

WELCOME...

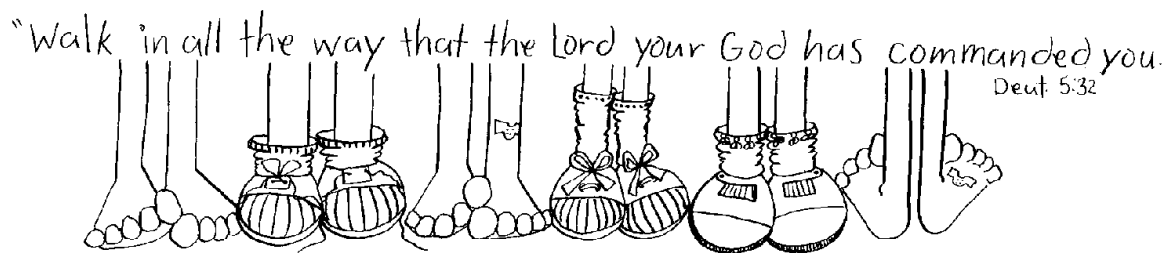
In the 19th chapter of Matthew, Jesus said, “Let the children come to me, and do not stop them, because the kingdom of God belongs to such as these.” Jesus then placed His hands on them and blessed them.

Children are God’s gifts to us. They are not only special in the eyes of parents but also in the eyes of God. Redeemer Lutheran Preschool offers a program that combines excellent educational opportunities with a Christian setting of care and love.

We look forward to getting to know you and your child and are convinced that this Christian educational experience will be a positive influence on your child and the entire family.

In His Name,

Reverend Chad Ott



**Redeemer Lutheran Church
1700 W. Fair Avenue
Marquette, MI 49855
228-9883**

Staff

| | |
|-----------------------|------------------------------------|
| Rev. Chad Ott | Pastor |
| Anna Dauffenbach | Director of Christian Education |
| Mrs. Carmen Albert | Preschool/Child Care Administrator |
| Mrs. Anita Rieboldt | Teacher |
| Ms. Christine Collins | Teacher |
| Mrs. Louise Kobie | Teacher |
| Mrs. MaryAnne Welch | Teacher/Aide |
| Mrs. Donna Brege | Aide |
| Mrs. Laurie Beauchamp | Aide |

You are welcome at any time to worship at our church or speak with our pastors if you have any personal concerns.

Redeemer Lutheran Preschool 2017-2018 Schedule

| | |
|-------------|--|
| September 5 | Parent Orientation.....7:00 p.m. |
| September 6 | Open House for the Children |
| September 7 | First Day of School for: Little Doves, Savior's Sunbeams & Trailblazers |
| September 8 | First Day of School for Gospel Lights, Shining Stars |



GENERAL INFORMATION

Statement of Purpose

Recent research indicates the education which children receive during the early years is extremely important. During these years, children need a stimulating environment which will provide them with experiences that will aid in developing their potential. They need supportive experiences which help them develop a positive self-concept.

In light of these facts, Redeemer Lutheran Preschool offers a program which will provide the child with a wide variety of learning experiences. In a guided Christian environment, the child will be free to explore his surroundings and to participate in activities to promote success.

Although specific learning experiences will be planned for each day, the atmosphere will not be highly structured in order that spontaneous learning situations can be used to the fullest extent.

GOALS

The goals of Redeemer Lutheran Preschool are:

1. To acquaint your child with Jesus and His love for him/her;
2. To help your child develop a positive and healthy self-concept;
3. To help your child establish himself/herself "away from home";
4. To help your child get along with others;
5. To broaden your child's growth experiences: spiritual, mental, physical, emotional and social;
6. To form a close home-school relationship; and
7. To provide a positive attitude for later and more formal education



Preschool Board Members:

The preschool is governed by a board of five congregation members who serve two year terms. Positions of the preschool board include President, Vice President, Secretary, Programs (2). The Preschool Board meets on a monthly basis to develop, review and set policies and well as provide support to the Preschool Administrator and staff.



ENROLLMENT

Redeemer Lutheran Preschool believes educational opportunities should be open to boys and girls on an equal basis.

