

## **Welcome to Island Lutheran PreSchool!!**

Children are a gift from God and each one is God's unique creation. We consider it an honor to have your child enrolled at Island Lutheran PreSchool. We acknowledge the rewards of parenting, therefore, the preschool is here to support and assist you in any way as you endeavor to help your child reach his or her potential in these early years.

This handbook will answer many of your questions about the PreSchool. Read it carefully and should you have any questions, please feel free to contact us.

### **Mission Statement**

**The mission of Island Lutheran Church PreSchool is to provide a loving and safe Christian environment where children develop their readiness for school and life through the guidance of a dedicated, professional staff.**

### **Objectives**

In order to accomplish the Mission Statement we will:

- Teach and model the Christian faith
- Provide a developmentally appropriate Christian curriculum
- Encourage each child to grow socially, emotionally, intellectually, and spiritually through learning and play activities.
- Provide a secure and safe facility

### **Racial – Non - Discriminatory Policy**

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

### **Administration**

The phone number at Island Lutheran PreSchool is (843) 342-2500. You can reach us between the hours of 7:45 A.M. and 2:45 P.M. Between the hours of 8:00 A.M. and 12:30 P.M. you may leave a message as we are spending time with the children. If there is an emergency, please call Island Lutheran Church at 689-5200. They will relay the message immediately. You may also email us with any questions you may have at [ilpreschool@yahoo.com](mailto:ilpreschool@yahoo.com)

## **Our Staff**

Director/Lead Teacher: Deiha Torin  
Assistant Teacher: Lesley Witkowski

Our staff meets the South Carolina Division of Child Development criteria to work in a childcare center while maintaining an employee screening process, which includes reference checks, along with local and national criminal record checks. The staff participates in continuing training and development. Staff members are required to obtain fifteen hours per year of training in child development and curriculum in addition to First Aid and Infant/Child CPR certifications.

## **Admission Requirements**

Children who are three and four years of age are enrolled in the PreSchool. Admission requirements and enrollment procedures are as follows,

- 1 A child must reach the required age for the program on or before September 1 of that year to be admitted in the PreSchool class, unless the director grants special permission.
- 2 Children will not be allowed to advance to the next age level until the following PreSchool year.
- 3 All children must be potty trained.
- 4 Classes are filled on a first-come, first-served basis, according to the date of enrollment.

## **Attendance**

To assure that your child receives the maximum benefit from his or her PreSchool experience, regular attendance is important. We stress that children arrive by 8:30am well rested and have had breakfast. The children enjoy time socializing with their friends, which is provided for by coming in on time.

Please call the school office before 8:00am if your child is ill or will not be attending PreSchool that day.

## **Release of Children**

*DSS Regulation No. 114-503 F(2)*

Children must be picked up by a parent or designated adult. ANYONE picking up a child for the first time must present identification. If the party is not listed on the consent form as an approved person, pick up of the child is prohibited. Should someone not listed be scheduled to pick up a child, the parents must provide the PreSchool with the proper notification, such as written or telephone message. Unusual custody arrangements require a court order on file at the PreSchool for enforcement purposes.

## **Academic Program**

Island Lutheran PreSchool emphasizes spiritual development; therefore, Christian education is

emphasized in our curriculum. Another goal at Island Lutheran PreSchool is for your child to truly enjoy a preschool environment! Our program has been designed carefully to help your child develop the spiritual, social, emotional and developmental skills necessary for a successful kindergarten experience.

Our curriculum for the children is “hands on”, interactive and open-ended. Each month we explore a different theme about the world around your child. Lessons are planned carefully and presented in an interactive setting that capitalizes on their need to experience life with all their senses.

The skills we focus on are organized in ten groupings: size, colors and shapes, numbers, reading readiness, position and direction, listening, sequencing, fine and gross motor skills, music and movement and social/emotional development. We strive to maintain a balanced awareness of the relationship between social, emotional and intellectual growth.

