

Mission Statement:

The Mission Statement of Mount Olive Lutheran Church and Mount Olive Preschool is:

“Building Believers to Reach Out and Connect People to Jesus”

Welcome!

Mt. Olive Lutheran Preschool welcomes your interest in our program and invites you and your child to take that first “big step” into the new and exciting world of preschool. This booklet is designed to help our Mt. Olive preschool parents understand our policies.

The years before first grade are the years in which a young child grows most rapidly, and although 3- and 4-year-old children have much in common, we realize they vary widely as individuals. We believe that effective guidance and teaching at the preschool level must involve a total approach to the total child. We will guide your child in the dimensions of his or her spiritual, emotional, social, physical, and intellectual growth. Your child’s first experiences with school and learning will have a great influence upon his or her future attitudes and learning behaviors.

We are very much aware that the primary responsibility for your child’s growth rests upon you, the parents. Therefore, we must not and cannot become a substitute for good parental guidance and a wholesome home environment. However, we are anxious to help you by providing the best away-from-home learning experience in an environment of Christian love.

Curriculum:

For a young child, curriculum involves experiencing his or her world. Our curriculum is therefore composed of real, concrete experiences that help children learn about themselves and the world around them. To a great extent curriculum is based according to the children’s interests, both planned and spontaneous. Christian education is a major emphasis at Mt. Olive Preschool. Our children learn Bible truths and the love of our Savior, Jesus, during daily devotions, Bible stories, songs/fingerplays and prayer. Activities are planned using a thematic approach. Activities are planned using Wisconsin Model Early Learning Standards. We use a variety of materials in planning for centers and all other areas of the classroom. Our goal is to help each child develop spiritual values, a positive self-image, the ability to live in harmony with other children, large and small motor skills, and intellectual abilities.

Daily Activities:

The children and teachers follow a basic daily schedule. There is always flexibility in the schedule, as time spent in each activity depends upon the needs and interests of the children and any extra-special activities that may be taking place on any given day. The following is a list of the activities that your child may be involved in during a normal school day:

- ***Group time** – Welcome, Calendar, Weather, Daily Jobs, Reading of Book of the Week, Theme-Related Activity
- ***Centers** – Math, Literacy, Letter of the Week, Computers, Creative Art, Small Motor, Science & Exploration, Listening, Dramatic Play/Daily Living, Building/Blocks, Books, Games/Puzzles (Some of these centers will be monitored on a weekly basis; some are considered “free choice” centers.)
- ***Jesus Time/Devotion/Chapel Time**

- *Bathroom Break/Prayer/Snacktime
- *Music & Movement
- *Large Motor/Outdoor Play

Registration:

Children who are 3 years of age on or before September 1st and who are toilet-trained are eligible for enrollment in our 3-year-old classes. **Children wearing pull-ups on a daily basis are not considered toilet-trained.** Children who are 4 years of age on or before September 1st and who are toilet-trained are eligible for enrollment in our 4-year-old classes.

A letter is sent in late January to all church members and returning families (families who have had children previously enrolled at Mt. Olive Preschool) who have children eligible to attend preschool, inviting them to register their children for the following school year. These families have first choice of classes if they register before the specified date in February, at which time registration opens to the public. When a waiting list develops after the February date, children will be added to the list according to the date of their enrollment application.

Enrollment is open to children of any race, color, handicap, and national or ethnic origin. Children will be officially enrolled upon receipt of a \$55 non-refundable registration fee. All other enrollment paperwork must be received by the first day of school attendance.

Required Forms:

Because Mt. Olive Lutheran Preschool and Daycare is licensed by the State of Wisconsin, there are several forms that are required to be in your child's file. These forms must be **thoroughly** completed and **returned in a timely manner.**

*The **Mt. Olive Lutheran Preschool/Daycare Enrollment** form must be returned and accompanied by the \$55.00 non-refundable registration fee. Class preferences and daycare needs should be noted.

*The **Tuition Payment Agreement** must be signed, dated, and returned **on or before your child's first day of attendance.** Please contact Mary Schroeder at 359-9392.

*The **Child Care Enrollment** and **Health History** forms must be **thoroughly** completed and returned **on or before your child's first day of attendance.** New forms must be completed **each** year.

