



Emmaus Lutheran Preschool  
Handbook  
2021-2022

COURAGEOUSLY CONFESSING CHRIST

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## **Welcome!**

Welcome to Emmaus Lutheran Preschool. We pray that God grants us a great year as we work together to provide a quality Christian education for your child. The church has established the school to proclaim the Gospel of Christ to everyone. We request that you pray daily for the staff as we endeavor to help the children to grow in faith, academically, and socially.

*The Emmaus Staff*

## **Our Lutheran Heritage**

The Reformation that began in Germany in the early 1500's had a great influence upon the development of education. In the early days of the country, parochial schools were established by Lutheran churches as groups of Lutherans from Europe settled in various parts of what is now the United States. The schools were first begun by the Swedes who made a number of settlements along the Atlantic coast. The first Lutheran school known in this country was established by 1740. At the time of the Revolutionary War, there were about 70 schools operated by Lutheran parishes, with 40 in Pennsylvania alone. Lutheran schools thus predate the establishment of the public school system in this country.

The Lutheran Church/Missouri Synod, of which our congregation is a member, was established in 1847. Lutheran schools have been a vital part of the LCMS since that time. It now has the largest Protestant school system in the United States.

Emmaus Lutheran Church was organized January 1, 1900. The following year the school was opened upon completion of the building. In 1923, the congregation opened a branch school in the Southern part of the parish. At the end of 1995, the church purchased property at 8626 Covington Road for the building of a new school and future sanctuary.

## **Philosophy**

Jesus expressed his great love and care for children by saying in the book of Mark:  
"Let the little children come to me... and he took the children in his arms and blessed them."

*Mark 10:14 & 16*

Believing that each young child is a unique creation and special child of God, we will recognize and foster each child's individual qualities and abilities. We recognize that it is important for us to nurture the development of the whole child, in order that each child might develop his/her full potential - spiritually, intellectually, physically, socially, and emotionally.

Believing that children learn best through play, exploration, and discovery, we will create a warm, accepting and loving Christ-centered environment. We offer an educational setting where young children can experience joy and success in the activities that are carefully planned for the appropriate age and developmental level of the young child.

## **Curriculum Content**

We base our daily and weekly lesson plans using a thematic approach. The thematic approach integrates the content areas of religion, art, math, music, reading, science, social studies and sensory activities. This approach builds on the student's prior knowledge and interests by focusing on topics relevant to their lives. It can help the children relate to real-life experiences and build on what they already know. Thematic units are one of the best ways to integrate content areas which make sense to children and helps them make connections to transfer knowledge they learn, and apply it in a meaningful way. Thematic units are also helpful in addressing the many learning styles of our students.

Religion curriculums designed for Early Childhood children by Concordia Publishing House are used as the basis for spiritual learning. Other materials and Bible stories supplement this curriculum.

In Pre-Kindergarten ZOO Phonics and Haggerty Phonemic Awareness is utilized as curriculum to work on the necessary phonics skills needed for Kindergarten Readiness.

## **Classroom Learning Environment**

The environment for our young children has clearly defined and well-equipped learning centers. These are arranged to promote independence, foster decision-making, and encourage involvement and creativity in their work and play. These centers are designed to promote play and self-directed learning, while also considering the different levels of ability, development, and learning styles of young children.

The learning centers may include:

- Blocks and Construction
- Art
- Math
- Writing
- Science
- Dramatic Play
- Sensory Table
- Reading
- Games/Puzzles

Our daily schedule provides a balance between and includes the following:

- Large group activities and small group activities
- Indoor and/or outdoor play times
- Time to play - alone or with others
- Teacher-directed activities and child-directed activities
- Snack time
- Clean-up time
- Gym time
- Quiet time

## **Enrollment**

Emmaus 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, admission policies, tuition policies, and athletic and other school administered programs

Emmaus Lutheran Preschool accepts three, four and five-year-olds whether they are a member or non-member of Emmaus Lutheran Church. Please note: the child must be three years old by August 1 to be eligible for the Preschool Class and must be four years old by August 1 to be eligible for the Pre-Kindergarten Class. All children must be fully potty trained before starting school.

## **Pre-Registration**

Preregistration for Preschool opens in January for those families presently enrolled and then opened to the public in February. A Back to School night will be held in August to acquaint parents and students with the facilities, the teaching staff, curriculum, rules, policies, and other aspects of the Preschool program.

## **Plan Options and Tuition Fees**

At Emmaus Lutheran Preschool, we offer an academic program.