Our Bible program consists of learning God’s Word and practicing our Christian principles with word and deed. Each day our classes have a Bible Time, which includes a Bible story, Bible passage, and songs related to the Bible story. Prayers are said upon opening, closing, before meals, and whenever they are needed. Once a week we go to the church for a Bible lesson, music and prayers. Pastor Eckart will lead the short chapel services.

Preschoolers love to cook! Therefore a great deal of learning takes place in the classroom. During the year you may be asked to send an ingredient for a special recipe.

Show-and-tell is an important part of our curriculum. Your child’s teacher will include a schedule suggesting items that may relate to the unit in the monthly newsletter. It is helpful if each child brings only one item for each show-and-tell on his or her scheduled day. Please do not send valuable or breakable items.

**Field trips** are a part of our learning environment. You will receive notice of a field trip in the monthly newsletter. Each child must have a completed permission slip to attend each field trip with the Island Lutheran PreSchool. *DSS Regulation No. 114-525.1*

- Each trip will need license and insured drivers and chaperons! Please sign up to help. Parents are our only means of transportation; your help is greatly appreciated. Upon volunteering you will receive written instructions of loading and unloading children, names of children in your supervision and routes to be used to destinations.
- Each student must have a car seat/ booster seat for field trips. You will provide your child's car seat for field trip.
- Emergency telephone numbers for each child’s parent, for a responsible person who can be reached when the parent cannot, and for the child’s physician shall accompany the children on center sponsored trips away from the premise.
- In addition to the Emergency Contact Information the staff will also bring a first aid kit on any activity conducted outside the preschool facility.
- If for any reason your child can not attend a field trip, that child must be kept at home. Parents are to inform the preschool if their child cannot attend a scheduled event.
- We request that your child wear the Island Lutheran PreSchool T-shirt when taking field trips. Tee shirts may be purchased for \$12.00.

In addition to taking field trips, we also schedule special guests to visit us at school for some added fun and enrichment.

Sharing a birthday is a very special time in the life of a preschool child. You may send in a special treat at snack time on your child’s birthday. Children with summer birthdays are encouraged to enjoy a celebration within the classroom. Please discuss this with your child’s

classroom teacher for appropriate scheduling. If you decide to have a party outside of school invitations may be brought to school if your child will be inviting the entire class. Please mail invitations if you are planning to just invite a few students to your child's party. We will be happy to provide you with an address or phone number.

The children will have the following holiday parties: Thanksgiving, Christmas, Valentine's, Doughnuts for Dad Day, Easter, Mother's Day and end-of-the-school-year party.

Each year the Island Lutheran PreSchool will perform two programs. The first will be either a Thanksgiving or Christmas Program. Our Spring Program is held the end of May. All children will participate in these programs. If you will be out of town, please let us know as soon as possible so your child will not be given a part. Four year-old graduation is held after the Spring Program. Children turning five by September 1<sup>st</sup> and are eligible for Kindergarten will participate in the graduation ceremony.

## **Snack Basket Helpers**

Snack time is an extremely important part of our daily program. Your child will be working on a variety of skills during this time including math skills, social interaction skills, manners, and fine-motor skills. Snack time is a fun social time for our children, as well as, a wonderful time to engage in the delightful social conversations that flows from children this age.

The parents are asked to bring snack on a rotating basis. When it is your turn to provide snack, please follow these guidelines:

- 1 The snack basket will be sent home a few days prior to your child's turn.
- 2 Send in one snack and one drink for each child and teacher to enjoy.
- 3 Insure that snacks are easy to distribute into individual servings.
- 4 **We are a nut free school. Please do NOT send any foods containing nuts.**

Use your imagination and remember Snack Time is fun! Involve your child in the decision making process. They often have great ideas and bringing the snack is exciting for them. The child who brings the snack also has the very special job of assisting with serving snack.

## **Parent Involvement**

We encourage our parents to be an active part of our program. There are many areas in which we can use your help. Please sign up to join our parent group, which helps organize these important events

## **Communication with Parents**

The Director or teacher will display various messages on a dry-erase board that is visible to the carpool line on a regular basis. A Newsletter is sent out once a month. The Newsletter includes a monthly calendar, which informs parents of the bible story, theme of the month, snack servers and special events. We also maintain a web site for Island Lutheran Church and PreSchool. The address is [www.islandlutheran.org](http://www.islandlutheran.org). Updates are also posted on the PreSchool's Facebook Page, both public and private pages.

