Preschool Handbook
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OUR SAVIOR LUTHERAN PRESCHOOL
PHILOSOPHY

Our Savior Lutheran Preschool is a positive learning environment where children are first. The role of the Christian Preschool is that of satisfying the needs of its children in the following areas: the need to trust their Lord's will in all situations, supporting parents who love them, and providing teachers who support all they do; the need to explore and develop their senses, vocabulary, capabilities, environment, and creative abilities. The need to live with others sharing, taking turns, and coping with life. In meeting these needs, the school will provide the child with a setting of consistency and stability. The child will develop an interest and joy in learning and a feeling of security, success, and responsibility.

Early training is the most significant training children receive. An early childhood experience permeated by Christianity provides children with added richness. Not only are their mental, emotional, social, and physical needs recognized but also their spiritual needs. The results will be children with well-rounded Christian personalities who acknowledge the daily presence of Christ in their lives.

Preschool usually represents a child's first separation from home and first experience with a peer group. Therefore, young children have a lot of social learning to do. In the cocoon of preschool, children can grow from their self-centered world of "I" to the world of interaction, "we". They learn through exploring and inquiring to solve their problems.

Play is the work that children do. Much of their motor play is preparatory to later cognitive development. In stacking blocks, they learn spatial relationships, balance, and the law of gravity. In climbing, swinging, and running, they learn motor and perceptual coordination, which is essential in fine motor development. By taking advantage of the many innovations in early childhood teaching techniques and materials, a solid foundation can be laid for future school years. By freeing children from inhibitions, they learn to express themselves. In short, preschool can open young children's awareness of their Lord's world and stir their inquisitiveness to make eager learners in their preschool year.

We believe that Our Savior Lutheran Preschool exists to assist parents, in our congregation and our community, in raising their children in the nurturing and teaching of the Lord Jesus Christ. In doing so we seek to give glory to Almighty God in every area of the curriculum and in the way in which our students experience life on a day-to-day basis at our school.

As members of the Lutheran Church-Missouri Synod, we join with the over 2,000 other Lutheran schools in our nation and with the more than 200,000 children enrolled in this largest, Protestant, Christian school system in the nation. We rejoice in our participation in this massive endeavor to provide a solid educational foundation for children grounded in the Christian faith, and we are blessed to draw on the excellent resources that such a large system provides.

POLICIES AND PROCEDURES

Admission

Each child who attends Our Savior Lutheran Preschool must have completed and have on file all required forms. Additionally, during orientation, parents must have received and signed a copy of the Parent Handbook. We need to be informed when children receive updates to immunizations. Parents will need to send in a copy of each immunization update. We must have valid contact numbers on file. This includes cell phones. Please notify the staff immediately of any changes. It is in your child's best interest to make sure we are always able to contact you. All students must be the age of three to five years old. Each child should be potty trained.

Behavioral Probation: All new students are placed on behavioral probation for six weeks. Students exhibiting severe behavioral problems during the school year will be placed on behavioral probation. If the behavior does not improve, the child will be suspended or expelled. Our Savior Lutheran Preschool reserves the right to terminate the contract for preschool at any given time.

If a child needs special services, the class curriculum will be modified to the individual needs. If further needs are necessary additional services will be provided by professional services outside of the school. If possible, some services may be brought to the school.

Releasing a Child

Our Savior Lutheran Preschool will only release a child to persons for whom the preschool has written authorization. People not familiar to the staff will be asked to present sufficient proof of their identity, including picture identification.

Our Savior Lutheran Preschool will release a child to a responsible party in an emergency if the preschool has received verbal permission from a parent or guardian. Authorized persons who pick up a child from the preschool must follow the same procedures to sign in/sign out as any parent or guardian. If, for any reason, an unauthorized person attempts to pick up a child after staff informs them of the policies and procedures, the Pagosa

Springs Sheriff's Department will be called. There is a late fee for children still at the preschool after 5:31.