*A portion of the **Child Health Report** is to be completed by a parent, and a portion is to be completed and signed by your child's physician. **The examination date on this form is to be dated no more than (1) year prior to your child's first date of attendance.** This form is to be returned **no later that 90 days after your child's first day of attendance.**

*The **Immunization Record** form is to be completed and returned **no more that 30 days after your child's first day of attendance.** This should be kept current as your child is immunized. It is acceptable to complete the top portion of the form, sign and date the bottom portion, and attach a computer printout of your child's immunization schedule (provided by your child's physician) to the back. Note the new form to be used after

September, 2008.

The teachers are required to check all forms carefully and contact parents if forms are missing or additional information is needed.

According to State of Wisconsin Licensing Guidelines, enrollment of a child may be terminated if these forms are not completed thoroughly and returned in a timely manner.

Information included on these forms and all other information concerning your child is kept confidential.

Tuition Payments:

Tuition is payable by cash, check, or money order to Mt. Olive Preschool.

Tuition payments may be made yearly, by semester, quarterly, or monthly. A **Tuition Payment Agreement** will be filled out by a parent or guardian before the start of the school year which will indicate payment preference. If a person other than the parent or guardian is responsible for making tuition payments, this individual must also sign the **Tuition Payment Agreement**.

Tuition payments are due **on the 1ST of the month**. If payment is not received by the **10TH** of the month, a **\$5.00 late fee will be added to your account for that month**. If payment cannot be made because of extenuating circumstances, PLEASE contact Mary Schroeder, Preschool Director (359-9392) or Ruth Fredenberg, Mt. Olive Business Manager (359-5546) to set up a payment plan.

Refunds:

Refunds will be given for the following reasons:

1. A family moves out of town.
2. All efforts of the staff and parents fail to assist the child in adjusting to school.
3. A child has a prolonged illness.

Refunds will be prorated at time of notification of termination of enrollment.

Dismissal:

Dismissal of a child from preschool may occur for the following reasons:

1. A child is unable to adjust to school.
2. A child's behavior is continually disruptive and/or harmful to himself or others.
3. Parents are unwilling to work with the teachers and director in developing and following a behavior modification plan for their child if necessary.
4. Tuition payments are not made promptly.
5. State required health forms are not completed in a timely manner.

Dismissal may be appealed to the Mt. Olive Lutheran Church Preschool Advisory Committee.

Withdrawal:

A written notice to the director is required to withdraw a child from the preschool program. Refunds will be prorated at the time of withdrawal.

Change of Address:

Please give us prompt notification of any change of address or phone number. It is **extremely** important that we have up-to-date information so that we can contact you immediately should the need arise.

Class Sessions:

Preschool (ages 3 and 4): TR a.m. from 9-11:30 a.m. (2 sessions using both classrooms)

Pre-kindergarten (ages 4 and 5): MWF a.m. from 9-11:30 a.m. (2 sessions using both classrooms)
Accelerated MTWR p.m. from 12:30-3 p.m. Program requirements must be met to qualify for this session.

There will be a maximum of 16 children in the Preschool classrooms and 20 children in the Pre-kindergarten classrooms. Each classroom has a lead teacher and assistant teacher. If there are less than the maximum number of children enrolled in a class, we will follow the guidelines listed in the State Licensing Rules to determine whether or not it is necessary to have an assistant teacher in the classroom.

Snow Closing and Building Service Loss:

The local television and radio stations will be informed if we close due to bad weather. We **close** if the **D.C. Everest Schools close**. If the D.C. Everest schools are **delayed**, we **operate on a regular schedule**. Please use your best judgement when deciding whether or not to transport your child to school in inclement weather. If schools close after preschool and daycare are already in session, preschool and daycare staff will contact parents to pick their children up as soon as it is possible for them to do so.

In the rare case that our building would experience a service loss (no heat, no air conditioning, no water, no electricity, plumbing problems, and no telephone), the preschool and daycare *may* close (or parents would be notified and asked to pick up their children if classes were already in session.) This would depend on the length and severity of the problem.