## **Daily Schedule**

### **Early Drop Off**

An early drop off is available to families that need an earlier start time. Early Drop off begins at 8:00am. A fee of \$2.50 per day will be billed at the end of the month.

### **Arrival and Departure**

Our carpool line will begin at 8:30am. A teacher will meet your child at the car and help him/her into school. You can help us by having your child at the right hand side of the car for easy unloading. For your child's safety, children must remain in their car until a staff member comes to greet them.

**Dismissal, children will be walked to their car at 11:30am, 12:30pm and 2:30pm. Please do not get out of your car in the carpool line. We will buckle your child in his/her car seat.**

If you need to come into the building, please park your car in the parking lot so that the traffic flow will not be affected. Do not leave a child unattended in your car while you are parked.

### **Morning Program**

Our PreSchool day is 8:30 a.m. - 11:30 a.m. between 8:30 and 8:45 the children are engaged in various fine motor activities and opportunities for social interaction. Worship time begins at 8:45am. Circle Time begins promptly at 9:00am. It is strongly recommended that your child be in school for this important beginning of each day. Having this routine will help your child to learn the routine and structure carefully designed by the teachers at Island Lutheran PreSchool. A complete schedule of activities is posted in your child's classroom.

### **Lunch Bunch**

Lunch Bunch is a fun time for children to interact with their classmates while sharing lunch and many interesting conversations. Lunch Bunch is available for children from 11:30am – 12:30 P.M. at an additional cost of \$5.00 per day. Your child must bring his/her own lunch and a drink with an ice pack. Please limit warm-up foods to 30 second heating times in a microwave safe container.

It is not necessary to make a reservation or send money. You will be billed at the end of the month.

### **Extended Day**

Our Extended Day program runs until 2:30. Children will have a quiet time, center opportunities, snack, and playground time.

## **Health Guidelines for PreSchool Attendance**

For the protection of your child, as well as others, we ask that they not attend PreSchool if they exhibit any of the following symptoms:

- 1 Fever of 100 degrees and above. Children must be fever-free for 24 hours **without the aid of fever-reducing medicine to return to school.**
- 2 Constant diarrhea, vomiting (more than two times) within the last 24 hours
- 3 Red, runny eyes (conjunctivitis)
- 4 Rash that is unknown or contagious
- 5 Any contagious disease or illness, such as chicken pox, from incubation through outbreak
- 6 Head lice- Hair and clothing must be treated with an effective shampoo or soap

and all nits removed before a child can return to preschool.

If any of these symptoms should occur in your child during the day, we will contact you in order to pick up your child. Until an adult arrives to take the child, the child will be kept in an area separate from the rest of the children. Every attempt will be made to keep the child comfortable. ILP is not equipped or trained to care for mildly ill children, they must remain at home with their families. *DSS Regulation No. 114-509.B*

If your child will be absent from school for any reason, such as an illness, vacations etc... please notify the PreSchool Director.

You are required to give proof of immunizations. South Carolina law requires you keep your child's immunizations current. Please help keep our records updated each time your child receives an immunization. Please alert us of any allergies your child may have.

Should your child receive a slight injury at PreSchool, he/she will receive first aid from a staff member. A medical form will be sent home for you to sign and return the following day.

Should it be a serious injury, he/she will immediately receive the necessary first aid from a staff member and additional treatment from the nearest medical facility. Parents will be notified immediately. Parents are responsible for all medical/dental bills. Insurance information shared on the Emergency Medical/Dental Consent form may be shared with the facility providing the services. *DSS Regulation No. 114-525 C*

## **Visitor Policy**

*DSS Regulation No. 114-503 F(1)*

Here at Island Lutheran PreSchool we have an open door policy and parents are encouraged to visit the PreSchool at anytime. The visit must not disrupt instructional activities or classroom routines.