Tuition and Fees

Tuition is due by the 1st of every month. There will be a $10.00 late fee if received after the 10th. If your payment is more than 30 days late, your child will be suspended from attending, until your payment is made. There will be no guarantee that your child's space will be available at that given time.

Arrival and Departure

The operating hours are 7:30 AM to 5:30 PM. The staff will be more than happy to open the doors at 7:30 AM. Drop-off times begin at 7:30 AM and end at 8:30 AM. Due to safety precautions, the preschool door will be locked, and you will have to enter the school through the school secretary's office.
The staff may be here earlier than 7:30 AM, but they need the time to prepare for the day. Five minutes after the end of the scheduled day, if the parent or authorized adult has not picked up the child, the parent will be notified by telephone. A late fee of $1.00 per minute will be assessed beginning at 5:31 PM. Children will only be released to individuals authorized in writing by the parent. We will require a form of identification prior to releasing the child. After calling all emergency phone numbers for the child that has not been picked up, he/she will be taken to the Archuleta County Sheriff's Department after half of an hour of waiting.
At the beginning of the day and at the end of the day, it is VERY important to sign your child in and out.
OSLS Preschool is a place where children laugh, sing, play and run. The environment is designed to stress sharing and caring. It is structured, yet within the structure there is freedom. Children can express feelings and experiment with many different learning challenges. Centers such as housekeeping, quiet area, puzzles, blocks, arts and crafts, toys, water table, etc., are provided so the child can choose what he or she would like to do and learn through discovery and play. Access to the gym allows for body movement as well as interaction among the children. During all transition times, the staff member teaching counts how many kids they have according to their daily schedule.

Curriculum

Religion: Students will attend weekly Chapel Services which are led by the Pastor. Bible stories are taught at every level, every day, in every classroom. Teachers lead students in daily prayer-Luther's Morning Prayer, the Lord's Prayer, and prayer at snack and lunchtime.

Recitation: Students will participate in daily recitation that covers information that will ideally be remembered for a lifetime. It will allow students to demonstrate mastery of a subject and fosters poise, focus, and confidence. Recitation content is consistent and cumulative. The order of facts will always be the same with new information added at the end.

Calendar: Students will understand the patterns of time and space when engaged in calendar time.

Music and Poetry: Students will participate in the music and poetry curriculum which offers exposure to enduring childhood classics and satisfies the child's intrinsic interest in story and song. The interesting ad rich language of the music and poetry selections will help the child develop a taste for and comfort with the beautiful, stylistic language ubiquitous in the classical education to come.

Literature: Students will be exposed to the best books for this age and trained to be highly conscientious and discerning readers right from the start. A thoughtful and thorough coverage of each book will be utilized by the teacher including questions to discuss prior to reading, vocabulary, definitions, picture reviews, and content topics to be addressed while reading.

Numbers: Students will learn to count confidently to 20- and higher if interested-and to recognize numbers 1-15.

Fine Motor: Students will use a variety of materials and worksheets to improve and fine-tune their fine motor skills. They will be encouraged to carefully color the pictures and cut on the dotted lines.

Children's Dress Code

Our Savior Lutheran Preschool is a place for your children to have fun while they learn, so please dress your child in comfortable play clothes that match the weather. No flip-flops are allowed. Sandals are acceptable as long as they have a back-heel strap. He/She will be engaging in very active play and should be comfortable. For the sake of safety, girls should not wear any dangling earrings and boys will not be allowed to wear any sort of earrings. 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, being able to pull up and zip their pants, etc. Parents, please provide an extra set of clothes in a zip lock bag to leave at the school in case your child might have an accident. Make sure all articles of clothing are clearly identified with the child's first and last names. A hook and cubby are provided for each child. Our Savior Lutheran Preschool is not responsible for anything lost or stolen. Outdoors is part of our daily routine, so please include hats, and coats, boots, etc., when necessary.

Health/Immunizations

In keeping with the laws of the State of Colorado, every child enrolling in school must present on or before their first day of attendance, proof of full immunization, initiation of a schedule for immunization, or a certificate of exemption.

