

# Calvary Lutheran Preschool

## Parent Handbook

A Fun Place to Play, Learn and Grow together!



605 Douglas Street  
Alexandria, MN 56308  
(320) 763-4099  
[www.calvaryalex.org](http://www.calvaryalex.org)

# Mission Statement

Calvary Lutheran church views children and families as a precious resource, given by God, and acknowledges its responsibility to assist parents in providing for their children's nurture and care. Calvary Lutheran Preschool is a vibrant ministry of Calvary Lutheran Church, a way of meeting the needs of all children and their families, including sharing the gospel and love of Jesus Christ. We are committed to creating a Christian atmosphere in which the social, physical, emotional, spiritual and intellectual well-being of children is of utmost importance.



*Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old he will not depart from it."*

## General Information

Calvary Lutheran Preschool is licensed by the Minnesota Department of Human Services - Division of Licensing and is owned and operated by Calvary Lutheran Church. It is licensed to serve children who are 33 months old through pre-kindergarten. Liability insurance coverage of more than \$100,000/\$300,000 is provided by Calvary Lutheran Church.

The preschool is open from September through May. We offer several choices of preschool times to suit your time needs. They are; Monday through Friday half day sessions; Morning sessions of one, two, three, or four days from 8:15am-11:30am and afternoon sessions of one, two, three or four days from 12pm-3pm. We also offer an early drop off on Monday through Friday at 7:15am for an additional cost.

If you have questions or concerns about Calvary Lutheran Preschool or its licenses to operate, that cannot be satisfactorily answered by the staff, you may contact the Department of Human Services, 44 Lafayette Road N., St. Paul, MN 55155 or by phone (651) 296-3971.

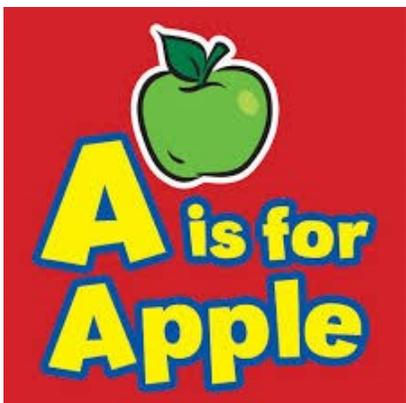
## Contact Information

Jana Rebrovich, Director  
(320)763-4099  
janar@calvaryalex.org  
www.calvaryalex.org/preschool

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# Conferences

Conferences can be scheduled anytime a parent or teacher has any questions or concerns about a child. Scheduled conferences during the school year are as follows:



**Orientation:** An opportunity for the parents and their child to meet the teacher and visit the classroom. The purpose of this orientation will be to discuss the Parent Handbook, encourage communication between parents and teachers, review philosophy and goals of the school and explain the behavior guidance policies.

**Fall Conferences:** We will discuss your child's adjustment to school and answer any questions or concerns you may have.

**Winter Conferences:** The teacher will share with you her observation of your child's intellectual, physical, social, and emotional development.

## Behavior Guidance

Behavior guidance policies and procedures will be discussed with you at our fall conference. The teachers will model and praise appropriate behaviors. If a problem exists, the teacher will give positive suggestions, suggest alternative behaviors, or redirect the child to other areas of play. We will be fair, firm, and consistent in enforcing the rules. No child shall be subjected to corporal punishment, verbal or emotional abuse. In some instances, a child may be separated from the group when persistent, unacceptable behavior is demonstrated.

You will be notified if we find it necessary to separate your child from the group more than three times in one day, five or more times in one week, or eight or more times in two weeks. Separation from the group means sitting at a table alone for no more than three to five minutes within sight or hearing of an adult. The child must agree that he/she is ready to go back to the group.

## Field Trips

We will not be taking field trips which require transportation, however we may leave the school premises on a rope walk to visit neighboring businesses or areas. Your written permission is necessary for these trips. We ask that you return the permission slip sent home with your child. Written permission will also be obtained in the event of research, experimental procedures, or public relations activities involving your child occur.



# Goals

Our goals are to develop in each child a positive self image and to foster the joy of learning. Our preschool will focus on the whole child and his/her individual needs. We will encourage him/her to explore the environment designed by the staff to promote development in all areas: physical, intellectual, emotional, social, and spiritual - to help him/her actively learn about their world and about his/her relationships with God and others.



This is done by providing a wide variety of group and individual, quiet and active, chosen and directed activities in each class period. Teachers shall be free to speak of Jesus and the Gospel. More specific goals will be discussed with you at your conferences. Lesson plans for your child's session and the child care program plan are always available for you to review. Daily schedules and monthly calendars, with each day's activities are posted in the classroom. Monthly newsletters will be sent home with your child at the beginning of each month. Parents are welcome to visit the preschool at any time. Prior notification of your visit is not necessary. Your input is encouraged and is always welcome.

