the Gospel, sanctifies and keeps us in the true faith, just as He calls, gathers, enlightens, and sanctifies the whole Christian church on earth, and keeps it with Jesus Christ in the one true faith.
6. We believe the Bible to be the inspired Word of God, the only source of Christian doctrine and spiritual knowledge, and the absolute standard of faith and conduct. We believe that the Lutheran Confessions, contained in the Book of Concord, have been drawn from the Word of God, and are a true and genuine representation of that Word.
7. We believe that Christ Himself has given to Christians as individuals, and to the Christian Church as a whole the responsibility and privilege of teaching Law and Gospel to both children and adults, of transmitting Scriptural directives for faith and life to both children and adults, and of equipping all the saints (both young and old) for lives of faith, love, and service.
8. We believe that having been loved and redeemed by God in Christ Jesus; we have been called by God to express His love for humanity through Gospel proclamation, Christian witness, and service.
9. We believe that all children, having been uniquely, purposefully, and lovingly created by God, have divine dignity and worth. We further believe that all children are gifts of God, given to parents to nurture and love.
10. We believe that parents are responsible to communicate to their children their own Christian faith, set a God-pleasing example for them, and bring them up in the nurture and admonition of the Lord. Biblical passages such as Proverbs 22:6 and Ephesians 6:4 attest to this parental responsibility.
11. We believe the Biblical teachings that speak of Christian education, such as Deuteronomy 6: 5-9, to be God's command to all who have responsibility for teaching children. We therefore, as Christians in God's church, choose to assist parents in the provision of formal, Bible-based training for our Children.
12. We believe the Lutheran Christian Day School to be one of the most effective agencies available to parents and the Church for offering a Christian education to children, with the role of the teachers in that school vitally significant to the Christian educational process.
13. We believe that our Immanuel Lutheran School has been established and exists today to provide a superior elementary education with a distinctly Christ-centered perspective. Within this Christian environment, the self-worth of the child, and his or her latent potential are to be encouraged and developed under the guidance of dedicated Christian professionals, using the best facilities, equipment, and materials available to us.

OUR PHILOSOPHY continued:

14. We believe that the teachers in our parish school are to be Lutheran Christians who love their Lord, who are committed to sharing Christ with others, who love children, who desirably have received their professional training through the higher educational system of our church body, and who are fully certified with the State as teachers.
15. We believe that inasmuch as parents have delegated part of their God-given responsibility for the Christian education of their children to our Immanuel Lutheran School, it is the responsibility of those parents, as well as all members of this congregation, to generously support their school and its teachers with prayer, financial resources, time, and talents.
16. We believe that our parish school should evangelize and minister to children who are members of our own parish, children who are unchurched, children who are members of sister congregations, and children who are members of other church denominations.

OUR PURPOSE

"Some people brought their babies to Jesus for Him to place His hands on them. The disciples saw this and scolded them for doing so, but Jesus called the children to Him and said: "Let the children come to Me and do not stop them, because the Kingdom of God belongs to such as these. Remember this: whoever does not receive the Kingdom of God like a Child will never enter it." (Luke 18: 15-17)

A Christian home has the first responsibility and gives the child his first Christian instructions and training. However, the church shares this responsibility with the parents, and it strengthens and supports the parents in this effort. Our desire is to assist parents in leading their children into the open, loving arms of Jesus. Our assistance comes in the form of providing an environment conducive to learning. We will attempt to enlarge each child's perspective, helping him to see himself as a member of a community, and as a member of God's family. We propose to unite with the home in the common goals of guiding children both educationally and spiritually. May God bless our joint efforts!

CHRISTIAN HOME

Leading and training children is the responsibility of parents. While the church has instituted a program of Christian training for its children, it does not intend to infringe upon the responsibilities of parents. The family altar, parental interest in the church and school, regular attendance at worship services, Bible Class and Sunday School involvement, as well as the example of Christianity given by parents, are all most important factors in the total Christian training of the child.

CONTACT INFORMATION CHANGES

We need to have your current address and telephone number at all times. In case of emergency, we must be able to contact you immediately. Please be sure to report any address or phone number changes to our school office as they might occur. These changes can very easily be made by simply updating your contact information in the Fast Direct system.