## **Confidentiality Policy**

*DSS Regulation No. 114-523 E*

A child's record files are open only to the child's teacher, the director, an authorized employee of the licensing agency or the child's parent or legal guardian. It is the desire to maintain high regard for the integrity of all children, parents and helpers at ILP.

## **Medicine Policy**

*DSS Regulation No. 114-525C.(1)*

We will administer over-the-counter and prescription medicine if warranted and accompanied by a medicine form properly completed by the parent before any medications is given. Medicine must be in its original container with original label on the bottle. Any expired medicine will be discarded.

## **Tracking of Children (Supervision)**

*DSS Regulation No. 114-504.A(3)*

Children are marked in attendance or absent each day they are scheduled to attend PreSchool. Throughout the day the tracking form is present with the children and staff as we move in and around the facility (Classrooms, Chapel, or fellowship hall), on the playground and on field trips. Individual children are counted and checked against the tracking form. The times are recorded when the children enter and exit the facility.

## **Clothing**

Children should wear comfortable, washable play clothes and sturdy play shoes. Flip-flops, Crocs, sandals and boots will interfere with your child's ability and willingness to participate in musical, movement and playtime activities. These type shoes are not allowed at school.

Toileting accidents happen! Clothing easily removed by the child helps prevent these accidents. However, one change of clothing in a large zip seal bag with his/her name clearly marked on the outside is required upon the first day of school. As the weather turns colder, please send an appropriate change of clothing.

As the weather turns colder, we do continue to take the children outside (above 35 degrees) for a short recess. Please dress your child for the weather by sending in a coat and mittens.

## **Fire/Hurricane/Tornado Drills**

*DSS Regulation No. 114-525 H(2)*

Fire drills are conducted monthly. Fire evacuation routes are posted inside the classrooms. Regulations require everyone to evacuate the PreSchool.

Hurricane/tornado drills are conducted twice a year during the "severe weather season". Children are evacuated to an area in the church that does not have windows or glass doors. Children are taught to get in their "turtle shells" (on their knees, hands over their heads). The children are instructed on how the turtle shells will protect them in the event the weather turns "ugly" or "very windy".

In the event of severe weather and the school loses power, we will remain closed until power is restored and travel is safe. Island Lutheran PreSchool will open as Beaufort County and State officials lift all emergency evacuation mandates.

## **Calendar**

Island Lutheran PreSchool will follow the Beaufort County School schedule. A copy of our school calendar will be given to you upon starting school. Island Lutheran PreSchool will close when the Hilton Head Island schools are closed due to inclement weather or emergency.

# **Discipline and Behavior Management**

*DSS Regulation No. 114-503 F(3)(f)*

Discipline occurs in a nurturing Christian environment. PreSchool is a place other than the family environment where children learn acceptable behavior. Classroom rules are discussed and explained on the first day of school. Children continue to learn to treat others and their belongings with respect. If your child has difficulty understanding or following the rules, the teacher will take the following steps:

1. Simple and direct verbal correction.
2. Speak individually with your child about inappropriate behavioral choice.
3. With the child, suggest alternative appropriate behavior; if necessary an alternative activity.
4. If your child chooses to ignore the rules, he/she will be removed just a few feet away from the group for one minute per the child's age.
5. If the problem is reoccurring, we will contact you so that you may help by discussing appropriate behavior with your child.
6. If necessary, a conference will be scheduled with the director, parents, PreSchool board member and the pastor.
7. If a child exhibits dangerous behavior to him/herself or others, we will send the child home with a disciplinary warning. Discipline warnings may lead to suspensions or possibly a release from Island Lutheran PreSchool. We will release any child found to be such a constant behavior problem that the other children's education and/or safety is hurt by this behavior.
- 8 Corporal Punishment will NOT be used at ILP. *DSS Regulation No. 114-506B(2)*

## **Fundraisers**

Each year the Island Lutheran PreSchool will conduct a few small fundraisers. Each family is requested to participate.