All children enrolled in preschool must be potty trained. Potty trained means a child recognizes the need to go to the bathroom, can manage their clothing and have appropriate bathroom manners. We understand that accidents do happen and will be dealt with in an appropriate manner.

Teacher and classmate requests will be honored to the best of our ability based on a first come/first serve basis.

A child is considered enrolled only when his/her enrollment form and a non-refundable \$25.00 enrollment fee have been received.

FINANCIAL SUPPORT

Redeemer Congregation views its early childhood program as an integral and important element of its ministry. Under the supervision of the Preschool Board, Redeemer Congregation obligates itself to support this ministry by:

- Providing and maintaining facilities for the early childhood program including utilities and maintenance service.
- Providing the ministry of its pastor(s) and staff to the enrolled children and their parents.
- While tuition and fees will be the primary source of support: Redeemer Congregation will urge its members to offer their services, time and talents to the program, staff, children and parents.

Bureau of Children and Adult Licensing

The State of Michigan's Bureau of Children and Adult Licensing representative serves as a consultant to our Preschool. The main responsibility of the department is to see that all licensing requirements are met.

Ms. Anne O'Neill is our consultant and can be reached at (906) 290-2131.

Redeemer Lutheran Early Childhood Center is visited once a year to determine renewal.

License Number-DC520018604

Licensing Notebook

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.



TUITION GUIDELINES

**Monthly tuition payments begin September 1, 2017 and end May 1, 2018.
Children will be considered enrolled only when their
completed enrollment form and a non-refundable \$25.00 enrollment fee is paid.**

Tuition is based on a yearly figure broken down into nine equal monthly payments, even though the number of school days per month may vary. Due to our schools commitment to teacher's salaries and other budgeted items, no adjustments can be made to your tuition for school closure due to snow days or other emergencies. In addition, we are unable to credit your tuition in the event of a child's absence from class. In cases of severe illness (minimum of 6 consecutive class days' absence) credit may be applied. Parents must contact Preschool Administrator to arrange payment options.

Tuition may be paid in full at the beginning of the school year or divided over nine payments due on the first of each month. Any other option requires Preschool Administrator approval. Payments may be made by check, cash or money order and should be remitted by mail or in person to the Preschool/Child Care office at Redeemer Lutheran Church, 1700 W. Fair Avenue, Marquette, MI 49855. All tuition records are maintained by the Preschool Treasurer and Preschool Administrator.

CLASS OFFERINGS & TUITION FEES



Little Doves (3/4 year) Class Meets Tuesday & Thursday from 9:00-11:30 a.m.
Savior Sunbeams (3/4 year) Class Meets Tuesday & Thursday from 12:30-3:00 p.m.



Children must be three years old by the first day of class and potty trained. Children may enter the Little Doves or the Savior's Sunbeams class when they turn 3 in September or October. November and December 3 year olds may join in January depending on class availability.

Children who turn 3 after December 31 must wait until the following year to attend preschool.

Tuition: Congregation Member-\$990.00 yr (\$ 110.00 per/month)
Public- \$1,035.00 yr (\$115.00 per/month)



Gospel Lights: (4/5 year) Class Meets Monday, Wednesday & Friday 9:00-11:30 a.m.

Children must turn 4 on or before December 31 and be potty trained to attend this class. It is highly recommended that children signing up for this class are planning to attend kindergarten the following year or to sign up for our Shining Stars or Trailblazers class.

Tuition: Congregation Member-\$1,215.00 yr (\$135.00 per/month)
Public- \$1,260.00 yr (\$140.00 per/month)

Shining Stars: (4/5 year) Class Meets Monday, Wednesday & Friday from 12:15-3:15 p.m.

Children must turn 4 on or before December 31 and be potty trained to attend this class.

This class is designed for children who may wish to sign up for the Trailblazer class or who are going into kindergarten the following year.

Tuition: Congregation Member-\$1,350.00 yr (\$150.00 per/month)
Public- \$1,395.00 yr (\$155.00 per/month)



Trailblazers: (4/5 year) Class Meets Mon., Tues., Wed., Thurs., Fri. from 12:15-3:15 p.m.