CURRICULUM

1. Religion
 - a. Creation of All Things
 - b. Preservation
 - c. The Christian Life
 - d. God's Love
 - e. Thankful Living
 - f. The Life of Christ
 - g. Forgiveness
 - h. The Family of God
2. Socialization
 - a. Self Identification
 - b. Group Interaction
 - c. Conflict Resolution
3. Play Experiences
 - a. Free Play
 - b. Guided Play Activities
4. Language Arts
 - a. Speaking
 - b. Listening
 - c. Reading Readiness
 - d. Pre-Writing Activities
5. Mathematics
 - a. Classifying, Comparing, Sorting, Ordering
 - b. Measurement
 - c. Geometry
 - d. Patterns
 - e. Cardinal Numbers
 - f. Numeration
 - g. Ordinal Numbers
 - h. Problem Solving
6. Social Studies
 - a. Self Concept
 - b. Young Child and Family
 - c. Young Child and Home
 - d. The Young Child: School and Church
 - e. Pilgrims and Native Americans (Thanksgiving)
 - f. Community Helpers
7. Music
 - a. Singing
 - b. Listening
 - c. Rhythms
 - d. Musical Games
 - e. Finger Plays
8. Art
 - a. Tempera Paint
 - b. Water Color
 - c. Finger Paint
 - d. Modeling Clay and Playdough
 - e. Chalk
 - f. Crayons
 - g. Glue
 - h. Collage
 - i. Scissors
 - j. Other Media
9. Science
 - a. Senses
 - b. Health and Growth
 - c. Food
 - d. Weather and Seasons
 - e. Seeds and Plants
 - f. Animals
 - g. Magnets
 - h. Birds
 - i. Colors
 - j. Air
 - k. Water
10. Motor-Perception Development
 - a. Fine Motor Development
 - b. Gross Motor Development
 - c. Sensory Motor Integration
 - d. Laterality and Directionality
 - e. Tactile Discrimination
 - f. Visual Perception
11. Field Trips

DISCIPLINE POLICY

We believe in a positive approach to discipline. Our rules are basic: 1) Be kind to each other, 2) Walk in our room, 3) Use an inside voice, 4) Keep our hands to ourselves.

Our goal is self-discipline, and we begin even at this early age to help a child be aware of his own responsibility for his own behavior. We believe that simple basic rules with a positive attitude and approach make this possible with the preschool child.

DOORS LOCKED

In the interest of keeping children as safe as possible, all six entrances to our school building remain locked throughout the school day, with the following exceptions . . .

- 1 At the start of our K-8 school day, from 7:40 until 7:50 a.m., the main entrance door on the Lincoln Street side of school and the main entrance door off of our Sheridan Street playground parking lot will be kept unlocked.
- 2 At times when Preschool sessions are about to begin, the Sheridan Street gymnasium door and the Lincoln Street door near the outside exit of the Kindergarten room will be kept unlocked. When picking their children up from Preschool, parents must ring the “door buttons” and will be buzzed in.
- 3 At the end of our K-8 school day, from 2:55 until 3:10 p.m., the three doors on the Lincoln Street side of school and the main door off of our Sheridan Street playground parking lot will remain unlocked.
- 4 When seeking to gain entry to our building at all other times, visitors will need to push the “door buttons,” verbally communicate with someone in the school office, and then be granted entry electronically.”

EMERGENCY SCHOOL CLOSING

Our school will not be in session when acts of God (snow days, ice storms, etc.) make it unsafe and/or unreasonable to hold classes. In some instances, but not always, our school will close when the Bay City Public Schools close. Receive school closing information regarding our school from television stations WNEM (Channel 5), WJRT (Channel 12), and WEYI (Channel 25), and from these stations’ respective websites. Do not assume that our school has closed unless you have specifically seen or heard our school name listed in school closing announcements.

On rare occasions, television stations might be instructed by us to announce a two-hour delay in the start of particular school days here at Immanuel. Whenever there is a two-hour delay, it is to be understood that morning Preschool classes have been cancelled.

ENROLLMENT

A. Order of Admission

Classes will be filled as enrollments are received on a first-come, first-served basis. No new students will be admitted to a 4-year-old Preschool class when the roll is 20 children. Each 3-year-old Preschool class will be limited to 15 children.

ENROLLMENT continued

B. Entrance Requirements

The child whose fourth birthday falls on or before the 1st of September may enter the Monday-Wednesday-Friday classes in September of that year.

The child whose third birthday falls on or before the 1st of September may enter the Tuesday-Thursday classes in September of that year.