### **Pre-Kindergarten**

For the Pre-K program we incorporate a four day program, Monday thru Thursday, with Friday being optional. We also offer the option of half day or full day. Our Pre-K program is designed to get children ready for Kindergarten. In order to do this properly, we believe that children need to be immersed into a routine in which they can thrive. When children are in an environment day after day, the theme, letters, numbers, colors, etc., are reiterated over and over and are more likely to be recalled at a later date. Also, when students are here four consecutive days, the routine, theme, letters, numbers, colors, etc. are all absorbed at a faster rate and more easily built upon. By having the consecutive four days of schooling, the child is then more likely ready for Kindergarten, and, an everyday routine will not be a part of the anxiety of the new year for you or your child.

### **Preschool**

For our Preschool program you may pick 2, 3, 4 or 5 day options. We also offer the option of half day or full day.

### **Application & Registration Fees**

Application Fee (non-refundable):	\$100.00 per new student
Registration (non-refundable)	\$100.00 per new student \$200.00 per returning students

A non-refundable registration fee of \$200 is due at the time you return your application form. This fee is not refundable, unless the family moves from the Fort Wayne area. It reserves a space for your child in the program. We do not guarantee a place for a child, if you wish to change to a different plan during the school year.

**Tuition** (members and non-members)

**Preschool Program Options**

(for children age 3 by August 1)

Five Full Days .....	\$4,900.00
Four Full Days .....	\$4,080.00
Three Full Days .....	\$3,260.00
Two Full Days .....	\$2,760.00
Five Half Days .....	\$2,650.00
Four Half Days .....	\$2,240.00
Three Half Days .....	\$1,830.00
Two half Days .....	\$1,580.00

**Pre-Kindergarten Program Options**

(for children age 4 by August 1)

Five Full Days .....	\$4,900.00
Four Full Days .....	\$4,080.00
Five Half Days .....	\$2,650.00
Four Half Days .....	\$2,240.00

**Other Fees:**

Lunch .....	FREE for the 2021-22 school year.
Milk * .....	\$0.35 a milk
Extended Care .....	\$3.50/hr.
Lunch Bunch** .....	\$6.00 a day *

\* Milk, and Extended Care charges are billed via RenWeb.

\*\* Lunch Bunch is available for children who would like to stay for lunch and some play time. Lunch Bunch dismisses at 1:30 p.m. Your child may bring a lunch from home, or get a hot lunch. Lunch Bunch is billed separately at the end of each month.

**Payment Options**

Under each plan, there are two payment options:

If the total is paid in full by cash or check by July 1, 2021, there is a 4% discount.

If you wish to pay over the 10 month period beginning in August, you may do this through our FACTS TUITION MANAGEMENT PLAN. There is a \$43 fee for the monthly plan.

“God asks us all to be good stewards of the gifts He gives us.” That is what we at Emmaus Lutheran Preschool are trying to do. We rely on your pledged, financial support to help us make timely payments and salary commitments. Yearly tuition and fees must be paid in full or placed upon the FACTS payment plan before a student may attend classes. Exceptions to this rule are not possible.

Because our expenses are established by the number of children we have enrolled, it is not possible for us to reduce tuition for any days a child misses due to illness or other days off. The amount due will remain the same, regardless of vacation or holidays, illness, or snow days. Please note that if you choose for your child to miss a day of school, they will be unable to make it up. If your child misses school, they will also miss the projects that were done on that day.

## **Arrival and Dismissal**

### **Morning Drop Off**

Use the front entrance of the building for your child when you come to the Preschool classrooms. **DO NOT WAIT OR PARK IN THE DRIVEWAY FOR EVEN BRIEF PERIODS!** You must park the car in the parking lot even if a driver remains in the car. Children should not arrive more than fifteen minutes before classes begin at 8:15 a.m., unless they are in Extended Care (see pg 6).

Please make sure your child arrives by 8:15 a.m. since there are important activities which occur in the first few minutes of school. Our program is an academic Preschool rather than a Daycare. If your child is consistently late, the teacher will inform the Director who will then meet with the parents to see if our program is the right program for their needs. Telephone the Church office if your child will be unavoidably tardy. Please call the Church office (260-459-7722 and press “3”) if your child will be absent for the day!

### **Morning Pick Up**

Pick up for children attending preschool and pre-kindergarten only in the morning will begin at 11:30 a.m. in front of the school. Beginning at 11:30, drive around the front drive heading west. The first car will stop just at the tower and other cars will line up behind. If the front drive is full, cars should line up in the middle lane of the parking lot facing east. Do not line up in the entrance drive along the property. The teacher on duty will then bring your child to your car. After your child is in the car, please pull up further and stop to buckle them in. Please do not buckle them in their car seats until you have moved up in the line. The car will then exit by the south lane of the parking lot.

If you would like to enter the school to pick up your child, please park in the parking lot and enter through the front doors to sign your child out. **PLEASE** do not walk in between cars waiting in the pick up line.

Children will be released **ONLY** to their parents or other adults authorized by parent on the pick up form. **PLEASE** notify the Church Office if a substitute will be picking up your child.

