

SHEPHERD LUTHERAN PRESCHOOL HANDBOOK

Handbook Logo

Our logo was designed using Philippians 1:4-5 as its foundation. "In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the very first day until now."

In understanding the rationale behind our logo, we will see more

clearly the purpose and importance of a Christian education. In the center is a beautiful design of Jesus with lambs - our children. From Scripture we learn of Jesus' special love for His little lambs. "In the same way your Father in heaven is not willing that any of these little ones should be lost." (Matthew 18:14)

This picture depicts the very reason for our existence. Through our school, children are brought to Jesus. They

hear His Word daily in formal Bible study. In receiving the secular knowledge found in all other subjects, Jesus is also present.

Around this picture is a circle and a triangle.

The circle reminds us of

the eternal God.

The triangle is a symbol of the Holy Trinity: Father, Son and Holy Spirit.

The vertices of the triangle point outward to another type of trinity, that being the trinity of Christian education. Jesus is at the center, for indeed, your children belong to Him. He has given them to you as special blessings. But, we hear often in Scriptures that He wants us to bring them back to Him. Hence, you parents become partners with the Good Shepherd in the spiritual training of your children. "Let the little children come to me, and do not hinder

them for the kingdom of God belongs to such as these." (Mark 10:14)

"Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord." (Ephesians 6:4)

It is important to note that there are indeed three parts of the Christian education trinity. Let us never forget that to give our children the maximum spiritual training, we would do well to use all three of the agencies of this trinity. The home, of course, is the primary agency in Christian education, for the Lord has given your children to you. In bringing your children to church and to our preschool, you have in essence expressed your desire to bring these other agencies into the spiritual training of your children. You desire to use the church and our preschool as assistants to you to help train your children in the ways of the Lord.

April 24, 2014
Issue 1, Version 3

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Foreword



Shepherd Lutheran Preschool is operated by Shepherd Lutheran Church. Upon enrolling your

child in this preschool, you indicate that you subscribe to the policies stated in this handbook.

If there are any questions regarding any of the preschool's policies as stated or not stated herein, you are encouraged to bring your questions to the director, the principal, or a member of the School Board.

Our earnest desire is that this handbook will set forth the policies of our preschool clearly and will thus lead to an even greater mutual understanding and cooperation between parents and teachers. Parents and teachers work together to give the children a sound, well-rounded Christian Education.

Organization and Administration

Shepherd Lutheran Preschool/Childcare was established in 2002 and is operated by the members of Shepherd Evangelical Lutheran Church. The preschool plays an integral role in the congregation's mission to follow Christ's command to "make disciples of all nations." Final authority in the control of Shepherd Lutheran Preschool/Childcare is in accordance with and is governed by the Constitution of the congregation. To carry out the philosophy and objectives of the preschool/childcare, the Voters' Assembly

elects a School Board to supervise the functions of the school.

The pastor has the God-given obligation to keep watch over the spiritual welfare of the entire flock which has been placed in his charge by the Holy Spirit. He is, therefore, vitally interested in all phases of the preschool/childcare program. It is the principal's duty and obligation to see that the policies of the School Board and the congregation are implemented as they pertain to the operation of the preschool.

"Our preschool director has a Bachelor of Science degree for elementary and early childhood education."

The director will oversee the day-to-day operation of the preschool, as well as serve as the primary teacher.

Shepherd Lutheran Church has operated a preschool since 2002 and an elementary/middle school since 1982. Shepherd Lutheran Preschool/Childcare is licensed through New Mexico Children, Youth and Families Department.

Mission Statement

1. Our mission is to teach God's Word in all its truth and purity. The children will gain a growing knowledge of God—Father, Son and Holy Spirit, the chief teachings of the Bible, and will try to live according to the will of God out of love for their Savior.



Christian lives in their relationships between themselves and their fellow man by maintaining a Christian environment in which they grow in faith and by op-

2. We prepare our students to live

opportunities for each child to hear and learn God's Word through formal instruction, by encouraging them to attend regular worship in church, and by providing individual conferences for personal guidance in Christian living.

Mission Statement (continued)

Their mental growth is important to us so we teach all subjects in the light of God's Word, support the individual child's skills and abilities that he/she may progress as far as possible in all learning and knowledge, and by arranging a variety of experiences, which will help them meet the problems of life.