In some instances, 4-year-old children may be accepted for the Tuesday-Thursday classes, and 5-year-old children will be accepted for the Monday-Wednesday-Friday classes.

No child will be admitted to school without a physical examination. Forms can be obtained at the school office. Required are the following inoculations/shots: 4 or more DPT shots, 3 or more Polio, 1 Measles, 1 Rubella, Hepatitis B (series of 3), and 1 Mump, 4 HIB shots, and/or signed exemption for all or some vaccines.

C. Registration Procedures

Applications for enrollment will be received and processed at the Immanuel Lutheran School office after January 1 of the year in which children are to be enrolled in Preschool sessions which begin in September.

All students, old and new, must confirm registration on Registration Day in August.

D. Withdrawal of a Child from School

If it is necessary for parents to remove a child from Preschool, advance notice of this intention is requested at school office. Parents are held accountable for tuition costs up to the date of leaving plus one full month. Additional unused tuition monies will be refunded. If a child does not make proper adjustments to Preschool, or if his presence is considered a severe detriment to other children in the Preschool program, a parent may be required to withdraw such a child. Unused tuition fees will be refunded in full.

E. Fees

The 2016-2017 tuition fees are as follows:

Monday-Wednesday-Friday class:	\$990 per year, or \$110 per month.
Tuesday-Thursday class:	\$711 per year, or \$ 79 per month

Tuition is required of all parents whose children attend Preschool. Rates of tuition are established by the Board of Christian Education. Payments will be accepted in monthly installments, with one month tuition required at the time an enrollment application is submitted. Each additional one-month tuition payment is required on the first day of each month of the school year, beginning with October and ending with May (a total of nine payments).

EXTRA SHOES NEEDED

It is necessary for us to require, as many schools do, that each student, Preschool through Eighth Grade, own a separate pair of “gym shoes” that is set aside to be used only in the gymnasium. In Preschool through the lower grades, this separate pair of shoes (labeled with the child’s name) is to be kept at school. We thank parents for understanding our desire for taking very good care of our gymnasium, for assuming the extra expense that this policy necessitates, and for making certain that their children have their designated “gymnasium only” shoes at school for every school day.

FAST DIRECT

Fast Direct is an exclusive, secure web-based school information system that helps our school to track and record attendance, lunch accounts, grades, etc. for all school families. The system also provides for communication between parent and teacher, grade book accessibility for parents which allows parents to track their child’s progress throughout each marking period, an online school calendar, lunch account information for parents, and school family contact information. Fast Direct is available to all school families. If you have not already done so, we strongly encourage you to contact the school office for the access code you will need to be able to take advantage of this wonderful system.

GENERAL MILLS BOX TOPS

Our school participates in the General Mills Box Tops for Education Program. We encourage parents to bring to school box tops from General Mills products which are labeled Box Tops for Education. We redeem these for a variety of classroom supplies & equipment.

GENERAL RULES

1. Dress your child in comfortable play clothes. He/She will be engaging in very active play and they should be comfortable. Gym shoes will be needed. These shoes may be kept at school, but must be labeled, as must boots, coats, book bags, etc. Only rubber-soled shoes should worn by children; no sandals, please. Socks are necessary every day, even in warm weather.
2. Children should be toilet trained and have their bathroom habits established before the first day of school. They must be able to manage their clothing, be able to pull up their pants and zip them, etc.
3. Your child may need your presence with him for the first day or part of that day. There may also be other occasions when he or she will need you. This is acceptable and encouraged.
4. Parents are expected to accompany their child to and from the classroom. Your child will not be allowed to leave the classroom alone. Before leaving your child, please take him or her to the bathroom.
5. The Preschool takes no formal responsibility in forming carpools. A list of names of parents will be provided upon request for this purpose. When field trips are arranged, a written permission slip will be sent home and must be returned before your child will be permitted to participate. This will occur each time we have a field trip.
6. We encourage the sharing of unusual items or experiences with the class. Since the classroom will provide many toys, we feel that **BRINGING TOYS FROM HOME IS UNNECESSARY.**
7. We feel that nutritious snacks from all four food groups are essential in developing good eating habits in children. A fee of .50 per day for each child will cover the costs of these snacks which will be provided by the school. (Children may bring birthday treats.)
8. A book bag is helpful to make sure all papers and art projects get home safely.

HEALTH AND SAFETY

Every child entering school the first day must have had a complete physical check-up plus complete immunization as required by the State of Michigan. The completed forms are kept on file as required by the State.