### **Afternoon Pick Up**

If your child is staying for Lunch Bunch, they will be dismissed at 1:30 p.m. Please come to the classroom to pick them up and sign them out.

If your child is attending full days, dismissal is at 3:10 p.m. For the safety of your child, due to the number of students being dismissed and picked up at that time, please park in the parking lot and come to the classroom to pick them up.

### **School Closings and Delays**

Emmaus Lutheran Preschool will follow the same schedule as Emmaus Lutheran School. You will receive a message from the school on your telephone through RenWeb. You may also listen for Fort Wayne Area Lutheran Schools.

If school is on a delayed schedule, Extended Care (see below) will still open at 6:30 a.m. and be open until school starts. You will be charged \$3.50 an hour for this service.

### **Remote Learning**

If the Preschool, or a Preschool classroom, is put under a minimum of 2 weeks of quarantine, or in the event the Governor of Indiana mandates that schools must be shut down, learning will continue by remote learning. This will consist of a combination of packets, recorded lessons, and live ZOOM meeting. No refunds will be given for remote learning.

### **Extended Care**

Extended Care is offered both before and after school hours. The morning Extended Care program begins at 6:30 a.m. and continues until 8:00 a.m. The afternoon program begins immediately after school and continues until 5:45 p.m. Those students, who arrive early, either regularly or occasionally, must go directly to Extended Care and remain there until they are walked to class. After school those who have not been picked up by 3:25 p.m. will be walked down to Extended Care until the child can be picked up.

The charge for this program is \$3.50 an hour, charged on a 15 minute basis. Two students or more in the same family will get a 10% discount. The fee for a late pickup (after 5:45 p.m.) will be at the rate of \$5 per 15 minutes or fraction thereof.

### **Attendance**

Please call the Church & Preschool Office (260-459-7722 and press “3”, or ext. 1004) if your child is going to be absent or late, so the teachers may adjust their plans and materials accordingly. If you know that your child will be absent for any length of time, please notify the teacher. Please remember that school starts promptly at 8:15 a.m. We are a Preschool, not a Daycare. In order to use our extended day, your child must be in attendance in the morning. If your child misses school, they will miss the projects that were done that day.



## **Health and Medicine**

The following guidelines are for the benefit of the entire Emmaus school family:

1. As a courtesy to others, when your child has a bad cold, elevated fever, or known communicable disease, PLEASE keep him/her home to avoid spreading the illness. Please inform the Church & Preschool Office of the absence and the nature of the illness.
2. Students who have been treated for communicable diseases should have the permission of the family physician to return to class.
3. Please call the Church & Preschool Office if you suspect your child has head lice. The school has a no nit policy concerning head lice. One day absence is allowed for handling this problem. Upon returning to school, the parent should bring the child to the Church Office to be checked to make sure there are no nits.
4. If a child throws up at school or has a fever, the parent will be notified and the child will need to be picked up. They will be unable to attend school for 24 hours.

We do not have a nurse on staff daily. When possible, please give your child their medications at home. If your child needs medication at school, please ask the director for the medication information sheet and bring the medicine in its original container to the director.

If your child requires a prescribed inhaler at school, please contact the teacher. You will need to meet with the teacher and director, and your student, so we can confirm that everyone completely understands how the inhaler is used, when, and why, etc.

Finally, if you have to administer any new medications to your child, please make the teacher aware of what it is, and the duration of its use, in case of an emergency.

## **Clothing**

We are a Christ-centered school and wish to lift up the name of Jesus in all we say and do. The entertainment market has become a great influence on young children, and it has become increasingly more difficult to discern between positive and negative role models. With this in mind, children may not wear shirts, pants, tennis shoes, or any other clothing items with violent or evil looking cartoon characters on them (i.e. ghosts, pirates, skulls, etc.).

Please have your child wear:

1. Comfortable shoes to aid in developing large motor skills are best. We recommend tennis shoes and socks. Children may wear sandals but they must have a strap on the back. Please do not send your child in flip flops.
2. Comfortable play clothes should have manageable belts, snaps, zippers, and buttons to prevent undue stress for your child and/or teacher during restroom time. If your child cannot manage the buckles or suspenders and shoulder straps during restroom time, the garment is inappropriate for school.
3. Girls' skirts and shorts should be a modest length when standing and sitting. Please have little girls wear shorts under skirts for freedom and comfort on the playground. Mini-skirts, bare midriffs and see-through shirts are unacceptable for school attire.
4. Please provide an extra change of appropriate seasonal clothing in a clearly labeled zip lock bag at all times.

All clothing concerns are to be directed to the child's teacher.

## **Bathroom Policy**

Students should be able to use the bathroom independently. This includes undressing, wiping, re-dressing, and washing hands. All children must be potty trained. If your child has a medical condition prohibiting potty training, a doctor's note must be on file in the office.