Weekly News and Parent Information:

Classroom news will be sent home weekly with your child. Weekly news will explain what is taking place at school (themes, curriculum focus, etc.) and will also give information about future events, preschool needs, and other important topics. **Please read the weekly news carefully and save for reference.**

Other parent information that may be of interest is available on the shelves and tables outside the classrooms. A copy of our license, licensing handbook, and any related license information is available outside the classrooms as well.

Arrival and Dismissal:

Upon arrival at school (8:55 to 9:00 a.m., 12:20 to 12:30 p.m.), parents must bring children **into** the classroom. **Children may not be dropped off at the outside doors or in the hallway.** A Sign In/Out Sheet must be used every day. A child will be dismissed only after an authorized person signs the sheet and indicates pick up time. After a child is “signed out,” the authorized adult is fully responsible for the child.

All parents and children should enter and exit through the rear (EAST) or (SOUTH) preschool doors.

NOTE: If a parent or authorized person appears to be “under the influence” or incapacitated in any way when he or she picks up a child, the teacher or director will strongly encourage this person to find another means of transporting the child. If this person insists on driving, the Everest Metro Police Department will be informed of our concern.

Drop-Off and Pick-Up:

When dropping off or picking up your child, please be **prompt**. If a child is consistently dropped off early or picked up late, you will be charged additional daycare fees. Teachers need preparation time between classes. **Children should be dropped off no earlier than 5 minutes before class time and picked up promptly after class.**

Any person authorized to pick up your child must be listed on your child’s enrollment form. If a parent is prohibited by a court order from picking up a child, the director must be informed and provided with a copy of the court order.

We cannot allow a child to go with **anyone** (including relatives) without **written** authorization by the parent/guardian. It is best to include an **exhaustive list** of the individuals who are authorized to call for your child on the Child Care Enrollment form. However, in the rare case that an individual not on the authorized list would need to call for your child, a note signed by a parent/guardian stating the name of the individual picking up is required, and teachers will ask to see identification before releasing your child to that individual.

Conferences:

If a parent or a teacher has a concern about a child, a special conference (either by phone or in person) can be arranged anytime throughout the school year. **CALL US IMMEDIATELY IF YOU ARE CONCERNED ABOUT SOMETHING THAT HAS HAPPENED AT SCHOOL.** Please keep in mind that it is difficult for teachers to conduct “mini conferences” at arrival and dismissal time and also assure the safety of the children in the classroom.

There will be a scheduled conference time for each child each semester (see school year calendar), at which time parents and teachers will share information concerning their child. A written evaluation of your child will be completed by the teacher and discussed during scheduled conference times. All information shared during conference times will be treated as confidential by the preschool staff.

All parents are strongly encouraged to attend conferences unless prohibited by a court order.

Illness:

The staff makes every effort to control the spread of communicable diseases. Staff members are required to wash their hands at the following times: before preparing snacks; after helping children with toileting; after coughing or sneezing; after toileting; after helping children blow their nose; before and after administering first aid; and cleaning up after a child vomits. Children wash their hands after toileting , after coughing or sneezing, and before eating snack. Tables are cleaned with a disinfectant before snack times and after exposure to blood or other potentially infectious material. Toys are disinfected once a week or more often if necessary.

HOWEVER, children still become ill. If your child becomes ill at school, you will be notified by the teacher or director immediately and asked to pick up your child. If parents cannot be reached, the teacher must be provided with a phone number of another local person to call in the case of an emergency. A written record of illness is kept in the Class Medical Log.

PLEASE KEEP YOUR CHILD HOME IF HE OR SHE HAS ANY OF THE FOLLOWING SYMPTOMS:

- *Fever of 100.5 or greater
- *Vomiting and/or frequent diarrhea in the last 24 hours
- *Undiagnosed or untreated skin rash or sores that cannot be covered
- *Upper respiratory illness with frequent cough/drainage
- *Heavy nasal discharge
- *Contagious virus/condition (such as pink eye, strep throat, head lice, etc.)

Please wait 24 HOURS after symptoms have subsided before sending your child back to preschool.

Parents must report to the teacher and/or director the following communicable diseases that are transmitted through normal contact: chickenpox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis. The Marathon County Public Health Officer is informed by the teacher, and parents of exposed children are notified by written communication on the next class day.

Information concerning a particular child's illness is confidential; teachers will not share this information. A child may return to class with permission of a doctor or after the contagious period of the disease has expired. Staff refers to the Wisconsin Communicable Disease Chart as a guide for treatment, diagnosis, and readmission.

