

**LIVING SAVIOR LUTHERAN
PRESCHOOL
PARENT HANDBOOK**



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“Let the little children come to me,
and do not hinder them, for the
kingdom of heaven belongs to such
as these.” Mark 10:14-15

Our Mission: Living Savior Preschool is committed to providing a quality Christian education for children in a safe and loving environment. Our goal is to help students grow emotionally, academically, and spiritually as we encourage and support families through the Word of God.

Our Philosophy: Christian preschool education nurtures and strengthens the faith of each child and supports Christian parenthood and home life. It provides kindergarten readiness and aids in early detection of academic, social, and emotional needs. We recognize that children learn at different rates, depending on their individual God-given capabilities and interests, and we are committed to helping each child grow accordingly.



Admission: LSP does not discriminate on the basis of race, religion, gender, or national origin. Children three to five years of age will be admitted, meeting the following requirements:

1. Child is fully potty trained.
2. Child is three years old by September 10.
3. A non-refundable registration fee is due at the time of registration. This fee is \$30 prior to June 15 and \$50 thereafter.
4. Enrollment paperwork must be completed and submitted prior to child's first day of attendance.
5. We will accommodate children with special needs on a case-by-case basis.

Enrollment and Registration: Once you have registered using the online/printed registration form, you will receive an enrollment packet that includes this parent handbook, an information form, and permission slips. All forms must be returned to LSP (Living Savior Preschool) before the first day of school.

School Calendar: LSP will follow a calendar similar to the Missoula School District. We will provide each family with a copy of the LSP calendar at the beginning of the year as well as a monthly calendar of events.



Tuition: Tuition is divided into 10 equal monthly payments and is due by the first day of school and on the 25th of each month thereafter through May as follows:

	8:30-11:30	12:00-3:00	8:30-3:00
3 days	\$165/mo	\$165/mo	\$345/mo
4 days	\$220/mo	\$220/mo	\$460/mo
5 days	\$275/mo	\$275/mo	\$575/mo

This tuition fees does not reflect the non-refundable fee due upon the registration of student. A second child in the same family will receive a 30% reduction in tuition if the children are in school at the same time. After the 1st of the month, unpaid tuition will be considered late and an additional fee of \$10 may be added to your balance due. Your child will be withdrawn from school if tuition is more than 30 days late and no prior arrangements have been made

Absences: There will be no refunds or reduction in tuition for absences. If your child is ill, please call us before 9:00 a.m. If your child will be attending late or leaving early for a necessary appointment, please let the staff know in advance.

Drop-Off / Pick-Up: Drop-off time is 8:15 am for the morning session and 11:45 for the afternoon session. Pick-up time is 11:30 am (morning session), 3:00 (afternoon and extended day sessions). An adult must accompany each child into the classroom and sign their child in and out every school day attended. Please be sure the school is always provided with a list of persons permitted to pick up your child. It is important that children are not dropped off early or picked up late every day. A \$1/minute fee will be assessed for every minute you are late for pick up beyond 10 minutes. Please contact the school if you are unavoidably delayed. For safety reasons, our doors are locked during preschool hours. Parents are always welcome; please knock.

Discipline/Guidance: We believe each child is a special gift of God with a unique personality and we expect there will be occasional disagreements among them. Our goal is to guide children in practicing problem solving strategies, learning appropriate social skills, and offering God's love and forgiveness to each other. The children will be encouraged to resolve differences with adult guidance. If a problem is not resolved, the teacher will talk privately to the child. If the behavior continues the child will be redirected to another area of the classroom. Under no circumstances will physical punishment be applied at Living Savior Preschool.

Snacks: Each session will be provided with one healthy snack per day. Snacks are provided by parents on a rotating basis.



Parent Involvement: We will attempt to create opportunities for parents to participate, to the best of our ability, in school and extra-curricular activities. Children love to see their parents visiting and helping at school and we welcome parents to visit. It is helpful to let the staff know ahead of time when possible. Please sign-in and out on the visitor sheet.

Emergencies: Parents must remember to keep their contact phone numbers up to date with us. A fire drill will be conducted once a month. Each staff member will walk the children to the designated area and wait for instruction from the director/fire department when it is safe to return to the classroom. Staff will use the sign-in/out sheet to account for all children. In case of an actual emergency, parents will be notified as soon as possible. In case a natural disaster occurs the following procedures will be followed:

1. Teachers will listen to the radio for information and instruction.
2. Teachers will keep children calm and comforted while parents are being contacted.
3. In the event of a tornado the designated area is the hallway.

If we feel that any child is at risk of potential harm, whether by natural disaster or any other perceived threat to human safety, we may "lock down" the building, that is, lock all exits accessing school. If a decision is made to implement a lock down, staff will then do a head count, retrieve the emergency phone numbers, and take the children to the designated area in an orderly fashion. These are just precautions for very rare and isolated cases; we would never allow your child to attend school if we felt that they were endangered in any way.