Children must turn 4 on or before September 1 and be potty trained to attend this class.

This class is designed for older children who are going into kindergarten the following year or for those who wish another year of preschool.

Tuition: Congregation Member-\$2,205.00 yr (\$245.00 per/month)

Public- \$2,250.00 yr (\$250.00 per/month)



Family Discount: If more than one child from a family is enrolled during a year, a discount of \$5.00 per child /per month on tuition will be granted.

D.H.S. Payment: Redeemer Lutheran Preschool does not accept the State of Michigan D.H.S. payments.

Removal: The Preschool Administrator shall have the right to remove any child from class whose tuition is overdue 30 days, until such time a payment is made. Payments which do not clear the bank will be assessed a \$25.00 charge. Tuition must be paid in cash or by money order for two months after NSF has occurred.

Credit: In cases of severe illness (minimum of 6 consecutive class days' absence) credit may be applied. Parents must contact Preschool Administrator to arrange payment options. This credit will be applied to tuition for the following month. This credit does not apply to vacations or holidays. It is the responsibility of the parent to contact the administrator for this credit.

Withdrawal: A 14-day written notice is requested prior to withdrawing a child from our program for the remainder of the year or continued tuition payments will be required.

Children with Special Needs: Good child care programs get better when they include children with a wide range of interests, abilities, and experiences. Redeemer Lutheran Preschool supports the right of children with disabilities to grow and learn alongside their typically developing peers. Integrating children with and without disabilities in the classroom increases the opportunities for all children to learn about and accept individual differences.

Children with special needs may include but are not limited to the following: learning disabilities, diabetes, asthma, food allergies and physical disabilities.

1. Children with medical needs will provide the preschool with a written plan on how needs should be treated and fill out all required forms for medication. Parents may need to provide training for staff.
2. When requesting services for a child with special needs, the family will provide the preschool with a written program plan (I.E.P.) based on the determination of a qualified consultant if the child has one. A qualified consultant can include, but is not limited to, doctors, behaviorists, psychologist or early childhood teacher/program within a school district.
3. Together the family and preschool staff will regularly evaluate whether the needs of the child are being satisfied.
4. For the well being of the child, decisions on admitting and retaining will be made on a case by case basis.

Special arrangements may be made by contacting the Preschool Administrator or Treasurer if a problem arises in paying tuition on time.



REQUIRED FORMS

ALL FORMS ARE REQUIRED BY WEDNESDAY, SEPTEMBER 6, 2017.

1. Green Health Form- The Green Health Form must be completed every 2 years and returned to the preschool before the first day of class and/or updated as needed. Your doctor must fill out, sign and date in designated areas of the health form to be valid. **This form must be signed no later than 30 days after the first day of school** for the child to remain in the program as per/state licensing rules.

All areas needing initials and signatures have been highlighted.

Section I- Health History is filled out and signed by the parent/guardian and initialed by a doctor.

Section II- Physical Examination, Inspection, Tests & Measurements-completed by a doctor with exam date.

Section III- Immunization may be filled out by a health professional. A copy of the immunization form is accepted but must be signed and dated by a health professional.

Section IV- Recommendations to be completed by a doctor. Yes and No boxes **must** be checked.

Physician's Signature-Must be filled out completely!

Immunization Waivers:

As per State Licensing Regulations...All Waivers Must be Completed and Submitted before a Child Can Attend Preschool. (No Exceptions)

* **Medical Waiver Forms** are available if your doctor suggests an alternate immunization plan.

** **Non-Medical Waivers:** (religious or philosophical (other) objections) will need to be obtained at the Marquette County Health Department, US 41 South, Negaunee (906) 475-7844. This will require an appointment to speak with a health educator. At the end of the visit, you need to request a non-medical waiver for your child. You will receive a copy of the current certified (stamped and signed) State of Michigan Nonmedical Waiver Form. Please note that the form may not be altered in any way.

2. White Information Card- These cards are kept in the classroom and are used for emergencies. Please fill out front and back completely.