***Calvary Lutheran Preschool admits students of any race, color, sex, national or ethnic origin or religious affiliation of the child and family. The school reserves the right to drop a child after consultation with parents when the welfare of the child or group would make this advisable. The school will provide the best of its ability for the enrollment of special needs children.***

# Transportation

It is your responsibility to provide your child's transportation to and from school. No child will be sent home with a person not authorized by a parent to pick the child up. We must have written permission of changes. We will provide a list of classmates and addresses if you are interested in carpooling.

We would appreciate you bringing your child as close to the beginning of the session as possible. When bringing your child to school you may pull up to the door under the canopy (off the parking lot). There will be a teacher at the door to assist the children when it is time for his/her session to start. Please do not bring your child before that time. Please do not leave your children until you see he/she is with a teacher. At dismissal, the child whose car is parked under the canopy will be sent out first. Please continue to pull forward as space opens up. If you wish to come in and greet your child, please park your car in the parking lot and walk in. Do not park in the driveway lane.



# Temperature Policy



Calvary Lutheran Preschool uses the general guidelines when determining if the children and staff will go outside. If the wind chill temperatures fall below 10 degrees Fahrenheit, staff will keep children indoors. Staff will also check our playground wind factor and for snow accumulation and water puddles.

# School Closings

Most vacation and conference days will follow the District 206 school calendar. A monthly preschool calendar will be included in each newsletter.

School closings due to inclement weather will correspond to District 206. We will automatically be closed if District 206 is closed. When District 206 starts late, the morning session will not meet, however the afternoon session will be held as planned. If the schools close early, the afternoon session will be cancelled. Please listen to the local radio stations for District 206 announcements.



We are unable to refund tuition for illness, school closings or vacation days.

# School Bags



Please send a school bag with your child everyday. Print their name on the front so we are sure they have the correct bag.

# Clothing

Please dress your child in their "play" clothes as they will be using paint, markers, play dough, and other "messy" things at school. Please send shoes (no slippers) with your child when he/she wears boots.

# Snacks

A nutritious snack will be served midway through the session. We will be trying a variety of snacks and juices, so please make us aware of any allergies your child may have. We don't feel candy is an adequate snack for growing children and ask that you do not send it as a treat. No hard candy or cough drops will be eaten during school.

Snacks must be purchased at the store or bakery. Please send them unopened and in their original packaging. We are in need of 18 snacks.



# Show and Tell

Your child will have an opportunity to share one item or event at his/her scheduled show and tell day each week. You will be informed as to when your child has show and tell in the September newsletter. This will remain the same for the entire year.



Please inform us if you would like your child to bring an animal to school. This will help us set aside enough time and prepare an appropriate lesson. Animals should be caged, leashed, and accompanied by an adult. (Parents will be informed if there are pets residing at school). We cannot be responsible for valuable or breakable items brought to preschool.

# Birthdays

Birthdays will be celebrated during snack time. The children enjoy sharing treats (18) on their special day. (If you bring store bought cupcakes, the mini cupcakes are preferred over regular size). If your child has a summer birthday, we will schedule a "school birthday" some time during the school year.



# Outdoor Policy

Outdoor play is an important part of early childhood curriculum, and we consider outdoors an extension of the indoor classroom. Toys, materials and activities are available outdoors to enhance the child's play experience. Typically, children will go outside each preschool session.

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (coat, snow pants, hat, gloves, boots, tennis shoes, etc. ).



# Health

A record of the child's immunizations must be submitted prior to the child's admittance to preschool. A health care summary signed by the child's primary physician must be submitted within 30 days of the child's first day of preschool. Immunizations must be up-to-date by the time preschool begins.

If your child should become ill at school, he/she will be placed on a cot, apart from the group activity, but within the room where he/she can be observed by the teacher or aide. We will attempt to reach you by phone, using the numbers listed on the permission form. If your child has an accident or injury that requires medical attention, the teacher will contact your medical care provider if you cannot be reached in a timely manner. The teachers are trained in First Aid and CPR. Douglas County Hospital and Ambulance Service will provide any necessary emergency care and transportation. You will be expected to assume responsibility for any incurred expenses.

All minor accidents will be reported to you.

We do not administer medications at school. The only exception is medication in an anaphylaxis emergency treatment kit prescribed by the child's physician and provided by his/her parent.

**We advise you to keep your child home if he/she is running a fever (or has had one in the last 24 hours), has a sore throat, earache, chills, is experiencing vomiting or diarrhea, has an untreated bacterial infection, an unexplained rash, chicken pox, ringworm, impetigo, lice, or scabies. Following these guidelines will help prevent illnesses from spreading through the group.**

If your child has a communicable disease, please notify the preschool upon diagnosis. If your child is exposed to a communicable disease, you will be notified.



**Please call us if your child will be absent from class.  
(320) 763-4099 Please leave a message.**

Please notify us by a note or a call when a situation arises that may disrupt or temporarily upset your child (a move, death, new sibling, family problem). We will do our best to offer extra support at these times.

If your child is unhappy about something at school, please let us know so that we address the situation immediately. We strive to make the preschool experience a positive one.