Without written permission from a parent, we will not release children to the care of a relative, neighbor, etc. If a child is to be picked up by someone other than their parent, we must have written parent permission verifying the fact that such arrangements have been authorized by the parent.

We ask that children are not given gum, throat lozenges, etc., while at school.

HEALTH CARE POLICY

Cleanliness is the biggest contributing factor to effective disease control in child care settings. Hand washing is the single most effective way to prevent the spread of illness.

- All children and staff will be required to wash their hands with warm water and soap when entering the preschool room at the start of class, after toileting, coming in contact with bodily fluids, before handling food and as needed.
- The preschool staff will clean all snack areas with sanitizing and cleaning solution daily and as needed.
- All toys will be immersed in or washed with soap and water then sanitized twice yearly in August and January.
- All toys and hard surfaces will be sanitized or sprayed with sanitizer weekly and as needed.
- Universal precaution will be followed for infection control and include: proper methods to care for spills of bodily fluids, use of disposable gloves, proper cleaning and sanitizing, and proper hand washing.

HEALTH RESOURCES

Bay County Health Department	989-895-4009
McClaren Bay Regional Hospital	989-894-3000
DHS Child Protective Services	895-2147 or 1-800-322-4822 after hours
Lutheran child and family Services	989-696-7650

ILLNESS /ACCIDENTS/INJURY

Each day, each child will be observed for signs of illness. If such illness should occur, they will be isolated from the rest of the children and made comfortable while the parents are immediately notified of the change in their child's health so that they can take the child home. In the event of an accident, injury or incident, parents will also be immediately notified of the event and the child will be observed for any changes in health. We will have on file an emergency form for each child.

Preschool children are learning to share; however, one thing we can always count on them to share is germs. We remind parents to make responsible decisions about bringing your child to class when they are not feeling well. Children must be symptom free (fever, sore throat, etc...) for 24 hours without the use of medicine before returning to class. Staff and volunteers must also be feeling well and symptom free (fever, sore throat, etc...) for 24 hours without the use of medicine before returning to work/volunteer in the classroom.

INVITING CHILDREN TO PARTIES

Birthday parties (and similar celebrations) can be such happy times for the birthday child, but let's be sure to avoid unintentionally hurting others. Please remember that personal invitations to birthday parties and other social events should not be distributed on school grounds, unless every classmate is invited. This, as well as the ensuing conversations about the parties, can be hurtful to children who are not invited! Thank you for being sensitive to this important issue.

LOST AND FOUND

Each year, various items of clothing and other belongings accumulate at school, because they were either misplaced or neglected. Lost-and-found items can be claimed at the school office. Unclaimed articles will be sent to a charitable institution.

NON-DISCRIMINATION IN EMPLOYMENT

At Immanuel Lutheran School we believe that employment opportunities should be open to persons on a non-discriminatory basis. We therefore do not discriminate on the basis of race, color, sex, handicap condition, age, or national origin in our employment practices. Inquiries or grievances concerning the non-discrimination policies of Immanuel School may be referred to our school principal.

NON-DISCRIMINATION IN ENROLLMENT

Immanuel Lutheran Preschool admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

NOTES TO PARENTS

During the school year, many printed communications will be sent from school to homes, via the children. We urge parents to check their child's preschool folder for such notes, fliers, school newspapers, etc. Particularly on each Thursday or Friday look for our school's weekly publication, *Notes and News*.

At the beginning of each week your child will be bringing home a Preschool newsletter. This newsletter will contain information regarding activities that your child will be doing during the week and songs that they will be learning to sing.

ON THE WEB

One of the places where the Immanuel Lutheran School story is told is at our web site. We invite you to pay us a visit. We encourage you to invite others to visit. Check us out at: www.immanuelbaycity.com

PARENT-TEACHER LEAGUE (P.T.L)

A Parent-Teacher League has been established at Immanuel in order that close cooperation between parents and faculty can be fostered. It is the objective of the P.T.L. to assist the church and the parents in fulfilling the obligation to bring up their children in the nurture and admonition of the Lord.

Parents are invited and strongly encouraged to participate in the programs and activities of the Immanuel Lutheran Parent-Teacher League. Meetings and programs will be conducted periodically throughout the school year.