Children who are HIV positive or who have hepatitis may attend preschool. This information is also confidential and may not be shared with other people.

Administration of Medicine, Sunscreen, and Insect Repellant:

Because of our short class sessions, we ask that parents administer medications and apply sunscreen or insect repellant before class time. On occasion, however, it is necessary for a staff member to administer medication and apply sunscreen or insect repellant to your child. A **Permission to Administer Medication** form must be completed in order for a staff member to do so. Information on this form includes type of medication, dosage,

directions, and date and time of administration. **The medication must be in the original container and labeled with the child's name, dosage, and directions for use.** Present medications to the teacher to be put into the medication lock box and away from the children. Do not leave them with a child or in a child's backpack.

Emergency Medical Care:

Minor injuries will be treated by preschool staff in an appropriate manner. Minor cuts, scratches, and scrapes will be washed with soap and water, dried and covered with a Band-Aid. Ice will be applied to bumps and bruises. First Aid supplies are available for use on the premises and on field trips by both classrooms. **Parents will be informed about any injury when they pick up their child. If your child is picked up by someone other than the parent, a note will be sent home with your child describing the injury and the circumstances that caused the injury.**

Information regarding injuries will be entered into the Class Medical Log.

If a serious injury occurs on the premises or on a field trip, parents will be contacted by the teacher or director, and if necessary, emergency services will be contacted to transport your child to the nearest medical facility. A staff member will stay with an injured child while the rest of the class is moved away from the situation. Support staff or other adults/chaperones will be called on to assist in the supervision of the class while an injured child is attended to. The teacher or director will complete an Accident Report and submit copies to the Department of Health and Social Services and the Mt. Olive Business Manager within 24 hours.

Class Medical Log:

Each classroom has a Class Medical Log. Recorded in this log are the following:

1. Any medications administered by staff, including type of medication, dosage, time, date, and name of person administering medication.
2. Injuries or illness occurring during preschool hours.
3. Injuries or illness observed upon arrival of a child in preschool.
4. Unusual behavior of a child observed during class time.

Upon request, parents are allowed to review information **concerning only their child** in the Class Medical Log.

Child Abuse and Neglect:

Mt. Olive Preschool staff members are required by law to report any suspected cases of child abuse and neglect to Social Services. Penalties are enforced if the staff does not do so.

Fire/Severe Weather Drills:

In case of fire or severe weather, we will follow a pre-arranged drill/plan of evacuation. These plans are posted

in the classrooms. Teachers keep class lists near these plans for attendance purposes during drills/evacuation. The children will practice fire drills monthly so they can react calmly if an emergency occurs.

In case of severe weather, the children will be taken to the basement of the church and kept there until the weather conditions improve. A tote of emergency supplies is kept there for use if needed. Severe weather drills will be practiced twice a year.

Child Guidance:

A few basic classroom rules have been established and are discussed with the children. The following classroom rules are posted in the classroom:

1. Play safely.
2. Be kind to others.
3. Listen to the teachers and to your friends.
4. Use quiet voices when inside the building.
5. Share toys and materials.
6. Walk in the building.

Additional playground rules are as follows:

1. **Wear closed-toed, closed-heeled shoes.**
2. Dress appropriately for the weather.
3. Sand and sand toys stay on the ground.

Acceptable behaviors are encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his or her behavior and serves as an example to other children.

For children who are not following the rules of the classroom, the classroom teachers may use the **Green Light, Yellow Light, Red Light** system outlined below.

Classroom Behavior Plan:

The **Green Light, Yellow Light, Red Light** system works like this:

*All children have a "nametag" (clothespin, magnet, etc.) that starts out on a **Green Light** at the beginning of the day.*

1. When a child breaks one of the classroom rules, the teacher gives her (1) verbal reminder of the rule and states the expected behavior. The child's name remains on the **Green Light**.
2. When a child again breaks one of the classroom rules, the teacher again reminds her of the rule and restates the expected behavior. The child's name is moved to the **Yellow Light**.

(The teacher may say something like this: “Lulu, I am moving your name to the Yellow Light because you did not keep your hands to yourself. Please keep your hands in your lap and away from your neighbor so that we can all be good listeners.”)

