



# MESSIAH

LUTHERAN SCHOOL  
Early Childhood Department  
Family Handbook

2018-2019

School Theme:

***Game on!***

Summer 2018

Dear Family,

We wish to extend a warm welcome to you and your family! We plan to make this school year a positive experience for you and your child. It is our hope and prayer that God will bless your child's experience here at Messiah Lutheran School.

We view our program as a Christian outreach to children and families. You have been, and continue to be, your child's first and most important teacher. Our intent is to support, encourage, and provide opportunities that continue the educational and spiritual development already started by you – the parent! We provide an environment where young children can explore and learn about Jesus, themselves, others, and the world around them – all in an atmosphere of Christian love and acceptance.

Your involvement in your child's classroom experience is important. Please feel free to talk with your child's teacher or director at any time. We are here to listen, help, and encourage.

Again, THANK YOU for being a part of our school family!

Blessings,

Mrs. Sarah Kelly  
Early Childhood Director  
Phone: 636-329-1096 ext. 1004  
Email: [skelly@mlslions.org](mailto:skelly@mlslions.org)

### **Early Childhood Faculty and Staff**

Please feel free to contact your child's teacher any time you have a question, concern, or fun story to share! We do not have landline telephones in the classroom, so many teachers will contact you via their cell phone, or via email.

School Office Phone: 636-329-1096

Website: [www.messiahnetwork.org/school](http://www.messiahnetwork.org/school)

### **Teacher Contacts:**

Diane Porter, Early Preschool Teacher

[dporter@mlslions.org](mailto:dporter@mlslions.org)

Sarah Kelly, Preschool Teacher & Early Childhood Director

[skelly@mlslions.org](mailto:skelly@mlslions.org)

Mary Schlie, PK Teacher

[mschlie@mlslions.org](mailto:mschlie@mlslions.org)

Beth Thaemert, PK Teacher

[bthaemert@mlslions.org](mailto:bthaemert@mlslions.org)

### **Absences and Tardies**

Regular attendance is vital to a student's educational progress. Parents are encouraged to limit vacations, medical/dental appointments, and any other unnecessary absences that impact regular school attendance. If absences are planned, please notify the student's teacher. If your child is ill and not able to attend, please notify your child's teacher or the school office.

### **Admission Policy**

Children entering Early Preschool must be 2 by August 1st. Children entering Preschool must be 3 by August 1<sup>st</sup> and potty-trained. Children entering Pre-Kindergarten must be 4 by August 1<sup>st</sup> and potty-trained. For Preschool and Pre-Kindergarten, Pull-ups and diapers are not allowed. Contact the Director or School Office for complete admissions information. A non-refundable deposit is required to secure a spot in the program.

### **Arrival and Departure**

Please use the driveway on the back lower level for drop-off and pick-up. Doors to the Lower Level open at 8:15 AM and lock again at 8:40 AM. School begins at 8:30 AM. Please plan to target arrival before 8:30 AM. Half-day dismissal is at 11:30 AM. Early Childhood classes dismiss at 3:05 PM, and doors will be open from 2:50 – 3:20 PM.

Regarding drop-off, many children show signs of separation anxiety during the first several weeks of school. This is completely normal! Your child's teacher may have specific strategies that can help ease this transition. Parents should make good-byes short and

sweet. Think of the hallway as the “kiss and fly zone” at the airport. Parents should not regularly enter the classroom and play with children, as this prolongs the good-bye process and makes it more difficult on the child and disrupts the beginning of the day for other students.

### **Birthdays**

Parents may send a treat to celebrate a child’s birthday. Please bring treats in the morning when your child arrives at school. All supplies should be furnished and included. Please avoid anything with nuts, lots of sugar, or hard candies. Small cupcakes work best, with little frosting. If you have any questions about what to bring or quantity, check with your child’s teacher.

