

**OUR SHEPHERD LUTHERAN  
PRESCHOOL  
PARENT HANDBOOK**

**1658 E. Lincoln  
Birmingham, MI 48009**

**(248) 645-0551**

**he Mission of Our Shepherd Lutheran  
Preschool is to nurture children in  
the Christian faith so that they might**

**Know Jesus Christ as their personal  
Savior from sin and death,**

**Serve Jesus Christ as Lord of all  
creation, and**

**Share Jesus Christ in word and deed  
with all whose lives they touch.**

## **OUR PROGRAM**

Our Shepherd Lutheran Preschool provides early learning experiences appropriate to the specific age levels of the three-year-old and the four-year-old child. The child's daily experiences are many and varied, i.e. Jesus time, songs, stories, devotions, prayers, free play choice time, group music, movement, and teacher-directed group activities.

We believe the most effective learning in our early childhood program is that which grows out of the child's own motivation. To this end:

- Our learning centers will provide a variety of opportunities to stimulate the child's interest, curiosity and need to explore, discover and create. Each child's opportunity for free-choice play will foster independence, self-confidence, decision-making and problem-solving skills.
- Planned group activities will guide your child through experiences with prayers and Jesus' love, language and stories, science and numbers, music and dramatics.
- Physical coordination and skill will be developed through large muscle equipment, group movement time, outside play, blocks and constructive toys, as well as small muscle manipulative toys and games.

## **SPONSORSHIP**

Our Shepherd Lutheran Preschool is a program of Our Shepherd Lutheran Church, under the supervision of its Board of Christian Education. Responsibility of the day-to-day operation of this program is that of the School Principal.

## **PURPOSE**

Our Shepherd Lutheran Preschool is a ministry of Christian love to children and support to parents in the nurturing and care of their children. Our program of early childhood education will promote the spiritual, social, emotional, intellectual, and physical development of young children.

### **OUR GOALS FOR THE CHILD**

- To provide each child the knowledge and assurance of Jesus' love for him/her.
- To provide the example and witness of Christian teachers.
- To provide early childhood education based on the child's individual developmental needs, interests and abilities.
- To provide a solid foundation for continued education.

### **OUR GOALS FOR THE PARENT**

- To provide assurance that the child will receive loving care, attention, and respect from our qualified Christian staff.
- To provide opportunities to meet with other preschool parents and teachers who have as their common concern the needs of young children.
- To support and encourage family worship.
- To provide open lines of communication between parents and teachers for the well-being of the child.
- To supply resources for parent education, family devotions and Christian living.

## **PRESCHOOL CLASSES**

Our Shepherd Lutheran Preschool will be in session from September through May, with starting and ending dates to be designated by school Principal each year. Holidays, vacations and other days off will coincide with those of Our Shepherd Lutheran School. Yearly and monthly calendars will be provided.

The three-year-old classes meet on Tuesday and Thursday.

Morning Classes from - 8:30 - 11:15 AM  
Afternoon Class from - 12:15 - 3:00 PM

The four-year-old classes meet on Monday, Wednesday, and Friday.

Morning Classes from - 8:30-11:15 AM  
Afternoon Class from – 12:15 – 3:00 PM

Cancellation of preschool classes due to inclement weather will occur when Our Shepherd School closes. "Our Shepherd Lutheran" is the specific designation to watch for on local television and radio stations.



## ENROLLMENT

To be eligible for the three-year-old classes, a child must turn three before September 1st of the current year. To be eligible for the four-year-old classes, a child must turn four before September 1st of the current year. All children must be completely toilet-trained.

Children currently in three-year-old classes will have an opportunity to register for the four-year-old classes before the Preschool Open House, a parent information night. Registration forms, accompanied by the required registration fee, may be turned in to the school office. Priority for acceptance will be:

1. Children of Our Shepherd Lutheran School, Preschool and Child Care families, as well as children whose parents are Our Shepherd Lutheran Church members.
2. Children whose parents have no church home.
3. Children whose parents are members of an affiliated Lutheran church.
4. Children whose parents are members of another Lutheran church.
5. Children whose parents are members of another Christian denomination.