Daily Health Check

The staff will conduct daily observational health checks on the children as they arrive. Children are observed daily for signs of illness, abuse, or neglect. If it is determined that a child is ill and must go home, a parent, guardian, or other adult authorized to pick up the child will be contacted and advised the child cannot remain in school. Children who are ill will be placed in an area away from the other children until they can be picked up.

Sickness Policy

Please do not send your children to school when they are sick. Children who are not feeling well cannot participate in activities. There is not adequate staff to supervise individual children when they cannot participate. If you observe any of the following symptoms, your child cannot be at school: temperature over 99.6, impetigo, uncontrollable or deep chest cough, sore

throat, rash, pinworm or ringworm, vomiting, scabies or head lice, diarrhea, chicken pox, measles, green nasal discharge, any communicable diseases, strep infection, pink eye, or hand and foot disease.

Medication

As a general policy, staff may not administer medication to children. If your child needs medication, give it to him/her before or after attendance at the center. In unusual circumstances, the staff may administer medications that carry the physician's prescription for that child. Medications must be kept in the original container. Containers must bear the original pharmacy label showing the prescription number, name of the medication, date filled, physician's name, child's name, and directions for dosage. When no longer needed, medications will be returned to parents/guardians or destroyed. Medication will be dispensed, and a record made. Written records will include the child's name, date/time of medication, name, and dosage of the medication, and name/initials of staff who administered it. Medications will be kept in a locked storage area inaccessible to children and according to pharmacy instructions.

Discipline

Children at Our Savior Lutheran Preschool shall be treated with respect at all times. Only rules and limits which are absolutely necessary to a positive learning environment for children and teachers shall be enforced. Rules will be at the developmental level of the children both in vocabulary and expectations. These rules shall be reasonable and enforceable.
Natural and/or logical consequences will be utilized to help children develop effective ways of bringing about individual and social responsibility and prosocial behaviors. Efforts of all children will be recognized, and competition will be avoided.

We believe in a positive approach to discipline. Our rules are basic: 1) walk in the room, 2) use an inside voice, 3) keep your hands to yourselves, 4) put toys away after use. At no time will there be any corporal or harsh discipline. No humiliating or frightening discipline will be used, nor discipline associated with rest, nap, toileting, or food. When "thinking time" or the "time-out" is used, the separation shall be brief and appropriate for the child's

age (one minute for each year of the child's age: i.e.: 3 minutes for a 3-year-old, etc.) When a child is separated from the group, the child shall be within the sight of an adult in a lighted, ventilated area. At the end of this time, we discuss why the child is there. How can we make sure it does not happen again? Sometimes a child may have difficulty even with those rules. At that time, a conference is called with the parent to discuss an individual approach with the child to help subscribe to our rules.

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

Meals and Snacks

The children are required to eat the lunch that is brought from home. The helper of the day will bring snacks. We feel that nutritious snacks from all four food groups are essential in developing good eating habits in children. Do not bring soda. Please remember to cut up foods such as grapes and hot dogs to prevent any choking hazards. We do not want to give the children empty calories as it has been proven to not help the learning process. Children may bring birthday treats. Your child should eat breakfast at home before he/she comes to school. No gum allowed, please do not bring it to school, the child will be asked to remove it upon arrival.

Nap Time

If your child will be napping at the center and wants to use a small blanket or pillow, you will need to provide this for your child. Label it with the child's name. Please make sure both pillow and blanket will fit in the provided nap bucket. We appreciate your cooperation. Naptime will be observed every day between 1:00 PM and 2:30 PM. Your child will be required to rest quietly or sleep at this time.