### **Church Information**

Messiah Lutheran School is owned and operated by Messiah Lutheran Church. We are a Christian school serving the entire community. Families are always welcome to worship at Messiah! Check with the Director, your child’s teacher, or the Office for specific worship times and opportunities.

### **Class Celebrations/Parties**

Funds to cover the cost of classroom parties (3-4 per year) is included in the annual tuition. Parents will have the opportunity to coordinate and serve as helpers. If helping at a celebration/party, younger siblings should not be present so all attention can be given to the class students.

### **Classes Offered**

Messiah offers Early Preschool for children that are 2 by August 1st. Messiah Lutheran School offers early childhood program classes for children ages 3-5. Children must be 3 by August 1<sup>st</sup> to attend Preschool, and 4 by August 1<sup>st</sup> to attend Pre-Kindergarten. Students must be 5 by August 1<sup>st</sup> to attend Kindergarten at Messiah Lutheran.

### **Clothing and Dress Code**

When helping your child choose clothing for the day, make sure they are comfortable and free of complicated buttons, snaps, and zippers. Play-clothes and tennis shoes are most appropriate for school. Socks are necessary. When we paint or do other art projects, we will do our best to keep your child clean, but paint spots are typical. The paints we use are washable. No flip-flops or crocs are allowed, as all shoes must have a secure backing. School policy also prohibits boys from wearing earrings.

Please supply an extra set of clothes in your child's backpack in case of accidents or other spills. If your child uses a piece of the extra set of clothing, be sure to immediately replace it. Also, check the clothes with the changing of the seasons.

### **Communication with Families**

Teacher communication with families is very important. Be sure to provide teachers with valid email addresses and phone numbers. Teachers will typically send home weekly printed newsletters, but also a variety of regular emails. Newsletters will typically be posted on the

school website. Feel free to contact your child's teacher at any time. We are here to partner with you!

### **Conferences**

A required Parent/Teacher Conference will be held each fall, after the end of the 1<sup>st</sup> quarter. Preschool and Pre-kindergarten students will receive a quarterly Progress Report. Conferences at any other period of the school year may be requested by either the director, teacher, or parent. Progress Reports will be returned to the teacher at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>d</sup> quarters. At the end of the school year, the Progress Report will be yours to keep.

### **Discipline**

Many of you are aware that the word "discipline" means "to teach." Teachers do their best to try and prevent problems from arising in the classroom. Whether a problem arises with a teacher or another student, there is always an opportunity for learning. We "disciple" by modeling correct behavior and dialoguing with children when situations arise. Behavioral expectations are shared regularly with all students, and are very age-appropriate. We utilize a developmentally appropriate strategy of "Love & Logic" principles for discipline. Be sure to check with your child's teacher or the early childhood director should you have any questions or concerns.

### **Emergencies and Lock-Down Plans**

Messiah Lutheran School is a secure-entrance building. Main doors are only open during specific times. Please honor these times and the safety of all when dropping off and picking up your child. Should you need to arrive

at a time not in the “window” of typical open door times, please use the main school entrance where the School Office can buzz you in.

Proper safety procedures are in place for special emergencies. Regular review of such procedures takes place, as well as specific practice drills with students.

### **Extended Care**

An Extended Care Program is available to all families. This service is additional to a child’s enrollment and may be used on an as-needed basis. Rates are determined annually. Families who are pre-enrolled for Extended Care will be given a security code for entering the building. Extended Care is staffed by some early childhood staff, as well as other screened personnel.

### **Field Trips**

Field Trips are important aspects of a child’s education. Field trips are connected to specific learning currently happening in a classroom. For our Preschool classrooms, many field trips actually come to the classroom.

### **Fire Drills**

Practice fire drills are held regularly throughout the school year. Teachers practice these with students so they know what to expect during such times.

### **Flexible Scheduling Options**

One of the popular features of our Early Childhood Program is the availability of flexible scheduling options. Families may enroll for part-time or full-time enrollment, as well as choosing the specific days they

wish for their child to attend. Should space be available, students can “add” time throughout the school year. The early childhood director has oversight on what enrollment options are available and if space is available in each classroom.