PARKING

No one is to park on our school playground between the hours of 8:30 AM and 2:55 PM on school days. Parents who pick up or drop off Kindergarten or Preschool children at midday are also asked not to park on the playground. Rather, they are to park on Sheridan Street or in the parking lot across from the church office on Sheridan Street, or on Lincoln Street.

Between 2:45 and 3:15 p.m. on school days, parking all along the school property on Lincoln Street is reserved for buses only! Parents who need to pick up their Preschool children during those times are asked to park either . . .

- . . . on Lincoln Street south of the southern end of our school building, or
- . . . on Lincoln Street north of the Tenth Street intersection, or
- . . . on Sheridan St, or
- . . . in the parking lot across from our Church Office on Sheridan Street.

PEST MANAGEMENT PLAN

Pesticide application may occur during the year if there are pest issues in the classroom. You will receive advanced notice of these applications through 2 means (a letter home and notice posted at the bulletin board outside of the preschool classroom). The notice will contain information about the target pest or purpose of pesticide application, information about the pesticide to be used, approximate location of application, date of application, who to contact at CNC for more information, and the National Pesticide Information Center phone number.

PHOTOGRAPHS

In the fall of the school year, individual student pictures are taken by a professional photographer. Parents prepay for each child's set of photographs, but are given a complete refund if they do not desire to keep the pictures. A class photograph is included with each child's set of pictures.

PRESCHOOL STAFF DIRECTORY

School Office 247 N. Lincoln 893-8521 (893-4172 Fax) ils@immanuelbaycity.com

Church Office 300 N. Sheridan Street 893-4088 ilc@immanuelbaycity.com

Mrs. Kris Jacobs (Lead Preschool Teacher) 150 Salzburg
Bay City, MI 48706
(989) 686-2952
krisj@immanuelbaycity.com

Mrs. Laura Rybak (Assistant)
225 W. Hampton Rd.
Essexville, MI 48732
(989) 895-1746

PROGRAM LEADERSHIP

Mrs. Kris Jacobs, our Lead Preschool Teacher, is a lifelong member of Immanuel and is a proud graduate of our school. She has also been active in multiple volunteer groups at both the church and the school. The early childhood conferences and classes she attends are an endless source of ideas and inspirations for use in the classroom.

Mrs. Laura Rybak, is our Preschool Assistant. Laura has been a member of our staff for over 20 years as a teachers' aide and has been active in multiple volunteer groups at both the church and the school.

THE ROLE OF PARENTS

It is essential for parents to take an active interest in their children's Preschool experiences. We hope that parents and Preschool leaders will complement each other, and as a team provide the best experiences and atmosphere for children. Parents may arrange to observe the program and have conferences at any time. Parents are expected to attend parent meetings. These meetings will provide opportunities for interpreting the program to parents, for dealing with questions of philosophy, and for discussion of matters of concern to parents and Preschool leaders.

Several times through the year we call on parents to assist on field trips and class parties. We need your help to make these times successful for everyone.

SAFETY DRILLS

In keeping with state law, our school is inspected periodically by the Fire Marshall, and is fully equipped with an excellent fire alarm system and the necessary chemical extinguishers required by law. Practice fire and tornado evacuation drills, and school lockdown drills are held throughout the school year on an unannounced basis. While under a tornado watch or warning, no child will be released from school during school hours except when the child's parents come to school to pick the child up.

SAMPLE DAILY SCHEDULE (for M-W-F Classes)

A sample class schedule looks like the following:

- I. Opening (8:00 – 8:40 AM) (12:15 – 12:55 PM)
 - A. Prayer
 - B. Circle Time
 1. Bible Stories
 2. Lessons on Sharing, Helping, Loving and Handling Emotions
 3. Number Line
 4. Calendar
 5. Singing
 6. Introduce Guests/Visitors
 - C. Explanation of the Centers for the Day
- II. Learning Centers (8:45 – 10:00AM) (1:00 – 2:15 PM)
 - A. Dramatic Play
 1. Dress-Up
 2. Dish Washing
 3. Meal Preparation
 4. Infant Care
 5. Cooking of Snacks
 6. Role Playing
 - B. Large Muscle Activities
 1. Block Building
 2. Pounding
 3. Cars/Brio Train
 4. Playing with Sand/Water/Rice
 - C. Quiet Areas
 1. Reading Books/Library
 2. Playing Table Games
 - a. Colors
 - b. Shapes
 - c. Numbers
 - d. Rhymes
 - e. Opposites
 - f. Sequences
 - g. Classification
 3. Puzzles
 - D. Art
 1. Gluing
 2. Cutting
 3. Molding
 4. Painting
 5. Experimenting
 6. Creating
 - E. Puppet Theater