For physical development of the child, we teach our children to respect their bodies as temples of the Holy Spirit, furnish physical experiences for the children to develop their bodies through organized recess and large motor skills time, and instruct in the care of the body through formal and informal health education. We provide for the development of social graces that the children may live competently and creatively by helping them recognize all people to be God's creation so that they may

show proper respect, courtesy and consideration for the rights and welfare of others, we teach them good manners and social graces and assist them to practice the same in their school lives, instill Christian attitudes toward family life, and teach the responsibilities of good citizenship and respect towards all government as being God ordained.

The emotional needs of a child is provided by showing each of them respect as a child of God. We communicate genuine love for each child so that his/her emotional stability may be maintained. We ensure each child find security as a child of God.

Assist the children to understand and cope with emotions, such as anger, love, frustration, etc. And

finally, to guide each child in their personal feelings of pride, shame, conceit, remorse, and self-satisfaction.

We encourage the children and help them to appreciate the beauties and wonders of all God's creation, develop knowledge, attitudes, and conduct to properly use and care for God's gift of nature. We promote good attitudes for and an appreciation of the fine arts in the light of good Christian judgment. We support and encourage the children in expressing themselves as Christian children in different art and music media.



Philosophy

Our purpose and philosophy is to provide a family atmosphere where each child learns that he/she is a unique and precious individual - a special person for whom Jesus lived, died, and rose again.

We want to help children grow spiritually, socially, intellectually, emotionally, and physically in a safe, secure, child-centered environment of warmth, friendliness, and genuine love.

The children will have opportuni-

ties for exploring, experimenting, and questioning, which will encourage curiosity, creativity, and expression. Since all children are individuals, we believe in developing the whole child in accordance with his/her needs and learning styles through developmentally appropriate play and instruction.

Each opportunity will be provided and guided by an adult. We believe that parents and teachers need

to be partners in the entire educational process. To this end, we stress open communication and ask for your participation.



Program Information

Shepherd Lutheran Preschool is located at 3900 Wyoming Blvd, NE, and is licensed through New Mexico Children, Youth and Families Department. Hours of

service are from 7:30 A.M. to 4:30 P.M. First and foremost, Shepherd Lutheran Preschool offers a full-day educational program from 8:00 A.M. through

3:30 P.M. or a half-day educational program from 8:00 A.M. through 12:00 noon. We also offer After School Care (See page 6).

Curriculum

"The curriculum is based on the High/Scope Philosophy."

The High/Scope Curriculum emphasizes adult-child interaction, a carefully designed learning environment, and a plan-do-review process that strengthens initiative and self-reliance. The curriculum includes experiences that develop alphabet and number recognition, reading readiness, fine and gross motor development, music, art, and sociali-

zation skills. These will all be learned through "play" and not taught as specific "classes." The children will have opportunities to make choices to experiment and explore through developmentally appropriate play and instruction. The Word of God will be the center of their instruction. Daily devotions, prayers, and Bible songs will be part of the curriculum (A detailed preschool curriculum is available on request).



Daily Schedule

Before School Care

7:30-8:00 Table Toys

Preschool

8:00—8:15	Table Toys
8:15—8:35	Greeting Time ~ Table Toys
8:35—9:30	Planning ~ Work Time
8:30—9:50	Clean-Up ~ Recall Time

Preschool (continued)

9:50—9:55	Bathroom ~ Wash Hands
9:55—10:40	Snack ~ Music ~ Movement
10:40—10:55	Bible Story Time
10:55—11:15	Small Group Time
11:15—11:50	Outside Time
11:50—12:00	Wash Hands ~ Morning Pick-Up
12:00—12:45	Lunch Time
12:45—2:30	Bathroom ~ Books ~ Rest Time
2:30—3:15	Afternoon Activity
3:15—3:45	Afternoon Pick-Up

After School Care

3:30—5:30	Join K-8 for After School Care (<i>See pg. 6 for After School Care details.</i>)
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Admissions Policy

Shepherd Lutheran Preschool offers a full service early education program for children 3 to 5 years of age by the first of September of that year. Part-time and full-time spaces are available. We accept children of any or no religious background.