3. When a child again breaks one of the classroom rules, the teacher again reminds her of the rule and restates the expected behavior. The child’s name is moved to the **Red Light**, and a consequence immediately follows. The child is reminded about the observed inappropriate behavior.
4. The child is moved away from the group for a short period of time. The child is told that this is not a punishment, but a time to think about what behavior(s) were expected that did not take place. A child will be moved away from the group for no longer than 5 minutes, and she will not be moved out of the room without adult supervision.
5. After a short period of time, the teacher will return to the child and ask her if she understood why she was moved away from the group, what the expected behavior(s) are, and if she is ready to rejoin the group using appropriate behaviors. (Children may need some help talking this through.)
6. When the child is ready to rejoin the group, he/she may do so.
7. Each child has a sticker chart (with their name) that will record stickers received for following classroom and playground rules. All children with names remaining on green or yellow light will have a sticker placed on their chart before going home.
8. When a single row of stickers is completed on the chart, the student will receive a sticker from our classroom “apple.” When the whole chart is completed, the student will receive a choice from our classroom “treasure box.” These charts will be the basis for accounting student behaviors for progress reports.

It is important to know that a child’s name may be moved for breaking **any** classroom rule. This does not necessarily mean the same rule was broken each time her name was moved.

It is also important to know that some behaviors warrant an immediate move to the **Red Light**. These behaviors include, but are not limited to, hurting another person, damaging property, or using inappropriate language.

In the case that behavior problems persist, parents and staff may be asked to conference and discuss what may be helpful in motivating their child to behave in an acceptable way. Parents will then be asked to assist in putting together a behavior modification plan for their child.

Referrals:

We are not trained or equipped to handle severe behavioral or emotional issues with young children. In the case that a severe behavioral or emotional problem persists, a parent-teacher-director conference would be arranged prior to a referral for evaluation. With parental consent, the child may be referred for evaluation to the Early Childhood Department of the school district he or she would be attending. Help may also be sought from other

community organizations that specialize in families and children.

Visitors:

Parents are welcome to visit and help with our preschool program at any time unless prohibited by court order. Please inform the classroom teacher as to when you will be visiting so they can prepare the children for your visit.

Pets:

The preschool and daycare classrooms currently do not have any classroom pets

Pets occasionally visit the classroom, provided we do not have children who are extremely fearful or allergic. **Please inform the teaching staff if your child is fearful of or allergic to any animals.** This information should be included on your child's **Health History** and **Personal Information** forms.

Pet visits must be cleared by the director/classroom teachers, and an adult owner must be present for the visit. Parents will be notified of the visitation of pets or acquisition of animals for classrooms. All contact between pets and children shall be under the close supervision of a child care worker who is close enough to remove the child immediately if the pet shows signs of distress or the child shows signs of treating the pet or animal inappropriately.

Parent Assistance:

Parents are asked and encouraged to help in the preschool in a variety of ways:

- *On a rotating basis, parents will be responsible for supplying snacks.
- *Room parents may be asked to assist the teachers with coordinating classroom projects and/or special activities.
- *Parents are invited to visit us for chapel time with the pastors.
- *Parents are invited to visit and share information about a hobby or job and any fun “stuff” related to it.
- *Parents are invited to visit and help in the classroom when it is their child’s “special day” – birthday, Star of the Week, etc.
- *Parents are encouraged to be a part of Mt. Olive Preschool Parent-Teacher League. It is an informal group which meets monthly and aides with organization of fundraising, book fair, special programs and classroom special activities.

Snacks:

Parents are asked to supply nutritious snacks for the class on a rotating basis. State of Wisconsin Licensing Guidelines requires that snacks contain (2) of the following components:

- 1.) Milk
- 2.) Juice or fruit or vegetable
- 3.) Bread or cereal or bread alternate
- 4.) Meat or meat alternate (meat, cheese, peanut butter, nuts, seeds, yogurt – plain, sweetened and flavored)

We ask that **UNOPENED milk or 100% fruit juice** be provided by the parent as a beverage. Please be sure that pre-packaged snacks come to school unopened as well and that there are enough snacks for everyone.

