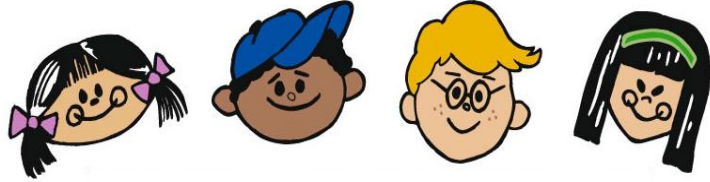


CHRIST LUTHERAN PRESCHOOL

2017 - 2018





Christ Lutheran Preschool

9212 Taylorsville Rd. Louisville, KY 40299
clkindergarten@bellsouth.net 502-267-5082
www.christlutheranpk.org

Staff

Mrs. Keira Miller
Teacher

Mrs. Karen Pridemore
Teacher

Rhythm & Movement Teacher
School Assistant

Mrs. Teresa Williams
Teacher

Mrs. Judy Wolken
Teacher

Mrs. Donna Scott, School Director
502- 896-8359

DISCRIMINATORY POLICY

Christ 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 school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and athletic and other school-administered programs.

The school is sponsored by Christ Evangelical Lutheran Church. The management of the school has been assigned to the Kindergarten Committee.

Bookkeeper
Tammy Kissling
502-552-1104

Chair
Liz Walker

Pastor Ron Poisel
Pastor Bimen Limbong
Christ Lutheran Church
502-267-5082

2017 - 2018 School Term

Orientation Days - Hours 9:00 - 11:00 a.m.



Mon., Aug. 21 - Fri., Aug. 25

- 3 year olds (half class - assigned days)
- 4 year olds (half class - assigned days)
- 4 year old Kindergarten Prep (full class - all week)

Mon., Aug. 28 - Fri., Sept. 1

- 3 year olds (full Class 9:00 - 11:00 am - regular days)
- 4 year olds (full class 8:55 - 11:55 - regular days)
- 4 year old Kindergarten Prep (full class - 8:55 - 11:55)

REGULAR school hours (8:55 - 11:55) and days for **ALL** classes, will begin the week of September 5, 2017.

PROPOSED DAYS IN RECESS:

September 4	Labor Day
October 6, 9 & 10	In-Service
November 22, 23, 24	Thanksgiving Break
Dec. 20 - Jan 2	Christmas Recess
January 15	Martin Luther King Day
February 26	Winter Break
March 12	In-Service
March 16 & 19	Parent Teacher Conference
March 30	Good Friday
April 2- 6	Spring Break
May 4	In-Service

LAST DAY Thursday - May 17

ALL SCHOOL FUN DAY - Parents invited

SNOW DAYS

Days out of school, due to inclement weather, will be determined by the Jefferson County Public School System - - unless otherwise notified. If Jefferson County Public Schools are closed due to inclement weather, we will be closed. Our opening time, in the event of delayed openings, is still a.m. Please check you media sources.

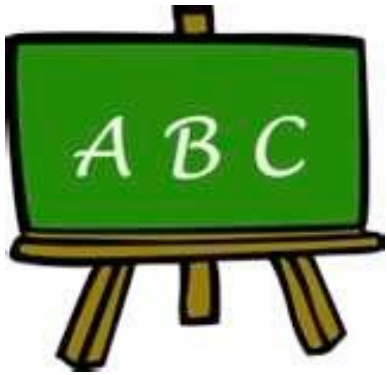


**CHRISTMAS PROGRAM
ALL SCHOOL**

Tuesday, December 19
Children leave with their parents.

**PARENT/TEACHER CONFERENCES
(No School)**

Fri., March 16 Mon., March 19



This HANDBOOK is prepared for the PARENTS of all students in the school. It is designed to explain the programs and help you help your child make first and continuing adjustments to preschool. The programs of our school seek to provide a learning culture where children are helped to learn (at their own level) and how to plan their own life-actions.