SAMPLE DAILY SCHEDULE (for M-W-F Classes continued)

- III. Indoor Play – Gym (10:00 – 10:20 AM) (2:15 – 2:35 PM)
(Large Muscle Skills)
 - A. Balls
 - B. Active Skill Games
 - 1. Balancing
 - 2. Running
 - 3. Hopping/Jumping
 - 4. Skipping
 - C. Rhythms (in gym)
 - D. Parachute Games
- IV. Story Time (10:20 – 10:45 AM) (2:35 – 3:00 PM)
- V. Snack Time (10:45 – 11:10 AM) (3:00 – 3:25 PM)
 - A. Lavatory and Hand Washing
 - B. Prayer
 - C. Good Table Manners
 - D. Birthday Celebrations
 - E. Nutritious Snacks
- VI. Music
 - A. Songs
 - B. Rhythms
 - C. Games
- VII. Outdoor Play (11:10 - 11:25 AM) (3:25 – 3:40 PM)
- VIII. Closing and Prayer (11:25 – 11:30 AM) (3:40 – 3:45 PM)
(This schedule is very flexible.)

SAMPLE DAILY SCHEDULE (for T-TH Classes)

A sample class schedule looks like the following:

- I. Opening (8:00 – 8:15AM)
 - A. Prayer
 - B. Circle Time
 - 1. Bible Stories
 - 2. Lessons on Sharing, Helping, Loving and Handling Emotions
 - 3. Singing
 - 4. Introduce Guests/Visitors
 - C. Explanation of the Centers for the Day

SAMPLE DAILY SCHEDULE (for T-TH Classes continued)

- II. Learning Centers (8:15 – 9:20 AM)
 - A. Dramatic Play
 - 1. Dress-Up
 - 2. Dish Washing
 - 3. Meal Preparation
 - 4. Infant Care
 - 5. Cooking of Snacks
 - 6. Role Playing
 - B. Large Muscle Activities
 - 1. Block Building
 - 2. Pounding
 - 3. Cars/Brio Train
 - 4. Playing with Sand/Water/Rice
 - C. Quiet Areas
 - 1. Reading Books/Library
 - 2. Playing Table Games
 - a. Colors
 - b. Shapes
 - c. Numbers
 - d. Rhymes
 - e. Opposites
 - f. Sequences
 - g. Classification
 - 3. Puzzles
 - D. Art
 - 1. Gluing
 - 2. Cutting
 - 3. Molding
 - 4. Painting
 - 5. Experimenting
 - 6. Creating
 - E. Puppet Theater
- III. Indoor Play - Gym (9:20 – 9:35 AM)
(Large Muscle Skills)
 - A. Balls
 - B. Active Skill Games
 - 1. Balancing
 - 2. Running
 - 3. Hopping/Jumping
 - 4. Skipping
 - C. Rhythms (in gym)
 - D. Parachute Games

SAMPLE DAILY SCHEDULE (for T-TH Classes continued)

- IV Story Time (9:35 AM)

- V. Snack time (9:40 AM)
 - A. Lavatory and Hand Washing
 - B. Prayer
 - C. Good Table Manners
 - D. Birthday Celebrations
 - E. Nutritious Snacks

- VI. Music
 - F. Songs
 - G. Rhythms
 - H. Games

- VII Outdoor Play (9:45 – 9:55 AM)

- VIII. Closing and Prayer (9:55 AM)
(This schedule is very flexible.)

SCHEDULE

Immanuel Lutheran Preschool classes meet as follows: One class, enrolling primarily four-year-old children, meets on Mondays, Wednesdays, and Fridays from 8:00 until 11:30 a.m. each day. Another class, enrolling primarily three-year-old children, meets on Tuesdays and Thursdays from 8:00 until 10:00 a.m. When these classes have been filled, we continue to receive enrollment applications for additional classes which are conducted in the afternoons from 12:15 until 3:15 p.m. for Monday-Wednesday-Friday groups, and from 1:00 until 3:00 p.m. for Tuesday-Thursday groups. The opening of classes will always be dependent upon our receiving a sufficient number of enrollment applications as of our registration time in August. Lack of a sufficient number of enrollments will mean that enrollment applications will be returned, and of course, tuition deposits will be refunded.