Redeemer Preschool will not release any child to any person not listed on the White Card.

Names may be added or subtracted from the white card at any time. Remember to update white cards during the school year if any information changes. White Cards are kept in the classrooms.

***Staff will not release the child without proper confirmation by the parent.**

***Staff will not release a child to anyone suspected of being under the influence of alcohol, drugs or other behavior or ability modifying agents.** The staff will call another adult listed on the White Card for assistance.

3. Preschool Financial Contract-Filled out, signed and dated by all responsible parties.

4. Handbook Policy, Volunteer Supervision, Photography, and Preschool/Child Care Release Form—Please fill out and sign each appropriate section.

***Handbook:** Signature required signifying the reading, understanding and abiding by policies written within.

***Volunteer Supervision Policy**- is needed for Helping Parent Days. It states that a parent/legal guardian is not to be left alone unsupervised with any child without a staff member present with the exception of your own child.

***Photography Statement**- allows us to use your child's picture for advertising or newspaper articles.

***Child Care Release Form**- is to be signed by parent/legal guardian to allow Redeemer Lutheran Early Childhood Center staff to escort the child between the Preschool and Child Care rooms.

POLICIES



HEALTH AND SAFETY

Mandated Reporters

Preschool & Child Care providers are mandated reporters. Under the Child Protection Law, Preschool & Child Care providers must contact Children's Protective Services (CPS) **immediately** when they **suspect** child abuse and/or neglect.

Illness

Please call your child's teacher if they will be absent from school at 228-9883. Please use good judgment in keeping a sick child home. Illness can easily spread to other children and the teachers in a preschool setting. Please inform the teacher as soon as possible when your child contracts any contagious disease or illness...i.e. pink eye, strep throat, fifth's disease, chicken pox, lice, etc... so an alert can go out to parents of classmates.

Medications will not be administered by school personnel unless a physician's authorization and instructions are provided and a medication form is filled out. This includes any over the counter medications. Children with a sore throat, fever, rash, lice, vomiting, and inflammation of the eyes or any suspect communicable disease shall be isolated from the classrooms and must be promptly picked up from the preschool by his/her parent, guardian or emergency contact person upon request of preschool staff members.

Head Lice: Please report all cases of head lice immediately by calling the preschool office. When a child has head lice, they may not come back to the classrooms for a mandatory 3 full -24 hour days. Upon returning they will not be remitted to class until they are checked and free of all nits. Head checks will be done daily on **all** children once there is a reported case until deemed unnecessary. Children with confirmed cases will be checked every day before entering classrooms for two weeks. Doctor issued notes will not be accepted for re-admittance.

Please notify your child's teacher at school-228-9883-if your child will be absent

When Should I Keep My Child Home???

Trust the Symptoms

If your child is experiencing any of the following symptoms, keep him or her home:

1. Vomiting within a 24 hour period
2. Diarrhea within a 24 hour period
3. Fever above 99.5
4. Rash
5. Any cough or cold when the child is lethargic, feverish or producing sputum.
6. Ear pain or drainage from the ear
7. Sore throat or problems swallowing
8. Sharp or persistent pains in the stomach or abdomen
9. Head Lice: a mandatory 3 full 24 hour periods at home after a confirmed a case.
10. Breathing trouble
11. Requires over the counter medicine to be comfortable
12. If your child has been prescribed an antibiotic, please wait a **full 24 hours after first dose** before sending them to school.



Accidents: Redeemer Lutheran Preschool will endeavor to reach parents in case their child is involved in a serious accident. If hospitalization is necessary, parents will be asked to arrange for transportation. If parents cannot be reached, or in cases of life threatening emergency, the school has the authority to call a doctor or hospitalize the child at the parent's expense. (This is why the information on the White Card needs to be current and on file.) Those parents who prefer we call a friend or relative in case of emergency will make advanced arrangements with the school. Parents are asked to notify the school immediately in case of any change of address or telephone number.

Minor accidents, (i.e. cuts, bruises, nose bleeding...) will be treated as per American Red Cross First Aid guidelines. Parents will be notified whenever any first aid is applied. An accident form will be filled out and kept on file.