Your child receives love, security, acceptance, value, control, independence, protection and guidance. Our teachers involve the children in the excitement of learning. We are always trying to work in the *best interest of each child*.

The **CURRICULUM** of each class encircles the vital objective of helping your child to develop a good self image from their success. A vast variety of experiences are planned in order that each child will have opportunities for success and learning.

Each child has particular needs within their social, emotional, physical and scholastic development. The program provides for the total child.

SOCIAL - - To help the child:

1. Grow in ability to work and play with others. Play is a child's work by which they learn. School is FUN!
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, co-operation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.

EMOTIONAL - - To help the child:

1. Gradually mature in emotional responses, and self-discipline.
2. Properly express emotional response.
3. Become progressively independent.

SCHOLASTIC - -To help the child:

1. Develop a love for learning.
2. Do independent thinking, draw conclusions, make choices and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language powers.
5. Grow in ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills.

PHYSICAL - - To help the child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

YOUR CHILD'S DAY:



Three Year Olds

This is a socially oriented program. A variety of musical and rhythmic activities, creative art, literature, fine and gross motor development are part of the daily routine. Listening and language skills, recognizing colors and shapes as well as understanding special concepts become an outgrowth of the class experiences.

Four Year Olds

The children's day consists of working and playing together with a balanced creative curriculum including an emphasis on language development, body management, particularly gross motor skills. Activities for fine motor and perceptual development, math and reading readiness skills, commensurate with this age level, are included. The daily schedule offers a wide variety of activities including rhythms, music, art, literature, share and tell, physical education and play. Play belongs to childhood. Through it, your child works his/her way, in joy, to a more mature and capable person, ready for the next step in their ever-growing development.

Kindergarten Prep

The children's day consists of working and playing together with a balanced creative curriculum including center, individual, group and free play time. Your child is given time to choose work, play and plan activities for themselves. Language Art (reading readiness using multi-source material, phonemics & phonics, whole language, vocabulary enrichment, literature, sight words, pre-writing), Math (a hands on and concrete approach), Science, Art, Music and Rhythm, Social Living, Body Management and Physical Education (with emphasis on Fine as well as Gross Motor Development) are a part of the learning experiences each class day.

YOUR CHILD'S NEEDS:

1. Clothing should be loose, comfortable and **washable**. Shoes should be **suitable** for locomotor movement in the gym, or playground. This is a **daily** activity.
2. Clothing should be **appropriate** to the season and the day. We try to go outside **everyday**.
3. All outside and inside clothing should be **marked** with their name.
4. **NO** umbrellas, or backpacks for 3 and 4 year olds please. K. Prep may bring backpacks.

PARENT RESPONSIBILITIES:

1. Help your child to **BE ON TIME** and attend regularly except when ill. This is the beginning step in learning responsibility. **BE ON TIME** for dismissal. They worry when you are late.
2. Teach your child **self-reliance** and life lessons by encouraging them to do things for themselves. Such as put on, take off and hang up their wraps and put away their toys.
Allow them plenty of time!!
3. **Routines** are important to your child. Teach them to eat regularly and properly. Establish regular toilet and sleeping habits.
4. If you are interested, they know it's **important**. Make time to look at their work. Ask questions.
5. **Read** to your child every day and make sure they play outside. That's your homework. We are increasingly **aware** that T.V, computers and electronic devices should be only a very small and limited part of your child's time each day.



COMMUNICATION:

We consider it essential for the home and school to work together to encourage the maximum growth in all areas of the child's development. If you wish to talk with your child's teacher, or the director for any reason, send a **note** with your child, or **email** us - ckindergarten@bellsouth.net. We will try and respond the same day. If you don't hear from us, we may not have received your message. Please call 267-5082.

Parents will be contacted by the end of September or the first part of October. Their teacher will discuss the child's adjustment and progress. The Kindergarten Prep Class will receive three progress reports. The first will be at the end of December. Individual conferences between parents and teachers will be planned in the early spring, however if the need arises, parents or teachers may request a conference at any time.