STAFF & VOLUNTEER SCREENING POLICY

Immanuel Lutheran Preschool and Extended School Care Program will take the following steps when hiring staff or selecting volunteers. These actions will help assure that children are protected at all times while in care:

Staff

- The applicant will fill out an application, submit education credentials (if applicable) and supply references.
- References will be contacted.
- A criminal history background check will be conducted using the Internet Criminal History Access Toll (iCHAT).
- The prospective staff member will be required to obtain a central registry (DHS) clearance.
- The candidate will submit to a physical examination report and evidence of freedom from communicable tuberculosis.
- All volunteers will sign our school's policy regarding Mandated Reporting, child protection law and the steps to take in reporting child abuse and neglect.
- The candidate will sign a statement regarding the child protection law and their responsibility to report arraignments to the center administrator.
- If arraigned/convicted of a crime listed in Public Act 116 the staff/potential employee will not be allowed to work with children in the center.

Volunteers (We do not use unsupervised volunteers at Immanuel. If we were ever to use volunteers we would implement the following screen process):

- All volunteers will sign a self-certifying statement regarding criminal history and child abuse/neglect.
- All volunteers will sign our school's policy regarding Mandated Reporting, child protection law and the steps to take in reporting child abuse and neglect.
- The candidate will sign a statement regarding the child protection law and their responsibility to report arraignments to the center administrator. If arraigned/convicted of a crime listed in Public Act 166 the staff/potential employee will not be allowed to work with children in the center.
- Volunteers who have contact with children at least 4 hours per week for more than two consecutive weeks must have physical examinations and Tb test results on file at the center.
- Volunteers would be under the supervision of the Director of Preschool & Extended School Care Program and/or Lead Preschool Teacher to ensure compliance with policy and procedures.

STAFF TRAINING PLAN

The Immanuel Lutheran Preschool and Extended School care Program staff is involved in ongoing staff training each year.

- Orientation of Center Policies and Licensing rules before unsupervised with children
- Infant, Child and adult CPR (updated every 12 months)
- First Aid (updated every 3 years)
- Blood Borne Pathogens (updated every 12 months)
- 16 clock hours of annual training (each licensing year) in child development, early childhood, child care administration and practices, curriculum programming, child discipline, health and safety, nutrition, working with parents, licensing rules, and caring for children with special needs
- Review of emergency procedures at least twice annually (fire, tornado, serious accident & crisis management)
- Health Care Plan review annually
- Child abuse and neglect reporting review annually

TELEPHONE

The school telephone number is 893-8521. Teachers and students will be called to the phone only in cases of emergency. Students will be allowed to use the school telephone only when absolutely necessary, and with the permission of a school authority.

WHAT TO EXPECT

Many parents have wondered what is going to happen to their child at Preschool. What will they learn? Will all their problems be solved? How will they act? You might expect all, some, or none of the following things to be true for all, some, or none of the children. They are all "normal" behavior!

1. Your child may come home very tired and irritable or keyed-up the first few weeks. Give him/her attention quickly and put him/her down for a nap.
2. Your normally lively, outgoing child may be very quiet at Preschool; he/she may sit on the sidelines. Don't push him or her; allow your child to absorb it all at their own pace.
3. Your child may pick up new language or behavior at Preschool - some distasteful to you. Don't necessarily blame it on the Preschool. These things may be learned in any play situation. Don't make an issue of it. It is a passing phase. Relax and live through it.
4. Your child may come home covered with paint, but glowing about the wonderful time he/she had. Don't scold about the spills. Dress them in "messable clothes" - besides, the paint washes off.
5. Your child may suddenly not want to go to Preschool. Don't jump to hasty conclusions. Look for the reason. Talk it over with him or her and the teacher.
6. Your child may suddenly want you to stay with him or her again in the middle of the term. He/she may be looking for extra support and security. Were you away? New baby? Go along with them.
7. Your child may come home very unhappy one day. Console him or her, and help him or her to measure up to an unhappy moment. A day at Preschool is not always a completely happy situation; neither is life. Part of growing up is learning to accept frustrations.
8. Your child will not learn facts nor bring home finished products. The work he or she brings home will be things that they have done themselves with only minimal help from the teacher.
9. Parents - NEVER sneak off - Always tell your child you are leaving.