Written verification of acceptance, class placement, times, and tuition cost will be mailed to the family upon acceptance of a child into the program.

All enrollment forms must be completed and returned to the school office before a child may enter the program. These forms include:

1. Child Information Record
2. Health Appraisal
3. Parent Preschool Contract
4. Tell Us About Your Child
5. Tuition Express Debit Authorization

Dismissal from the Preschool program may occur when there is:

- An inability of the child to adjust to the program.
- An inability of the parent to work within the Preschool's policies.
- An inability of the Preschool to meet special needs of the child.
- A delinquency in payment of fees/tuition.

Our Shepherd Lutheran Preschool admits children of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to children in our Preschool. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of the policies, admissions and other programs administered through the Preschool.

## **ARRIVAL/DEPARTURE**

Parents are expected to provide transportation to and from Preschool, coinciding with the hours of the class session in which the child is enrolled.

**NO CHILD IS TO BE DROPPED OFF AT THE DOOR.** Parents are responsible for bringing their children inside the building and into the care of the teacher or aide in the preschool classroom.

**Preschool families may use the circle drive when dropping off (after 8:15 am) or picking up their children.**

**Please arrive on time. Instruction for the day begins immediately.**

Children will be dismissed directly to their parent or guardian. A space is available on the Child Information Record for names of other persons to whom a child may be released. If a parent wishes one of these persons to pick up their child, they are required to write a note to the teacher or call the school office.

## **SNACK / NUTRITION**

All preschool families will be assigned days to provide a snack for the class on a rotating basis. The snacks must be nutritious and from at least two food groups (i.e. cheese and crackers, apple slices and cheese, bagel half and fruit juice). If juice is provided, it must be 100% fruit juice, not blends or drinks.



## DRESS

Children should be dressed in comfortable play clothes. Outside play may be a part of any day's program, so children must be appropriately dressed for the weather.

Gym shoes may be required on designated gym days.

NO STOCKINGED FEET ALLOWED IN THE CLASSROOM. Children must wear shoes with nonskid soles for safety reasons.

Our Shepherd will provide a tote bag for carrying your child's projects and papers each school day. All outer clothing should be clearly labeled with the child's name and carried in a labeled bag separate from the preschool tote bag.

## DISCIPLINE

The children will be encouraged to develop a sense of self-control, cooperation, and respect for others. Positive reinforcement will be offered by the teacher and aides for the development of these qualities. Guidelines for behavior in the room and on the playground will be discussed periodically.

Should a child's behavior be so disruptive that the group cannot continue to operate effectively, he/she will be removed from the group by a teacher or aide who will be responsible for him/her until able to rejoin the group.

## TUITION/FEES

A **registration fee** of \$75.00 must accompany each registration form at the time it is submitted. This is a non-refundable fee unless we do not accept your child into our program. Checks are payable to Our Shepherd Lutheran Preschool.

**Tuition may be paid in full by August 4<sup>th</sup> or paid in 9 monthly payments via tuition express**

- Tuition is not refunded for absence.
- A \$25.00 fee is imposed for each debit or check returned by your bank unpaid. This fee must be reimbursed when the check or debit is made good.



## HEALTH AND MEDICAL

A **physical examination** and **complete immunizations** are required for all children before they may attend Preschool classes. A health appraisal form is provided in your enrollment packet for this purpose. It must be signed and dated on the back by the physician examining your child.

For the protection of all children, **do not bring a child to preschool when he/she shows signs of illness**. Should a child appear ill during the day, the child will be isolated and a parent contacted to come for the child immediately. **Children must be fever-free and vomit free at least 24 hours before returning to school**.

Parents are required to notify the school office whenever a child has a contagious disease (i.e. strep throat, pink eye). Children should not attend school until a doctor approves return.

Because preschool classes are of short duration, we will not administer medications. Parents should adjust medication schedules around the hours of class. In the case of the highly allergic or asthmatic child, please see Stephanie, in the school office for special arrangements.