Parents needing documents filled out by their teachers should allow a minimum of 15 school days for the return of those documents.

Please visit the school website, www.christlutheranpk.org. You will **find** the handbook, a monthly calendar, forms (field trip, lunch bunch and registration), as well as our brochure. We hope that this will be of help to you.

Social Media Information- Please sign up to get a text to remind you of special or upcoming events and to get to our Facebook Page. An information page on how to sign up will be with your handbook.

BULLETIN



A monthly bulletin will be issued for each class to inform you of your child's activities. Please **Make a Note** on Your Calendar of all important dates. This may be your **only** notice. We do however, have a month at a glance calendar posted by the gym entrance on our Preschool **BULLETIN BOARD**.

CARPOOL

We are hopeful you will be able to be in a carpool. Parents may arrange for carpools themselves, at the Parent-Teacher Orientation or anytime during the year. Your class list will help. The class lists will be given out in September. Each list will have addresses and days the children attend. You will have an opportunity to make new friends for you and your children.

School Policies



SCHOOL HOURS

Doors open at 8:55 a.m. Dismissal is 11:55 a.m. Please **NOTE** that ten minutes after dismissal, a fee of **\$1 per minute** will be charged to those who are habitually late.



If a child is to remain at the school for any reason or is to go home with another child or anyone other than the regular driver, the teacher must be **notified** in advance by note. For a last minute change, call the school. For the safety of your child this policy must be observed for each change.



ARRIVAL

enter from Taylorsville Rd. Carpools **WAIT in line** and let their child walk to the door of the building marked worship to go in. Cars then **leave** by the Six Mile lane exit.



DEPARTURE

Parents will **PARK** for dismissal and **enter** by the outside gym doors. Have your **going home sign** visible. (If you need more signs just ask.) Use the **long hallway** to line up. Teachers will dismiss in that order and parents will **exit** with their children, down the same hall. Please remain in the long hallway until your child is called. *(We ask that you, or your child **do not** prop open the back gym door when entering or exiting)*



PARKING

Please do not park in front of the mailbox near the Taylorsville Rd. entrance or block incoming traffic there. Also, watch not to park in the crossing area from the playground to the school. All other areas are good.



PLAYGROUND

If you and your child use the school playground, please ask them what the school rules for **safety** are. Using the same rules will make things more **consistent and safe**. Check to see if your child needs to go to the bathroom before going to the playground as the Preschool Staff and Office Staff will not be available to answer the door bell after dismissal.



HOLIDAYS

Parents may sign the "I want to help lists" for treats on special days.

abcde

School Policies



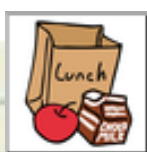
BIRTHDAYS

A very special day for a little child. You may send a simple purchased or packaged treat such as cupcakes, cookies, or doughnut holes. Those having a **SUMMER** birthday will celebrate an un-birthday on a day of your choice. Please send a note first. We have a **Birthday Box** with a gift for your child. We ask each parent to contribute one item for that box.



TOYS

Children are **not** to bring toys, or blankets, etc. to school. You will be notified of a "Sharing Day".



LUNCH BUNCH

A supervised recreational time for the children with a lunch provided from home. 11:55- 12:55 p.m. M/T/Th/F. The charge is five dollars per session. (Payment should not be turned in to the bookkeeper, but to your child's teacher. This will help us speed scheduling lunch bunch days.)

HEALTH AND SAFETY

Please keep children at home if they are ill. If your child develops a contagious disease, call the school. Please do not call if your child will be absent for only a few days.



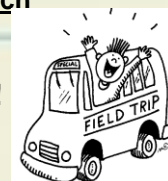
Biting and Aggressive Acts

Biting is a serious, aggressive act and infections are easily transmitted through this type of wound. For these reasons, biting is considered serious. Any act that threatens the safety of others will be met with the following actions: (1) Talk with the student concerning the serious nature of this act - contact parents. (2) Again discuss the serious nature of the act with the student, remove child from the immediate area and contact the parents for a conference. The child will be sent home from school for the remainder of the day. (3) Expulsion from school. This policy is enforced to protect our students and your understanding is appreciated.