## **Lunchtime**

Hot lunch is available for students from our School Cafeteria. School lunches are free for the 2021-2022 school year.

If you choose to bring a cold lunch it must be in a lunch box marked with your child's name. There is no need for an ice pack as all of the lunches will be refrigerated in the morning. No microwaves are available to heat up lunches.

## **Field Trips and Volunteering**

### **Field Trips**

The field trips will be announced at least three weeks before the scheduled trip. On a field trip, all children are invited to come - even if the trip falls on a day your child doesn't normally attend school; however one of the parents must attend with the child. If for any reason a child cannot go on a field trip, he is to be kept at home. A signed permission slip is required for each trip. There may be a fee to pay for certain field trips. Due to state law requiring students to be in booster seats, we are asking that parents supply booster seats for their child(ren) on field trips.

### **Volunteering**

Before a volunteer can work in the classroom, or attend a field trip, they must have completed the background check. If a parent is a volunteer driver he/she must also have a copy of his/her license and insurance on file.

## **Parties at School**

### **Holidays**

Parties are held for Christmas and Valentine's Day. We will ask for Parent Volunteers to come prepare and lead games, crafts and snacks. All snacks must be purchased, not homemade.

### **Birthdays**

We also love to celebrate birthdays! On your child's Birthday feel free to send in a special snack. Please let the teacher know ahead of time so that another snack is not prepared. Also, please refrain from sending in treat bags and party hats. Those are fun things to do at home for their party. We will only pass out invitations, if there are invites for everyone in the class. If you are only inviting a few children from the class please mail them from home. Children at this age do not understand that only the girls or just the boys are invited to a party.

## **Behavior Management Policy**

We believe that a Christian education enables a child to discover that our God is a God of love. Our prayer is that each child may grow and mature under God's direction and inspiration.

We will:

- Encourage children with adult support, to use their own words and solution in order to resolve their own interpersonal conflicts.
- Communicate with children by getting down to their own eye level and talking to them in a calm, quiet manner about what behavior is expected.
- Use positive reinforcement of appropriate behavior choices.
- Redirect the child.
- Use patience, love and understanding.
- Set clearly defined limits.

## **Discipline Documentation/Communication To Parents**

This policy shall be handed to all parents/staff.

- Staff shall have ongoing communication between home and Preschool regarding all aspects of the care of the child.
- Staff shall document any history of recurring discipline problems and subsequent formal parent conferences in the child's record.

In cases of recurring or severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues, the Director may place the child on a two week probationary period. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents will have one week to withdraw their child from Emmaus Lutheran School. We believe that a Christian education enables a child to discover that our God is a God of love. Our prayer is that each child may grow and mature under God's direction and inspiration.

We, as a staff, pray for the children and families in our program. We use prayer with the children, asking God for His guidance in all our daily activities. One-on-one prayer is used with children during difficult times, asking God to open our hearts to His will. If a child is unable to demonstrate self-controlling behavior, a brief time-out is given for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

## **Expectations of Staff**

Any person while on preschool premises, shall not engage in any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- Hit, spank, beat, shake, pinch, or any other measure that produces discomfort.
- Cruel, harsh, unusual, humiliating or frightening methods of discipline, including threatening the use of physical punishment.
- Placement in a locked or dark room.
- Public or private humiliation, yelling or abusive or profane language.

## **Parent/Teacher Conferences**

An individual conference with the parents of each child will be scheduled twice a year to keep the parents informed on the child's progress. Any time that you have questions, you are welcome to call the school for an appointment with the child's teacher. E-mail, notes, and short telephone calls are other ways to keep in touch. Frequent communications of this nature enable you and the school staff to give understanding guidance to your child. Please do not try to conference with your child's teacher at the beginning of the day or at dismissal.

## **Withdrawal of a Child**

The Church Office and teacher must be notified if a child is to be withdrawn from school. Two weeks notice is required. If your tuition has been paid in advance, you will receive a prorated refund.

## **Church Worship and Attendance**

Parents and children of Emmaus Lutheran Church are encouraged to attend church and Sunday School regularly each Sunday. Parents and children who are members of other churches are encouraged to attend the church of their choice; however, if you have no church home, we encourage you to consider making Emmaus your church home. Our Sunday morning worship service is held at 9:00 a.m. with Sunday School at 10:20 a.m.

## **Kindergarten**

Emmaus Lutheran Church also operates a Kindergarten and elementary school (grades 1-8) for the children of the church and community. You are invited to consider sending your child to the Kindergarten and elementary school. Emmaus believes that it can add an extra "plus" to education by providing a Christ-centered curriculum. The school follows the curriculum recommendations set forth by the State of Indiana. The school is staffed with dedicated and certified Christian teachers. If you desire more information about the school, please feel free to contact the school office for more information.