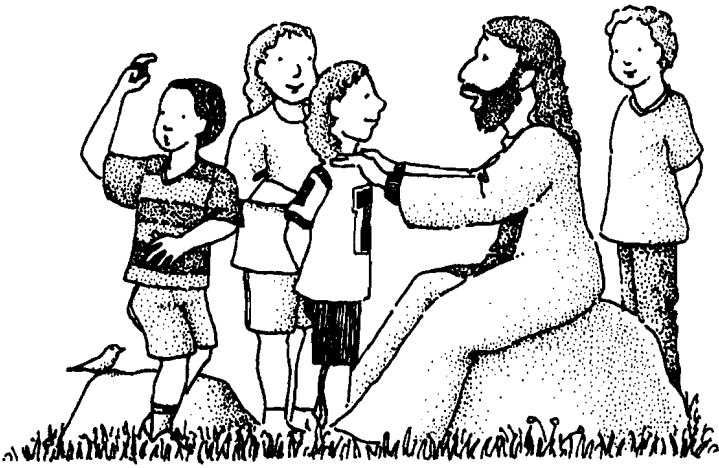


**APOSTLES LUTHERAN
PRESCHOOL
PARENT HANDBOOK**



**3140 BROADWATER AVENUE
BILLINGS, MONTANA 59102
(406) 656-7141**

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“These commandments that I give you are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

--Deuteronomy 6:7,8

Our Mission: Apostles Lutheran Preschool is a ministry of Apostles Lutheran Church, which as God's disciples, we the men, women and children of Apostles, are united in the preaching, teaching and sharing of God's Word in its truth and purity. By God's grace, we will nurture believers and joyfully spread the Word of God in our community and throughout the world, all to His glory.

Our Vision: Apostles Lutheran Preschool provides children with high quality Christian education as it encourages, supports and nurtures 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. Children will learn at different rates, depending on their own God-given capabilities and desires. We are here to serve those seeking a Christian education for their child. With the Lord's help, we will serve you to the best of our abilities.



Enrollment and Registration: You will receive an enrollment and registration packet that includes this parent handbook, enrollment application, and permission slips. All forms must be returned to ALP (Apostles Lutheran Preschool) before the first day of school.



Admission: ALP 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 10th for afternoon session. Child is four years old by September 10th for morning session.
- 3) Classes are filled on a first come, first served basis.
- 4) A non-refundable fee of \$50 is due at the time of registration.
- 5) Enrollment paperwork must be completed and submitted prior to child's first day of attendance.

We will accommodate children with special needs on a case-by-case basis.

Tuition: Tuition fees are due by the 10th of every month. Tuition is as follows: \$100 a month for morning session, \$60 a month for afternoon session. (These tuition fees do not reflect the \$50 non-refundable fee due upon the enrollment 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 10th of the month, unpaid tuition will be considered late and an additional fee of \$10 will be added to your balance due. Your child will be withdrawn if tuition is more than 30 days late and no prior arrangements have been made. All checks are payable to Apostles Lutheran Church. Apostles Lutheran does not want tuition to be a hindrance which prevents your child from attending. If there are concerns about paying tuition, please speak to the teacher who will direct you to the principal. The church will sincerely consider the needs of each family and will work with the family concerning tuition needs.

Absences: There will be no refund or reduction in tuition for absences. If your child is ill, please call ALP 656-7141 by 9 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 for morning is at 8:45 a.m. and pick up time is 11:30 a.m. Drop off time for afternoon is 12:30 p.m. and pick up time is 2:45 p.m. An adult must accompany each child into the classroom and sign their child in and out every school day attended. Pick up authorization must be in writing; a phone call will not be acceptable. Please be sure the school is always provided with an up-to-date 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. In case of **emergency**, please notify the school as soon as possible.

For safety reasons our doors are locked during preschool hours, parents are always welcome, please knock.

Discipline/Guidance: We believe each child is a unique and special gift of God and will have different abilities. Our goal is to guide the children in practicing problem solving, learning appropriate social skills, and offering God's love and forgiveness to each other. If a problem arises the teacher will talk privately to the child. If the behavior continues the child will be redirected to another area. The children will be encouraged to resolve differences with adult guidance. ALP does not practice corporal punishment.

“Train a child in the way he should go, and when he is old he will not turn from it.”

--Proverbs 22:6

School Calendar: ALP will follow a calendar similar to the Billings School District. We will provide each family with a copy of the ALP calendar.

Snacks: Each session will be provided with one snack a day by ALP.



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 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 not allow your child to attend 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. **Do not send toys to school with your child.** We ask that you send a complete set of extra clothing, labeled and packed in a Ziplock bag, to keep at ALP throughout the year.

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 ALP 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, appetite
- Pink eye, crusting or mattering of eyes
- Evidence of lice

If a child has a fever, diarrhea or vomiting, ALP policy prohibits attendance for at least 24 hours after symptoms abate.

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 medicine administration form must be filled out, and the prescription medicines must be in the original container for staff to administer. Over-the-counter

medicines 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 ALP, 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 inside. 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 and registration packet.

Curriculum: Our Christ-centered curriculum builds upon each individual's own 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 Christlight Curriculum published by the Wisconsin Evangelical Lutheran Synod.

Everyday we will spend a few minutes at our Savior's knee with a Bible lesson and devotion. We will share with the children Christ and His love for us. We will sing Christian songs and poems. We wish to make the children aware that our words and actions are a means of showing our love for Christ and each other. We will learn numbers, letters, shapes and colors as well as read books, play games and exercise. Video viewing will be limited.

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

Parent/Teacher Conferences/Communications: Parent-teacher conferences will be held twice a year. This allows staff to give detailed observations on your child's social, emotional, and physical development. Appointments will be made for the formal conferences. If at any time a parent has a question or a concern, please feel free to leave us a note or a message on the answering machine. We will contact you at our earliest opportunity.

Parents will be given opportunities throughout the year to provide feedback to the staff. A newsletter and calendar of events will be sent home on a regular basis to keep you informed. An information folder will be exchanged between home and school to share additional information.

Field Trips: From time to time we will go on field trips. Children will be supervised at all times. For field trips requiring transportation, a separate permission slip will be given to each child's parents for each trip, describing the mode of transportation, seating, and supervision requirements. Emergency cards, first aid kit, and sign-in/sign-out sheets will be with staff during these field trips and all safety precautions will be taken to help make it a good experience for everyone involved.

Parent Involvement: We will create many opportunities for parents to participate, to the best of their 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.

Family Ministry: We recognize that God gives the responsibility of raising children who know and love Him to their parents. It is our goal to assist families as they grow together in their love for our Lord and for each other. During the course of the year, we will offer parenting activities, Bible studies, and other opportunities for our preschool parents to learn more about our God and His Word. We strongly encourage you to take advantage of these opportunities.



Withdrawal Procedures: When a child needs to be withdrawn from ALP, a minimum of two weeks 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.

Apostles 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 at (406) 657-3120 or the Billings Police Department at (406) 657-8464.