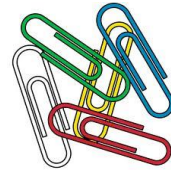
FIELD TRIPS

help involve children with their classmates and give them another chance to grow in independence and responsibility. Transportation for trips that are outside our school will be by bus. Each teacher will be in charge of their class, but parents may be asked to help the class teacher on a trip. Field trip permission slips and fee notice will be sent home in the fall. Additional permission slips will be sent home prior to each trip. **Each slip** must be signed and returned each time in order for your child to go.

Children Should Wear Their **SCHOOL SHIRT** for Field Trips!



abcde



TUITION:

SCHOOL TAX NUMBER - 616010122

Our school depends on your payments to be **on time**. The monthly installment listed below is due the 15th day of each month. There is a \$25 late fee for tuition received after the **15th of the month**. In the event tuition payments become delinquent for two months, your child may be taken off the roster. **PLEASE CALL**, or email our Bookkeeper if there is a problem. We **WILL** work with you.

Any returned check should be reimbursed, along with the return fee
to the treasurer in cash, or a money order.

Your child is considered enrolled for the entire school year. You are responsible for the monthly
tuition for that period.

The Yearly ACTIVITY FEE is for your child's field trips. As previously stated, a field Trip Permission slip will be sent home with your child after school begins. The permission slip must be signed and returned along with the Activity Fee to your child's teacher, not to the Bookkeeper.

Please make all checks PAYABLE and **MAIL TO** Christ Lutheran Preschool.

A tuition envelope will be sent home with your monthly bulletin. Please mail OR put check in mail box marked Tammy Kissling by church office.

The school will NOT be responsible for any POST DATED checks. If you have any tuition questions or questions please contact:

Bookkeeper: Tammy Kissling
Telephone - 552-1104
email -CLKindyBookkeeper@yahoo.com

	Yearly Tuition	Nine Tuition Payments of:	Proposed Yearly Activity Fee	Registration
3 year olds - 2 days	\$1440	\$160	\$35	\$125
4 year olds - 3 days	\$1755	\$195	\$55	\$125
4 year olds - 5 days	\$2115	\$235	\$55	\$125
4 year old - 5 days Kindergarten Prep	\$2115	\$235	\$55	\$125

There is a monthly tuition reduction of 5% for a second child and 10% for members of Christ Lutheran Church. Church Members monthly tuition is \$144.00, \$175.50, and \$211.50 respectively.

*TUITION AND REGISTRATION FEES ARE NOT REFUNDABLE.

REGISTRATION:

Pre-Registration lets the school know who is interested in enrollment for the following year. A form will be sent home in November for you to complete. Please return the form to school by the following week. In December, pre-registration will be open to other students. If you have filled out a form and are unable to attend the following year, please let us know.

REGISTRATION DAY is Wednesday, January 24 and is a formal registration for those on our Pre-Registration list. At that time the Registration Fee and First Tuition Payment for the following year are due.

CHILDREN AND PARENT RIGHTS PURSUANT TO KRS 199.898

1. All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse;
 - b. The right not to be subjected to abusive language or abusive punishment;
 - c. The right to be in the care of adults who shall meet their health, safety and developmental needs.
2. Parents, custodians or guardians of these children specified in subsection (1) of this section shall have the following rights:
 - a. The right to have access to their children at all times while under the care the provider during normal hours of provider operation and whenever the children are in the care of the provider;
 - b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child;
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
3. The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

A statement of deficiencies from the Cabinet for Health Services and the State Fire Marshall, is on file at the school and posted on the school bulletin board.

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SIGN AND RETURN after taking home to read.

I have read the school handbook and understand it.

Name

Date

Student's Name

Teacher