# Class Sessions Offered

## For 3/4 year olds

Tuesday and Thursday morning session	8:15am-11:30am	\$105 per month
Friday morning session	8:15am-11:30am	\$58 per month

## For 4/5 year olds

Monday/Wednesday/Friday morning session	8:15am-11:30am	\$138 per month
Monday through Thursday morning session	8:15am-11:30am	\$188 per month
Tuesday and Thursday afternoon session	12:00pm-3:00pm	\$95 per month
Monday/Wednesday/Friday afternoon session	12:00pm-3:00pm	\$125 per month

Calvary Lutheran Preschool offers an early drop-off at 7:15am for an additional fee of \$4 per day or a punch card of 12 for \$45

## ENRICHMENT CLASSES FOR 3, 4 and 5 year olds

Monday-Friday 11:30am-3:00pm limited to 15 children per afternoon. Must have 10 children registered to provide the program. Preschoolers will bring their lunch to school. The afternoon will consist of Kinder Music program with a licensed Kinder Music Teacher, science enrichment, outdoor time, large and small motor activities and much more. You may choose any day(s) the work with your schedule.

1 Day	\$60 per month
2 Day	\$105 per month
3 Day	\$138 per month
4 Day	\$188 per month
5 Day	\$198 per month

If an enrichment class is not full, we will offer a drop-off rate of \$15 per day.

*(A \$45 non-refundable registration fee is required to complete the registration process)*

**PRESCHOOL TUITION** is determined on a year to year basis by the Calvary Lutheran Preschool Board. Tuition is due the first session of every month. You may send it with your child or mail it to our school.

Tuition is due by the 5th day of every month. A \$15 late fee will be added each day tuition is not received. Failure to pay will result in withdrawal from preschool.

You can claim preschool registration and tuition as child care expenses when doing your taxes. We are licensed by the State of Minnesota under Rule 3. Our tax number is 41-0721646. Please let us know if you need a receipt.

# Daily Schedule

Flexibility is essential when working with young children. The following daily schedule is approximate and may vary.

**Free Play** - Child's choice of cognitive and manipulative activities such as puzzles, play dough, Lego, cutting coloring, painting, table games and more.

**Together Time** - Assign special helpers, do the daily calendar and weather charts, explain the project.

**Learning Activity** - Children learn about themselves, the world around them, shapes, numbers, letters, seasons, holidays, etc. through discussions, demonstrations, games, flannel board and movement activities.

**Free Play** - Social and physical development

**Unit Related Craft Project** - Small muscle development and creativity. Children come in small groups to the project table during free play. The project for the day is related to the learning activity.

**Clean Up, Devotions, Wash Hands, Snack** - Self help and social skills. Short story and discussion on Christian values and attitudes such as love, friendship, trust, kindness, sharing, etc.

**Outside Play** - Children will play using a wide variety of age appropriate equipment, games and materials.

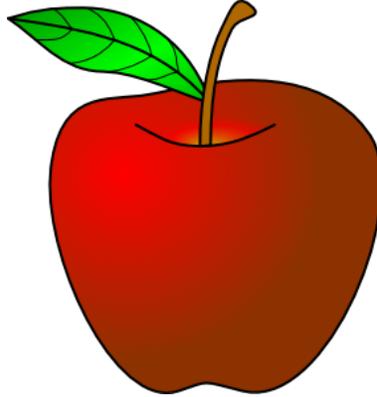
**Large Group Activity** - Show and tell, music, songs, finger plays, creative movement, etc. used to develop communication and listening skills and large muscle development.

**Story Time** - Related to the day's learning activity

**Dismissal**



# Quick Facts



- ☆ Small class sizes
- ☆ Each class has a licensed teacher and an aide
- ☆ We promote Christian values with a short devotion daily
- ☆ Craft projects are done everyday
- ☆ Children participate in both large and small group activities
- ☆ We encourage growth physically, emotionally, socially, intellectually, and spiritually
- ☆ We strive to make each child special and successful in our classrooms
- ☆ We teach the alphabet through crafts, cooking, games, little books and hands-on activities.
- ☆ Music is an integral part of our day. Songs, finger plays, rhythm instruments and creative movement
- ☆ Books, puzzles, Lego, blocks, play dough, trucks, dolls, dress-up clothes, kitchen, workshop, computers, listening center, animals and science/math table are available each day to all children.
- ☆ We teach numbers through play, games, songs, counting, centers, and hands-on activities.
- ☆ Outside nature-based play on our green space.
- ☆ "Handwriting without Tears" curriculum



# Calvary Lutheran Preschool



☆We will keep Jesus in the heart of your preschooler through songs, finger plays, prayers, and short devotions.

☆Help your preschooler get ready for kindergarten using Minnesota's Early Learning Standards.

☆Offers a warm, loving atmosphere! Small classes sizes, a teacher and an aide, help us to get to know your child on a personal level and meet their individual needs.



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