Sanitation: Conscious effort is used throughout the course of the preschool year to maintain a clean and sanitary environment for the children on a daily basis. Each day the linoleum floor and bathroom is washed and disinfected, carpets are vacuumed, sinks and toilets are cleaned and sanitized. Equipment is cleaned and sanitized as needed following a three step procedure that includes washing with soapy water, rinsing with clean water, spraying with a sanitizing agent and air drying. Tables are cleaned several times daily, as needed, following the above three step approach. A regular cleaning schedule of toys is done throughout the year.

Handling Bodily Fluids: Staff is required to follow sanitation guidelines as needed (i.e. sneezing, coughing, blowing noses, bathroom issues etc...). Staff is provided with disposable gloves to use when the handling of bodily fluids occurs and must clean up following the three step procedure; washing with soapy water, rinsing with clean water, spraying with a sanitizing agent and air drying.

Hand Washing: Children and staff are required to wash hands before eating and after using the bathrooms by using soap and water for a minimum of 20 seconds, rinsing until the soap is gone and then drying hands with a disposable paper towel.

Children are encouraged to wash hands whenever they sneeze/cough into hands, blow their noses, put fingers into their mouths or as asked by staff when deemed necessary. Children are encouraged to sneeze and cough in the crook of their arm instead of into their hands to help prevent the spread of germs.

BRINGING YOUR CHILD TO SCHOOL

Dropping Off: Please come to the classroom door when dropping off or picking up your child. Children of this age are very curious and curiosity can often lead to dangerous situations when the child is not escorted by an adult. Please do not leave your car unattended under the canopy off of Fair Avenue. If your child attends the child care, a form allowing us to transport the child from room to room is required. The classroom door opens approximately 5 minutes before the start of classes.

Picking Up: Parent announcements are made the last five minutes of class. Make certain your child is picked up promptly, because we cannot guarantee the teacher will be able to stay until you arrive. Please call if you are running late. Parents are asked to wait in the hallway by the main church office before picking up their child.

All adults picking up children must be listed on the **White Information Card**. If there is a family problem in this situation, please notify the teacher immediately! In the event of an emergency please notify the teacher or administrator immediately.

Staff will not release the child without proper confirmation by the parent.

Staff will not release a child to anyone suspected of being under the influence of alcohol, drugs or other behavior or ability modifying agents.

The staff will call another adult listed on the White Card for assistance.

The Gym: Please do not use the gym before or after class when the gym toys are out. There are liability issues that occur when a staff member is not in the gym to supervise the use of equipment. We understand that it is difficult to keep children (and siblings) off the toys but it is also part of learning to follow rules in different environments. When the lights are off...the gym is closed.

Clothing: Dress your child in comfortable, loose clothing which is easily managed by the child in the bathroom. Make sure it is clothing that glue or washable paint will not ruin. Children are required to wear shoes in preschool. If you forget shoes in the winter, the child will have to wear boots and that can be very uncomfortable. Sandals and fancy shoes are pretty but can be a hazard when running in the gym. Putting your child's name on articles of clothing that come to school will help alleviate lost items.

Religion: Our school exists to help foster a Christian view of life. It is staffed by teachers who themselves are committed, practicing Christians. As such, it is structured with the belief that each child is a creature of God whose purpose of living can be realized fully only in a growing relationship with the God who has revealed himself in the person and work of Jesus Christ. Therefore, Christian worship and educational activities appropriate to the child's maturity level are a regular part of our school's program.

Transportation: Redeemer Lutheran Preschool and/or Church Staff cannot assume responsibility for the transportation of its students. Such responsibility for transportation of students rests with the individual parents understanding that the school will be of whatever assistance possible within the parameters of this policy.



Snow Days: When the Marquette Area Public Schools are cancelled due to weather, preschool classes will automatically be cancelled. Efforts will be made to have all and any cancellations listed on Sunny 101.9, WJPD and WLUC-TV (channel 6).

The Child Care will remain open on snow days; however you will need to call (228-9883) by 8:00 am to cancel care for that day or to make other arrangements.