Since the love for our Lord and Savior, Jesus Christ, know no bounds, Shepherd Lutheran Preschool admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made

available to students at the preschool. It does not discriminate on the basis of race, color, and national and ethnic origin in administration or its educational policies and other school administered programs.

Enrollment Procedures

An application will be completed. Upon acceptance, a birth certificate, current immunizations record, driver's license and car insurance information must be provided. Various forms will need to be completed:

registration form, emergency form, field trip form, authorization for pick up form, etc.



Yearly Calendar

Shepherd Lutheran Preschool follows the calendar of Shepherd Lutheran Elementary/ Middle School. This calendar is available in April for the coming school year.

Fee Schedule

Registration Fee	\$175
Preschool Program (8:00 A.M. -12:00 noon)	
Five-Day Program	\$280/month
Four-Day Program	\$243/month
Three-Day Program	\$194/month
Two-Day Program	\$146/month
Preschool A.M. and Childcare Program P.M. (8:00 A.M. - 3:30 P.M.)	
Five-Day Program	\$448/month
Four-Day Program	\$405/month
Three-Day Program	\$362/month
Two-Day Program	\$313/month
Drop-off Childcare	\$6/hour (<i>See After School Care below for details.</i>)

The first month's tuition payment is due at final registration in August, and monthly payments are due by the first of each month, October through May (total of 9 payments)

Paid-in-full Tuition Discount at Registration, 5%

Arrival & Departure

Children must be brought into preschool by an adult and checked in on the classroom sign-in sheet. Children may not be dropped off and allowed to sign in themselves. The person who picks up your child must also sign out on the sign-in sheet.

Children will only be released to the parents of the child or authorized persons listed on the enrollment form.

Please bring your child into the child care area so that the teacher knows that your child

has arrived. Please notify the school if you will not be bringing your child for any reason.

Please make sure the teacher is aware that you are signing your child out.

After School Care

There is after school care available each school day from 3:30 P.M. through 5:30 P.M. for students enrolled at Shepherd.

There is *no extra cost for preschool parents to use this service.* When you drop your child off please inform the director if

your child will be staying for after school care that day.

Absences

Parents are to notify the school via telephone or a note when an absence occurs.



Confidentiality Policy

All items located in the children's files are confidential. Individual files are located in the teacher's desk and are only accessible by Shepherd Lutheran faculty and staff.

Discharge Procedures

A child may be discharged from Shepherd Lutheran Preschool for non-payment and/or behavior issues that could not be resolved. In addition, parents whose behavior could result in unsafe situations may be asked to not return to the school.

Snack—Lunch

On your assigned snack day, you are required to provide a drink and food item. We have no food allergies this year. We do not provide cups, plates, spoons, or forks for snacks or lunches

1. Snacks

Acceptable drinks:

- ⇒ Juice boxes or pouches
- ⇒ Bottle of juice and cups
- ⇒ Milk and cups

Acceptable food items:

- ⇒ Fresh fruits (apple slices, grapes, peeled oranges, bananas, berries, etc.)
- ⇒ Fresh vegetables (cherry tomatoes, celery, carrots, broccoli, snap peas, etc.)
- ⇒ Dips or spreads (peanut butter, cream cheese, Nutella, ranch dressing, etc.)
- ⇒ Pretzels or Crackers (Ritz, Cheez-its, Goldfish, Wheat Thins, Triscuits, Nilla Wafers, etc.)



- ⇒ Cheese slices or Meat slices (ham, salami, turkey, pepperoni, etc.)
- ⇒ Muffins
- ⇒ Applesauce, pudding, Jell-O, or fruit cups with spoons
- ⇒ Granola or cereal bars

As you can see, we are looking for healthy snacks. If there are any other options you may think of, please speak to one of the teachers. Obviously we will make exceptions for birthdays or special holidays, but on a daily basis our children need nutritious snacks.

2. Lunches

We also encourage healthy foods for lunches. We have a microwave that will be used by



the teacher or teacher's assistant for your child. We require the children to eat their "main course" (sandwich, pasta cup, etc.) before moving on to other items in their lunch. Candy is always saved until all other items are eaten. We do ask that you do not send soda in their lunches. We will not permit them to open it and instead they will drink water.