Reporting of Child Abuse, Neglect, and Complaints

Under Colorado State law we are required to report all incidents of child abuse or neglect according to the state law. Any caregiver or staff member who knows or suspects that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions

that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the Archuleta County Department of Social Services, the Police Department, or Archuleta County Sheriff.
Archuleta County Department of Social Services
P.O. Box 240
Pagosa Springs, CO 81147
(970) 264-2182

Under Colorado State law we are required to post the Department of Human Services. If you have any questions or concerns about Our Savior Lutheran Preschool license you may contact:
Department of Human Services
Division of Child Care
1575 Sherman St., 1st Floor
Denver, CO 80203-1714
719-866-5958 or 970-556-1987/Amy Davlin
Amy.Davlin@state.co.us

School Closure/Inclement Weather

If it becomes necessary to close the center because of severe weather or other emergency, parents will be notified by phone. Staff will keep children at the center until a parent or authorized person can pick them up. If severe weather conditions develop through the night, area radio stations will be contacted or Facebook. Staff will contact parents when there is to be a school closing.

Student Withdrawal

Two weeks (14 days) advance notice is required if you intend to withdraw your child from the program. Childcare charges can be prorated according to the amount for the month your child will be in attendance. If Our Savior Lutheran is closed, you will be given notice at the beginning of the year.

Television/Video Viewing

Commercial television/video viewing is not considered a part of the developmentally appropriate curriculum at Our Savior Lutheran Preschool.

However, there may be times when children at the Center are participating in learning activities or special events so videos may be used in the classroom.

Toys/Articles from Home

We have stimulating toys and play materials at Our Savior Lutheran Preschool. Therefore, we request NO PERSONAL TOYS AND MONEY BE BROUGHT TO SCHOOL (including dolls and stuffed animals). Toys brought from home create confusion among the children and interfere with the daily curriculum. Parents, please help us enforce this policy. (On Fridays and special occasions, we do have show and tell, and toys may be brought for show and tell we will notify you of these occasions).

Visitor and Volunteer Policy

At Our Savior Lutheran Preschool, we have an open-door policy. It is essential for parents to take an active interest in their child's preschool experiences. Parents are encouraged to visit, have lunch, and share their time with the children. Let us know what you are comfortable doing at the preschool. If you are not comfortable working directly with the children, we have secretarial needs. The kids love to see their family in the room doing anything and it promotes a great positive self-image. Please be observant of naptime. Visitors are any persons not directly associated with Our Savior Lutheran Preschool. Visitors must sign in on the visitor sign-in sheet located by the front door. Anyone not known to the staff of the preschool will be asked to show proper identification and reason for the visit.
Volunteers must also sign in by the front door. The Director must approve all volunteers.

Emergency Evacuation

In the event of a major emergency (lost children, tornadoes, fires) requiring evacuation of the center, we will see to the safety of the children first. After the building has been cleared, authorities and parents will be notified. Children may then be picked up at the designated reunification area.

Transportation

At the time of enrollment, Our Savior Lutheran Preschool will obtain written permission from parents or guardians for transporting children on excursions

during childcare hours. Children will be transported in vehicles equipped with safety belts. Children will not be permitted to ride in the front seat of a vehicle. Children at least 4 years but less than 6 OR at least forty pounds must be secured in a child restraint system conforming to applicable Federal Motor Vehicle Safety Standards. Children will be secured with seat belts if not in a car seat. Parents and volunteers will be instructed on policies and procedures before a field trip or outing. Instructions will include the following: permission forms from parents, roadside emergency procedures, proper use of safety devices, maintaining a low ratio per child to assist and supervise children at all times, and emergency procedures. Children who arrive late or do not have proper paperwork on a field trip or excursion day, will not be able to attend and will be sent home.

Parent Information

Important notices, parent newsletters, and children's items will be kept in cubbies in each classroom. Please check these regularly. Every few months a progress report will be going home in your child's cubby. If you have any questions about this report, please talk to your child's teacher.
We acknowledge and respect that all families are different in their traditions, values, beliefs, etc. We try to model appropriate behavior for the children to follow with regard to these beliefs. If there are ever any issues that you may have with curriculum, activities, material, etc., please let me know and we can try and resolve and/or accommodate them.

Please work with me to keep communication open between the staff. The parent/staff relationship is as important to us as the staff/child relationship. Please avoid discussing problems and concerns in front of your child. You may schedule a conference, send a text or email, or call during naptime at 731-3512 or Emily in the evening at 970-903-2803 by 8:00 p.m.

Revised 8/14/23