Dress and Items from Home: Your child will play and work hard in school. With this in mind, send your child to school in comfortable clothing.



Make sure your child is equipped to play outdoors in any weather. We ask that you send a complete set of extra clothing, labeled and packed in a Ziploc bag, to keep at LSP throughout the year. **Please do not send toys to school with your child except on "Share Day."** Any item brought to school should fit in your child's backpack. LSP does not encourage dramatic play that involves guns or other toy weapons. Please support our efforts to encourage the children in non-violent play by not sending such items to school. We reserve the right to withhold until the end of the school day from play any item we deem inappropriate or which would endanger the children.

Health and Safety Matters: It is imperative that you make teachers aware of any allergies or special medical needs your child has, both verbally and in writing. If your child becomes exposed to a contagious disease, notify LSP teachers immediately. To help all students stay healthy, please keep your child home when sick. Please keep your child home when he/she displays any of these symptoms:

- Fever above 100.5°F
- Vomiting/Diarrhea
- Severe cold, runny nose or cough
- Any unusual change in physical appearance, behavior, or appetite
- Pink eye, crusting or mattering of eyes
- Evidence of lice



If a child has a fever, diarrhea or vomiting, LSP policy prohibits attendance for **at least 24 hours after symptoms are gone**. If a child becomes ill at school, the child will be separated from the group and asked to rest. Parents will be notified and required to pick their child up immediately. If your child requires prescription medications during attendance at school, a medication administration form must be filled out, and the prescription medications must be in the original container for staff to administer. Over-the-counter medications must also be in the original container AND must be accompanied by a signed note from a doctor. If a child should be injured while attending LSP, the staff will administer first aid. You will be notified by phone if your child's injury is significant. An accident report form will be completed for all significant accidents/injuries.

Weather: We go outside daily. Please send your child with appropriate outerwear, including protective shoes and/or boots. In the event of inclement or excessively hot weather, the teachers will use their discretion and may choose to keep the children indoors. We will not go outside if it is 0° or colder. It is helpful to send your child to school with sunscreen already applied. Staff may apply sunscreen with written authorization on file. A sunscreen permission form is included in the enrollment packet.



Curriculum: Our Christ-centered curriculum builds upon each individual child's skills and experiences. We utilize play, interactive and engaging teaching methods as well as quiet and relaxing activities. Our content will be guided by the *One in Christ* and *Hightscope* curriculum as well as by the Montana State Standards for Preschool Education. Every day we will share with the children Jesus and His love for them through Bible stories, songs, and Bible-centered poems and finger plays. We will also develop skills in numbers/counting, letters/sounds, shapes and colors, as well as engage in language development, science experiments, and social interaction activities.



Music, art and movement will be integrated throughout each day.

Daily Routines: The schedule will be posted inside the school, as will any changes made or anticipated.

Field Trips: Exploring the world in which we live is an important part of child development. During the course of the year we plan to engage children in nature field trips within walking distance from school. A permission form for field trips can be found in your enrollment packet. You will be notified prior to any field trips and will be given the opportunity to choose not to allow your child to participate.



Family Ministry: We recognize that God gives the responsibility of raising children to their parents. It is our goal to *assist* families as they grow together in their love for their Savior and for each other. During the course of the year, we may offer parenting activities, Bible studies, and other opportunities for our preschool parents to learn more about God and his Word. A Christmas and spring program is prepared by the children each year for their families. We encourage you to take advantage of these opportunities and activities.

Parent-Teacher Conferences / Communication:

Parent/teacher conferences will be held at least twice a year. This allows staff to provide you with detailed observations concerning your child's social, emotional, and physical development. Appointments will be made for the formal conferences. Parents are encouraged to provide feedback to the staff throughout the year. If at any time you have a question or a concern, please feel free to email us or leave a message. We will contact you at our earliest opportunity. A newsletter and calendar of events will be sent home on a regular basis to keep you informed about upcoming events and aware of what your child is doing at school.

Withdrawal Procedures: When a child needs to be withdrawn from LSP, a minimum of a two-week notice is required so that another child can fill the vacancy. Fees will be recalculated and adjusted based on actual attendance. Notification will be given if there is a balance due. Living Savior Lutheran Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees.
- Not observing the rules of the center as outlined in the handbook.
- Physical and/or verbal abuse of staff or children by parent or child.

Filing a Complaint/Reporting Suspected Abuse:

Persons who wish to file a complaint regarding a center or persons suspecting child abuse should contact the Montana Department of Public Health and Human Services Child Abuse Hotline at 1-866-820-5437 or the Missoula Police Department at (406) 552-6300.