3. Water Bottles

We require each student to have a water bottle at school each day that is labeled with his/her name. We will fill it as the child drinks it throughout the day, but it should come to school in the mornings filled with water.



Birthdays

Children's birthdays may be celebrated on the actual birth date or closest school day to it. Parents may bring simple treats that are easy for the children to manage. Please feel free to speak with the teacher and staff

if you are uncertain about a particular treat. Parents are welcome to attend their child's snack time or leave a camera for pictures to be taken in your absence.



Holidays

Thanksgiving, Christmas, Valentine's Day, and Easter will be the holidays we will incorporate into our learning. Various activities will be planned and enjoyed.

Religious holidays, such as Christmas and Easter, will be celebrated in order to teach your child about God's love.

Field Trips

Special field trips and tours are arranged during the year to correlate with the educational experiences of the children or for special days. We will rely on parents to assist in driving and chaperoning our field trips. Without parents who volunteer and chaperone, we will not be able to take field trips. All chil-

dren must have their own car/booster seats or they will not be allowed to participate. While most field trips will incur a small fee which is not part of the preschool fee, occasionally there will be free field trips. The students are to wear their gold Shepherd T-shirts for ease of keeping our group together.

Health

Medical Procedures

Medications will be stored in the refrigerator in a closed container with a medical authorization attached. All medication must be in the original container and labeled with clear instructions. A signed consent from parents or guardian is required before we give any medication to a child. Used medication will be returned to parents, or properly disposed of in outside trash.



Sick Children

1. Each child is observed daily for signs of illness.
2. Children who are contagious must stay at home. All parents of children at the school, as well as the Health Department, will be notified of communicable diseases so that you can take appropriate action to protect your child and to protect the other children.
3. If a child should become ill during the day, you will be notified immediately and will be expected to pick up your child within one hour. Symptoms for which a child will be sent home

are uncontrollable coughing, greenish nose discharge, rash, vomiting and fever. Your child will be isolated from the other children until you arrive.

4. A child with a fever must stay home 24 hours after the fever has subsided.
5. Children with contagious diseases, such as chicken pox, mumps, measles, etc., must stay home long enough to ensure a complete recovery.

6. If your child shows any of the following symptoms, he/she may not come to school:

- ⇒ Diarrhea: Three or more watery stools in a 24-hour period, especially if the child acts or looks ill.
- ⇒ Vomiting: Vomiting on two or more occasions within the past 24 hours.
- ⇒ Rash: Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.
- ⇒ Eyes: This mucous or pus draining from the eye or pink eye.
- ⇒ Appearance/Behavior: Fatigue that prevents participation in regular activities,

unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

- ⇒ Sore throat: Especially if associated with fever or swollen glands in the neck.
- ⇒ Fever: Temperature higher than the normal 98.6 degrees and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.
- ⇒ Lice: Children who have lice may not return to school until they are free of nits and lice.

Accidents and Injuries

1. With your signed consent, Shepherd Lutheran Preschool teacher and staff are allowed to give First Aid and CPR to your

child. Minor cuts, bruises and scrapes will be washed with water and bandaged. Please keep your work, home, and cell phone numbers current so that we can notify you at the time of accident or injury in case you would like to take your child home.

2. In the event of a serious injury or emergency, we will, of course, call 911. We will then notify you immediately to let you know if your child is being treated at the hospital you indicated on your enrollment form, or at some other emergency center.

Child Protection

Child Abuse

Teachers and other staff are required by state law to report any suspected child abuse or neglect or exploitation to the Department of Social and Health Services, Child Protective Services, and local law enforcement without consulting the parent or guardian.

Missing Child

If a child is found to be missing from the classroom and playground, the assistant teacher will search the building and the grounds. Parents will be called if the child cannot be found and the police will be notified.

Disaster Plan

In the event of an unforeseen natural disaster or in the event of a security problem, all reasonable precautions will be taken to ensure the safety of the children. If possible, parents will be contacted by phone concerning the status of their child and pick-up procedures. First place to meet will be in front of the church and second will be at the school playground. Should we need to relocate, we will transport to St. Luke Preschool at 9100 Menaul Blvd, NE. At no time will any child be left alone.