WHEN PROBLEMS ARISE

Helping children to learn and grow is a joyful responsibility, but not an easy one. It is our hope that teamwork among teachers and parents can be maximized for the benefit of the boys and girls whom God has entrusted to our care. Invariably, mistakes will be made along the way by teachers as well as parents. There will be the need for patience, for listening, for offering constructive criticism, for questioning, and certainly the need for forgiving.

As parents have concerns about the things that take place in our classrooms and in our school, we urge them to contact our teachers with their questions and concerns and suggestions. We understand that taking such contacts requires some courage, but we also believe that teacher-parent dialogue when concerns arise is almost always more productive and more beneficial for children than is failure to conduct such dialogue. Teacher-parent conversations will not always result in agreement, but they will most generally lead to an increased understanding, which will be beneficial to parents and teachers and children.

Parent concerns relating to children in school are to be brought first to teachers. Only when such conversations or conferences have failed to resolve the issue(s), might the concerns be taken to the next level – our school principal. In the rare circumstance when issues remain unresolved following conversations/conferences with both teachers and our principal, the concerns are to be taken to the next level, to our Board of Christian Education, through its Chairman.

WORSHIP IN GOD'S HOUSE

On the basis of God's exhortation, our pupils are taught to attend church and Sunday School regularly. Parents are urged to attend services and Bible classes and thus also by example teach their children to worship with fellow Christians and grow in God's Word. School Christian instruction classes and chapel services are never intended to be a replacement for family worship in the home and church, Sunday School, and Bible class attendance.

Children will be asked to, and at times be expected to, participate in a special way in several congregational worship services during the school year. We feel that such participation is extremely important for the spiritual growth of the children. It also contributes immensely to the worship of our congregation, the very congregation that supports our school financially and spiritually. We **strongly** urge parents to assist us by making it possible for their children to participate in these worship experiences.

VOLUNTEER HELPERS

Our school's program would be severely crippled were it not for the many hundreds of hours of volunteer assistance provided by so many people. How grateful we are to the many persons who assist us as room mothers/fathers, teacher aides, drivers, librarians, office assistants, sports officials, Parent-Teacher League workers, and many more.

Adults who wish to add their names to our lists of school helpers may do so at the time of registration in the fall, or by contacting the school office at other times during the school year. A Volunteer Helper form must be completed by anyone wishing to volunteer. Your willingness to help will be deeply appreciated.

YEARBOOK

Our school publishes a school yearbook at the conclusion of each year. They will be available for purchase in the school office in the fall of the following year.

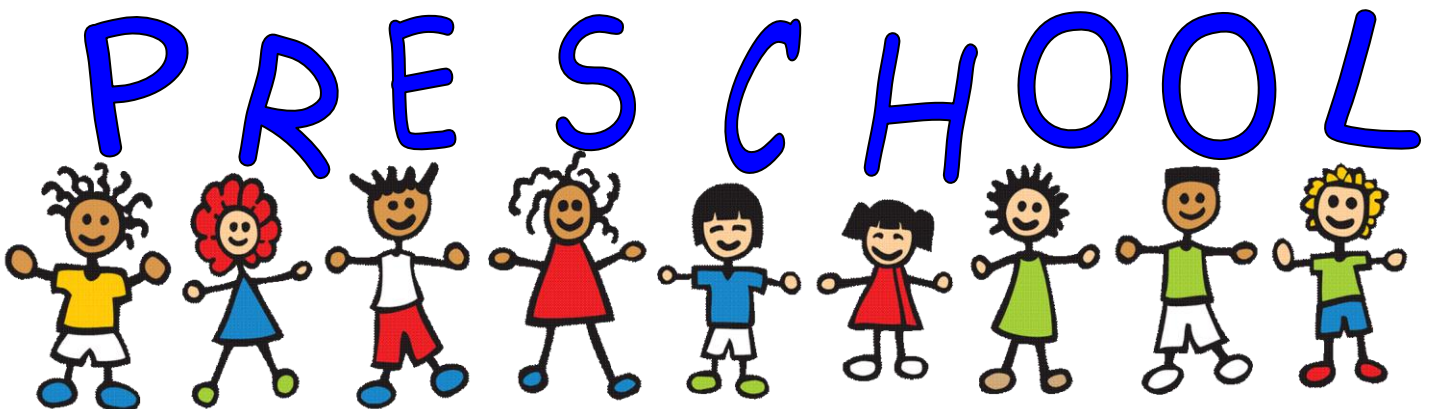


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