Because of teacher:student ratios and staff scheduling, student make-up days are not possible. Students attend school for the days they are enrolled.

### **Head Lice**

A child found to have head lice will be sent home from school. Treatment with an FDA-approved medicated shampoo or one prescribed by a doctor must be completed before they will be readmitted to school. The child may be reexamined and a significant reduction of head lice needs to be noted before they are allowed to return to the classroom.

### **Health**

Your child’s health and that of all other children are a matter of high importance to us. Please do not bring your child to school if he/she has a rash, pink eye, fever, diarrhea, excessive cold, or vomiting within 24 hours prior to the class session. Children cannot return to school until at least 24 hours has passed after a fever has broken.

Please contact your child’s teacher or call the school office if your child is ill. Likewise, be sure communicate any communicable disease to us immediately so that we can notify parents of other children.

A child who complains of being ill will be checked by the teacher, teacher aide, or early childhood director. If it is determined that it is best for the children to not remain at school, the parents or designated person will be called and asked to pick up the child as soon as possible. Be sure we have accurate and complete emergency information on file in the school office.

### **Injuries**

Minor injuries will be cared for by the teacher and teacher aides. Ice packs, soap and water, and band-aides will be the extent of first-aid given. Such injuries will be shared with you when your child is picked up from school.

All parents are required to complete emergency contact information in RenWeb. In cases of accident or injury, every effort will be made to reach the parent. In the event the parent or designated individual cannot be reached, emergency medical treatment will be sought at the discretion of the teacher.

### **Insurance**

Messiah Lutheran School does not provide accident insurance for your child while he/she is attending our program. Any medical claims must be first filed with your own family health or accident insurance company.

### **Lunches from Home**

Children have the option to bring their lunch from home or purchase a school lunch. Lunch should be brought when students arrive in the morning. Lunch boxes can be placed by his/her cubby. Be sure to include a drink for your child too. Water may be available. All utensils

should be supplied from home. There is no refrigeration for lunches, so ice packs come in handy. Be sure to provide your child with food items that are easy to open. Teachers certainly do provide assistance, but children should make their own efforts first.

### **School Lunch**

Lunches will be offered five days a week by Food Service Consultants (FSC), a local company that operates the cafeterias at over 65 private schools in the St. Louis area, as well as a number of other businesses. Preschool children have a separate menu with items selected for their age. School lunch can be ordered for your child before school during Extended Care or classroom check-in. If a child does not have a lunch, a school lunch will be ordered for him/her.

### **Lunch Payment**

Parents can use RenWeb to check lunch balances and add money to the account. There is one lunch account per family. You can check your itemized lunch bill via the RenWeb site. It will show which student purchased each item. Login to RenWeb here:

<https://ml-mo.client.renweb.com/pw/> or Get the RenWeb Home App via the buttons below.



### **Medication**

Teachers are not able to administer any medications to students. Should your child need medicine during the day, it can be administered via the School Office with special notification from a doctor.

### **Naps/Rest Time**

All students are given the opportunity for a daily afternoon nap or rest time. Children are not required to sleep, but they must remain quiet so as not to disrupt those children who are sleeping. Teachers may vary the length of nap and rest times based on the needs of the class, or for other reasons deemed necessary. Nap cots are provided. Children who stay all day should supply a small pillow and blanket, which can be kept in either a school cubby or cloth bag. Teachers will have more details on their specific Nap/Rest Time procedures.

### **Outdoor Recess**

Whenever possible, students will have the opportunity to attend recess outdoors. Outdoor play time is essential for a child's development. Large and fine motor opportunities exist during these outdoor recess times. Specific rules and expectations are shared with students and must be followed for safety reasons. Play guns and play weapons will not be permitted for any reason during recess times.