Supervision

Children will never be left unattended in the building or on the playground.

School Closing

Shepherd Lutheran Preschool follows the APS closures and delays for inclement weather. Please listen to radio KKOB (770 AM) for this information or turn to Eyewitness News 4.

Discipline

1. General Information

Discipline is a way of correcting a behavior and achieving an expected behavior. Classrooms are set up to encourage appropriate behaviors from all children. Praise, positive reinforcement and redirection will be used to reinforce acceptable behavior. Children are given the opportunities to make choices for their own behavior. We intend to use logical and natural consequences to work with children as a result of their choices.

Corporal punishment will at no time be used. Some negative behavior may result in a "time out." Those behaviors include harming self or others, uncontrollable behavior or repetitive wrongdoing. "Time out" gives the child an opportunity to cool down and communicate with the teacher afterwards. The child is allowed to return to activities when the behavior is under control. We teach children about Jesus' unconditional love and forgiveness.

Parents will be contacted and consulted in the event that there are persistent problems. If the child regularly threatens his or others' safety or exhibits uncontrollable behavior, the parents of the child will be called to pick up their child immediately. If a

child's uncontrollable behavior continues, the administration may decide to dismiss the child from the program after consultation with the teacher involved and the parents of the child.

2. Discipline Policy

Discipline and guidance shall be consistent with and based on an understanding of the child's individual needs and development. All discipline shall be directed towards teaching the child God-pleasing behavior.

The basic policy is preventative in nature. The staff will use positive approaches of guidance which encourage self-control, self-esteem, and cooperation among children. Basic rules will be discussed with the children early in the school year.

When children have differences, they are encouraged to verbally express their feelings. Negative behavior will be pointed out and separation from the group for a brief period may follow. Unacceptable behavior will be handled by quiet discussion and in working with the parents. At no time will physical punishment be used.

The procedure is as follows:

⇒ Recognize and encourage good behavior.

- ⇒ Show an attitude of love, understanding, and firmness.
- ⇒ Teach by example through use of fair and consistent rules.
- ⇒ Give clear directions and provide guidance at the appropriate level of understanding.
- ⇒ Redirect by stating alternatives when a behavior is unacceptable.
- ⇒ Help the children understand why their conduct is unacceptable and tell them what is acceptable.
- ⇒ Hold the child firmly if his behavior could harm himself or others.
- ⇒ Do not shake or spank a child.
- ⇒ Do not subject a child to punishment like humiliation or degradation.
- ⇒ Do not use profane language.
- ⇒ Do not threaten the removal of love from that child.

If the child exhibits uncontrollable behavior or threatens his own safety or the safety of others, the child's parents will be called to pick up the child immediately.

Parental Involvement

Because our program operates with an “open door” policy, parents are welcome at any time and will be encouraged to participate with the children in group activities within the classroom. Family involvement opportunities include but are not limited to sharing talents and knowledge with the children, taking part in field trips, reading newsletters, school family nights, and parent conferences.



Complaints

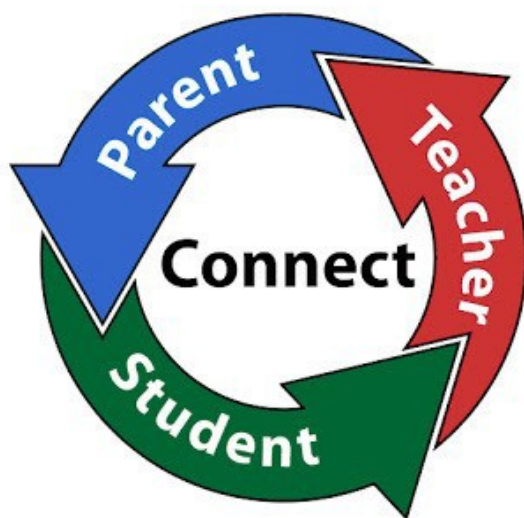
Parental complaints will be directed to the preschool director. The director will work with the individual to resolve any issues. If necessary, the principal will be asked to work with the director and individuals involved to resolve the issue.

Communication

For trust building, there must be effective communication.