A chart listing the children's food allergies will be checked regularly to make sure no child is eating anything harmful to him or her. Allergies will also be noted on the snack calendar. Teachers will also do their best to accommodate allergies and/or special diets, however, they may ask for assistance from parents in cases of severe allergies, extreme/limited diets, etc.

Birthdays:

Since birthdays are such important days for children, we will celebrate birthdays in our classrooms. Summer birthdays will be celebrated throughout the school year. Your children may bring a special treat for each child in the class if they desire. **We strongly discourage candy, sheet cakes, and cupcakes as treats.** We instead encourage items such as pencils, small books, stickers, coloring or activity books, note pads, rulers, etc. **HOWEVER, such treats are not expected and are never required.**

Toys:

Please do not allow your child to bring toys from home to preschool, as they are often broken, misplaced, or forgotten. Toys that are brought to preschool from home will remain in your child's backpack for the duration of his or her preschool day.

Show and Tell:

We encourage children to bring items that are pertinent to seasons of the year or topics we are discussing in school each day. For example, the 3-year-olds may be asked to bring in items relating to fall; the 4-year-olds will be asked to bring in Show and Tell items when they are the "Star of the Week." The preschool teachers will inform you of any special Show and Tell dates.

Field Trips:

Field trips to local areas of interest are made during the school year with the 4-year-old classes. Permission slips are sent home and must be signed and returned by a parent before a child is permitted to participate. If for any reason your child cannot participate in a planned field trip, we ask that the teacher be informed and your child be kept home. Please bring your child at the regularly scheduled class time on field trip days unless otherwise specified. Children, teachers, and parent helpers will walk or be transported by bus for any field trips. Parents will be responsible for any field trip costs unless otherwise notified.

Outdoor Play:

The children will play outdoors during the spring and fall whenever the weather permits. Please dress your child appropriately. Due to the length of our preschool day, it is difficult to dress the children and take them outside in the winter months – at any time during the day. The children will play outdoors in the winter when special outdoor winter activities are planned, and parents will be informed of the dates of those activities in advance.

Clothing:

Please dress your child in simple washable play clothes, as the children will be working with messy materials at times and will be physically active during class time.

It helps a **great deal** if clothing is easy to get in and out of when children are using the bathroom. Please help your child learn to zip, button, snap, and put on clothing that will be worn to school.

For safety reasons, we require **closed-toed, closed-heeled shoes – preferably tennis shoes** (no sandals, flip-flops, or shoes with slippery soles.) Especially during outdoor play, children with shoes on that are considered unsafe will be asked refrain from running and playing.

PLEASE LABEL all outdoor clothing and boots to avoid mix-ups. Provide boots large enough to enable your child to put them on easily. A loop on your child's coat for hanging on a hook is helpful.

All children need to bring a season-appropriate change of clothes in their backpacks each day. Please remember to include socks and underwear.

Staff'

We have an experienced staff that has been chosen because of educational qualifications, a love of young children, and Christian background. New staff and volunteers are subject to background checks and orientation before being hired. Staff members who work more than 20 hours per week are required to complete at least 25 hours of continuing education each year. Staff members who work 20 hours per week or less are required to complete at least 15 hours of continuing education each year. All staff members are required to be trained in CPR/First Aid. Mt. Olive Preschool and Daycare does not discriminate against job applicants because of age, sex, race, or national origin.

Directory:

Mount Olive Lutheran Church/Preschool and Daycare
6205 Alderson Street
Weston, Wisconsin 54476
Church Phone: 359-5546
Preschool and Daycare Phone: 359-9392
Fax: 359-9245

Mary Schroeder, Preschool Administrator and Teacher of Preschool and Accelerated 4K class
(mary@mtoliveweston.org)
Susan Weber, Teacher in 4K classes
Roxann Schmidt, Teacher in Preschool class and 4K class
Sadie Kordonowy, Classroom Aide
Teri Hess, Classroom Aide
Barb Legner, Daycare Director and Teacher

If you have any questions regarding your preschool account please call Ruth Fredenberg, our Business Manager at 359-5546.

Pastor Raymond Connor, Senior Pastor

Pastor Lance Hoelscher, Associate Pastor (Youth/Sunday School)

Pastor Brad Hubbard, Associate Pastor (Evangelism/Small Group Ministry)