### **Photos**

Pictures of students may be used on occasions for school and church communications and/or marketing purposes. If you do not wish your child to have his/her picture included in these instances, please mark the appropriate box on the Student Enrollment Form, or notify the School Office.

### **Secure Entrance**

Messiah Lutheran School is a secure-entrance facility. For safety and security reasons, all doors are locked throughout the day. Doors are open for a specified amount of time for morning drop-off, mid-day pick-up, and end-of-the-day pick-up. Persons arriving at school during other times may need to come to The Timbers entrance and be buzzed in via the School Office.

### **Snacks**

Mid-day snacks for children are provided and included as part of your annual tuition. Water or juice is provided during snack times as well. On occasion classroom cooking activities will serve as snacks.

### **Supplies**

Students receive a basic school supply list each summer. These items are to be brought to school before the first day of classes, often during Individual family visits with the classroom teacher. Please bring only the items listed. All other supplies are furnished.

### **Teachers and Staff**

We are very pleased to have such wonderful, qualified teachers on our staff. We strive to have educators trained in early childhood and/or elementary education, as well as those who are synodically-trained through the Lutheran Church – Missouri Synod. All teachers meet expectations set before them by Messiah Lutheran School. Classroom aides are also highly qualified individuals. Professional development and updated training is an ongoing process for all teachers and staff.

## **Toileting**

For our Early Preschool/2's students, diaper changing and toilet training is an ongoing process and is done as needed throughout the day. It is important that both teachers and parents work closely so a consistent routine is established. Per sanitation requirements, accidents in underwear need to be kept at a minimum. If a child has more than an occasional accident, Pull-Ups will be required. We ask that you begin toilet training at home during the weekend or days of of school before bringing the child to the center as a new trainee. We will follow through and encourage your child while in our care. Toilet training will be done in a relaxed manner with the cooperation of the family.

Parents need to supply Pull-Ups, flushable wipes, and a couple of extra outfits including socks and shoes. Children should be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants with elastic waists or dresses. Try to avoid tight clothing, pants with snaps or zippers, and overalls. These are difficult for children to remove in a hurry and/or independently.

Children enrolled in our Preschool and Pre-Kindergarten program are required to be able to toilet independently when school starts. If the child is not toilet-trained, we may give a 2-week grace-period of trying to remind the child to use the restroom throughout the day. Children should wear underwear. No Pull-ups or diapers are allowed. Children should keep an extra set of clean clothes in his/her backpack should an accident occur. If

the teacher/director believes the child is trained or at least making progress at the end of the 2 weeks, he/she may stay enrolled in the program. If the child is not making any progress, he/she may need to stop attending until fully toilet-trained. Should this happen, tuition charges will not occur during this period.

### **Toys From Home**

We discourage bringing toys from home to school, unless it is for something specific that the teacher has allowed. Personal toys from home may cause sharing problems with other children and may become lost or broken. The early childhood staff cannot be responsible for these toys. Even on “Show and Share” days, be sure to bring only items that are not too costly and are manageable for the child.

As a quality early childhood program, we have our own toys and materials for the children to use. These materials have been carefully chosen for the age-level and curricular experiences of the children.

### **Tuition**

Tuition is charged based on the enrollment options chosen by the family. Tuition is due monthly and is collected via bank drafts. Messiah Lutheran School partners with FACTS/RenWeb to administer tuition payments. If you ever have a question related to tuition and/or payments, be sure to contact the School Office.

### **Weather-Related Closings**

School closings (typically weather-related) will be announced on local TV stations: (2 – FOX), (4 – CBS), and (5 – NBC). Be sure to look for MESSIAH – WELDON

SPRING. Decisions made by the Francis-Howell School District and other St. Charles County area Lutheran schools may affect Messiahs' decision to cancel, but not always. A School-Reach phone call to all families may also be used, as well as email communications. Rarely will Messiah close during the school day, however parents are encouraged to use their own judgement when inclement weather does happen.