Parents and teachers must develop and cultivate an honest, open relationship. Without open communication lines, problems remain unsolved, feelings are hurt, and the child's education suffers. Problems that arise should be confronted and dealt with immediately. Parents are asked to speak to the teacher first. If a problem cannot be resolved between parent and teacher, both parties should seek advice from the principal. If the problem remains, all parties should then seek advice from the Pastor and finally from the School Board.

There are various ways in which these communication lines can be kept open:



1. Conferences

We will schedule at least two conferences per year with you. At these conferences we will complete an assessment of your child's growth. You are always welcome to discuss any concerns

you might have at any time. We value parental input in our efforts to build and improve the quality of our program.

2. Classroom Visits

We invite you to visit our classes at any time. We want you to be familiar with us and our program. You are encouraged to participate in our volunteer parent program as your time and schedule permits.

3. Newsletter

A weekly newsletter is sent home explaining our programs and activities. Please read all communications carefully.

Clothing

Children should be dressed in comfortable play clothes. They cannot engage in the many activities provided if they are worried about getting his/her clothing dirty. Painting and other “messy” activities are a part of the daily schedule. Be assured that the paints and crayons are washable. We will provide

paint smocks for your child; however, these do not prevent all messes.

The children spend some time outdoors each day if the weather permits. Please supply your child with appropriate clothing so that he may join the others outside. All shoes must

cover their toes. Each child must have a change of clothing for emergencies. Please provide underwear, pants, socks, and a shirt. Please mark all items with your child's name and place them in a large zip-top bag to be left at school.

Toys from Home

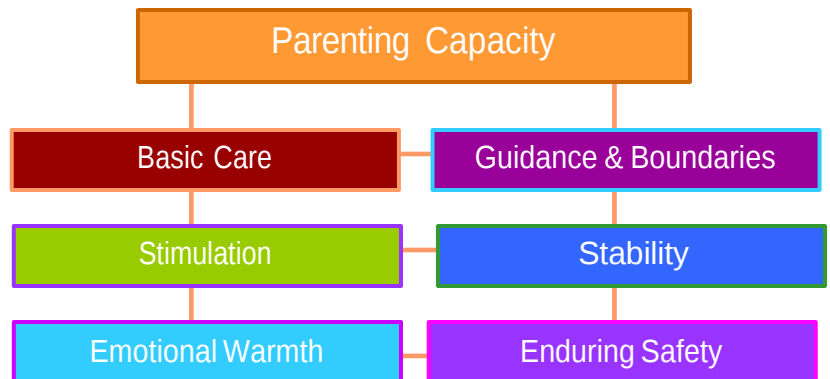
We have plenty of toys and games for the children to use, so we ask that children do not bring items from home for gen-

eral play. We are not responsible for personal items that are lost or broken. For comfort reasons, a favorite stuffed animal

or doll may be brought to help ease the transition from home to school.

Parenting Classes

Our regularly scheduled parenting classes offer parents an opportunity to meet with other parents in the study and discussion of topics which deal with the joys and challenges of parenting.



Position of Trust

We recognize that by enrolling your child in Shepherd Lutheran Preschool you are allowing us to care for, teach, and love your most valuable blessing, your child. We are honored, but yet humbled, by your trust you have shown in us. We will do all in our power, with the help of God, to ensure that your child is cared

for in a safe environment (physically and emotionally), taught well, and loved at all times. Clear communication and an open-door classroom is an integral part of our partnership and trust building. Safety, communication, and discipline all come under this broad topic of trust.



Location



Shepherd Lutheran Preschool

3900 Wyoming Blvd. NE

Albuquerque, NM 87111

505.292.6622 ext 304

Email:

school@shepherdlutheran.comcastbiz.net

Website:

shepherdlutherschool.com

Hours of operation: 7:30 AM – 4:30 PM

Monday through Friday

Preschool Faculty

Mr. Paul J. Schultz
Principal

Mrs. Sandy Karnopp
Preschool Director & Teacher

Mrs. Amanda Miller
Preschool Assistant

WORSHIP SERVICE TIMES: 10:00 A.M.

SUNDAY BIBLE CLASS FOR ALL AGES: 8:45 A.M.

These are our normal Worship and Sunday Bible Class times. Occasionally, we have a special schedule which is reflected on our calendar.