Discipline: Staff shall use positive methods of discipline which encourage self-control, self-esteem, self-direction, and cooperation. The main purpose of the disciplinary procedure during school would be to insure the comfort and safety of each child, respect for all property, and to discourage the disruption of class in order to provide a positive Christian learning experience for each child. When verbal correction and redirection do not work, the child will be removed from the group and placed in a time out chair for a short time.

In an extreme case, where disruptive behavior cannot be controlled, the parent will be requested to take their child home for the remainder of the day. No physical punishment will be used. If consultation about a child is required, it will be done in a private setting. Our objective is always to provide a positive Christian learning experience.

Removals: Redeemer Lutheran Preschool reserves the right to remove from the program any child whose behavior creates too great a disruption. A conference will be scheduled with the teacher, administrator and parent(s) to determine the best course of action for all those involved.

Invitations: Invitations to parties, particularly children's birthday parties, may not be handed out or placed in classmate's cubbies unless there is an invitation for each member of the class. In past years, we have had several instances where hurt feelings and teasing occurred because of party invitations... To be fair to all students (and their parents) please mail invitations.



Volunteer Supervision Policy (Helping Parent Day): Mom, Dad or Legal Guardian of children scheduled for snack on Thursday (Little Doves, Savior Sunbeams) or Fridays (Gospel Lights, Shining Stars, Trailblazers) have the opportunity to come into the classroom to participate or observe their child. If your assigned day does not work for you, speak with the teacher to reschedule your day. Helping Parent Day is optional.

All persons, including parents, who volunteer in Redeemer Lutheran Early Childhood Programs (Preschool and Child Care) will be supervised at all times by a staff member and never left alone with any children or child, with the exemption of their own child in the case of a parent or legal guardian.

Parent/Teacher Conferences: Conferences are held in the fall and in the spring of each school year during class times. Conferences are optional, however they give parent(s) and the teacher a chance to sit down, discuss and keep the lines of communication open. Communication between parent(s) and teachers is encouraged to provide the best care and learning environment for children.

Animals in the Classroom: Many children and adults have allergies dealing with different kinds of animals.

This can pose a health problem when contained in small areas. In light of this fact, our policy is..."All animals need to have prior approval of the Preschool Administrator before they are to enter or remain in the classroom." It is not our intent to deny the children opportunities to watch, enjoy and learn about animals, but to prepare our classrooms, students and parents for their attendance.



Toys from Home: Redeemer Lutheran Preschool requests that toys and personal items remain at home except for on “Leader Day” for show and tell. Please **do not** have your child bring “weapons” or “violent toys” for show and tell as they are not allowed and will not be shown.

Special Programs

Family Fellowship: Family Fellowship is a night designated for the preschoolers and their families and is usually held in the fall. It can be a potluck or an ice cream sundae social or whatever else the teachers can come up with to get families to come and meet each other. The teachers and aides like to meet the whole family so when they are told “stories” by the children they can put faces to names.

Christmas Program: Christmas is always such a special time for families to remember the real reason for the season and no one can remind us better than children. The preschoolers work hard during class preparing a very special program for parents, siblings, grandparents, or friends to help everyone truly feel the joy of Christmas. Christmas Programs are held during the last part of class.

Special Persons Night: We like all Dad’s to come and spend one on one time with their child. This evening program is full of surprises and fun. The teachers and aides make this a memorable evening with activities that may include art projects, stories, music and a snack. If dad is unavailable to attend, a grandparent, uncle, or any other special person in the preschooler’s life is welcome.

Mother’s Tea: The Mother’s Tea has been a long standing tradition here at Redeemer. The tea is held during class time in May and consists of a very special musical program, a delicious desert and wonderful mementos for Mom. Be sure to bring a hankie and camera!

Make A Joyful Noise: Once in the fall and once in the spring, our Pastors invite the preschoolers to sing at the Saturday 5:00 pm or the Sunday 10:45 am worship service. The congregation at Redeemer love to see and hear the preschoolers and we love to show them off.



WELCOME TO REDEEMER LUTHERAN PRESCHOOL!