We participate in the Harris Teeter Together in Education program. Simply link your VIC card to the PreSchool. Our TIE number is 4633. We also participate in Kroger's Community Rewards Program. Our organization number is 46639.

Our main fundraiser is our Annual Evening of the Arts Pasta Dinner and Silent Auction. Every family is required to help in any way possible.

Proceeds benefit the children of Island Lutheran PreSchool and Staff for Teacher Development and Continuing Education.

## **Scholarships**

We believe that being awarded a scholarship is a privilege that should not be taken for granted. Limited funds to provide scholarships have been donated to the PreSchool by individuals and organizations expressing their interest in promoting a loving, Christian education such as offered by the Island Lutheran PreSchool.

Please see the PreSchool Director to request an application. Upon completion of the application, the PreSchool Committee will assess each request form. All applications must be submitted by June 30 for the following school year. Scholarships are limited and are given to those most needy. Each family will receive in writing an acceptance or reasons why the



application was denied. If you need assistance completing the form, please call the number listed on the application to make an appointment.

## Summer Camp and Vacation Bible School

Summer Camp is open to children ages 3-5. Through each theme the children will hear various stories, engage in crafts designed to practice fine motor skills, snack recipes to entice the senses and math/science lessons of discovery relating to the theme.

Camp begins at 9:00am and ends promptly at 12:00pm. We offer 2, 3 and 5-day programs. Children may attend one or all available weeks. A non-refundable registration fee of \$25.00 per week is required to hold your child's spot. This registration is due by April 30. The Summer Camp program is then open to the community.

Vacation Bible School takes place in June. VBS is open to children ages 4-10 at no additional cost.

### Tuition Schedule

Tuition is due on the first of each month. We prefer that you pay by check.

**Make checks payable to Island Lutheran PreSchool.**

Tuition fees are as follows:

8:30am-11:30am	8:30-12:30pm	8:00-2:30pm
2-day program: \$228.00/month	2-day Program: \$250.00	2-day Program: \$384.00
3-day program: \$284.00/month	3-day Program: \$317.00	3-day Program: \$484.00
5-day program: \$373.00/month	5-day Program: \$423.00	5-day Program: \$550.00

- The **non-refundable** registration fee is \$150.00 per year.
- First installment payment is due by August 1<sup>st</sup>.
- Families paying for the entire year by Aug. 5<sup>th</sup> will receive a 5% discount.
- Tuition is divided into 9 equal monthly payments. August-April
- Lunch bunch is \$5.00/day. You will be billed at the end of each month.
- Early drop-in rate is \$2.50 per day.
- If a child enters the program mid-month, tuition will be pro-rated.
- Full rate applies regardless of absenteeism.
- A fee of \$10.00 will be added for each day payment is late after the 5<sup>th</sup> of each month.
- Returned checks will receive a \$30.00 penalty charge.
- Late fees. Children picked up late will be charged \$15.00 up to the first 15 minutes. An additional \$5.00 will incur for each five-minute interval. The child will be dismissed from the program after three occurrences.
- A one month notice will be required from the parent prior to child withdrawing from enrollment.

## Summary

Please ensure that all policies and information contained herein are read and understood. If there are any questions, do not hesitate to ask us. Remember to give your child adequate time to adjust to his or her new environment. Beginning jitters can cause teary, clingy mornings. We will help your child adjust to the best of our abilities. Please keep us informed on information such as a new allergy or illness, changing a family situation or other events that affect your child. Please do not hesitate to provide us with telephone numbers for home, work, physicians, or emergency contacts as needed.

We have an open door policy and parents are invited and encouraged to visit the preschool at anytime. The lines of communication are always open, so feel free to express your comments or questions. We welcome the opportunity to share with you the journey of loving your child and watching him/her grow into a bright and happy young boy or girl. Island Lutheran PreSchool serves as a connecting resource for leaders as they affect children's lives with the love of Jesus, so that every child may know and experience His grace.

In Christ,

Deiha Torin, Director

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I have read and understand the handbook and will follow all policies and payments for Island Lutheran PreSchool.

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Parent/Guardian Signature

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Date

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Child's Name

Revised 07/2017